

Twenty8 Freshwater Place

TENANCY FIT-OUT MANUAL

TYPE: Commercial

January 2020

This manual applies to you and your agents - please make sure that all parties for whom you are responsible is given a copy.

Additional copies may be obtained from:

Freshwater Place Commercial Management
Level 4, 4 Freshwater Place
Southbank
Telephone: 8606 4700

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1	Initial version	PH	2004
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4	Amednments to suite site specific (28 Freshwater Place)	IM	Apr 2015
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7	Updated Contacts	SD	Oct 2018

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OBJECTIVES

The objectives of the **Twenty8 Freshwater Place** Tenant Fit-Out Manual are to:-

- help protect the image and quality of the **Twenty8 Freshwater Place** for the benefit of both the Owner and tenants;
- set guidelines to ensure a safe, comfortable, attractive and environmentally sensitive working environment for tenants, employees, and their clients;
- provide assistance for tenants to ensure that fit-outs complement the base building to ensure the effectiveness of the base building services.
- ensure the long term asset value of the **Twenty8 Freshwater Place**.

This document shall be read in conjunction with the **Twenty8 Freshwater Place** House Rules which provide details on deliveries, lift access, parking, security access, and after hours air conditioning.

INTRODUCTION

Welcome to **Twenty8 Freshwater Place**, Jones Lang LaSalle (JLL) Management is pleased that your company is one of our tenants.

JLL is committed to providing the best possible built environment and reducing its environmental impact throughout the life of the building. Taking into account the fact that the built environment contributes to 23% of carbon emissions in Australia and consumes about 40% of all raw materials, JLL has implemented appropriate management systems designed to reduce its environmental impact and to provide an environmentally efficient building.

Twenty8 Freshwater Place has achieved 5 Star NABERS Energy rating and 4.5 star NABERS Water rating.

Our management team is also here to help you through the process by providing guidance in the systems to use and how our building works in order to make your fit-out and move in as straightforward as possible. We encourage you to work with building management and seek further information when required.

Benefits of Sustainable Fit-out

Apart from reducing the environmental impact of your organisation, a sustainable fit-out can also provide other ongoing benefits to your organisation such as:

- High energy and water efficiency will achieve operational cost savings;
- Demonstration of corporate social responsibility will enhance your organisation's reputation;
- Achieving a Green Star Interiors Rated Fit-out will provide your organisation with a competitive advantage;
- Improved productivity and staff retention are known to be attributable to a healthy indoor environment and healthy building.

Thinking Green: Thinking Sustainability

A **Green fit-out** reduces the environmental impact of your tenancy, whilst a **sustainable fit-out** addresses the environmental and social sustainability of the decisions you make in regard to:

- The way your fit-out affects the environment
- Creating a healthy environment
- The sourcing of materials, products and services you choose.

In order to achieve a high standard of environmental performance it is important to set the performance standards early on and instruct your professional team accordingly. It is often impossible or cost prohibitive to add them to your tender at a later stage.

Tenancy fit-out can be a highly wasteful process, not only in its construction but in the way the fit-out is managed and maintained, and at the end of the lease when the fit-out is removed.

Fit-outs generally have an average life of about four to five years before being changed or discarded. Therefore, the environmental impact of materials fittings and works should be kept to a minimum in order to reduce any environmental damage caused by your fit-out.

Your design standards should be based on:

- The technical requirements detailed later on in this manual;
- Incorporating provisions for environmental performance into the physical layout, including such issues as natural light, sharing views, provisions for waste management, etc.

You should also consider what to include in your tender conditions to ensure your contractor is required to work to good environmental standards. These can include:

- High energy and water efficiency
- Avoidance of pollution from Volatile Organic Compounds (VOCs) in paints and sealants
- Reduction or avoidance of formaldehydes in timber products
- Running the site so as to reduce waste production

These initiatives are designed to reduce pollution in your tenancy and the building, provide a healthier interior with good indoor environmental quality and also reduce the impact on the environment. We have provided more detail later in this Manual.

A Healthy Relationship

Office workers spend about 35% of their time in office buildings; therefore we should work together to ensure that the built environment is as healthy as possible by not introducing pollutants and managing the indoor environment - that is the air, light, noise, temperature and layout.

Tenants might carry out works that interfere with the systems in the base building, and impact on other tenancies. We want to avoid this and hence we have strict requirements on what can and cannot be done in the building. In this manual we offer advice on how to achieve this. By guiding your project team towards good sustainable practice, your fit-out can be low impact and provide a healthier interior.

Sustainable Property Guide

If you need assistance when planning a sustainable fit-out please refer to the Sustainable Property Guide, a document produced by the NSW Department of Environment, Climate Change and Water.

The Sustainable Property Guide can be downloaded at:

www.environment.nsw.gov.au/sustainbus/SustainPropertyGuide.htm

Section 4 of the Sustainable Property Guide covers Sustainability and Project Delivery. Individual sections and worksheets can also be downloaded.

How We Are Helping You to Achieve A Green Star Interiors Rated Fit-Out

What is Green Star?

The Green Star rating system is administered by the Green Building Council of Australia. Green Star is a comprehensive, national, voluntary environmental rating system that evaluates the environmental design and construction of buildings. The Green Star - Office Interiors rating tool is designed for building owner, tenants and interior designers to assess the environmental impact of an interior fit-out.

Under the Green Star system there are credit points available to a tenant if the building's management system is set up to achieve good standards of sustainability. By setting up the base building documentation in line with these requirements the building will assist the tenant to attain Green Star Interiors credit points.

To meet Green Star Interiors 1.1, clause Eco-3, JLL agrees to undertake:

- energy monitoring (minimum quarterly) and energy consumption reduction targets;
- waste reduction/recycling monitoring (minimum quarterly) and landfill disposal reduction targets;
- water monitoring (minimum quarterly) and water consumption reduction targets;
- carry out regular maintenance of HVAC&R systems in accordance with AIRAH DA19 HVAC&R Maintenance Guideline;
- use of cleaning products that have a low environmental impact;

- the future procurement of consumables (i.e. paints, light fittings, ceiling tiles, flooring, etc.) that have a low environmental impact.

To achieve points under Green Star Interiors 1.1, clause Eco-4, the tenant would need to undertake:

- energy monitoring (minimum quarterly) and energy consumption reduction targets;
- waste reduction/recycling monitoring (minimum quarterly) and landfill disposal reduction targets;
- water monitoring (minimum quarterly) and water consumption reduction targets;
- use of cleaning products that have a low environmental impact;
- the future procurement of consumables (i.e. paints, light fittings, ceiling tiles, flooring, etc.) that have a low environmental impact.

These may be subject to change by the GBCA. For more details visit www.gbca.org.au

Green Star Category	Potential Credit Points
Eco-1: Green Star Office As Built Certified Building	4
Eco-3: Building Environmental Management	3
Eco-4: Commitment to Building Performance	3
Eco-5: Shell and Core or Integrated Fit-out	2-3
Eco-6: Building Conservation	2
Ene-1, 2 and 4: Efficient Lighting and Lighting Controls	3-7
Tra-3: Bicycle Facilities	1-2
Inn-1: Innovation Strategies	

(Note: Other points may be available, such as if the building achieves an Office As-Built certified rating Eco-1, where the building has an efficient layout Eco-2.)

Commercial Management Team

Name	Title	Mobile	Email
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Tony Nicolosi	Property Services Supervisor	0421 589 806	Tony.Nicolosi@ap.jll.com
Michael Rizinger	Property Services Supervisor	0423 798 916	Michael.Rizinger@ap.jll.com

Building Operating Hours

Monday to Friday: 8am to 6pm

Weekends and Public Holidays: If access to the building is required outside of the building operating hours, special arrangements must be made through the Commercial Management Team.

Refer to Appendix for Fit-Out Flowchart

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A. FIT-OUT ADMINISTRATION**A.1 THE PROJECT MANAGER & SUPERVISION**

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

The Building has a sophisticated suite of services for today's tenant, and to gain the optimum from these services, tenant fit-outs must be correctly designed, installed, and commissioned. It is found that the majority of tenant complaints with services are due to modifications done during the fit-out, **which can be avoided** by proper design and execution.

It is the responsibility of the Project Manager to chair co-ordination meetings between the tenant, Jones Lang LaSalle and relevant specialist service contractors on a regular basis to enable Jones Lang LaSalle to monitor the progress of the fit-out and service modifications for the benefit of the tenant.

The Project Manager shall appoint and maintain on the site for the duration of the fit-out, a competent full time Foreman or Supervisor who shall be fully experienced in all aspects of the works. The Foreman or Supervisor is to be the Project Manager's representative on the site, who shall have the authority to take all necessary actions requested by Jones Lang LaSalle in relation to quality, performance and overall control as well as the daily organisation and planning of the works. The Project Manager shall provide the Foreman or Supervisor with either an on site telephone with an answering machine, or a mobile phone.

The Project Manager shall submit information for approval to Jones Lang LaSalle as stipulated in this manual, such approval not lessening the liability of the Project Manager.

REGULATORY APPLICATIONS AND CERTIFICATION**Development Application (or equivalent)**

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

Construction Certificate/Building Permit (or equivalent)

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

Complying Development Certificate (or equivalent)

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

Certificate of Occupation (or equivalent)

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

Where the base building maintenance contractor is not used for the changes to the fire and emergency service systems, the Tenant will ensure that the base building contractor issues a certificate of compliance or letter of comfort that states that the tenancy services are able to perform to to the base building design or applicable operating standards. The tenant is responsible for arranging and paying for any services.

CONSENT TO CARRY OUT WORKS

Conditions of Approval

- All works are to be carried out entirely at the Tenant’s cost unless otherwise agreed.
- All documentation detailed in the Fit Out Requirement Checklist, shall be forwarded to, and approved by Jones Lang Lasalle as the Landlord’s representative.
- Approvals granted by on behalf of the Landlord are given in good faith but under no circumstances shall such approval represent a warranty that the works fully comply with the requirements of Statutory, Local Government or any other relevant Authority, Body or Organisation.
- All consultants and contractors should be issued with copies of the Fit Out Construction Guidelines and Building Rules and associated conditions of consent and instructed to read them carefully, so as to avoid any costly delays and unfortunate misunderstandings at the tender stage.

Form of Approval

Jones Lang Lasalle will issue a formal letter of approval which will list all drawings supplied by the Tenant’s Consultants stating description, number and version. This will enable the tenancy fit out works or alteration (including demolition) to commence subject to any conditions contained therein.

Progress Inspections

The landlord or Jones Lang Lasalle reserves the right to inspect the work at any time and stop all work if the work is not being carried out in accordance with the approved documentation, or if the work unduly affects the ability of other tenants to continue their normal business activities or the Landlord’s ability to operate the building in a correct and proper manner.

SUSTAINABLE DESIGN AND DOCUMENTATION

The benefits of a sustainable fit out can be both direct and indirect. Operational savings, increased productivity and staff retention are emerging as incentives alongside enhanced reputation through good environmental performance.

The following list must be completed and accompany your application for Landlord’s Approval to the Fit Out

Description	Compulsory/ Recommended	Comments
Management		
12 months commission and tuning	Recommended	
Energy		
NABERS Office Energy 4 Star (Tenancy)	Compulsory	
NABERS Office Energy 4.5 Star (Tenancy)	Recommended	
NABERS Office Energy 5 Star (Tenancy)	Recommended	
Energy efficient computers and monitors	Recommended	
Initiate “Switch It Off” Campaign	Recommended	
Dishwasher 4 Star	Recommended	
Green Energy used	Recommended	
Sum-Metering for lighting and small power	Compulsory	
Metering for >25kVA	Compulsory	
Low energy lighting used	Compulsory	
Light density 8 W/m ² with an average maintenance luminance of no more than 320 lux (open plan areas), controlled by occupancy sensors with no time scheduled operation	Compulsory	
Office lighting zoned to < 100 sqm	Recommended	
Lighting zones on movement sensors	Recommended	
Light switches labelled	Compulsory	
Lighting luminance – to BCA Part J	Compulsory	

Description	Compulsory/ Recommended	Comments
Lighting luminance < 400 lux for 95% NLA	Recommended	
Commissioning Program for an airflow balance required. Building management will witness test that the balancing damper on the index run is fully open	Compulsory	
Workstation configuration consisting of laptop computers and LCD monitor docking stations	Compulsory	
Water		
All water equipment minimum WELS 4 star	Compulsory	
Separate water metering for the tenancy	Recommended	
Meters linked to building BMS	Compulsory	
Construction Site Management		
<i>Are these included in your fit out contractor's scope of works?</i>		
60% construction waste recycled	Compulsory	
80% construction waste recycled	Recommended	
Specify lights to be turned off at end of each day	Compulsory	
Office Waste Management		
Commercial: 1m ² of designed recycling storage space per 6 work settings with monthly collections	Recommended	
Commercial: 1m ² of designated recycling storage space per 24 work settings with weekly collections	Recommended	
Separate bins for paper, recyclables and land fill (general waste)	Compulsory	
Additional separate bins for wet waste, plastics, glass	Recommended	
Materials		
Office furniture and equipment – 7 years warranty	Recommended	
Office furniture and equipment – 10 years warranty	Recommended	
Office furniture and equipment – modular and designed for re-use and disassembly	Recommended	
Office furniture and equipment – GECA certified	Recommended	
Flooring – GECA certified	Recommended	
Walls – GECA certified	Recommended	
Walls retain existing walls	Recommended	
Ceillings left in place or retained for reuse	Recommended	
PVC minimisation or substitution	Recommended	
Emissions		
95% refrigerants have an Ozone Depletion Projection of zero	Recommended	
Insulation materials used have Ozone Depletion Projection of zero	Recommended	
Indoor Environment Quality		
CO2 monitoring	Recommended	
Daylight > 2.5 for 30% workstations	Compulsory	
Daylight > 2.5 for 90% workstations	Recommended	
Daylight glare control, monitors flat screened and on adjustable arms	Recommended	
Occupant controlled blinds < 10% visual light transmittance	Recommended	
Fluorescent lights to have high frequency ballasts	Compulsory	
External views 60% work settings 8 metres from vision glazing	Recommended	
Volatile Organic Compound 95% of all adhesives and sealants used to be low VOC	Compulsory	
All new floor coverings to be low VOC	Compulsory	

Description	Compulsory/ Recommended	Comments
Volatile Organic Compound 95% of all adhesives and sealants used to be low VOC	Recommended	
Volatile Organic Compound - all furniture and fittings to be low VOC	Recommended	
Formaldehyde minimisation – all composite wood products to be low formaldehyde emission	Compulsory	
Tenant exhaust – Paint and utility rooms to be separately exhausted to general tenant riser	Recommended	
Transport		
Policy that discourages use of private vehicles	Recommended	
Secure bike storage for 5% of staff at 1:15/m ²	Compulsory	
Secure bike storage for 10% of staff at 1:15/m ²	Recommended	
Showers, changing facilities and lockers	Recommended	
Ratings (Tenancy)		
4 Star Green Star Interiors Rating	Recommended	
5 Star Green Star Interiors Rating	Recommended	

DESIGN AND LAYOUT REQUIREMENTS

Environmental standards and initiatives must be included from the start. To incorporate them at a later date can be expensive and delaying at best, or impossible.

Consider a sustainability workshop to list key agreements within your organisation. The design of the layout of your premises should include your aspirations and identify a set of appropriate benchmarks such as Green Star and NABERS Energy, Water, Waste and IE.

A sustainable Design Plan (SDP) will assist you to integrate sustainability criteria into the design process. An SDP applies to your design and contract documentation phases. Its purpose is to set, track and record progress against your project’s sustainability objectives. It can help you transfer design intentions through to a project’s construction and operational phases.

For assistance in planning your SDP refer to the Sustainable Design Plan template in the Sustainable Property Guide, Department of Environment, Climate Change and Water, NSW.
www.environment.nsw.gov.au/sustainbus/SustainPropertyGuide.htm

Initiatives that will affect the space planning include:

- Waste control and minimisation
- Work station and office layout for natural lighting and views.

Tenants Waste System Design

The tenancy shall be designed to incorporate waste separation in line with the waste strategy of the base building and NABERS Waste Tool. It shall include the ability to separate waste into Paper, Recyclables, Wet Food and general or land fill waste. The base building is set up to receive segregated waste but you will need to factor in some additional space to facilitate sorted waste in your tenancy.

Refer to worksheet 3.7B Waste and Recycling Action Plan in the Sustainable Property Guide, Department of Environment, Climate Change and Water, NSW. It is designed for base building requirements but will give you an idea of initiatives and opportunities.

www.environment.nsw.gov.au/sustainbus/SustainPorpertyguide.htm#sec3

Indoor Environment Quality

Indoor environment quality is an essential component of the sustainability plan for any tenancy and needs to consider the principles of NABERS IE. The NABERS Indoor Environment rating for offices allows you to compare the indoor environment performance of your office to other similar buildings, and is the first step in managing the

building's impact on its occupants. The quality of the environment created within a tenancy is fundamental to its occupants health and wellbeing. The indoor environment is influenced by:

- indoor air quality (IAQ), ventilation standards, air change effectiveness and levels of pollutants (chemical, biological and physical)
- lighting quality, light levels, both artificial and natural and visual comfort
- acoustic quality – noise levels
- thermal comfort – temperature, humidity and air speed
- office layout – spatial arrangements of walls, partitions, furniture and equipment in relation to fixed elements like windows and heating, ventilation and air conditioning (HVAC)

For more information on IEQ, have a look at the Sustainable Property Guide Section 3.8 at www.environment.nsw.gov.au/sustainbus/09129SPGSection3.pdf

It is the design time that you will need to set design and performance standards to achieve good IEQ. The criteria will depend on the design you need, however you could consider the following initiatives:

- Daylight factor to be greater than 2.5% for 30% of all workstations
- Fluorescent lights to have high frequency ballasts
- External views to be achieved for 60% of all work settings 8 metres from vision glazing.
- Volatile Organic Compounds:
 - 95% of all painted surfaces to be painted with low VOC paints
 - All new floor coverings to be low VOC
 - 95% of all adhesives and sealants used to be low VOC
 - All furniture and fittings to be low VOC
- Formaldehyde minimisation – all composite wood products to be low formaldehyde emission
- Tenant exhaust – Print and utility rooms to be separately exhausted to general tenant riser

Refer to Worksheet 3.8B Indoor Pollutant Sources and Tips on Mitigation and Worksheet 3.8C Indoor Air Quality Considerations during Fit Outs in the Sustainable Property Guide.

www.environment.nsw.gov.au/sustainbus/SustainPropertyGuide.htm#sec3

Environmental Performance Mechanical

All supplementary air conditioning units serving areas other than computer rooms shall have timer switches to allow the unit to run for a maximum time of 1 hour before turning off. The controls should be manual on and automatic switch off based on a timer. The tenant requirements of out of hour air conditioning will be logged. If areas consistently require out of hours air conditioning the Landlord may require the Tenant to install a separate supplementary air conditioner.

Energy – Environmental Performance

The tenancy lighting load shall not exceed $12W/m^2$ with an average maintenance luminance of no more than 400 lux (open plan areas) and be controlled by occupancy sensors with no time scheduled specification. The tenancy lighting is to be metered independently of small power.

On all floors of the tenancy without movement sensing, a cleaner light switch that turns out all lights simultaneously shall be installed. Tenancy average peak small power load shall not exceed $20W/m^2$.

If required, Tenant's supplementary air conditioning units that exceed 50kW shall be metered separately. The tenants systems shall be commissioned in accordance with AIRAH DA19 HVAC&R Maintenance Guideline or similar.

Install sub-metering that will record energy use to quarterly reports can be prepared. Install controls to turn lights off automatically at 7.00pm and then be overridden by local switching or zoned movement sensors as required.

Consider the energy efficiency of all equipment installed.

The tenant is required to have its tenancy energy rated in accordance with the NABERS Office Energy scheme during the first two years of their tenancy (a rating requires the energy consumption data for 12 months).

www.nabers.com.au

Hydraulic Systems – Environmental

Any water using equipment installed by the Tenant must have a minimum WELS rating of 4 stars.

The tenant is to install sub-metering that will record water use so quarterly reports can be prepared.

Only "zip type" instant kitchen water heaters are allowed and must be fitted with thermostats set to avoid scalding and timers to restrict operations to business hours.

Where provided and maintained by the Tenant, landscaped areas and planter boxes are to use drought tolerant species and avoid over-watering by manual or automatic irrigation systems.

Design and Layout Recommendations

Design and run the fit out in accordance with Green Start Interiors. Obtain a Green Star Interiors rating.

Landlord's Access to Services

Remember that the tenancy layout must not prevent free access to common area cupboards, risers or plant rooms including lift motor rooms.

Services Generally – Commissioning

Where tenancies are over 1,000sqm it is recommended that the tenant enters into an agreement for 12 months commissioning and tuning of the Tenant's services systems.

Minimising Future Make Good Liabilities

If you propose to replace base building equipment or finishes, bear in mind that at the end of your occupation you will be required to return the premises to the condition and lay out they were in at the commencement of your lease.

To avoid unnecessary costs, disruption and environmental waste you should consider the impact of your fit out on the base building:

- Try to avoid removing or replacing base landlord's equipment and finishes such as flooring, wall finishes and ceilings.
- Use systems that are free standing where possible so that their fixings do not damage the base building.
- The more open plan, the less changes to the building services.
- Consider wireless data systems; they dramatically reduce the cabling waste and you can take them with you.
- If you propose to use materials that require the removal of landlord finishes, eg. Stone wall panelling, consider instead mouting it on panels that can be installed over the top of the base building finishes without causing any damage and can later be removed.

Remember that if you have to do Make Good you will need to allow an appropriate amount of time to complete the works .

Always seek landlord permission for alteration works and bear in mind your liability for making good.

See: Greening Make Good Australia – RICS Guide to Reducing the Environmental Impact of Make Good at:

http://www.rics.org/site/download_feed.aspx?fileID=4436&fileExtention=PDF

Building Owner's Review

Once the design is scoped out we suggest that a meeting is arranged between a representative from your organisation and your specialist consultants (i.e. your Architect/Interior Designer and Project Manager/Builder) with JLL to review the proposed works to ensure that they are generally in accordance with the standards required by the building and that your team understands the standards required and where they can obtain that information as they develop the design and carry out the works.

A.2 COORDINATION MEETINGS

During the fit-out program there will be a series of meetings, chaired by the Project Manager and held in the Jones Lang Lasalle offices. Attendees will be the Project Manager, a tenant representative, the nominated Jones Lang Lasalle representative, and as appropriate, representatives from specialist service contractors as invited by the Project Manager.

The Project Manager shall issue minutes to all attendees of the coordination meetings, within three (3) days of the meeting.

A.2.1 The First Meeting**Purpose**

- a) Confirmation of the attendees and their responsibilities.

- b) Confirmation of the procedures outlined in this tenant fit-out manual.
- c) Review requirements for modifications or additions to services.
- d) Approval of base building specialist service consultants.
- e) Approval of fit-out program.
- f) Approval of signage and finishes.
- g) Establish the timetable for the site induction of personnel to be performing site works during the tenancy fit out.

At this meeting the Project Manager shall provide:-

- a) A sample board of materials and colours to be used in the finishes.
- b) Proposed modification to NLA
- c) BA documentation ready for signing.
- d) Two (2) sets of proposed layout drawings and specialist services drawings. These drawings should cover the following requirements as a minimum:
 - Partitioning layout (Before and After)
 - Floor Plan (Before and After)
 - Mechanical services.
 - Sustainable Fit-Out Requirements Checklist
 - Fire protection services including EWIS.
 - Electrical services including lighting layout, emergency and exit lights and signs with complete circuit details. Connected lighting loads (W/m² NLA) shall be provided.
 - Hydraulic services.
 - Shut-off and head pressure reduction valves.
- e) Notification should any of the service requirements be in excess of that offered by the base building.
- f) Notification if connection to the dedicated condenser water system, security system, BMCS or essential services systems are required.

The tenancy mechanical drawings are required to show the following information:

- a) All existing VAV boxes, and ductwork including flexible connections and air diffusers
- b) All relocated or new VAV boxes, ductwork including flexible connections and air diffusers
- c) All VAV box temperature sensors should be shown on the drawing
- d) The air quantities for all VAV boxes (minimum and maximum), and supply air diffuser flow rates should be shown on the drawing.
- e) All supplementary air conditioning units with piping and valve detail
- f) Copies of current insurance certificates valid for the duration of the fitout program for:
 - Public Liability - \$20m minimum.
 - Workers Compensation - Unlimited.
 - Contractors All Risk - to the value of the fitout works plus 20%.
- g) Safety Plan.
- h) Preliminary program.
- i) Dilapidation report of the fitout area.
- j) List of staff for security access passes.

If approved, one copy will be returned to the Lessee marked "Accepted for construction – draft"

Summary

At the end of the first meeting, the Lessee should proceed with the design, and prepare specifications and drawings of service alterations including, but not limited to, architectural or interior design, structural, mechanical/air conditioning, electrical, fire protection, hydraulics, security, voice and data communications. The tenant's Project Coordinator should have all relevant information to commence contact with the relevant authorities and should have provided all services design for initial Building Design consultant review.

A.2.2 The Second Meeting

Purpose

- a) Review requirements for modifications or additions to services.
- b) Approval of specialist service contractors.
- c) Approval of fit-out program.
- d) Approval of signage.
- e) Approval of finishes.

At this meeting the Project Manager shall provide:-

- a) A schedule of specialist service contractors for approval by Jones Lang Lasalle.
- b) A detailed fit-out program clearly showing freeze dates for information from the tenant with respect to design, services, signage, and relocation.
- c) A progress payment schedule if the Owner is contributing to the fitout.
- d) The approved Regulatory Authority Development Application or Complying Development Certificate (or equivalent) application form.
- e) Construction Certification/Building Permit (or equivalent) completed by an Independent Accredited Certifier (BCA Consultant) or regulatory authority.
- f) A completed Green Start Office Interiors credit summary indicating the initiatives incorporated into the design to achieve # Starts Green Star. Note: a formally certified Green Star Office Interiors rating is not required (applicable if there is a commitment by the owner or tenant towards a nominated Green Star Rating).

Summary

At the end of the second meeting, subject to any requirements in the lease/agreement for lease, the Project Manager shall have relevant information and approvals from the authorities and Jones Lang Lasalle to proceed with construction. The Project Manager is to be aware that there may be separate tenant lease obligations that may be required to be fulfilled prior to access to the area being granted. Jones Lang Lasalle must provide formal Consent to Carry out Works prior to the commencement of any fit-out works.

A.2.3 Further Meetings

Purpose

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

A.2.4 The Penultimate Meeting

Purpose

- a) Confirmation that the fit-out will be ready for occupation by the tenant on the date of practical completion and the date which the Certificate of Occupancy (or equivalent) will be provided to Jones Lang Lasalle.
- b) Confirmation of bookings for the goods lift, security access, after hours air conditioning, and other relevant bookings to assist the tenant with their relocation.
- c) Submittal of "as installed" documentation.
- d) Agreement to a defect rectification program.
- e) Finalisation of payments.
- f) Confirmation of the date of the ultimate meeting which shall be no later than two weeks after the date for practical completion.

At this meeting the Project Manager shall provide:-

- a) The proposed relocation date.
- b) Goods lifts and after hours air conditioning bookings as required.
- c) Progress report on services commissioning.
- d) List of all tenancy personnel requiring security keys.

Summary

At the end of the penultimate meeting, the Project Manager shall have all relevant information to ensure the smooth relocation of the tenant.

A.2.5 The Ultimate Meeting

Purpose

- a) Submittal of "as installed" documentation.
- b) Agreement to a defects rectification program.
- c) Finalisation of payments.

At this meeting the Project Manager shall provide:-

- a) A copy of the certificate of occupancy.
- b) Certification from the preferred contractors that all services have been installed in full compliance with authority and this manual's requirements including the requirements of the base building services.
- c) Three (3) full sets of relevant design calculations, as-built drawings, spare parts lists, consultant and contractors compliance certificates for each of the services including the certification of all essential services to the applicable (AS) design and installation standard, certification from the relevant authorities, operating and maintenance manuals, instructions, calculation sheets and engineering data relevant to the installation and future operation or maintenance of any goods or equipment supplied pursuant to the Contract. All drawings shall be provided in hard copy A3 and full size format (3 copies each) in addition copies of electronic files shall be provided on CD (3 copies). These files shall be loaded into a directory for the discipline in question (ie. Mechanical, Electrical, Fire, Architectural etc) and the file shall be titled with the drawing number, name and date of last revision appearing in the drawing title blocks. Files shall be provided will all files in .dwg format Autocad R14 or later (preferably R2000) complete with pcp, pc2 or ctb files to allow line colours to be assigned to pen weights. Where X ref's are required these shall be bound in to the file as required and the drawing left in its native state for ongoing editing. The X Ref shall be for the building block only with services provided on separate layers. Where non standard Autocad fonts are used the font file used shall also be provided. All maintenance manuals, specifications and reports shall be provided in MS word format and three copies shall be provided in hard and soft copy with file names to clearly describe the document and its date of issue.
- d) Operation & Maintenance Manuals
- e) Completed Green Star Office Interiors credit summary and demonstration that initiatives have been incorporate into the fit-out to archieve 4 Green Stars. Note: a formally certified Green Star Office Interiors rating is not required. All maintenace manucls, specifications and reports shall be provided in Microsoft Word format and three copies shall be provided in hard copy and a soft copy provided on CD-ROM with file names to clearly describe the document and its date of issue.
- f) Copies of services warranties, guarantees, and contractual maintenance obligations.

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

Summary

At the end of the ultimate meeting and inspection the only item outstanding should be the defects list with rectification program (if any), and in the case of warranted prices, the finalisation of the price at the end of the defects liability

period. The Project Manager is to note that tenant occupation cannot proceed until a Certificate of Occupancy has been provided to Jones Lang Lasalle.

A.3 PERFORMANCE BOND

A performance bond (if applicable) is to be provided by the tenant to Jones Lang Lasalle for all works being performed at 28 Freshwater Place. The value of the bond will be determined by Jones Lang Lasalle.

This bond will be held until all the requirements nominated within this fitout guide have been met, and could be used to cover costs incurred in achieving compliance with this fitout manual if the responsible contractor fails to comply with the requirements of this guide.

Note: The tenant is responsible for arranging and paying for any services. It is not permitted to populate or conduct business from the fit-out area until this certificate has been issued.

The required Folio Identifiers for 28 Freshwater Place are:

- Certificate of title volume 11034, folio 076

A.4 INSURANCES

The Project Manager shall arrange insurance for the fitout works and all staff and trades people as follows:-

- Public Liability \$20 million
- Workers Compensation \$Unlimited
- Contractor's All Risk \$To the value of the fitout works plus 20%.

The insurances shall remain current for the duration of the fitout works, and the Project Manager copies of the insurance certificates at the First Meeting (refer Clause A.2.1).

A.5 INDUSTRIAL MATTERS

The Project Manager is responsible for industrial matters, and must consider advice and shall comply with directions in respect of industrial matters which Jones Lang Lasalle may give from time to time.

A.6 PROGRESS PAYMENTS

If the Owner is contributing to the fitout, progress payments as per the schedule agreed to in the Second Meeting or in accordance with the lease/agreement for lease shall be submitted, after signoff that the works covered by the invoice are completed to the tenant and Project Manager's satisfaction, to Jones Lang Lasalle for processing, less retentions (if any), for payment by the Owner.

Retentions shall be withheld until the end of the twelve month defect liability period and shall be released only if all defects are completed to the satisfaction of Jones Lang Lasalle.

A.7 CONTRACTOR SITE INDUCTION, STANDARD OF WORKMANSHIP AND ACCESS TO BUILDING

All contractors and their employees must attend a Jones Lang Lasalle site induction training course before commencement of works. Date of commencement and anticipated completion should also be provided. All workmen are to be properly attired and should refrain from loud or offensive language. The consumption of alcohol and/or drugs is prohibited during any works in the building. Smoking is banned throughout the entire building. Any breach of these restrictions will mean immediate expulsion of the contractor from the Building.

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

Access to the building will be generally only be permitted during the building hours specified by Jones Lang Lasalle. If access is required outside these hours, special arrangements must be made through Building Management. The tenant must notify the Building Operations Supervisor of all out of hours tenancy fit out work, which will require attendance. All costs associated with the attendance of Jones Lang Lasalle shall be entirely at the cost of the Tenant; at least 24 hour notice will be given. A security presence may need to be engaged by the Tenant to escort trades through other tenancies. This will be at the cost of the Tenant or contract engaged by the Tenant.

A.8 SAMPLES

The Project Manager shall supply samples of all materials if requested to do so, and shall conform to the quality of approved samples.

A.9 HANDLING AND STORAGE

Plant and building materials are only to be brought in the the building by prior arrangement with Jones Lang Lasalle Building Operations Supervisor, outside normal business hours where possible. They may only be conveyed by the goods lift as directed by the Operations Supervisor. It should be noted that no obstruction to car parking facilities shall be permitted and there is no parking on site.

The Project Manager is responsible for the handling and storage of all of the fit-out materials. Materials delivered to multi tenanted floors shall be immediately removed from the loading dock via the goods lift to a stacking area within the fit-out works. The Project Manager shall keep these areas clean and tidy and free of rubbish, off-cuts etc. and is responsible for the security of the materials at all times.

A.10 CLEANING AND RUBBISH REMOVAL

The Project Manager shall at least on a minimum daily basis, remove from the fit-out works rubbish and off-cuts and dispose of them away from the Building in accordance with Authority requirements. Records must be kept by the Project Manager to demonstrate waste generated and waste reused or recycled by weight.

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

A.11 TRADE WASTE

The disposal of waste material, paint, chemicals etc. or cleaning of tools in sinks, toilets, and drains is strictly prohibited. All trade waste shall be removed by the Project Manager away from the Building and disposed of as per Authority requirements.

A.12 ODOUR CONTROL

28 Freshwater Place has a suite of automatic air conditioning and ventilation systems. Tenants are entitled to quiet enjoyment of their tenancies, and under no circumstances are activities that affect other tenants to be carried out between the hours of 6.00am to 8.00pm Monday to Friday.

Work activities that create odour that may travel to other tenant areas are considered to affect the enjoyment of tenancy areas must not be conducted during base building hours and must be coordinated with Jones Lang LaSalle prior to commencement.

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

- Painting
- Pipe cutting and threading
- Core holing
- Angle grinding
- Floor grinding
- Floor adhesive application

A.13 PROTECTION

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

Any damage to existing finishes resulting from the fit-out work shall be rectified by the Project Manager, or if not rectified to sufficient standard, rectified by Jones Lang LaSalle and the cost deducted from the Project Manager's next progress payment or performance bond.

Particular reference is made to carpet, ceiling tiles, and light fittings. Carpet must be protected by a clear plastic film taped over the joints, and this protection should remain during the course of the fit-out works period and removed on completion. Ceiling tiles should always be handled by clean white gloves, and it is strongly recommended that all ceiling tiles which are required to be lifted during the course of the fit-out works be removed and only replaced when the fit-out works are nearing completion. Any ceiling tile showing evidence of dirty marks or having been touched up, shall be rejected. Light diffusers are also recommended to be removed during the fit-out work, and the troffer sealed with plastic to avoid dust ingress.

A.14 SECURITY

The Project Manager shall ensure that all trades people report to 28 Freshwater Place to be logged in on a daily basis, and for the issue of keys and passes. All keys, passes etc shall be returned to the building security at the end of each working day. Access will not be given to trades people unless a current pass is worn and is visible at all times.

An Access to Contractor Access Form – F21 must be completed if any work is to take place outside normal business hours (8.00am to 6.00pm Monday to Friday). This form must be submitted to and approved by an authorised Jones Lang LaSalle representative. Forms must be submitted one business day prior to the works commencing.

A.15 ELECTRICITY

The Project Manager shall arrange to have the electricity supply connected in the Project Manager or tenants name prior to the fit-out works starting. Under **no** circumstances shall house power be used for tenant fit-out works.

Lighting and air conditioning are to be shut down prior to and after site working times.

A.16 LOADING DOCK, LIFTS, GOODS LIFTS ACCESS AND PARKING

The use of the loading zone may occur strictly for a period of 30 minutes – for loading/unloading purposes only.

Under no circumstances are the passenger lifts to be used by trades people. During fit-out works, the goods lift is the only lift that may be used by trades people.

The Project Manager will exclude from the Building trades people who, after one warning, continue to use passenger lifts.

Parking on site is not permitted however alternatively, vehicles may be parked in parking spaces licensed to the Tenant, if authorised by the Tenant and provided that vehicles are not restricted by size limitations. Access to car park and loading docks is generally restricted to passenger type vehicles.

All materials and tools shall be transported to the tenant's floor via the goods lift from the car park. Under no circumstances shall the passenger lifts be used. From Monday to Friday the goods lifts should be booked 24 hours in advance and Saturday and Sunday bookings shall be made by 10.00am, on the previous Thursday.

For full details on Loading Dock access, Goods Lift size and use details and site parking please refer to the 28 Freshwater Place House Rules document.

A.17 TOILETS

During a tenancy fit-out on a multi tenant floor, toilets on that floor **shall not be used** by the trades people. Jones Lang LaSalle will nominate the trades' toilet facilities available. Toilets on single tenant floors may be used by the trades people with the consent of the tenant and it is the responsibility of the Project Manager to arrange to keep these toilets in a clean and hygienic condition.

A.18 WASTE MINIMISATION

Construction waste is to be minimised and separated into material types. The provision of waste skips or bins at the waste storage area should be made for each of the following material:

- Cardboard
- Metal, Polystyrene, Timber
- Soft plastics
- Bricks
- Insulation
- Plaster and Cement
- Glass
- Carpet
- Ceiling Tiles
- Fabric
- Metal

All furniture and joiner to be delivered to site in returnable blankets, not plastic or cardboard. Materials used for protection are to be reusable or recyclable. Tenancy contractor is to use non toxic cleaning products.

A.19 HAZARDOUS MATERIALS

The use of asbestos and other hazardous materials or materials injurious to health is not permitted. Low VOC paints and adhesives are to be used. Only low formaldehyde timber materials are to be used.

The tenant and their contractor is not to use any materials whether for fit-out or otherwise that may be detrimental to the internal air quality of the Premises and the building or the health and comfort of other building occupants.

A.20 BREACHES OF THIS MANUAL

Any breach of the requirement of this manual may, after one warning, result in the exclusion of the individual or company from the site.

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

B. NOISE**B.1 NOISE RESTRICTIONS**

28 Freshwater Place is a live structure and noise can be transmitted some considerable distance from its source. Tenants are entitled to quiet enjoyment of their tenancies, and under no circumstances are disruptive noise activities that affect other tenants to be carried out between the hours of 8.00am and 6.00pm Monday to Friday.

Jones Lang LaSalle must be advised of any noisy works proposed so that the work can be co-ordinated so as not to disturb or disrupt any other planned and authorised activities.

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

Noise which has proven to be disruptive and must be carried out outside the hours of 7.00am to 7.00pm Monday to Friday include, but not limited to:

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

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

It is mandatory that all cutting takes place in soundproof enclosures rubber isolated from the floor slab, and existing carpet and/or underfelt is left in place to reduce noise transmission.

If no carpet is present, scrap carpet and/or underfelt is to be laid in the fit-out areas.

Radios and cassette players are strictly banned.

B.2 COMPLIANCE WITH NOISE RESTRICTIONS

The Project Manager shall make due allowance to comply with this clause, and shall immediately cease any activities which is deemed by Jones Lang Lasalle to create disruptive noise.

C. WORK HEALTH & SAFETY

C.1 RESPONSIBILITIES

The Project Manager acknowledges and agrees that the overall coordination of safety matters for the property shall be exercised by Jones Lang Lasalle. This does not relieve the Project Manager of their responsibilities relating to safety.

The Project Manager must arrange for all personnel who will be performing site works for the fit out to be inducted to the site by a representative of Jones Lang Lasalle or their appointed representative. The site induction must be performed prior to the individual commencing any fit out works. This induction is intended to be an induction to the general site and does not relieve the Principal Contractor of their obligation to induct the person into the specific fit out or construction area/s.

The Project Manager must supply an OHS Management Plan in accordance with Occupational Health and Safety Act to Jones Lang Lasalle and at all times exercise all necessary precautions for the safety of all persons working within or accessing the work area.

The property owner will appoint the tenant as principal contractor of the tenant's construction works for the purposes of the Occupational Health and Safety Act and the Occupational Health and Safety Regulation. Jones Lang Lasalle acknowledges that the tenant may choose to appoint another party as the Principle Contractor for the fit out works.

The Principal Contractor must:

- Only allow another person, including a contractor, to carry out the construction work if the person has undergone OHS induction training as required by the OHS legislation
- Identify any changes in the construction site and in the construction activities which might affect the health and safety of any person on the construction site
- If any change is identified, ensure that each person carrying out works undergoes further OHS induction training to enable the person to carry out work safely despite the change

- Keep a record containing the following in relation to each person carrying out works for three years after the project is completed
- A copy of the OHS induction training statement required under the OHS legislation or a statement that the tenant is satisfied that the relevant OHS training has been undertaken
- A brief description of the site specific training that has been undertaken.

C.2 COMPLIANCE WITH LEGISLATION

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

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

- a) Ensure that the Project Manager's personnel are conversant with and adhere to all relevant occupational health and safety legislation;
- b) Provide materials which are adequately equipped, guarded, protected, approved and serviced on a regular basis so as to maintain the highest safety protection to the Project Manager's personnel and the public;
- c) At the Project Manager's cost remove immediately materials which in Jones Lang LaSalle's opinion could constitute a health or safety risk or which are defective or inadequate for which they were required;
- d) Ensure that all electrical installations, aerials, extension cords, fittings and the like comply with the requirements of all relevant authorities;
- e) Provide a "Fire Systems Impairment Notice" should any area of the fitout during the fitout period not comply with the fire code;
- f) Take all reasonable precautions against fire. Prior to welding or cutting operations which use or generate heat, flame or sparks, the Project Manager shall obtain a "Hot work permit" from Jones Lang LaSalle and comply with all associated requirements when welding. The Project Manager must use authority approved non-flammable shields acceptable to Jones Lang LaSalle and must arrange all necessary equipment in case of fire including, without limitation, fire extinguishers securely attached to each electric, oxy-acetylene or oxy-LPG welding plant and the provision of an adequate supply of water. A fire watch must be maintained for 30 minutes after the hot work activities have ceased. A hot work permit will not be issued when fire sprinklers are out of service. All oxy-LPP equipment to be fitted with approved anti flash-back devices;
- g) Provide appropriate first aid facilities;
- h) Provide Jones Lang LaSalle in a form acceptable to Jones Lang LaSalle "Safety Data Sheets" in respect of hazardous chemicals or substances, prior to their delivery;
- i) Must advise Jones Lang LaSalle if the working loads exceed the safe working load of the structure and shall design and construct temporary supports which are sufficient in all respects to support the working loads on these structures.

C.3 OHS MANAGEMENT PLAN

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

The principal contractor must ensure that:

- the OHS management plan is available for inspection during the construction works;
- a copy of any parts of the OHS management plan that are relevant to a contractor are provided to a sub-contractor before any work commences;

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

C.4 OHS SAFE WORK METHOD STATEMENT

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

OHS Safe Work Method Statement – Contractors

The principal contractor must ensure that:

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

OHS Safe Work Method Statement – No Contractors

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

- Undertake an assessment of the risks associated with the work to be carried out and prepare a written OHS safe work method statement that includes a copy of the assessment of risks
- Maintain and keep up to date the OHS safe work method statement
- Ensure that the work is carried out in accordance with the OHS safe work method statement

If a risk to health and safety arises because of non compliance with the OHS safe work method statement, ensure that work is stopped immediately and not resumed until the statement is complied with (unless an immediate cessation of work is likely to increase the risk to health or safety in which case the contractor must stop work as soon as it is safe).

C.5 HAZARDOUS SUBSTANCES

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

- A register of hazardous substances is kept during the course of the construction works
- The register is readily accessible to all persons working at the construction site
- Copies are kept of any records of atmospheric monitoring or health surveillance
- Copies are kept of any written report of a risk assessment if specific measures are necessary to control the risks associated with exposure to a hazardous substance
- If more than one contractor is using hazardous substances, the register of hazardous substances contains details of all hazardous substances being used at the work place.

C.6 SAFETY PROCEDURES

The Project Manager shall ensure that the Project Manager's personnel comply with all safety procedures and requirements which apply to the property including "Site Safety Instructions" issued by Jones Lang LaSalle.

If the Project Manager fails to comply with a safety procedure, direction or requirement, Jones Lang LaSalle may issue a written notice requiring the Project Manager to remedy the default. The Project Manager shall remedy the default within the time specified in the notice, failing which Jones Lang LaSalle may remedy the default and the Project Manager will be liable for losses suffered by Jones Lang LaSalle, and the Project Manager may be excluded from the site.

C.7 SAFETY SUPERVISOR

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

C.8 SAFETY REPORTING

Each week the Project Manager shall provide Jones Lang Lasalle with the following information:

- (a) Number of hours worked by all employees and sub contractors;
- (b) details of injuries to those personnel including times of cessation and recommencement of work; and
- (c) copies of reports to authorities and clearance for their return to work if and when required.

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

If any of the Project Manager's personnel are involved in an accident required to be notified to a statutory authority, the Project Manager shall notify the relevant authority. A copy of the notice must be forwarded to Jones Lang Lasalle within 3 days of the occurrence of the accident.

C.9 SITE SPECIFIC HAZARDS

During routine inspections and audits of the 28 Freshwater Place site the following work hazards have been noted. These hazards should be considered in your Site Specific Risk Assessment and Safe Work Method Statements. The following list is not intended as a definitive list and the contractors should make their own inspection of all work areas prior to commencement.

Hazard	Typical Location/Goods
Asbestos	NA
Work at heights	On all tenancy floors, plant rooms and rooftops
Confined space	Basement – sumps/pit, Sewer, Grease, Storm Water & Diesel Tank Level 2 – Diesel Day Tank Level 3 – Grease Interceptor Tank Garden Courtyard – Storm Water Tank Level 25 – Roof Cooling Tower System
Radio Frequency Radiation (RFR)	On rooftops around aerial installations
Pressure Vessels	Chillers and boilers, refrigerant storage cyclinders, oxy acetylene sets
Dangerous/flammable goods	Cleaners chemicals, refrigerants, diesel fuel

D. EMERGENCY ACTION

D.1 EMERGENCY ACTION RESPONSIBILITIES

The Project Manager is to arrange with Jones Lang Lasalle to conduct a briefing and emergency evacuation drill at the beginning of the fit out works. The Project Manager shall nominate floor and area wardens as appropriate for all shifts. It is the Project Manager's responsibility to ensure that an adequate number and designation of wardens are available at all times when works are being performed in the fit out area.

The Project Manager shall ensure that the Emergency Warning Intercommunication System (EWIS) speakers are in operation at all times during the period of the fit-out works.

D.2 FIRE OR SMOKE

In the event of fire or smoke, the floor warden, or in their absence, the area warden, shall alert people on the floor and must direct them to the fire stairs. The area warden will then contact the security control desk via the WIP phone located near the fire stairs, and await instructions. Under no circumstances is evacuation to take place until the evacuation tone is sounded.

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

D.3 BOMB THREAT

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

Questions which may assist are:

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

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

The recipient must notify the floor warden, or in the absence of the floor warden, contact the security control desk via the WIP phone located in the fire hydrant cupboards adjacent to each fire stair.

If a bomb is found, do not touch, tilt or tamper with the device.

E. ARCHITECTURAL

The architectural elements of the fitout shall conform as a minimum to this Section:

- a) Inter-tenancy walls and front door standards
- b) Standard construction details

Where possible, reuse salvaged or refurbished materials from this or other projects in order to reduce the demand for virgin materials and reduce waste. Consider salvaged materials such as beams and posts, flooring, paneling, doors and Frames, Joinery, Brick, and Decorative Items.

Works to modify NLA can have a punitive effect on the base building NABERS rating. No works can be performed to convert office NLA to area that might not be reasonably compared to office space (i.e. showers) without express permission from the building owner/manager.

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

The wall face shall be clad in plasterboard to a minimum of 2 layers each side of the fire rated or acoustic plasterboard of a minimum of 13mm.

The cavity of the wall shall be filled with polyster acoustic batts (baffle block) or equivalent.

Where the wall abuts a common corridor the ceiling to underside of slab shall have a security mesh installed.

If the tenant elects to install a plasterboard wall from slab to slab abutting a common corridor then acoustic transfer ducts must be installed of adequate size to accommodate return air requirements.

E.1 PLASTERBOARD

Unless otherwise specified use 13mm plasterboard in sheets as large as practicable. Horizontal sheet joints are to be avoided except where otherwise specified. Joints are to be taped and set to produce a continuous smooth flat surface. All plasterboard shall be installed in accordance with the Manufacturer's published instructions and installation procedures and shall comply with the relevant Australian Standards.

E.2 CASING BEADS AND EDGE TRIM

Casing beads and edge trim at heads, jambs and corners will be installed in accordance with published procedures. All casing beads and edge trims shall be straight, true, level and parallel to ceiling tiles as appropriate, all butt joints in casing bead runs shall be cut at right angles, ground smooth and true and filled if necessary before painting.

E.3 CORNERS, OPENINGS AND STANDARD OF FINISHES

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

E.4 SHEET JOINTS AND PATCHING

Sheet joints, unwanted holes, cracks and joints are to be filled, patched, taped, set, and sanded as necessary to produce a blemish free substrate suitable for painting.

E.5 SKIRTING

Skirtings to core or internal partitions is to be 150mm high matt painted aluminium that is to be concealed fixed.

E.6 HEAD

The head of the partitions shall be 'snap-in' aluminium track which will hold the top of the steel studs with 'snap-in' trims each side.

E.7 TRIM

All head and vertical trims where detailed to be 25mm matt anodised aluminium 'snap-in' section, fixed in accordance with manufacturers specifications where applicable. 25mm adhesive fixed flat aluminium trim to match shall be used to match where required.

E.8 SOUND RATINGS

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

E.9 AIR CONDITIONING REQUIREMENTS

The sound attenuation baffle shall be penetrated as required for air conditioning requirements.

E.10 SEALING OF PENETRATIONS

Services within the ceiling to slab zone, where passing through a sound rated partition must be completely sealed with approved setting compound or mastic all to form an acoustic seal equal in performance to and maintaining that of the adjacent partition.

E.11 ACOUSTIC CONSIDERATIONS

As the background noise level is low due to the high performance air conditioning, consideration shall be made as to angled walls which may reflect sound from one area of the fitout to another. Such reflections shall be rectified at the Project Manager's cost.

E.12 GLAZING and JOINTING

All glazing is to be conforming to Australian Standards 1288-1979, set on neoprene blocks and held in place both sides by continuous selected colour neoprene glazing strips. Unframed joints in glass are to be made with a silicone seal and all set in accordance with the glass and silicone manufacturer's published technical bulletins.

E.13 FRAMED GLASS DOORS

The pivot side of framed glass doors shall be a minimum of 20mm from the reveal to eliminate a potential scissor effect when the door is rated.

E.14 MATERIAL OFF-GASSING

Materials shall be selected that have low off gassing potential and that have no or minimal use of volatile organic compounds (VOCs). This applies particularly to paints, carpets, fabrics and adhesives and sealants. The emission of formaldehyde from wood based materials such as MDF and particleboard shall not exceed in their raw state (i.e. prior to machining or coating), the E1 emission limit according to standard EN13986 or 0.05ppm, (parts per million) after 28 days when tested in accordance with EN717-1.

E.15 VINYL ETCHING

Vinyl etching (approved or equal) shall be applied to clear glass if the placement of such glass is a safety risk.

E.16 FINISH TO GLASS EDGES

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

E.17 PERIMETER INFILLS

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

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

E.18 ABUTMENTS

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

E.19 ENVIRONMENTAL

Materials shall be selected that have low off gassing potential and that have no or minimal use of volatile organic compounds (VOCs) such as formaldehyde's in their manufacture.

E.20 MASTER KEYS

The Building's master key system is designed to provide a high level of security and flexibility for tenants whilst enabling Jones Lang LaSalle to access tenant areas in the case of an emergency.

All door locks shall conform to the Building's master key system. The Project Manager shall procure all locks and keys required for the tenancy fitouts, the cutting of the keys requiring written approval of Jones Lang LaSalle.

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

E.21 SIGNAGE

The Project Manager shall provide Jones Lang LaSalle with formal details of signage requirements on the lobby main directory board(s) in the associated Tower lobby, which shall be arranged by Jones Lang LaSalle at the tenant's expense.

Single Floor Tenants

All tenants who occupy one whole floor may erect their own signage and corporate identification on the floor subject to the terms of their lease and approval of Jones Lang LaSalle.

Multifloor Tenants

All tenants who occupy less than one whole floor shall erect signage which complies with the standard details as advised by Jones Lang LaSalle. The signage placement shall be made on the basis of how the tenant door relates to the corridor and other tenant's architectural arrangements, and may not extend past the tenant's leased area unless some particular architectural feature requires special consideration. If the tenant requires additional signage, such as logo on the glass entry door or fixed panes, or within the tenancy visible to the common corridor, these require approval from Jones Lang LaSalle.

E.22 PENETRATIONS

If penetrations are required through the floor slab or core walls, the Project Manager shall prepare drawings for the approval of Jones Lang LaSalle. If the penetrations are through structural elements, at the Project Manager's cost shall engage the Structural Engineer nominated in Appendix to approve the penetrations required.

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

All penetrations shall be adequately water sealed and fire rated in accordance to C2.13BCA, and the Insurance Council of Australia. Any damage and associated costs resulting from penetrations not adequately sealed shall be the responsibility of the Project Manager to rectify at the Project Manager's cost.

E.23 FLOOR LOADING

The typical floor loading of the base building is:

- Live Load: 4kPa
- Superimposed Dead Load: 1.3kPa
- Superimposed Services Load: 0.3kPa

There is a compactus zone around the core of each Tower extending 1500mm wide that has a 10kPa live load capacity.

E.24 PAINT

All paint is to be of the low sheen washable type, and a minimum of two colour coats shall be painted over the primer or base coat. All paint is to contain no or minimal levels of VOCs, with the maximum VOC level not to exceed 75g/litre of VOCs for any paint.

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

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

E.25 COMMON AREAS

The common areas are the toilets, kitchen, service corridors, risers, and lift lobbies contained within the core, and access corridors on multi-tenanted floors outside of the core of the building. Any changes to fixtures and fittings within the common areas require the approval of Jones Lang Lasalle. Special maintenance requirements to non standard fixtures and fittings will be chargeable to the tenant.

E.26 COMMON AREA CORRIDORS

Common area access corridors around the perimeter of the core shall be at least 1.8 metres wide (equivalent to 4¹/₃ ceiling tile widths) both to avoid a “rabbit warren” effect and to avoid relocation of sprinklers and light fittings from their standard layout position.

F. SERVICES

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

You must engage the Base Building Consultants listed in the Appendix and obtain a written approval of your proposed design prior to works proceeding. Your engagement should also include for obtaining a written sign-off of the completed works indicating that design criteria have been met. It is the tenant’s responsibility to pay for these consultants. Copies of consultant sign-offs are to be forwarded to Jones Lang Lasalle (attentioned to Capital Works Manager or Property Manager)

Due to the critical nature and complexity of the tenancy services offered by the building, it is strongly recommended that preferred contractors are used for nominated services. In general these preferred contractors are either the supplier of existing electronic systems, or have performance obligations to Jones Lang Lasalle under maintenance agreements. Should alternative contractors be used, then in accordance with the lease, the Project Manager shall submit the design and installation of the alternative contractors work to the preferred contractor for review, and to certify that the work is of the required standard, and that the work has not compromised the system and/or performance obligations under a maintenance agreement. The review is at the Project Managers cost.

Design and Performance Parameters	
Air Conditioning	
Type	Central variable air volume air handling plant
Internal Conditions	
Summer	
Dry Bulb Temperature (°C)	24°C
Relative Humidity (%)	40-60 – No humidifiers provided
Winter	
Dry Bulb Temperature (°C)	21°C
Relative Humidity (%)	40-60 – No humidifiers provided
External Design Conditions	
Summer	
Dry Bulb Temperature (°C)	35°C
Wet Bult Temperature (°C)	22°C

Cooling Tower Capacity (°CWB)	22
Winter	
Dry Bulb Temperature (°C)	4°C
Design and Performance Parameters	
Internal Loads	
Population Density (NLA) Office	1 person/10m ²
Lighting (W/m ²)	12
Equipment Allowance (Central Plant Sizing) (W/m ²)	20
Outside Air	
Minimum (L/s/person)	>=10
Condenser Water System Capacity	
Average (NLA) (W/m ²)	15 (THR)
Maximum for one floor (W/m ²)	37.5 (THR)
Water Temperature	35°C in and 29.5°C out
Filtration	
Average over the life of the media	
Dust No: 1 (%)	>46
Dust No: 2 (%)	98
Dust No: 3 (%)	90
Dust No:4 (%)	>94
Maximum Noise Levels	
Office areas (NR)	35
Normal Hours of Operations or Air Conditioning Plant	
Comfort Conditions	8.00am to 6.00pm Weekdays
After Hours Air Conditioning	
Review	Yes
Cost (subject to annual review and adjustment)	
Whole Floor (\$/hour)	Price on Application
Half Floor (\$/hour)	Price on Application
Zones per Floor	
Perimeter	Approx 14 VAVs/floor
Internal	Approx 10 VAVs/floor
General Exhaust Riser	
Capacity	
Average per Floor (L/s/m ²)	0.2
Maximum for One Floor (L/s/m ²)	0.5
Toilet Exhaust Space Capacity (L/s per floor)	-
Supplementary Fresh Air Riser	
Capacity	
Average per Floor (L/s/m ²)	0.3
Maximum for One Floor (L/s/m ²)	0.75
Return Air Through Ceiling Space	
Through ceiling space to north & south of core to RA riser	Yes
Smoke Spill System to Office Floors	
Smoke extraction	AS1668-1 (1998)
Building Monitoring and Control System	
Type	Alerton
Availability for Tenancy Monitoring (subject to approval)	Yes
Building Envelope	
Glazing	
SC Maximum	0.32
U Maximum (w/m ² k)	2.620-3.265
Provision for Internal Blinds	Yes

The preferred contractors are listed in the Appendix.

F.1 AIR CONDITIONING AND CONTROLS

The air conditioning system serving Low and High Rise consists of branch ducts from five (5 at Level 9 and 5 at Level 25) central plant air handling units (AHUs). Two (2) AHUs serve centre zones and two (2) AHUs serve perimeter zones. Each perimeter zone AHU serves one long side and one short side of the building. The air conditioning system serving Level 9 consists of branch ducts from two (2) central plant air handling units (AHUs). One (1) AHUs serve centre zones and one (1) AHUs serve perimeter zones. All AHUs are variable air volume (VAV) systems. The master temperature sensors for perimeter system's VAV boxes are located on the perimeter columns and the temperature sensors for centre system's VAV boxes are left in the ceiling space with a length of sensor cable to allow the temperature sensors to be drawn down into partition walls, and occupied space, during the tenancy fit-out. Sensors must be located to provide accurate space temperature sensing and not introduce biases from local equipment or inter-zone fighting etc. Sensors shall be located such that they are not exposed to direct sunlight and insulated behind the sensor housing where they are located on external columns.

Return air (and smoke exhaust) is via a ceiling plenum to a common return air riser, with intakes on the north and south of the core.

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

Areas which are highly partitioned or have floor to slab partitioning, must have sufficient return air grilles to allow return air to traverse the above ceiling space when partitioned doors are shut.

Where the tenancy fit out affects the layout of the floor plate (i.e. from open plan to cellular, or a significant change to the cellular layout) an air flow balance should be undertaken. Each area of the tenancy needs to be re-balanced via a proportional method ensuring that the index run of the floor is unthrottled by any balancing dampers.

Tenancies on multi tenanted floors may require either acoustic security transfer ducts across the tenancy diving partition or return air grilles in the tenancy wall to the core corridor and corridor ceiling grilles to allow the return air from the tenancy to leave the tenancy and return to the false ceiling level to return to the return air riser.

Ductwork modifications will be minimised to maintain straight duct runs and resultant pressure loss through system. Use of flexible duct shall be kept to a minimum with bends kept gentle (bend radius > 1.5 diameters).

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

General Exhaust Air System

The base building toilet exhaust system has capacity for connection to by a tenant. The system has been sized to allow an average of 0.2 l/s/m² per floor, with the branch sized for a maximum of 0.5l/s/m² to a floor.

Supplement Outside Air System

The tenant outside air system should provide no pre-conditioning/tempering of supply air. Supplement outside air system is provided through the external louvers on the façade on each floor, which have blanked off connection points at the core.

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

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

Where possible motorised isolation dampers should be installed to provide diversity, and energy efficiency, to the systems operation.

F.2 AIR CONDITIONING - DEDICATED CONDENSER WATER

A dedicated condenser water system is available for connection to on each floor level. The system is a closed circuit system, and utilises a heat exchanger to the cooling tower (Air Cool System) on level 25 for Towers TCT 25-1 & TCT 25-2.. Generally 65mm take-offs are present on each level. Condenser water loop is with the minimum capacity of 15 W/m² NLA heat rejection, with connection valves at each floor sized to allow minimum 37.5 W/m² floor NLA.

Connection to the dedicated condenser water system for Package Units is generally available subject to the following: The provision of a submission setting out details of the proposed installation for review and approval;

Jones Lang LaSalle will witness the presence of isolating/head pressure reduction valves post installation. Units that operate intermittently are to be connected via automatic shut off valves (wired to the start/stop signal of the unit compressor).

Units with 24 hour operation (e.g. computer rooms) need to be connected via head pressure reduction valves. Head pressure reduction valves should be controlled to operate from pressure reduction valves should be controlled to operate from pressure and must close off fully when the compressor is not in operation.

Note: If any of the supplementary unit (Split Unit or Condense Water Unit) require to install at the office open space (Other than meeting room and computer rooms) or total allowable condense water allocated for the floor exceeded, Building Sustainability Consultant MUST be engaged to review the design for approval.

The provision of details to the equipment including the model and manufacturer, the output in kilowatts and water flow requirements;

- Units shall be set-up to run to suit tenant needs, but not any longer than is necessary.
- The pipe work to the unit shall include the following:
 - Isolating valves on the flow and return pipelines;
 - An electrically operated solenoid valve in the flow to the unit, activated only when the compressor starts;
 - A fine mesh strainer in the flow pipeline to the unit;
 - A "STAD" water balancing valve in the flow to the unit;
 - A mechanical interlock, which disables the refrigeration component on loss of condenser water flow and resets automatically on return of flow.
- Where the tenant is not a whole floor tenant there must be a set of capped off isolation valves left for future connection by other suite tenants.
- Straight pipe runs that minimise system pressure losses
- All drawings submitted must include the following:
 - All valving as noted above in the approximate area of it intended or actual location;
 - All pipe work shown in its intended or actual location and dimensions.

The system's capacity is controlled via a differential pressure controller out in the field, and therefore nil adjustment of the pumps is required with additional connections to the system (based on designs being within the pressure capabilities of the systems design).

Kitchen Exhaust Systems

The building is served by two kitchen exhaust risers. Each riser is designed to serve only one floor at any time. This is to maintain the fire separation requirements of AS1668 Parts 1 and 2 and the BCA. Branch connections are available to each floor and have fire rated covers. Each system is designed with an exhaust quantity allowance of 3,500l/s and a hood pressure loss up to 250Pa. The building has been designed to allow makeup air for kitchen exhausts to be taken from the office area return air. This will require some adjustment to the central plant return air fans to reduce the amount of relief from the building.

Risers

The building has been designed with two (2) risers. The risers have connection provisions at each floor. These provisions presently have fire rated covers. The systems could be used for outside air, exhaust air, or kitchen exhaust. Nil plant provisions, except plant space, are provided in the roof plant room. The fire rating of any future connections to the systems will depend on the systems use and how many floors the systems serve.

Fire Control Operation

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

A Fire Engineered Solution has been utilised for Ground floor to Level 7 to deal with the podium atrium. The solution treats each floor as a separate fire zone and the system operates on a zone pressurisation basis. Only a minor amount of smoke exhaust is taken from the top of the atrium.

Any tenancy fit out will enquire testing of the air conditioning systems performance in fire mode, and confirmation of the performance of the fire stair pressurisation systems.

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

Other

After Hours Air Conditioning – Provided with booking done through ebuilding login to be consistent with NABERS documentation requirements. 2 degree celcius dead-bands to be implemented to achieve maximum efficiencies.

F.3 ELECTRICAL, COMMUNICATIONS, AERIALS, AND MATV

Design and Performance Parameters	
Power Supply	
Substation arrangement	1 Substation (Level 2)
Number	2 Transformers
Capacity (kVA)	2 x 2000
Configuration	Parallel
Feeder Arrangement	2 LV Feeders part of a HV 11kV ring main feeder
Main Electrical Switchboard	1 (Level 4)
Provision for bulk metering of all tenancy floors (some modifications required)	Yes (3 Electricity Supply Meters at each floor)
Tenant Lighting & Power Capacity to each floor (VA/m ²)	50
Availability at Substation (NLA) (VA/m ²)	120
Standby Power – Base Building	Yes
Standby power for all essential services and ventilation, including 1 emergency lift per riser	Yes
Standby Power Availability for Tenant Use (VA/m ²)	25
Provision of space and fuel storage only. No standby supply available	No
Tenancy Floor Cabling Facilities	
In ceiling conduits from goods lift lobby to accessible ceiling	12 x 40mm conduits
Conduits in topping from IDF to access floor	Basement – L25 12 x 25mm conduits
Ducted Skirting	200x50mm three channel skirting
Other Systems (including capacity)	1 off general communications riser (plus 1 dedicated)
Telephone Cabling	
Incoming Cable Capacity (pairs/8m ²)	1
Expansion Capacity (Cable + MDF)	100%
Pairs per Floor	1 pair per 9m ²
Tenancy Lighting	
Power density	Less than 12W/m ² NLA for open plan
Average maintained level of luminance (Open Plan) (lux)	<400
Fittings	Multi-cell louvre low brightness fluorescent luminaires with T5 lamps

Emergency and Exit Lighting	
Compliance	AS2293
Tenant Fittings	Single Point
Type	Centralised Standby DC Power Provisions
Design and Performance Parameters	
Security/Access Control System	
Manufacturer	Siemens
Card Type	Proximity
Extent of System	Full building
Car Park After Hours	Yes
Building After Hours	Yes
Lift Control After Hours	Yes
Fire Stair Door Locking and Monitoring	Yes
Plant rooms	Yes
Loading Dock	Yes
24 hour/7 day monitoring from Security Desk	Yes
Closed Circuit Television (CCTV)	
Surveillance	Siemens
Building Entry and Exit Points	Yes
Common and Public Areas	Yes
Car Parks	Yes
Loading Docks	Yes
Goods Lift	Yes
Car Park Lifts	Yes
System Features	
Security Desk Monitoring	Yes
Real Time VCR/DVR Recording	Yes
Tape Image Retention Period	30 days
Dedicated Riser Space	
Availability	
Power Cabling	200x300mm (minimum)
Communications	600x300mm (minimum)
MATV System	
TV Channels	2,7,9,10 UHF 28 (Digital)
Radio	AM/FM
Antennae and Satellite Dish	
Rooftop Installation Provisions (subject to review and consideration of existing installations)	Yes

In 28 Freshwater Place distribution is via main electrical switch rooms on Level 4.

Interfloor Cabling

Where communications cables are required to run between different floors (contiguous or not) the tenant riser is to be used at all times.

In the event that it is proposed to create a core hole for the purposes of running communications cables between floors, approval must be obtained from Jones Lang LaSalle.

The use of penetrations for individual cables such as to an island desk is to be avoided as access to the cable and penetration is always dependent on access to the floor below. Even for tenants with contiguous floors, such access is not always available.

The telephone riser is not to be used for any tenant interfloor cabling.

Segregation

All cables within the tenancy, power as well as communications (voice and data) must at all times comply with relevant standards.

Cabling Installation Standards

The standard of installation of communications cabling has a direct bearing on the performance of the cable system. For this reason it is in the tenants best interest to ensure that the cable system installed in their tenancy is of the highest standards. Compliance with the standards listed in the segregation section of this document, as well as conformance with best installation practices for the cabling system selected by the tenant will ensure that both the tenants and building owner's investment is protected.

Aerials

Limited aerial space is available on the roof for tenant aerials. In general, an annual fee applies to the installation of roof top aerials for which a Licence Agreement must be established between the tenant and Jones Lang LaSalle.

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

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

Broadband, Master Antennae and TV (MATV) System

Broadband communications infrastructure will comprise a co-axial cable riser network for routing of Pay-TV and free-to-air broadcast signals and FM/AM radio to each floor with head-end equipment capable of being located in a dedicated roof equipment room and the Building Distributor rooms.

A MATV system has been installed. The MATV system broadcasts free-to-air TV signals, (including digital signals) and selected AM/FM radio stations.

The MATV system amplifier has spare channels for video text or further pay for use services. Details are available from Jones Lang LaSalle.

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

F.4 ELECTRICAL

Tenant Light

The circuiting of the lighting system allow for 50% lighting under standby power conditions (or for cleaning purposes) and for the provision of local manual switching for future tenants fit out via an additional un-switched active at each luminaire or equivalent where automatic dimming by digital technology is adopted. The office area lighting will incorporate approximately 5% luminaires which are un-switched and operate 24 hourly providing a minimum illumination level for safety outside normal working hours. All other lighting will be switched in banks at the cores with perimeter groups of luminaires separately switched. A lighting energy reduction system using digital dimming control of perimeter luminaires controlled by daylight and illumination level sensing systems is provided. Lights are controlled from group switches or after hours lighting control panels generally located in the primary aisle of each floor. Lights are switched in blocks which correlate with anticipated tenancy sub divisions.

In the interest of the environment and energy saving, it is strongly recommended that each office or area (not exceeding 50m²) be separately switched so that electricity is only consumed when areas are occupied. In order to minimise spurious cooling loads in the tenancy, lighting systems should be specified to have a power density of no

more than 12W/m², with an average maintenance luminance of no less than 400 lux (open plan areas) and be controlled by occupancy sensors with no time scheduled operation.

It is also recommended that provisions be made in the tenancy fit out to integrate manual control of the lights with automatic controls via the Tower Building Monitoring and Control Systems. In this way, time scheduling of the floor lighting can be implemented with provisions for lighting activation in correlation with floor air conditioning.

The lights contain two slots either side of the diffuser for supply and return air. Should other lighting such as down lighting be installed, the Tenant's Project Manager shall ensure sufficient supply and return air grilles are installed for the proper performance of the air conditioning.

Power Outlets

General Purpose Outlets (GPO's) are provided in the ducted skirting of the perimeter walls. Should additional ducted skirting GPO's be required, these are available from Jones Lang LaSalle at cost. All existing and additional GPO's are to comply with the Work Health & Safety Regulation 2011 and AS3000.

Distribution Board

The Distribution Board in the electrical cupboard on each floor is designed to cater for four tenants per floor, and has either 72 poles or 108 poles. All electrical circuits and GPO's must be numbered, ie. circuit number and distribution board number, and the circuit schedule of the distribution board permanently labelled as appropriate. The load across phases must be balanced.

Any electrical works undertaken must preserve the separation between base building and tenant retail energy supplies. Any electrical work conducted must include an update of any affected distribution board schedules, with a condition of access to the riser being signed off from building management upon completion of works.

Wiring

All wiring shall be coated to distinguish it from the base building wiring. All wiring run in ceiling spaces, including the central service corridor, must be supported on trays or catenaries, or clipped to the slab and bundled by means of cable ties. No wiring whatsoever shall be allowed to lie on the ceiling grid or tiles, clipped to the sprinkler pipework, and run in the data cable trays.

Voice and Data

The building will incorporate 2 separate, secure building distributor (BD) rooms located in the Basement with rack mounted termination equipment and additional spatial provisions for the various incoming service providers. The rooms will be provided with dedicated ventilation or air conditioning systems as determined.

The Building Voice Distributor will be sized to accommodate the incoming service cables and will provide for not less than 1000 incoming telephone lines, riser cables and future growth. The BVD will be equivalent to a wall-mounted Krone Highband distribution frame.

The actual number of incoming lines will be determined in conjunction with carrier and anticipated tenant requirements.

Provision of space and services will be made for a secured communications room for microwave and satellite links at the rooftop plant room level.

The building will incorporate dedicated voice/data communications service riser cupboards serving all levels of the building.

Voice risers will be sized to support a capacity of 1 pair per 9m² NLA and incorporate copper balanced pair Category 5E cabling.

Data risers will comprise 1x12 core multi-mode (MM) optical fibre cable with back-up 6x4 pair Cat. 6 balanced pair cables to each office floor level in the Commercial Tower.

Cable pathway access to roof mounted antennae/dishes from the communications risers will be provided.

Two communication risers per floor are provided in the core. The telephone riser is located in the goods lift lobby. The general tenant communication riser is located near the emergency stairs and is available for voice and data cabling between tenanted floors.

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

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

House Power and Lighting

It is 28 Freshwater Place policy that all common area lighting and power be changed over to the tenant's distribution board as part of the tenancy fit out works if the tenant occupies the whole of the floor. Lift lobbies and bathrooms are to be controlled by occupancy sensors with no time scheduled operation.

Emergency and Exit Lighting

Emergency and exit lighting is installed on an open plan basis to comply with Authority requirements. As a result of the tenancy fit-out, further emergency and exit lighting may be required, and any such additional lighting must comply with Authority requirements, be of the self contained type (E4.2 BCA, AS2293 parts 1 & 2). Note that while a reticulated DC supply is available for emergency and exit lighting, this is available for common areas on each floor only.

Note: Final interfacing to this building system, and the programming of the tenancy layout into this system, must be performed by the 28 Freshwater Place preferred contractor at the tenant's expense. A certificate of compliance of the tenancy area Emergency and Exit Lighting must be supplied as part of the tenancy Fire and Essential Services documentation.

Lighting Control

A dedicated lighting system has been installed on each floor to allow tenants lighting to be automatically switched off at a pre-agreed time.

The system is designed to save energy, and should lighting be required beyond the pre-agreed time, additional periods of lighting are available by pressing a switch in the common area.

F.5 FIRE - including EMERGENCY WARNING INTERCOM SYSTEM (EWIS)

Design and Performance Parameters	
Sprinkler Installation	
Standard	AS2118.1
Average Spacing per head (m ²)	20
Open Plan Spacing per head (m ²)	Light Hazard
Sprinkler Head Type	Fast Response Semi-Recessed
Fire Monitoring System	
Type	Notifier Inertia Fire System (Honeywell)
Smoke Detectors	AS1670
Goods Lift Lobbies	Yes
Floor Fire Stair Doors	Yes
For operation of mechanical plant under AS1668	Yes
Emergency Warning and Intercommunications System	

Type	Notifier Inertia Fire System (Honeywell)
Code Compliance	AS2220
Maximum Area per Speaker on Office Floor	AS2220
Hydrant and Hose Reels	
Number per floor (In accordance with BCA and NSW/FB Spec 10)	Hydrant located at each fire isolated stair. Hose reels located within 4m of each exit for car park level only
Performance	AS2419.1 AS1221

Emergency Warning and Intercom System

Fire alarm systems will comply with the requirements of the Building Code of Australia and relevant Australian Codes. The fire alarm system will interface with the mechanical services, the fire sprinkler and fire hydrant installation to control and monitor the smoke control system and to monitor the fire sprinkler and fire hydrant systems. The fire alarm system will also interface with the building EWIS system to provide audible alarm facility throughout the building to comply with BCA requirements, with the lift control system for control of lifts in fire mode and with the building security system.

The Emergency Warning Intercom System (EWIS) has speakers distributed in selected light diffusers throughout the floors, with single standalone speakers installed in common areas. Tenancy fit-outs generally attenuate the volume of the EWIS speakers and the Project Manager shall install additional speakers or relocate speakers as necessary to achieve Authority compliance (AS2220). Spare pre-punched light diffusers have been grouped in the southeast corner of each floor.

Note: While general EWIS speaker wiring can be performed by the tenant’s contractors as part of the fit out works, any disconnection from or connection to the ‘live’ EWIS must only be performed by the 28 Freshwater Place preferred contractor. The Project Manager will be held responsible for any damage to the EWIS which results from unauthorised disconnection or connection.

Sprinkler System

The combined wet pipe Hydrant hose reel and sprinkler system complies with AS2118 AMD3 Group 1, and all modification work for tenancy fit-out shall be carried out in strict accordance with this code. Any alterations to the position of internal walls or ceilings could affect the sprinkler area of coverage and effectiveness.

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

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

Note: While sprinkler pipe work within a tenancy can be performed by tenant contractors, the 28 Freshwater Place preferred contractor must be retained to provide the final Fire Safety Certificate or as a minimum a letter of comfort that the completed installation is compliant to the required codes.

Drain Downs

Drain downs and refill operations will only be performed by the 28 Freshwater Place preferred contractor, without exception.

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

Drain downs must be kept to an absolute minimum, any drain downs must be requested from, and receive approval from Jones Lang LaSalle with no less than 24 hours. Requests are to be lodged to JLL using a Fire Systems Isolation Request Form.

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

If a drain down is left overnight for an extended period approval will be conditional or approval by the 28 Freshwater Place insurers and the meeting of any requirements imposed by the insurers. Any costs associated with this approval and imposed conditions will be at the Tenant's costs.

Smoke System

Smoke detectors interfaced to the base building main fire monitoring system are mounted above each fire exit door and in the goods lift lobby of each floor. These detectors are sensitive to dust and smoke which may be generated as a result of fit out works. The Tenants Project Manager shall notify JLL in writing when dusty or smoky works may take place so that the detector(s) may be isolated. A Fire Impairment Form must be completed and lodged prior to any isolation taking place. Any charges incurred from the fire brigade as a result of the fitout for false calls shall be the responsibility of the Project Manager.

Under no circumstances are smoke detectors to remain isolated overnight after works have been completed.

Hydrant Hose Reels

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

Isolation of the hose reel service is within the fire stairs. Isolation shut down supply to 4 to 5 levels. Coordinations and notification to JLL is required in the event of hose reel shut down being required.

F.6 HYDRAULICS

Provisional Services on Office Floors	
Trade Waste Service Grease Stack available on all levels	Yes
Soil and Waste Services Sanitary stacks available on all levels	Yes
Cold water service Water risers adjacent to stacks with isolation valves	Yes
Floor Coverage for provisional services	Entire Floor 3m from facade

Plumbing

The sanitary plumbing system and cold water system is able to serve additional fixtures on each typical floor. Each typical floor is served by two waste stacks, each stack having a provisional junction for connection of tenants plumbing. In general, fixtures maybe installed anywhere on the floor, although soil or waste lines maybe restricted near the perimeter due to additional services installed between beams or core holes. To minimise cost, it is recommended to locate such fixtures adjacent to or in close proximity to the core.

All connections to cold water, soil and waste stacks including vent pipes must be in copper tube or pvc suitability fire rated. Any waste pipes run at high level on the floor below must be lagged to provide acoustic insulation.

Hot Water

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

Shower Facilities

On a single tenanted floor the end cubicle, either the male or female toilets or both, may be converted to a shower, or the common area tea room should an additional kitchen/tea room already be installed in the tenanted area.

F.7 LIFTS

Design and Performance Parameters	
General Lift Parameters	
Low Rise (m/s)	2.5
High Rise (m/s)	7
Car Park (m/s)	1.6
Duty (kg)	1800 (Low Rise) 2300 (High Rise) 1000 (Car Park)
Power System	Variable Speed (Variable Frequency AC)
Group Control System	KONE-LCEbm (Low Rise Lift) KONE-LCE (High Rise, Goods & Car Park Lift)
Lift Performance Parameters	
Average Waiting Interval(s)	>=30
Five minute up peak handling capacity (based on 1 person/10m ²) (%)	<=14% Building Capacity
Door Operating Times	
Fully open to fully closed (s)	2.4-2.8
Fully closed to fully open (s)	1.8-2.2
Door opening, floor levelling (s)	1.0-1.2
Noise Level (travelling with fan operational) (dbA)	65
Goods Lift	
Capacity (kg)	2,500
Speed (m/s)	2.5
Door Opening Size (mm)	
Width (mm)	1,500
Height (mm)	2,400
Internal Car Dimensions	
Width (mm)	2,200
Depth (mm)	2,000
Height (mm)	3,600
Standby Goods Lift	
One lift per rise is available to serve level B1 (Loading Dock) as Goods Lift back up	Yes

If works are being performed in the lift lobby:-

- when using a jack hammer near lift landing doors, care should be taken to avoid hitting the door track or dislodging concrete from below the track.
- the car and landing door tracks are to be kept clean and vacuumed when appropriate.
- lift landing door openings should be screened with plastic sheeting to minimise ingress of dust to lift wells.

Under no circumstances shall landing buttons or hall landing plates and globes to be removed by the Project Manager as these unauthorised works may result in failure of a lift of banks. The lift contractor must be engaged to perform these works as listed in Appendix B.

F.8 SECURITY SYSTEMS

Design and Performance Parameters	
Access Control System	
Does JLL have an Access Control System	Yes
Can tenant purchase access control control from JLL	Yes
Is JLL accessible for tenant use	Yes
If Access Control System is required, is system to be standalone self-supported system	No
CCTV	
Does JLL have CCTV	Yes
JLL system accessible for tenant use	No
If CCTV is required. Is system to be tenant standalone self-supported system	No
Door Locks	
Does building have a master key system	Yes
Manned Security	
Does building have manned security	Yes
Hours	24/7

Security access is controlled throughout the Building by an electronic security access system using proximity card technology.

Tenants are encouraged to install a system that has compatible card technology. This means the tenancy proximity access card can also be used for property perimeter and lift access.

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

Access Control System

All modifications and or additions relating to the connection of tenancy equipment to the Base Building Access Control System must be approved by the Landlord and all work must be carried out by the Landlord's approved contractor at the Tenant's cost

CCTV

All modifications and or additions relating to the connection of tenancy equipment to the Base CCTV must be approved by the Landlord and all work must be carried out by the Landlord's approved contractor at the Tenant's cost.

Door Locks

Any doors installed on paths of egress must be compatible with the building master key and comply with building codes. This may require interface with the building fire alarm system along with break glass (green coloured) devices adjacent and applicable emergency lighting.

Manned Security

Site security must be on site during any building works, conducted outside manned hours, by Contractors engaged by the Tenant. All costs incurred for additional manned security is to be at the Tenant's expense.



F.9 GREASE STACK

Connections may be made to the grease stack subject to a submission of the requirement, and all piping be in uPVC and must fully comply with Authority requirements. All penetrations are to be fire rated and pipe work to be acoustically treated.

Any additional heating of the grease line before it enters the grease stack in the form of electrical heating pads or similar is the responsibility of the tenant to install and maintain, including power consumed.

APPENDIX A
BUILDING CONSULTANTS

Prior to proceeding with the tenancy fit out works, the proposed services alterations must be reviewed and approved by Jones Lang Lasalle consultants listed below:

Service	Company	Contact	Telephone No.	Email
Air Conditioning	Irwinconsult	Paul Brown	0401 051 510	Paul.Brown@irwinconsult.com.au
Air Conditioning Controls (Building Management System)	Alerton	Joel Tan	0423 625 808	j.tan@alerton.com.au
Access Control & CCTV	Siemens	Ben Jackson	0417 163 181	Jackson.ben@siemens.com
Building Design	Irwinconsult	Paul Brown	0401 051 510	Paul.Brown@irwinconsult.com.au
Building Surveyor	Thomas Nicolas	Con Nicolas	0418 990 404	Con@thomasnicolas.com.au
CBUS & DALI Programming (Lighting Design & Control System)	Pulse Automation Solutions	Devan Vasudevan	0488 903 006	Devan.Vasudevan@pulseautomation.com.au
Communications	Desa	Stuart Miller	0425 754 510	Stuart.Miller@desa.com.au
Electrical	Irwinconsult	Paul Brown	0401 051 510	Paul.Brown@irwinconsult.com.au
Emergency & Exit Lighting	Go Green Alliance	Peter Hoefler	(03) 9752 6888	Peter@gogreenalliance.com.au
Fire Services	Thomas Nicolas	Con Nicolas	0418 990 404	Con@thomasnicolas.com.au
Hydraulic Services	Axis	Steve Young	0420 941 372	steve@axisvic.com.au
Structural	WSP Structures	Harrison Chua	04 0003 4099	Harrison.Chua@wspgroup.com
Sustainability	Conservia	Sebastian Furman	0431 381 944	s.furman@conservia.com

NOMINATED/PREFERRED CONTRACTORS AND NOMINATED CONSULTANTS

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

For services, other contractors may be used for system design and installation but their designs and their installed works must be reviewed and approved by the abovementioned Building Consultants

Service	Company	Contact	Telephone No.	Email
Air Conditioning & Fire Mode Pressurisation Test	D&E	Derek Jones	0403 057 310	Derek.Jones@de-air.com.au
Air Conditioning Controls (Building Management System)	Alerton	John Mercieca	(03) 9918 7777	j.mercieca@alerton.com.au
Access Control & CCTV	Siemens	Ben Jackson	0417 163 181	Jackson.ben@siemens.com
CBUS & DALI Programming (Lighting Design & Control System)	Pulse Automation Solutions	Devan Vasudevan	0488 903 006	Devan.Vasudevan@pulseautomation.com.au

Electrical	Desa	Stuart Miller	0425 754 510	Stuart.Miller@desa.com.au
Emergency & Exit Lighting	Go Green Alliance	Peter Hoefler	(03) 9752 6888	Peter@gogreenalliance.com.au
Fire Services	ARA	Rob Pantazis	(03) 9200 6300	rob.pantazis@arafire.com.au
Hydraulic Services	Axis	Steve Young	0420 941 372	steve@axisvic.com.au
Master Key System	API Services & Solutions	Ken Haesler	(03) 9644 5841	khaesler@gwagroup.com.au
Signage	Hardy Signs	Andrew Hardy	(03) 9551 8388	andrew@hardysigns.com.au

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

The following items must be attended to prior to any works proceeding on your fit out:

- The relevant mechanical, electrical, hydraulic and structural consultant sign offs by the following companies is required:
 - Architectural, Mechanical, Fire, Electrical and Hydraulic changes sign off by Building Design consultant
 - Structural changes sign off by original building structural consultant
 - Fire services affecting Fire Engineer Design sign off by Building Fire Engineer consultant.

All relevant services submitted will be forwarded to these consultants and obtain a written approval of your proposed design prior to works proceeding. Your engagement should also include for obtaining a written sign off of the completed works indicating that design criteria have been met. It is the tenant's responsibility to pay for these consultants. Copies of consultant sign-offs are to be forwarded to Jones Lang LaSalle before final approval can be awarded.

Due to the critical nature and complexity of the tenancy services offered by the building, it is strongly recommended that preferred contractors are used for nominated services. In general these preferred contractors are either the supplier of existing electronic systems, or have performed obligations to Jones Lang LaSalle under maintenance agreements. Should alternative contractors be used, then in accordance with the lease, the Project Manager shall submit the design and installation of the alternative contractors work to the preferred contractor or building design consultant to review, and to certify that the work is of the required standard, and the work has not compromised the system and/or performance obligations under a maintenance agreement. The review is at the Project Managers cost.

Project Manager is compulsory to engage the preferred contractors/consultants for the following work:

- Building Surveyor – Thomas Nicolas
- Building Consultant Review – Irwinconsult
- Sustainability Consultant Review - Conservia
- Access Control (CCTV & Security System) - Siemens
- Lighting Design and Control System (CBUS, Dali or others) – Pulse Automation
- Building Automation System (BAS) - Alerton
- Emergency and Exit Lighting System – Go Green Alliance
- Programming of Fire Control System – ARA Fire
- Drain downs and refill operations of sprinkler system – ARA Fire
- Fire Mode Pressurisation Test for Fitout Floor before occupying the floor- D&E

APPENDIX B

FIT OUT FLOWCHART

Process	Guidelines
Design & Approval	
Read Building Fit-Out Manual and House Rules	Your fit-out design should be based on the technical requirements and recommended environmental initiatives detailed in this manual
Prepare your brief	In order to achieve a high standard of environmental performance it is important to see the performance standards early on and instruct your professional team accordingly. It is often impossible or cost prohibitive to add them to your tender at a later stage
	Before you start the design process, there are several design decisions you will need to make, which should be included in your brief
	To assist you refer to “Appendix C – A Fit Out Meeting Checklist” of the Sustainable Property Guide, Department of Environment, Climate Change & Water, NSW has been provided
	You should also consider what to include in your tender conditions to ensure your contractor is required to work to good environmental standards. These can include: <ul style="list-style-type: none"> • High energy & water efficiency • Avoidance of pollution from Volatile Organic Compounds (VOCs) in paints and sealants • Reduction or avoidance of formaldehydes in timber products • Running the site so as to reduce waste production
	Assemble Consultant Team
Introduce Consultant Team to the building & provide Fit-out Manual and House Rules	To avoid unnecessary work we suggest you ensure that your design team fully understand the requirements of the building in regards to technical and environmental standards set out in this fit-out manual and house rules
Prepare initial layout	Refer to the fit-out manual for technical requirements and recommended environmental initiatives to be incorporated into your fit-out design
	The “Sustainable Fit-Out Requirements Checklist” provided in this fit-out manual must be completed and incorporated into your initial layout
Submit initial layout plans to building management for approval	Two copies of the partition layouts prepared for the Tenant’s fit-out must be submitted to Jones Lang LaSalle. Note: if approved, one copy will be returned to the Tenant marked “Accepted for Construction – Draft”
Develop, design, plans and specifications	Once the initial layout plan has been approved and marked “Accepted for Construction – Draft”, proceed with the design, and prepare specifications and drawings of service alterations including, but not limited to: <ul style="list-style-type: none"> • Architectural or interior design • Structural • Mechanical/air conditioning • Electrical • Fire protection • Hydraulics • Security • Voice and data communications



Obtain Authority Approval & Certification	All necessary Statutory and/or Local Authority approvals are to be obtained and copies submitted to Jones Lang Lasalle before taking possession of the site or commencement of any works
Tenant's Project Manager to arrange Coordination Meeting	Three copies of all final documents and consultants' approvals must be submitted to the Jones Lang Lasalle
Process	Guidelines
Consent to Carry Out Works	The Landlord's approval will be conveyed by One copy of the documents submitted being marked "Accepted for Construction – Final" and returned to the Tenant – subject to Conditions of Approval. Jones Lang Lasalle will also issue a formal letter of approval to the Lessee
Before Starting Fit-Out Works	
Obtain copies of Insurance & Safe Work Method Statements	Copies of all documents are to be provided to Jones Lang Lasalle
Contractor Induction	Prior to commencing fit-out works, the Tenant's Project Manager must arrange for all personnel who will be performing site works for the fit-out to be inducted to the site by a representative of Jones Lang Lasalle or their appointed representative
Prepare a condition report on the premises	Organise with Jones Lang Lasalle
BEEC Assessment	Provide access to the tenancy for a Building Energy Efficiency Certificate (BEEC) assessor on completion of Fit-Out to address mandatory disclosure requirements
On Completion of Fit-Out Works	
Review of heat loads near temperature sensors	Review of the tenancy to be conducted to ensure that there are no localised heat loads near temperature sensors. Where this has occurred the works should be undertaken to relocate the sensors to a sensible area or relocate the heat source
Post Occupancy Documentation	Obtain Certificate of Practical Completion
	Provide set of "as built" documentation to Jones Lang Lasalle

Appendix C
FIT-OUT MEETING CHECKLIST

		Confirmation Date
Pre fit-out requirements		
Lease or license agreement must be completed (To be confirmed by GM/CRM)	Compulsory	
Lease documentation or Heads of Agreement owner securities (e.g. insurance, bank guarantee, performance bond etc)	Compulsory	
The Tenant's Project Manager has been issued with the property Fit-Out Manual and House Rules	Compulsory	
The Tenant's Project Manager confirms in writing that she/he has received and read the Fit-Out Manual and House Rules	Compulsory	
Sample board of finishes for common area(s) visible from common areas including areas visible from the property exterior		
Contractor Induction and Site Access		
The Tenant's Project Manager has attended the site induction and is familiar with the contractor site access requirements	Compulsory	
A Site Safety Manual has been received from the Tenant's Project Manager	Compulsory	
Dilapidation Report		
Report completed and area inspected by JLL and tenant representative	Compulsory	
Items to be rectified and party responsibility agreed (refer to Heads of Agreement or lease)		
Authority Certification (attach copies of)		
Regulatory Authority DA Approval	Compulsory DA/CC or CDC	
Regulatory Authority or Private Certifier CDC Approval	Compulsory	
Regulatory Authority or Private Certifier CC Approval	Compulsory	
Regulatory Authority or Private Certifier Certificate of Occupancy	Compulsory	
Services Contractor & Consultant Certification		
Mechanical		
Tenancy consultant design received	Compulsory	
Building consultant approval on design	Compulsory	
Tenancy consultant installation and commissioning review completed	Compulsory	
Building consultant installation and commissioning review completed	Compulsory	
Note: Final air balance commissioning figures are required to be included in "As Built" documentation		
Electrical		
Tenancy Contractor/consultant design received		
Building Consultant review completed		
Electricity account changed to tenant name		
Hydraulic		
Tenancy Contractor/consultant design received		
Building Consultant review completed		
Fire Essential Services		
Tenancy Contractor/consultant design received		
Building Consultant review completed		
BMCS		
Tenancy Contractor/consultant design received		



Building Consultant review completed		
Architectural		
Signage plans approved by JLL		
Special finishes – Tenant Project Manager has advised JLL of any special finishes required treatments applicable to the tenancy		
Tenancy waste streams are complimentary to base building waste collection requirements		
Building Management Sign off by GM, CRM, ESM/PSM		
“As Installed” Service Drawings	Hard Copy (2 copies) CAD & pdf	
Mechanical Services (including commissioning detail)		
Electrical		
Light Circuit		
Power Circuit		
Distribution Board		
Certification of emergency and exit lighting		
Hydraulic		
Fire Protection, Sprinkler, Hydrant and Hose reel, EWIS (incl. Building Contractor sign off)		
Reflected Ceiling		
Partition Layout		

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

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

This checklist must be completed as part of the fit-out documentation and it is mandatory tht the checklist be completed as part of the fit-out meeting process between Tenant Project Manager, Jones Lang Lasalle and tenant representative.

Level _____

Tenant _____

It is required that all drawings supplied are as required in the property “Fit-Out Manual”. As a minimum this will include 2 copies of hard copy plans and an electronic version in auto CAD and pdf format.

Tenant’s Representative _____

Date _____

The above documentation has been received by Jones Lang Lasalle

Jones Lang Lasalle _____

Date _____

Position _____



Annexure A

Prequalification and Induction Requirement before working on JLL managed sites

It is requirement when working on JLL managed properties, that work is conducted in accordance with current Workplace Health and Safety (WHS) legislative requirements. In order for JLL to determine your organisation has a WHS Management system that meets this requirement, JLL has engaged the services of Cm3, a web based WHS prequalification system. In order to conduct work on a JLL managed property your organisation must be Cm3 prequalified.

Along with your organisation being Cm3 prequalified your employees and subcontractors who will be conducting work on JLL managed properties must complete the JLL on line induction. (Go Induct) and relevant site specific induction(s). Once your organisation is Cm3 prequalified, your organisation will be automatically notified by email with the online access information to enable your employees and subcontractors to complete the JLL online induction.

Jones Lang LaSalle recognises the importance of forming strong working relationships with contractors which have processes in place to safely conduct their work. This relationship will benefit all involved.