



TENANCY FITOUT GUIDE

**RINGMER PACIFIC
MANAGEMENT PTY LTD**

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SECTION ONE

PURPOSE OF THE FITOUT GUIDE

The purpose of this GUIDE is to familiarise you, the *Lessee*, with the images, systems and methods, which have been established for ST CLAIR SHOPPING CENTRE and to emphasise the importance of the design for each shopfront and the retail interior.

You must read this document to understand ALL your responsibilities.

The GUIDE sets out the *Lessor's* requirements and obligations, as well as details pertaining to the obligations expected of you, your Designer and fitout contractor.

The procedures listed are intended to ensure co-ordination of your tenancy design with the common areas and the overall concept. They also set out the constraints and procedures required for implementing your fitout to ensure timely integration of programme and technical requirements.

It is your responsibility to obtain at your cost, all approvals required by Statutory and other Authorities for your tenancy fitout including any special approvals required because of the nature of your business.

Note: This document is to be read in conjunction with the *Disclosure Statement* and Lease documents which contain provisions relating to your legal rights and obligations. In the event that there is any inconsistency between this GUIDE and the provisions of the ***Agreement for Lease*** and Lease, the provisions of the ***Agreement for Lease*** and Lease shall apply.

The sketches in this GUIDE are included by way of example to illustrate the *Lessor's* expectations only and shall not be taken to represent conditions or requirements imposed on you with respect to any Tenancy.

Delivery of this GUIDE does not give any estate or interest in any part of the centre or any contractual right nor is it to be regarded as a warranty of representation in any way.

DISCLAIMER: This document was accurate at the time of printing. It may be subject to change at any time thereafter. We strongly recommend that you check all aspects of this guide with the Tenancy Coordinator prior to commencing any work.

Explanation of the Terms

Agreement for Lease

The agreement between the Owner (*Lessor*) and the Retailer (*Lessee*), in respect of the tenancy to be leased within the premises.

Lessor's (Owner's) Work

The *Lessor*, at the *Lessor's* cost, will complete all items referred to in this GUIDE, as *Lessor's* work.

Lessee's (Retailer's) Work

The *Lessee*, at the *Lessee's* cost, will complete all items referred to in this GUIDE, as *Lessee's* work.

Lessor's (Owner's) Work at Lessee's (Retailer's) Cost

All items referred to as *Lessor's* work which is to be paid for by the *Lessee* shall have the cost of such work calculated according to the schedule of rates, as noted in Appendix K or alternatively the *Tenancy Co-ordinator* will provide you with a copy of the Head Contractors' estimate of costs at/or before Meeting No. 3. Construction of said works shall only be effected, at such a time, as full payment has been received.

Lessee's (Retailer's) Work at Lessor's (Owner's) Cost

All items referred to as *Lessee's* work which are to be paid for by the *Lessor* shall have the cost of such work calculated according to an agreed schedule of rates or alternatively the *Tenancy Co-ordinator* will provide you with a copy of the Head Contractors' estimate of costs at/or before Meeting No. 3.

Tenancy Co-ordinator

The *Lessor* has appointed a *Tenancy Co-ordinator*, identified elsewhere in this document and they will be the principal point of contact for any tenancy design and fitout issues.

The *Tenancy Co-ordinator* will organise and chair all tenancy co-ordination meetings and liaise with the *Lessor's Project Team* during the design approval process. This is to ensure that all tenancies achieve a level of design that is in keeping with the Design Guidelines and criteria, plus all technical services and site requirements are satisfied and also to monitor the implementation and timely completion of your fitout work.

Project Team

The *Lessor's Project Team* is listed in the project directory at the end of this section of the GUIDE. Members of the *Project Team* will review the design of your tenancy fitout on behalf of the *Lessor* and will explain and clarify design and technical issues, as may be necessary, to ensure an appropriate level of design and fitout is achieved. They may attend the tenancy co-ordination meetings, from time to time, as required. Work required to any base building services, or structure, in the tenancy, shall be designed by the *Lessor's* consultants at the *Lessee's* cost. A rate for these costs will be determined before work commences.

Fitout Notice

This form will be issued to you at least ten (10) working days before handover of your tenancy for fitout. Handover will not take place until the *Agreement for Lease* is signed and returned and all items listed on the *Fitout Notice* are in the *Lessor's* possession.

Shopfront Control Zone

This zone extends 1200 mm beyond the lease line into the tenancy area.

Certificate of Completion

The *Certificate of Completion* confirms that the design intent for all works have been completed in accordance with the approved documents. Any outstanding building works in the tenancy that are not considered to be defects, but works that must be completed prior to the design compliance inspection taking place, must be completed prior to the issue of the document. The Tenancy Coordinator, pursuant to the terms of *Agreement for Lease*, will issue this form.

Final Certificate

The *Tenancy Co-ordinator* will issue this form when he is satisfied that your tenancy fitout has been completed, as per the approved drawings and that all outstanding matters including items listed on the *Certificate of Completion* have been satisfactorily resolved.

Site Variation Sheet

Should you request a variation to the *Lessor's* work during your fitout, you or your duly appointed agent must sign a Site Variations Sheet. The *Tenancy Co-ordinator* must receive a signed Variations Sheet before any variation will be instructed. You will be advised of costs incurred by issue of a *Bill of Variations*.

Bill of Variations

The *Bill of Variations* is the invoice for the *Lessor's* work at *Lessee's* cost. You will be issued with a *Bill of Variations* after Meeting No.3. This must be paid in full before issue of the *Final Certificate*.

Disclosure Statement

The *Disclosure Statement* is an instruction to the *Tenancy Co-ordinator* from the *Lessor* to commence the design approval process as set out in Section 2.

The Lessor's Design Package

A tenancy plan and programme will be provided to the *Lessee* by the *Tenancy Co-ordinator* prior to Meeting No.1, as referred to in Section 2, which will enable the *Lessee* to commence the detailed design process and assist him to plan the implementation of the tenancy fitout works.

Lessee's Designer

The designer, appointed by the *Lessee*, is to be approved by the *Tenancy Co-ordinator*, whose approval shall not be unreasonably withheld, prior to commencing any design work.

Technical Questionnaire

Is the questionnaire that covers the *Lessee's* general details including electrical, mechanical, structural services, plumbing, drainage and fire protection. (Refer appendix C).

Final Documentation

Documentation that includes programme for fitout works, Certificates of Currency for all Fitout Contractors Insurances, *Lessee's* Development Approval, notices of application for Construction Certificate and to relevant Statutory Authorities requirements, completed Technical Questionnaire and plans by *Lessee*, *Lessee's* specifications, colour boards and schedules.

Final Approval of Documentation

Is a notice of approval of *Final Documentation* issued by the *Tenancy Co-ordinator* to the *Lessee* at or before Meeting No. 4.

BCA Section J

Section J of the BCA is applicable to all fitout work within the St Clair Shopping Centre and relates to Energy Efficiency. Where applicable the design requirements contained therein will be complied with

LESSOR'S PROJECT TEAM

LESSOR:

Ringmer Pacific Management Pty Ltd.
P.O. Box 139
SEAFORTH NSW 2092
Contact: Ms. Christine Alexander

Phone: (02) 9949 9835
Fax: (02) 9948 9457

ARCHITECT AND INTERIOR DESIGNER:

Leffler Simes Pty. Ltd. Architects
7 Young Street
NEUTRAL BAY NSW 2089
Contact: Mr. John Maynard

Phone: (02) 9909 3344
Fax: (02) 9909 3828

MECHANICAL SERVICES CONSULTANT:

Engineered Environments Pty Ltd
P.O. Box 648
Padstow NSW 2211
Contact: Mr. Rob Shoemark / Mr. Chris Salmon

Phone: (02) 9792 8833
Fax: (02) 9792 6744

ELECTRICAL SERVICES CONSULTANT:

JDG Consulting Pty Ltd
Suite 106 Building B
20 Lexington Drive
BELLA VISTA NSW 2153
Contact: Mr. John Green

Phone: (02) 9836 5288
Fax: (02) 9836 5222

STRUCTURAL ENGINEER:

James Griffiths Engineers Pty. Ltd.
5 Kiora Ave
MOSMAN NSW 2088
Contact: Mr. James Griffiths / Mr Norman Todd

Phone: (02) 9960 2444
Fax: (02) 9960 2057

HYDRAULIC SERVICES CONSULTANT:

Hughes Trueman Pty Ltd
Level 2, 60 Pacific Highway
ST. LEONARDS NSW 2065
Contact: Mr. Ray Higgins

Phone: (02) 9439 2633
Fax: (02) 9439 4505

LEASING AGENT:

APF Paragon
Level 34 St Martins Tower
31 Market Street
SYDNEY NSW 2000
Contact: Mr. Ralph Capper

Phone: (02) 1300 651 951
Fax: (02) 9264 9055

SOLICITOR:

Wilshire Webb Staunton and Beattie
Level 9
60 Market Street
SYDNEY NSW 2000
Contact: Mr. James Moir

Phone: (02) 9299 3311
Fax: (02) 9290 2114

FIRE SERVICES ENGINEER:

Hughes Trueman Pty Ltd
Level 2, 60 Pacific Highway
ST. LEONARDS NSW 2065
Contact: Mr. Ray Higgins

Phone: (02) 9439 2633
Fax: (02) 9439 4505

TENANCY CO-ORDINATOR:

Beckington ALD Pty. Ltd.
2 Myee Crescent
LANE COVE NSW 2066
Contact: Mr. Anthony Dols

Phone: (02) 9420 4190
Fax: (02) 9420 4191

HEAD CONTRACTOR:

Taylor Group Constructions Pty. Ltd.
Unit 4 /
13 Gibbens Road
WEST GOSFORD NSW 2250
Contact: Mr David Taylor / Mr Andrew Taylor -

Phone: (02) 4322 7997
Fax: (02) 4322 79887

SMOKE DETECTION / PA SYSTEMS:

Mecelec Design and Management
22 Railway Crescent
LISAROW NSW 2250
Contact: Mr David Isaac

Phone: (02) 4329 5200
Fax: (02) 4329 5201

SECTION 2

DESIGN APPROVAL PROCESS

SECTION TWO

DESIGN APPROVAL PROCESS

Introduction

It is essential that you, and your Designer, are familiar with the design approval process before any design work begins on your tenancy. A full summary of the process and a meeting schedule is included at the end of this section.

The purpose of the Design Approval Process is to provide clear and programmed guidelines to assist with your design procurement and the implementation of your tenancy fitout.

It is your responsibility to ensure compliance with all design guidelines, the *Lessor's* requirements, Statutory and Authority requirements, site requirements, construction codes and building regulations. The *Tenancy Co-ordinator* will assist you, but will not be responsible for the design or implementation or construction of your fitout.

The detailed Design Approval Process takes the form of four (4) milestone meetings. Meeting sheets are provided at the end of this section to set agendas and record progress. (Refer to Appendix A). Included on the meeting sheets is a list of information required to be completed at each stage of the process that will enable full approval of your fitout to be obtained from the *Lessor*.

Important Note:

It is essential that your designer adheres to the Design Approval Process and provides the information listed on the meeting sheets. Failure to produce information on time may impact on the tenancy programme, and result in delays to the opening of your store. The late supply of information in no way obligates the *Lessor* to extend your fitout period or suffer any financial loss as a consequence of the delays caused by you or your designer to the programme.

	MILESTONE	SIGNIFICANCE
1	Execute <i>Disclosure Statement</i>	Commence Design Approval Process
2	Issue <i>Lessor's Design Package</i>	Commence Fitout Design
3	Execute <i>Agreement for Lease</i>	Proceed with Design Approval Process
4	Meeting No. 1	Design briefing & approval of Retail Designer
5	Meeting No. 2	Preliminary Design Review
6	Meeting No. 3	Detailed Design Review
7	<i>Lessor's Work at Lessee's Cost</i>	Scope of Work to be agreed Instruct site works.
8	Meeting No. 4	Pre Construction Briefing
9	Issue <i>Fitout Notice</i>	Handover in ten (10) working days
10	Handover	Commence Fitout
11	<i>Certificate of Completion</i>	Commence Trading

A detailed description of the Design Approval Process is included later in this section of the GUIDE.

A typical tenancy fitout programme indicates the sequence of events and likely timing to be implemented. This programme is indicative and shows the projected duration between milestone activities. Where possible, the *Tenancy Co-ordinator* will endeavour to accelerate the programme. A programme will be issued to each *Lessee* with the *Lessor's Design Package*.

Lessor's Design Package

At or prior to Meeting No. 1, the *Tenancy Co-ordinator* will provide the *Lessee* with a *Lessor's Design Package* including the following:

1. Tenancy Plan showing elements, such as the perimeter walls, tenancy dimensions, lease line, columns, common services, approximate service connection points within the tenancy and relevant construction details.
2. *Lessor's* building programme, including the fitout period and identifying critical milestone events.

These documents will enable you to commence the detailed design process and assist you to plan the implementation of your tenancy fitout works. All drawings shall be provided in 'hard copy' format.

Important Note:

All dimensions and services locations shown on the Tenancy Plan are indicative only and must be verified on site by you (*Lessee*), your designer and your fitout contractor **before** design begins. All areas are calculated in accordance with Property Council of Australia Standard Method of Measurement for Gross Lettable Area Retail (GLAR). The *Lessor* will take no responsibility for any on-site discrepancies resulting from information provided in the retail design package. All areas are subject to on-site survey verification.

Appointment of Designer

Your tenancy design must be prepared and managed by an experienced architectural or retail design firm and constructed under your own contractual agreements. **Your Designer shall be called upon to certify that the construction fitout is in accordance with the approved drawings, design and Statutory Authorities requirements, having jurisdiction over the fitout works.**

Appointment of your Retail Designer is critical to the whole design approval process. Selection of an experienced and capable designer will assist in smooth progress through the design approval process. An inappropriate choice of Designer may result in significant delay(s) to the process and result in rejection of your fitout proposals.

The approval of any tenancy design will only be given by the *Tenancy Co-ordinator*, on the understanding that the Designer you employ, will be responsible for signing off the construction fitout upon completion. The Designer will also ensure that the works undertaken by your shopfitter have been executed in accordance with the approved drawings and comply with all regulations.

The *Tenancy Co-ordinator* reserves the right to disqualify any Retail Designer and / or Shopfitter Contractor who in their opinion does not have the necessary qualifications and / or experience to undertake the work. The *Lessor* will not accept any responsibility whatsoever for any delays or additional costs that the *Lessee* may incur as a result of non-compliance with design criteria guidelines.

Statutory Approvals

The *Lessee* is responsible for obtaining all relevant statutory approvals and authority consents relating to the design, fitout and operation of the tenancy. This shall include, but shall not necessarily be limited to the following:

BCA Section J

Section J of the BCA is applicable to all fitout work within the St Clair Shopping Centre and relates to Energy Efficiency. Where applicable the design requirements contained therein will be complied with in relation to Electrical, mechanical and if / where applicable thermal ratings

Consent	Authority
Development Application or SEPP 4	City Council
Construction Certificate	City Council or Private Certifying Authority (PCA)
Food/Hygiene	City Council
Water / Drainage	Sydney Water
Gas	AGL
Electrical	Integral Energy
Telephone	Telstra
Health & Safety	WorkCover

The *Lessee* should note that a Condition of the Development Approval for the project requires all tenants to complete a “registration of premises” form prior to commencement of the business and individual food shops shall submit a Development Application for the use. Forms and details of application procedures are available from City Council.

Food and Hygiene regulations will be addressed under the Construction Certificate procedure and strict compliance with the Food Premises Code will be required.

The *Lessee* will be responsible for payment of all statutory fees, charges and deposits.

‘As Built’ Package

An ‘As Built’ package, which comprises a full set of accurate ‘As Built’ Drawings and operations guides must be submitted by the *Lessee* to the *Tenancy Co-ordinator* for record purposes within ten (10) working days of the *Certificate of Completion* and before issue of the *Final Certificate*.

These drawings must consist of three (3) copies of fully dimensioned plan prints. ‘As Built’ drawings must include full details of all electrical and telephone cabling, mechanical and hydraulic services within your tenancy. ‘As Built’ packages must also include copies of all relevant Authority certificates, data sheets and operation guides in respect of any special equipment installed.

Design Approval Process

The process in the sequence set out below must be strictly adhered to in order to achieve the Tenancy Fitout Programme.

1) Disclosure Statement

Upon return of the *Disclosure Statement* duly executed, the *Lessor* will instruct the *Tenancy Co-ordinator* to commence the Design Approval Process.

2) Lessor's Design Package

A tenancy plan and programme will be issued to the *Lessee* at or before Meeting No.1.

3) Lessee's Designer

The *Lessee*, at or before Meeting No. 1, must provide details of the proposed *Lessee's Designer*. The *Tenancy Co-ordinator* must approve the *Lessee's Designer* before any design work is commenced. To that end, an outline of previous work and experience of the Designer is to be submitted to the *Tenancy Co-ordinator* prior to proceeding further.

In the event of the *Lessee's* proposed Designer has not been approved, the *Lessee* shall submit an alternative Designer within five (5) working days of the notice of disapproval.

It is the *Lessee's* responsibility to ensure an appropriate Retail Designer and fitout contractor is appointed to design and supervise the fitout of the tenancy. Should delays occur, due to the selection of inappropriate Retail Designer or fitout contractor, then the *Lessee* may incur delay(s) to the opening of their store. The *Lessor* will not accept any responsibility for such delays.

4) Meeting No.1 – Initial Meeting

To be held at St Clair Shopping Centre Manager's Office or other location as advised within ten (10) working days of receipt of the signed *Disclosure Statement*.

5) Preliminary Fitout Plans and Specifications

Five (5) copies of the preliminary plans are to be forwarded to the *Tenancy Co-ordinator* five (5) working days prior to Meeting No. 2. Refer to Appendix A for a full list of information that is to be submitted.

6) Meeting No.2 – Preliminary Design Review

To be held at St Clair Shopping Centre Manager's Office or other location as advised within fifteen (15) working days of Meeting No.1.

7) DA Submission

Following approval of the preliminary design, by the *Tenancy Co-ordinator*, the *Lessee* shall submit a Development Application to Penrith City Council for approval to use the tenancy for the proposed purpose.

8) Working Drawings and Specifications

Five (5) copies to be forwarded to *Tenancy Co-ordinator* five (5) working days before Meeting No.3. Refer to Appendix A for a full list of information that is to be submitted.

9) Meeting No.3 – Detailed Design Review

To be held at St Clair Shopping Centre Marketing Office within fifteen (15) working days of Meeting No.2.

10) Construction Certificate / Statutory Authority

The *Lessee* must submit a Construction Certificate and relevant applications to all Statutory Authorities within five (5) working days of Meeting No.3.

11) Lessor's Work at Lessee's Cost

Scope of work is to be agreed at/or prior to Meeting No.3. The *Lessee* is to approve any cost of works at Meeting No.3 or within five (5) working days thereafter within the guidelines of the Schedule of Rates, as provided in Appendix 'G'. The *Tenancy Co-ordinator* shall instruct the *Lessor* to complete work, as far as possible, before handover. Completion of the work may be required towards the end of the fitout period, e.g. air-conditioning, measurement of lighting levels, checking of sprinkler coverage to ensure compliance with Authority Controls and Certification, etc.

12) Final Documentation

Five (5) copies shall be forwarded to the *Tenancy Co-ordinator* five (5) working days before Meeting No.4. Refer to Appendix A for a full list of information that is to be submitted.

13) Meeting No.4 – Pre-construction

To be held at St Clair Shopping Centre Marketing Office or other location as advised within ten (10) working days of Meeting No.3.

14) Final Approval of Documentation

Notice of approval of *Final Documentation*, issued by the *Tenancy Co-ordinator* to the *Lessee*, at/or before Meeting No.4.

15) Fitout Notice

To be issued by the *Tenancy Co-ordinator*, after Meeting No.4, and is subject to final approval. This will give a maximum of ten (10) working days notice of handover of the tenancy for the construction of the fitout.

16) Commence Fitout

The *Lessee's* shopfitter shall take possession within no later than ten (10) working days, after issue of the *Fitout Notice*, and commence work on site. No person shall be allowed on the site without full qualification and satisfactory work practices for the intended operation. It is essential that both you and your shopfitter are aware of all construction requirements at ST CLAIR SHOPPING CENTRE, and what action you must take if a problem occurs. Refer to Appendices D and E for a copy of the site provisions and rules for fitout contractors. **Your contractor will not be allowed on the site without having undertaken a full site induction.**

17) Certificate of Completion

To be issued by the *Tenancy Co-ordinator* when he is satisfied that the *Lessee's* works are complete.

18) Bill of Variations

To be issued by the *Tenancy Co-ordinator* after Meeting No. 3 paid in full by the *Lessee*, prior to the issue of the *Final Certificate* and prior to being given permission to trade.

19) 'As Built' Drawings

Three (3) copies are to be provided to the *Tenancy Co-ordinator* within ten (10) working days following the *Certificate of Completion*.

20) Final Certificate

This will be issued by the *Tenancy Co-ordinator* when he is satisfied that the *Lessee's* works are fully complete, including rectification of any defects and payment of the *Bill of Variations*. A copy of the relevant Authority Occupation Certificates shall be given to the *Tenancy Co-ordinator*.

Important Note: The *Tenancy Co-ordinator* will have discretion as to whether all scheduled meetings are required in order to progress the Design Approval Process. In some instances communication by Telephone / Facsimile/ mail may be sufficient to satisfy the Design Approval Process

SECTION 3

DESIGN GUIDELINES AND CRITERIA

SECTION THREE

DESIGN GUIDELINES AND CRITERIA

INTRODUCTION

The purpose of these Design Guidelines and criteria is to ensure that design standards are maintained and that each tenancy blends harmoniously with neighbouring tenancies, individual precincts and with the overall centre theme.

Individuality, innovation and originality in design are encouraged and it is important to note that unique solutions that vary from the guidelines will be considered on their merit and should be proposed and discussed at the initial design meeting.

It is imperative that care and time is taken in designing your tenancy to ensure it serves as an appropriate environment for your merchandise. Highly themed concepts should only be developed where they are compatible with your retail offer. Careful selection of materials, colours, effective lighting, sensitive detailing, and graphics for your tenancy will be both functional and a possible asset.

National retailers with an established design concept should adapt their concepts to ensure compatibility with the design criteria and guidelines.

The *Lessor* reserves the right to reject any tenancy design or part thereof if, in the opinion of the *Lessor*, the design does not conform to the standard of design or themes established for the Centre.

In addition, nominated kiosk zones located in the Centre will have distinct design criteria applied to them.

Design Guidelines and criteria for shops and kiosks are included in the following parts of this section of the GUIDE.

MALL AREA

Overall Philosophy

The overall philosophy is to create a centre with clear site lines to shopfronts and convenient access and circulation. The design has also been kept clean and simple to allow the retailers and their merchandise to dominate and attract the customer.

These guidelines and design criteria typically apply:

Design Guidelines and Criteria

Sketch details illustrating the Design Criteria for areas are included at the end of this GUIDE. (Refer Appendix F.)

A summary schedule of Shopfront Design Criteria, who pays, who installs and who owns is included below:

ITEM	WHO PAYS	WHO INSTALLS	WHO OWNS
Shop ceiling and Bulkheads from lease line in	<i>Lessee</i>	<i>Lessee</i>	<i>Lessee</i>
Floor finish to shop finishing flush with mall floor at lease line	<i>Lessee</i>	<i>Lessee</i>	<i>Lessee</i>
'ingo' terrazzo floor and or tile finish	<i>Lessee</i>	<i>Lessor</i>	<i>Lessee</i>
Internal shopfront / Shop security	<i>Lessee</i>	<i>Lessee</i>	<i>Lessee</i>
External shopfronts	<i>Lessor</i>	<i>Lessor</i>	<i>Lessor</i>
Shopfront Signage	<i>Lessee</i>	<i>Lessee</i>	<i>Lessee</i>
Demise Wall	<i>Lessor</i>	<i>Lessor</i>	<i>Lessor</i>
Arcadeterrazzo and or tile flooring abutting shopfront	<i>Lessor</i>	<i>Lessor</i>	<i>Lessor</i>
Arcade Ceilings to lease line	<i>Lessor</i>	<i>Lessor</i>	<i>Lessor</i>
Base services	<i>Lessor</i>	<i>Lessor</i>	<i>Lessor</i>
Shopfront Display Lighting	<i>Lessee</i>	<i>Lessee</i>	<i>Lessee</i>

PLEASE NOTE: For a detailed explanation of the base services to be provided in the tenancy please refer tenancy services schedule

Each tenancy will be provided with a tenancy switch board. The *Lessee* is responsible for the connection of power and meters to this board. **The *Lessor* will not be providing full or temporary power to the tenancy.**

Installation of all *Lessor's* services, to any tenancy, is based upon an 'open plan' layout. Any modifications required to adjust these services, shall be the financial responsibility of the *Lessee* and shall be installed strictly in accordance with current code requirements and regulations, by the *Lessor's* contractors. Services to consider are, but not necessarily limited to, sprinklers, emergency lights, air-conditioning registers (installation only). Services installations are described in detail in Appendix B.

The *Lessor* will retain ownership of all standard base building service supplies, and connection points, located within the tenancy.

The *Lessee* will be responsible thereafter for distribution of services for that particular tenancy fitout.

SHOPFRONTS

Shopfront Control Zone

The *Shopfront Control Zone* commences on the lease line and extends 1200mm into the tenancy when measured from the lease line. Where shopfront entrances finish behind the *Shopfront Control Zone*, the matching mall floor finish and mall ceiling finish must be installed. Supply and laying of the finish within this zone is to be carried out by the *Lessor* at the *Lessee's* cost. Should your design solution require the mall finish to carry further into your tenancy, this work would also be carried out under the above conditions.

Under no circumstances will tenants be permitted to encroach upon, affix to or interfere with the mall ceiling or associated bulkheads. Finishes etc to this ceiling are generic and may not be changed.

The shopfront support structure must not be fixed to the surfaces of the mall or interfere with the mall finish and must be stabilised back to structurally stable elements. Do not interfere with service installations or support from them.

Tenancies with shopfronts on the exterior of the building are not permitted to encroach past their lease lines.

Display Windows

Maximum shopfront transparency from the public area to the interior of your tenancy is recommended. Opaque portions of your store's shopfront area facing the public area or the street will only be permitted where, in the opinion of the Tenancy Coordinator, they form an important or design element in the shopfront design.

External Shopfronts

The *Lessor* shall pay for and install the powdercoated aluminium and glass external shopfronts. These shopfronts have been designed to ensure that your tenancy has exposure to the street or public parking areas, being mindful of the building design.

The *Lessor* retains possession of these shopfronts at all times. No elements may be attached to the shopfront or frame, the frame colours changed, or changes made to the design

Internal Shopfront Materials

The shopfront is to be constructed and finished with carefully chosen materials and may include glass, ceramics, stone, timber, coloured metals, etc. Materials that are generally not accepted include:

- Laminate
- Painted Surfaces
- Pegboard
- Cork or cork tiles
- Acrylic in large areas
- Faux finishes
- Vinyl or suede
- Soft sheet materials including carpet, fabric and wallpapers

The final selection of all materials will be considered on merit and will be subject to approval by the *Tenancy Co-ordinator*. Skirtings incorporated into the shopfront are to be of a durable material and able to withstand repeated impact from the floor cleaning equipment e.g. stainless steel, stone or tile.

Shopfront Display Lighting

Quality illumination of the shopfront display is considered to be of extreme importance and will need to be considered in your final design. As a guide, a nominal luminance of 1000 to 1200lux should be provided across the shopfront display, using an appropriate mix of 'warm' and / or 'white light' directed at your merchandise. Colour temperature of 3200k is preferred. The *Lessee's* lighting designer is to confirm compliance with the BCA Section J.

The *Tenancy Co-ordinator* must approve all shopfront lighting. No direct glare from your tenancy shall encroach into the mall area, as a result of your lighting and no shopfront light shall be installed beyond the lease line in the common area ceiling without special permission. All lights shall be concealed from view by use of pelmets or recessed fittings.

Note: The requirements of the Building Code of Australia Section J will be applicable to the shop fitout and must be complied with. Evidence in the form of appropriate certification will be required by the Tenancy coordinator prior to issuing the *Final Certificate*.

Time Switch

Due to the proposed introduction of longer trading hours by Supermarkets, a time switch that ensures shopfronts and the tenancy interior are partially illuminated in the 'after trade hours' will be required including shop signage. This time switch will operate in time periods strictly controlled by the Centre Manager.

Shopfront Closure

The minimum width for single entries is a minimum of 1.8 metres, and be maintained in the open position during trade hours. The balance is to be glazed to achieve transparency and accommodate formal display. The *Tenancy Co-ordinator* may vary this requirement if deemed appropriate.

Major tenants and anchor tenants may be allowed to vary these requirements due to their national identity.

The only acceptable means of shopfront closure to the open portion of the frontage are:

- Swing doors of a decorative nature or of frameless glass and compatible with the shopfront design. Swing doors, which swing towards the public area, are not permitted to swing past the lease line, into the mall or beyond adjacent shopfront surfaces or in any way obstruct the flow of traffic. **Recessed, floor mounted door closers shall not be permitted.**
- Frameless folding/sliding door systems which when open stack one behind the other on your side of the shopfront. All door tracks are to be recessed to the adjacent finished surface level. Top hung doors are preferred and floor mounted tracks are not permitted.
- Aluminium and clear polycarbonate roller shutters are permitted. These should be colour co-ordinated with your shopfront.
- Roller shutters, when in the open position, shall not be visible from inside or outside your tenancy and must be concealed within or behind the bulkhead or within the gateway boxing.

- Access panels are to be to the rear or underside of the bulkhead, not on the mall face. Solid roller shutters will **not** be permitted. All removable mullions must be stored away from the shopfront during trading hours within the tenancy area.

Demising Wall Detail

The transition points between individual shopfronts have been designed as generic elements throughout the centre. This will provide uniform framing of individual shopfronts, as detailed in the design criteria section. The *Lessor* has designed the demising wall details, and sketch details are included at the end of this Guide.

The *Lessor* will be responsible for finishing the front face of the demising walls. It is the *Lessee's* responsibility to finish the inside return of the demising walls within the tenancy, as indicated in the sketch details included at the end of this section of the Guide. The *Lessee* shall also be required to finish any columns within his shopfront, that are not part of a demising wall detail, to suit the intended shopfront design as approved by the *Tenancy Co-ordinator*.

Signage & Graphics

A creative shopfront sign is central to creating your store's image and identity. The size, proportion, colour type and location of your sign **must** be carefully considered, as an integral part of your shopfront design.

The provision of a standard horizontal sign band or bulkhead above tenancies has been deliberately avoided, to encourage creativity and individuality in the design of the shopfronts. The fabrication of any bulkhead, which defeats this intention, is not permitted. The intended

signage shall be mounted in such a manner that no part of the sign is within 2400mm of the floor. Generally the signage shall be restricted a maximum area of 1.8m².

All signs are subject to the *Tenancy Co-ordinator's* prior written approval. Signage should identify your shop name only; no commercial brands are to be displayed other than your approved trading name. The use of a crest, logo or other established corporate insignia would be permitted only after the *Tenancy Co-ordinator's* prior written approval.

Sign type and materials need not be limited to those recommended. It is the intent of this Guide to encourage varied and interesting sign design through the use of quality materials.

Some design guidelines are provided below:

- Maintain signage at your expense.
- One (1) major sign or graphic treatment is allowed at each shopfront elevation.
- In the event of your tenancy shopfront exceeding 12 metres in length, or has two or more frontages, an additional sign may be permitted provided that the specific approval of the *Tenancy Co-ordinator* is obtained. In this case, all signs must use identical letter sizes and type styles.
- No part of any sign will be located within 1 metre of an inter-tenancy demising wall zone.
- Advertising slogans are not classed as signage and will not be permitted.
- Illuminated signs must be switched on during the Centre's opening hours and controlled by a time clock connected to your power supply and work in conjunction with the night switch.
- Signage size will be in proportion to the shopfront, as approved by the *Tenancy Co-ordinator*.
- General requirements, e.g. AS3000, isolation switches etc.

The use of three-dimensional signs and unconventional signage is encouraged. Proposals should be made to the *Tenancy Co-ordinator* as to acceptability, but the following signage types will generally be acceptable.

- Halo Signs
- Non-illuminated signs in high quality material
- Etched or Silk screened signs
- Signs with a three dimensional character

The following sign types will not be permitted:

- Exposed neon of any kind
- Rotating, moving, flashing signs
- Cardboard, paper, foam or cloth signs
- Signs deemed by the *Lessor* to be inappropriate, or not in keeping with your design theme, or the design theme of the Centre.
- Box signs unless approved by the *Tenancy Co-ordinator*.

Exterior Signage

If your tenancy faces onto the exterior façade of the Centre, you must obtain special written permission from the *Tenancy Co-ordinator* and Project Architect for your exterior signage proposal and ensure that the requirements of the Local Authority are met, including any Approval that may be required. All exterior signage is to be sensitively designed and in keeping with the building design. Clarity of shopfronts is to be maintained and the use of glazed shopfronts, as billboards, general poster signage or painting out for display or signage is not permitted.

Columns and Fire Hydrant Cupboards

Columns throughout the public mall areas are of a generic design. Structural columns, which occur within the *Shopfront Control Zone* or within a tenancy, must be designed into the overall scheme. Where shopfronts intersect with a wall, pier or column of masonry or stud and plaster, you will be required to finish the wall surface within the *Shopfront Control Zone* in approved materials at your expense.

Similarly where cupboards for fire hydrants and / or hose reels are situated in the *Shopfront Control Zone*, the cupboard may be incorporated into your shopfront design, with the specific approval of the *Tenancy Co-ordinator*. In this case it must be remembered that regulatory signage of contrasting colour to the door is required on these cupboards and must be considered in your proposal.

TENANCY INTERIOR

Generally

All internal tenancy finishes, fixtures and fittings shall be supplied and installed by the *Lessee*. Specific comment on some elements is provided below. Note that no second hand materials, fixtures or fittings are to be used and that all ceilings within the tenancy areas are to be provided by the *Lessee*, including the required 1200mm of flush set plasterboard zone, along the shopfront. Refer to concept sketches provided elsewhere in this document.

Walls - intertenancy

All tenancies will typically be provided with plasterboard sheeted, steel stud framed walls set and sanded ready for painting. Please note that these types of walls are NON LOAD BEARING. All fixtures and fittings that abut this type of wall, must be supported from the floor.

Those tenancies deemed to be for the sale of food will have walls of fair-faced block work. Columns are unpainted mild steel.

Walls – internal

Walls located within the tenancy may be built using any of the materials listed here below.

- Steel stud lined Villaboard
- Steel stud lined Flush-set plasterboard
- Concrete blockwork
- Aerated lightweight masonry
- Brickwork
- Other materials approved by the Tenancy Coordinator

PLEASE NOTE: It will be the *Lessee's* responsibility to ensure that access panels MUST be provided to allow access any *Lessor's* services that are proposed to be 'built-in' or concealed in the fitout process.

Ceilings

Tenancy ceilings are to be constructed to a minimum standard of flushset plasterboard.

All ceilings must be suspended from purlins, or other structural elements. Under no circumstances shall your ceiling be suspended from the mall soffit, bulkhead, or from mechanical or sprinkler services. You may expose the structure and services within your tenancy however, written approval must be obtained from the *Tenancy Co-ordinator* and all visible elements must receive an approved paint finish. This will be assessed on merit and approval is not guaranteed.

Flush set type ceiling access panels to all 'above ceiling' services, must be provided and incorporated into the set plasterboard ceilings. Please note that multiple access panels may be required in your tenancy.

In the case of a base building expansion joint passing through your tenancy, you must provide an expansion joint in your ceiling to match.

Floors

The *Lessor* will provide a concrete steel trowel finished floor to a new tenancy. Each tenant will be responsible for the supply and installation of floor finishes. Except under special circumstances each *Lessee's* floor finish will finish flush with the terrazzo ingo. To this end you should be aware that the structural floor level of your tenancy is generally set 60mm lower than the finished floor level in the mall associated with existing areas and between 25 to 50 mm in new tiled areas. The *Lessee* will not provide ramping at the store entry but rather top the floor to a level and even finish with the mall terrazzo.

Floor finishes, which are generally accepted, include:

- Industrial grade carpet
- Timber Flooring
- Ceramic Tiles
- Selected vinyl floorings
- Polished concrete

- Stone / reconstituted granite
- Terrazzo

You will be required to provide evidence of the complying slip resistant ratings of all floor finishes to be utilised in both wet and dry conditions and verify that the code requirements are being achieved. As minimum, tests required will be wet pendulum test and accelerated wear test.

The *Lessee* is to provide protection of the laid surfaces of the *Lessor* at all times. Damage as a result of your fitout works shall be chargeable to the *Lessee*.

The *Lessee* shall provide access covers to all *Lessor* inspection pits, where applicable.

Interior Lighting

The *Lessor* will provide lighting to public spaces only.

You should ensure that the lighting concept for your store is carefully developed to enhance both the product and shopping experience. You are encouraged to utilise the services of a professional lighting consultant familiar with retail lighting systems. Proposals detailing flat levels of light throughout the tenancy will not be permitted.

Please Note your requirements for emergency light fittings to be installed in your tenancy to comply with the requirements of the Building Code of Australia.

The following is a guide to acceptable light sources for display lighting:

- Low voltage tungsten halogen with dichroic reflector
- Incandescent PAR 38
- Metal halide spots, if used appropriately
- Compact fluorescent

The following will not be permitted:

- High intensity discharge lamps
- Standard fluorescent (except in Back of House [BOH] areas, not visible to the public) unless innovative use of other lighting types is used to provide highlights.
- Fluorescent battens fittings may not be attached to the underside of the ceiling and pelmet lighting must be diffused.
- Exposed coloured lamps or bulbs
- Lighting fixtures that produce glare both into mall area and within the tenancy itself and lighting that does not utilise parabolic diffusing lenses or glare control baffles.

Note: The requirements of the Building Code of Australia Section J will be applicable to the shop fitout and must be complied with. Evidence in the form of appropriate certification will be required by the Tenancy coordinator prior to issuing the *Final Certificate*.

Services

Generally, services have been sized and selected according to the designation for your tenancy. For exact details of services provided, refer elsewhere in this document.

Each tenancy will be provided with a tenancy switch board. The Lessee is responsible for the connection of power and meters to this board in order to operate and trade. **The Lessee shall discuss and make arrangements for access to temporary power supply with the Head Contractor for fitout purposes.**

A drainage point, connected to the sewerage system. In some circumstances e.g. food shops, the tenancy will be provided also with a trade waste outlet which will be connected to the Shopping Centre grease arrestors.

A single cold water branch outlet shall be provided over head, generally close to the drainage point, in the ceiling area. It will be the responsibility of the Lessee to bring this cold water connection to either the basin or hot water system (subject to requirement). Please note, surface mounted pipework will not be permitted.

A 10 (ten) pair telephone jack for voice and data communications, will be provided.

No central kitchen exhaust system will be provided however, to select tenancies roof penetrations will exist to allow easy installation of exhaust ductwork. Consult with the Tenancy Coordinator in this regard.

An overhead gas point will be provided to select food tenancies.

Base building air-conditioning will be provided to your tenancy, based upon an 'open plan' layout. At the time of handover and assuming that no ceiling has yet been constructed, air registers will be provided by the Lessor upon request.

Kiosks

Kiosks are to be designed to provide activity and interest within the Mall, without restricting access and visibility across, round and through them.

Any components between 1100 and 2350mm in height shall be minimal and generally transparent to ensure that sightlines remain unhindered.

The following guidelines for kiosks shall apply and shall be in accordance with the control drawing provided elsewhere in the document:

- Solid counter heights not to exceed 1100mm.
- Transparent counter heights not to exceed 1350mm
- Signage panel permissible only between 2400mm and 3000mm. Bulkheads will not be permissible. Vertical column signage will be considered and assessed on merit

Final kiosk designs are subject to written approval from the *Tenancy Co-ordinator* and the overall appearance, sightlines and design approval will be at the absolute discretion of the *Tenancy Co-ordinator*.

APPENDICES

APPENDIX A	MEETING SCHEDULES
APPENDIX B	LESSOR PROVISIONS
APPENDIX C	TECHNICAL QUESTIONNAIRE
APPENDIX D	ON SITE PROCEDURES
APPENDIX E	SITE RULES OF HEAD CONTRACTOR
APPENDIX F	FITOUT REQUIREMENTS ACKNOWLEDGEMENT
APPENDIX G	INDUCTION CHECK LIST

APPENDIX H

APPENDIX J

APPENDIX K

EMPLOYMENT OBLIGATIONS CHECKLIST

IMMIGRATION COMPLIANCE

SCHEDULES OF RATES

APPENDIX A

ST CLAIR SHOPPING CENTRE

MEETING No. 1

Design Briefing

Initial Meeting:

Date:

Time:

Location:

Tenancy:

Attendees:

Lessee:

Lessee's Designer:

Tenancy Co-ordinator:

Lessor's Project Team:

Purpose:

The purpose of this meeting is to enable the *Tenancy Co-ordinator* to brief you and your Designer, on the tenancy design process. A tenancy plan and a programme will be issued to you at the meeting, if not before.

The meeting will also be used to outline the overall interior design concepts for ST CLAIR SHOPPING CENTRE and to specifically highlight the design guidelines. The suitability of your Designer to deliver the required standard of tenancy fitout design will also be assessed.

What to Bring:

1. Resume of *Lessee's Designer* and appropriate examples of their previous work.
2. Past examples of your tenancy in other locations.
3. Conceptual sketches or photographs relating to broad design approach to your tenancy.
4. List of consultants you propose to use.
5. List of tenancy contacts.
6. Any questions relating to the procedures

Agenda:

1. Outline of design concepts for the Centre.
2. Your Designer shall present examples of previous works.
3. Presentation of photographic examples of previous work.
4. Your Designer shall present broad concept for your tenancy.
5. Discussion on selection of Shopfitter

MEETING No.1

Requirements:

You must submit full sets of all documents to the *Tenancy Co-ordinator* at least five (5) WORKING DAYS before Meeting No. 1, including all necessary documents required to assist the *Tenancy Co-ordinator* to assess your information prior to the meeting.

Comments:

Date of Meeting No. 2:

Date for Submission of Documents:

Signed by attendees

Lessee:

Lessee's Designer:

Tenancy Co-ordinator

MEETING No. 2

Preliminary Design Review

Date:

Time:

Location:

Tenancy:

Attendees:

Lessee:

Lessee's Designer:

Tenancy Co-ordinator:

Lessor's Project Team:

Purpose:

The purpose of this meeting is to review the progress of the tenancy design. Your Designer will be expected to present the preliminary design for your tenancy, so that a clear conceptual direction can be established. The *Tenancy Co-ordinator* will have reviewed the scheme.

What to Bring:

1. Your copies of the documents submitted five (5) days prior.
2. Samples of main finishes and fixtures and fittings.

Agenda:

1. Your Designer presents preliminary design.
2. Technical comments
3. Review of materials, fixtures and fittings.
4. Discuss services and lighting
5. Review of your Development Application
6. Discuss lodgement of Construction Certificate application.
7. *Lessor's work at Lessee's cost.*

You will be required to provide evidence of the slip resistant ratings of all floor finishes to be utilised in both wet and dry conditions and verify that the code requirements are being achieved.

MEETING No. 2

Requirements:

Your designer must submit five (5) full sets of all documents to the *Tenancy Co-ordinator* at least FIVE (5) WORKING DAYS before Meeting No. 2.

The documents to include:

- Concept shopfront, coloured elevation or perspective
- Floor plan
- Reflected ceiling plan
- Finishes board
- Colour palette
- Signage proposal (in colour)

Comments:

Date of Meeting No. 3:

Date for Submission of Documents:

I have read the Minutes of Meeting No.1 and agree with their content

Signed by attendees

Lessee:

Lessee's Designer:

Tenancy Co-ordinator

MEETING No. 3:

Detailed Design Review:

Date:

Location:

Tenancy:

Attendees:

Lessee:

Lessee's Designer:

Tenancy Co-ordinator:

Lessor's Project Team:

Lessor's Head Contractor:

Purpose:

The purpose of this meeting is to review final design drawings and documents. The *Tenancy Co-ordinator* will provide comments from the *Lessor's Project Team* on the design and detailing.

The scope of *Lessor's* work at *Lessee's* cost will also be approved, and costs agreed with *Lessee's* by written approval.

What to Bring:

Your copy of the documents submitted ten (10) days prior to the meeting including, but not limited to the following:

1. Floor plans at 1:50, or as appropriate, to clearly outline construction details.
2. Plans to detail all materials, finishes, doors, internal partitions, fixtures and fittings, extent of *Lessor's* floor finishes (ingo floor finishes, if any) into the tenancy.
3. Internal elevations at 1: 50, or as appropriate, detailing all fixtures and fittings.
4. Shopfront elevation and section at 1: 20, detailing shop signage, display systems, doors etc.
5. Reflected ceiling plan, electrical plan at 1: 50 (or as appropriate), detailing lighting layouts, ceiling systems to be used, sprinklers, smoke detectors and air grille locations.
6. Sections, at 1:20 or 1:10 (as appropriate), detailing all forms of construction.
7. Signage details showing logo/signage style, size of lettering and graphics, including blade sign detail. Detail to include material and illumination details.

8. Details of fixtures and fittings at appropriate scales.
9. Materials and finishes schedule in A4 typed format, showing the locations where each material or finish is to be used in tenancy.
10. Sample board indicating finishes and locations of all materials within the tenancy.
11. One (1) coloured perspective / elevation illustrating the tenancy shopfront.
12. Completed technical questionnaire. Refer Appendix C.
13. Approved Development Application, if received.
14. Proof of lodgement of Construction Certificate application and all relevant Authority approvals.
15. Details of all core holes and slab penetration / cutting for Structural Engineer's approval

Note: Services requirements must be indicated on relevant plans and elevations, including sizes and specifications of all proposed ductwork, cabling and penetrations.

Agenda:

1. Your Designer is to present the final design for approval, including the following.
 - Floor layout and ceiling design.
 - Shopfront design and signage
 - Construction details and materials.
 - Fixtures and fittings
 - Lighting design including emergency lighting
 - Mechanical and electrical services.
 - Fire and hydraulic services.
2. Details of proposed Shopfitter – (resume / corporate profile)
3. Construction programme
4. Status of Construction Certificate and Statutory Authority approvals
5. *Lessor's Work at Lessee's Cost*
6. On-Site procedures

Requirements:

Five (5) full sets of all documents are to be submitted at least ten (10) full working days prior to Meeting No. 3.

Comments:

Date of Meeting No. 4

Date for Submission of Documents:

I have read the Minutes of Meeting No. 3 and agree with their content

Signed by attendees

Lessee:

Lessee's Designer:

Tenancy Co-ordinator:

MEETING No. 4

Pre-construction Meeting:

Date:

Location:

Tenancy:

Attendees:

Lessee:

Lessee's Designer:

Lessee's Shopfitter:

Tenancy Co-ordinator:

Lessor's Project Team:

Lessor's Head Contractor:

Purpose:

This meeting is to check all details and approvals for your Tenancy Fitout and to fully brief your Shopfitter regarding on site requirements.

What to Bring:

1. A complete set of approved drawings and associated written approvals.
2. Confirmation of your fitout commencement date.
3. Your Shopfitter's Project Manager (if possible).
4. Certificates of Currency of your shopfitter's insurance.

Agenda:

1. Review of Site Conditions:
 - Centre operating hours
 - Hours of work
 - Site access
 - Parking
 - Loading docks
 - Deliveries
 - Containment of noise
 - Rubbish removal
 - Hoardings
 - Insurance
 - Site Security

1. Industrial Relations – briefing on requirements pertinent to the site.
2. Review of construction programme.
3. Review of shop drawings if required.
4. Review of approvals
5. Handover of tenancy

Fitout Notice:

A *Fitout Notice* will be served, in accordance with the *Agreement for Lease*, ten (10) working days before handover of the tenancy for fitout.

Prior to commencement of Trade:

Your tenancy must be completed in accordance with the approved drawings. The *Tenancy Co-ordinator* will verify this in writing, by issue of the *Certificate of Completion*. If all works in the tenancy have not been completed to the satisfaction of the *Tenancy Co-ordinator* and if all costs associated with variation work required to your tenancy that are due to the *Lessor* are not paid in full, your tenancy will not be permitted to open for trade.

Comments:

I have read the Minutes of Meeting No.3 and agree with their content

Signed by attendees

Lessee:

Lessee's Designer:

Tenancy Co-ordinator:

APPENDIX B

SERVICES TO BE PROVIDED BY THE LESSOR

Standard base building services apply for each specialty shop tenancy. Generally the following services will be provided to the individual tenancy spaces.

MECHANICAL

1. The air conditioning equipment will comprise air cooled packaged units to serve both the shop and mall area. Heating will be by reverse cycle operation.
2. Tenancies of high load, or a requirement for 24 hour air-conditioning, can be serviced by supplementary split systems, with the condensing units located on the roof, at locations approved by the Project Architects, shall be provided by the *Lessee*.
3. Kitchen exhaust to food tenancies – 2m³/s (2000l/s). Hood, booster fan and connection by the *Lessee*. Should the *Lessee's* kitchen exhaust requirements exceed current provisioning, then the additional exhausting together with any necessary make-up air supply requirements will be at the *Lessee's* cost.

Any requirements for odour control resulting from cooking exhaust discharge will be the responsibility of the *Lessee* to resolve by installation and use of an approved method.

ELECTRICAL SERVICES - ALL TENANCIES

1. Three phase power will be supplied to the tenancy areas. Consult with the tenancy coordinator to determine the designed load provision for each specific tenancy area
2. Ten (10) pair telephone block cabling

HYDRAULIC SERVICES - NON FOOD TENANCIES

1. 20 mm cold water supply in ceiling space
2. 100mm drainage point - capped

HYDRAULIC SERVICES - FOOD TENANCIES

1. 20 mm cold water supply in ceiling space
2. 100 mm drainage point – capped
3. 100mm grease trap connection (2 x 5000 litre total capacity)
(Refer to Schedule of *Lessor Provisions*)
4. 20mm natural gas supply (refer to Schedule of *Lessor Provisions*) in ceiling space

FIRE SERVICES

1. Ceiling level sprinklers to 'open plan' layout
2. Emergency Warning Information System (EWIS)

NOTE THE FOLLOWING

- a) *Lessees* of food tenancies are to arrange their own kitchen exhaust system to *Lessor* and Authority approval. Those select stores that have been designed for kitchen exhaust will be provided with main duct extraction roof penetration only. The *Lessee* shall be responsible for further connection from the penetration to suit the tenancy layout exhaust requirements.
- b) Shops selected for kitchen exhaust installation, are referred to in the Schedule of *Lessor* Service Provisions. At present, no other provisions for exhaust is being made by the *Lessor*.
- c) Refer to the Schedule of *Lessor* Provisions, outlining services and finishes provided to each tenancy
- d) Electrical cabling within the ceiling space of all tenancies shall be of the NON BUNDLING philosophy, as described in AS/NZS 3000, and shall generally be fixed to cable trays. Cable trays shall also distribute the cabling for the shopfront lighting and sign services.
- e) The *Lessee's* electrical meters are located in a central Switch Room. The *Lessee* shall provide the meters in consultation with the supply authority. The Tenancy Coordinator shall identify this location.
- f) Shops requiring exhaust extraction in excess of 1,000 l/ shall be required to supplement the extraction with appropriate make up air within the tenancy area. Relying on make up air being assumed from the arcade will not be acceptable for extraction rates of 1,000 l/sec or larger.

NOISY EQUIPMENT

Locations for installation of all equipment must be determined at Meeting No.2, or as soon after as deemed appropriate, by the *Tenancy Co-ordinator* for approval. The *Lessee* is responsible to acoustically treat any of its mechanical equipment whether it is internally or roof top mounted in order to satisfy the directions or requirements nominated by the *Lessor's* Acoustic Engineer and/or relevant statutory authority.

COOL ROOMS

All cool rooms are to be installed with adequate insulation to prevent condensation forming on the outside of adjacent wall surfaces if they exist. The location and construction details are to be submitted to the *Tenancy Co-ordinator*.

MECHANICAL AND REFRIGERATION PLANT

The final intended location of all mechanical plant and refrigeration equipment must be disclosed on the drawings submitted for Meeting No.2, and their location approved by the *Tenancy Co-ordinator*, prior to any installation occurring. Failure to comply with this requirement may see the installation defected and delay the issue of the *Final Certificate*. The *Lessor* has some preferred locations for this equipment and consultation is required with the *Tenancy Co-ordinator* as to these locations.

The *Lessee* shall provide appropriate sprinkler protection to the exhaust hoods that will meet Code requirements, at the *Lessee's* cost.

SERVICE PITS WITHIN TENANCY AREAS

Service pits, which may occur within tenancy areas, shall be prepared by the *Lessor's* Head Contractor and finished with an airtight sealed lid suitable for the tenancy floor finish to be installed on it. The top level of such a pit shall be equal to the finished mall floor, immediately adjacent to the shopfront, i.e. 60mm above the structural slab of the tenancy area. The *Lessee* shall be responsible to finish the lid to match the floor and include all trims, expansion joints and the like to finalise the installation and, if necessary, topping to the tenancy floor to provide a flush level area across the entire tenancy.

Please note that these pits **must** remain accessible at all times.

AIR CONDITIONING TO EACH TENANCY

The *Lessor* shall provide all main air conditioning duct runs set at a height to suit the installation of a ceiling, at generally 3.0m in height, to an open plan layout. The main duct will have the flexible ducts connected and left with the flex draped over the duct if possible.

Registers, as required, to suit an open plan layout tenancy, will be provided by the *Lessor* but are to be installed by the *Lessee* as part of the ceiling fitout and installation.

The *Lessor* shall balance the system and may require the *Lessee* to modify his installation and register locations, specifically within the tenancy, once it is subdivided into special functional areas.

Modification of the air-conditioning system shall be carried out by the *Lessor* at the *Lessee's* cost, based upon the Schedule of Rates, where possible.

FIRE SERVICES

The Sprinkler coverage is based upon an 'open' floor plan with standard heads at proposed ceiling height of 3.0m. Modification of the system shall be carried out by the *Lessor*, at the *Lessee's* cost, based upon the Schedule of Rates, where possible.

The *Lessor* shall provide appropriate sprinkler protection to the exhaust hoods to Code requirements, at the *Lessee's* cost.

STRUCTURAL REQUIREMENTS AND PROVISIONS

The *Lessor* shall be responsible for the following. Please note that costs associated with these works shall be borne by the *Lessee*, unless otherwise agreed

- any chasing or trenching required through the concrete deck or walls
- any additional weights / loads , required to be suspended off the roof over and above the ceilings allocated
- any required penetrations through the roof, including condenser decks
- any additional loading, required outside the designated loading capacity of the condenser decks. Allowance in the design for condenser decks is 2.5 KPa blanket loading.

- any heavy weights to be supported off the tenancy walls. Dependent on the wall type, i.e. tiltup wall say 10kg.
- any additional floor loadings, outside the designated live load capacity of the slab which is 4 KPa and superimposed dead loads of 1.5 KPa.

You are advised that Consultants Fees may be required to be paid, by the *Lessee*, in certain circumstances. Consult with the Tenancy Coordinator in this matter.

HYDRAULIC REQUIREMENTS AND PROVISIONS

Lessee's required works:

- Layout plan at 1:50 scale, indicating proposed plumbing fixtures and specifying requirements for sewer, grease waste, water and gas, (including gas loadings).
- Provide documents and gain approval from the Structural Engineer for all core holes through structural elements.
- Extension of sanitary plumbing from the drainage point provided to connect to fixtures.
- Provision of additional drainage points in floor, if required, to connect to fixtures in other locations and connection of those points to the suspended sewer drainage system within the carpark. All additional vents, core holes and fire rating, as required. PLEASE NOTE: Additional fees may be required to be paid for consultant and sub-contractors review of your tenancy requirements.
- Extension of the water supply from the control valve provided in the ceiling to connect to fixtures, as required.
- Provision of hot water heaters, as required for individual use, located within the tenancy.
- Within food shops, extension of grease waste from the grease drainage point provided to connect to fixtures.
- Within food shops, provision of additional grease drainage points in floor, if required, to connect to fixtures in other locations and connection of those points to the grease drainage system. All additional vents, core holes and fire rating as required All floor wastes in food shops to be bucket trap type.
- Within food shops: Extension of the gas supply from the control valve provided in the ceiling. Provision of a gas meter within shop as required by the approval authority. Extension of the gas supply from meter to all fixtures as required. Application to the gas supplier for individual shops will be required.

APPENDIX C

TECHNICAL QUESTIONNAIRE

GENERAL DETAILS:

(PRINT OR TYPE ALL RESPONSES)

Date:

Shop Name: Shop No.

Name of Lessee:.....

Full details of intended Trade:

.....

.....

Current Business Address:

.....

.....

Phone No..... Fax No.....

Name & Contact Number Fitout Designer:

.....

Name and Contact number Fitout contractor:

.....

ELECTRICAL

To determine the electrical load requirements for: your shop, the following information is required:

1. Lighting

Incandescent Light – number, wattage and type:

.....

.....

.....

Fluorescent Lights – number and wattage:

.....
.....
.....

Electrical requirements of any illumination signs – wattage and type:

.....
.....
.....
.....

2. **Power:** (Power points number, single or double, ratings in amps):

.....
.....
.....

Other Electrical equipment:

We need the following details of all equipment to be installed in the shop, including water heaters, exhaust fans, refrigeration equipment etc.

Name and Model of unit (attach brochure if possible)
Single or multi phase power
Rating
Heat Output

.....
.....
.....

Special Services: (TV, aerial, FM Radio aerial, 2-way Radio aerial):

.....
.....

3. Miscellaneous

If refrigerated display cabinets are to be installed please provide details of your proposed locations of the condensing units (compressors).

.....
.....

PLUMBING AND DRAINING

- 1. If you intend to install a water heater, please give details of make, models and heating capacity of unit.

.....
.....
.....

- 2. Please give full details of any additional equipment, fixtures and fittings that you intend to install in your shop which will require connection to gas or sewerage services etc floor wastes, hand basins, additional sinks, dishwashers, gas cooking equipment etc.

.....
.....
.....

- 3. List heating loads of gas equipment in mega joules per hour (mj/hr).

.....
.....
.....

- 4. Do you require discharge of any trade waste?

.....
.....
.....
.....

MECHANICAL SERVICES

1. Heat Generating Equipment

Please provide details (including layout drawings) of all heat generating equipment or fittings (i.e. ovens, ranges, refrigeration units etc.)

	Equipment	Model	Heat Generated
1.
2.
3.
4.
5.

2. Mechanical Ventilation

Please provide details (including layout drawings) of all equipment requiring exhaust and supply ventilation (i.e. ovens, ranges etc.)

	Equipment	Exhaust Hood Dimensions	Exhaust Air Volume	Supply Air Volume
1.
2.
3.
4.
5.

PLEASE NOTE: Make up air may be required at *Lessee's* cost.

3. AIR CONDITIONING

Please provide details of the following:

- a) Maximum Occupancy (Staff & Customers)
.....
.....
.....
.....

- b) Installation of full height partitions (indicate on layout drawing).

.....
.....
.....
.....

FIRE PROTECTION

1. If you intend to install a kitchen hood, please provide details of size, exhaust duct, location and length, plus proposed cooking equipment, and the like including kitchen exhaust hood rates e.g. hot plate, deep fat fryer or the like.

.....
.....
.....
.....

STRUCTURAL

1. Details, weight and size of any equipment or fixtures intended to be carried by the walls, overhead structures and or suspended floor slabs etc.

Method of Fixing:

.....
.....
.....
.....

2. Details, weight and size of any equipment or fixtures intended to be carried by the floor (safes etc).

.....
.....
.....
.....

3. Method of Fixing:

.....
.....
.....

4. Location, size and details of any core holes, penetrations chasing or other structural work intended to be carried out to enclosing tenancy walls, floors or roofs.

.....
.....
.....
.....

APPENDIX D

ON SITE PROCEDURES DURING CONSTRUCTION

Introduction

This section highlights the on-site procedures for your shopfitter, to ensure the smooth running of your fitout.

It is essential that both you and your shopfitter are aware of all construction requirements at ST CLAIR SHOPPING CENTRE, and what action you must take, if a problem occurs. You will receive a full briefing at Meeting No.4. Your contractor will not be allowed on the site without full site induction.

After handover of your premises, your shopfitter will become the principle contractor of that specific tenancy. Your shopfitter must, however, comply with the site requirements and instructions of the *Lessor's* Head Contractor and the *Tenancy Co-ordinator*. It is your responsibility to ensure that your shopfitter observes any determination so made.

Note: The *Lessor's* Head Contractor will at all times maintain control of the site activities. It shall be the responsibility of the *Lessee's* fitout contractor to work with, adhere to instructions from and co-ordinate all activities within the guidelines established for the daily operations of the building site. It shall be the *Lessee's* responsibility to ensure that their contractor is familiar with the established requirements of the site provisions pertaining to the site and shall comply with same.

Head Contractor Working Hours

The Head Contractors construction hours, excepting holidays, for the duration of the development is as follows:

Monday - Friday	0700 – 1800hrs
Saturday	0800 – 1600hrs

Parking

While on site, your shopfitter, or their employees, shall not be entitled to park in any of the car parking facilities of the Centre, nor in the loading dock of the Centre, unless you have the express permission of the Head Contractor. Your shopfitter **must** comply with any instructions of the Tenancy Coordinator or *Lessor's* Head Contractor, regarding parking at the Centre.

Insurance

Five (5) days prior to Meeting No.4, your shopfitter must provide full details and Certificates of Currency to the *Tenancy Co-ordinator*, for:

- A policy covering all persons engaged by you, your shopfitter or sub-contractors for Worker's Compensation and Employees Liability.
- A public risk policy for not less than \$20 million for a single claim
- A contract works policy against all fortuitous events providing cover in respect of and to the full value of your fitout
- A policy covering construction, plant and equipment
- A policy covering all motor vehicles belonging to or under the control of the shopfitter.

Approval of your Shopfitter

Your shopfitter must submit details of all required insurance policies and a list of recently completed works to the *Tenancy Co-ordinator* for approval.

Site Security

You and your shopfitter are solely responsible for the security and protection of your goods, materials and on site equipment.

Industrial Relations

If you or your shopfitter encounters any conflict on site they must notify the Head Contractor Tenancy Representative immediately.

Site Rules for Separate Contractors

The following inclusion has been prepared by the Head Contractor to assist you with the site requirements for your fitout contractors during the fitout of your tenancy. You will be required to comply with these site and safety rules

APPENDIX E

The “Lessor’s” Principle Contractor Site Conditions



“Safety is not an Accident”

1.0 Introduction

This section outlines the requirements of the Lessor's Principle Contractor, Taylor Group Constructions Pty Ltd (TGC), for entering their "Construction Site" as a means of access to the respective tenancy or additionally to use any facilities provided by the Principle Contractor. It is to be noted that upon handover of the tenancy for fitout, the Lessee's contractor/s will be the effective controller of the tenancy space, and as such require the nomination of a Head Contractor with regard to tenancy fitout as identified in the Occupational Health and Safety Regulation 2001.

Failure to comply with the conditions listed in this document or failure to adhere to instructions from Taylor Group Constructions representatives will result in expulsion from the site with no entry permitted until compliance is achieved.

2.0 Hours of Operation

The normal hours of operation at the site are:

7.00am – 6.00pm Monday – Friday

8.00am – 1.00pm Saturday

Work required to be completed outside of these hours will be only permitted with prior negotiation and approval.

3.0 Car Parking

Cars – No parking of construction site vehicles is permitted within the shopping centre complex.

Trucks & Mobile Plant Parking – No permanent parking of trucks or mobile plant is permitted within the shopping centre complex. The use of loading docks is in accordance with deliveries and pick-up procedure listed below.

4.0 Site Security

There will be 24 hour site security at the shopping centre complex. However, it is the Lessee's and their nominated Fitout Contractor's responsibility to secure their site. We will not be held liable for any theft, vandalism or damage to property or goods owned by the Lessee or their Fitout Contractor.

5.0 Deliveries and Pickup of Goods

All deliveries and pickups to and from the site must be co-ordinated with the Site Supervisor. The delivery or pickup of goods requiring traffic control, cramage or access impairment to public or private properties must give 7 working days notice and be scheduled in the delivery/pickup register. Evidence of the owner's consent, indemnifying insurances and any statutory permits must also be sighted. Bulk goods deliveries and pickups within the site require 2 working days notice and are to be scheduled in the delivery/pickup register. Site access for small motor vehicles conducting deliveries and pickups is to be co-ordinated with the Site Supervisor 1 day in advance. Further restrictions or changes to rules for deliveries and the use of construction zones and loading docks may apply as the dynamics of the project change. For the latest details please read the site notice board or consult with the Site Supervisor.

Reason: To coordinate deliveries, pickups and other construction activity in a safe manner.

6.0 Pre-Entry Conditions

Prior to site establishment in the tenancy the Lessor or their Fitout Contractor must provide 48 hours notice to our Site Supervisor of their intentions to commence works. All required returnable documents must be forwarded to the Site Supervisor at this time or right of entry may be refused.

Reason: For site planning and review of Fitout Contractor compliance.

7.0 Fitout Program and Coordination

The Lessee's Fitout Contractor must submit a fitout program and endeavour to reasonably comply with its fitout program. The Fitout Contractor must coordinate their work with that of other Fitout Contractors and the Principle Contractor. The Principle Contractor will not be liable for any expenses incurred as a result of a lack of planning and coordination from the Fitout Contractor or failure to anticipate the general conditions and restrictions of an integrated construction site and operational shopping centre.

Reason: To plan, coordinate and inform all stakeholders in the construction process

8.0 Site Inductions

It is preferred that all persons entering the site complete an online web based site induction prior to arriving at the site. (Available at the following URL; <http://www.web address T.B.A.>) Inductee's will be required to print a copy of the Induction Certificate and present it upon arrival. Where an online induction is not completed off-site, the induction training will be held at the site office. Taylor Group Constructions will not be responsible for any financial costs incurred as a result of compulsory attendance at our Site Specific Induction Training whether on or off the site. All persons conducting a site induction will need to have completed a National General Construction Induction and provide such evidence on arrival at the site. The Lessee's Fitout Contractor is responsible for Work Activity and Industry Specific inductions for their employee's and Sub-Contractors, as well as reviewing other necessary qualifications and training.

Reason: To ensure that all site personnel have adequate induction and task specific training before commencing work activities.

9.0 Entry Conditions

All new persons to the site are to report to the site office.

Reason: To ensure all persons have received site induction training.

Entering and exiting the site is only to be through nominated access points.

Reason: To manage pedestrian and vehicular access.

All persons must sign the attendance register when arriving and leaving the site.

Reason: To account for who is on site in the event of an emergency.

All persons must read any new advisory information posted on the site notice board.

Reason: To provide current safety information, warnings and advice to all site personnel.

All persons entering the site must be 16 years of age or older.

Reason: To ensure that no minors are exposed to a high risk environment.

All site personnel must be clean and wear appropriate attire including a shirt and footwear before entering any public spaces. Footwear must not be soiled.

Reason: To maintain a suitable public space.

No entry to the construction site is permitted without wearing the compulsory personal protective equipment marked at site entry. This will include the wearing of:

- HARD HATS
- HIGH VISIBILITY CLOTHING
- ENCLOSED STEEL TOE FOOTWEAR
- CLOTHING SUITABLE FOR WORKING ENVIRONMENT

Reason: To prevent injury occurring to personnel at the workplace.

Only persons who have completed a General Construction Induction (Formerly, NSW Green Card) will be permitted to undertake work activities at the construction site.

Reason: Proof of compulsory general construction industry training.

Non-prescribed drugs, alcohol or any person under their influence are strictly prohibited from entering

the site. Should a person be suspected of being under the influence of drugs or alcohol they will be taken immediately to the site accommodation until further investigations have been made.

Reason: For the safety of all persons at the construction site.

10 .0 Execution of Works

The Lessee and/or their Fitout Contractor must:

- Construct and maintain a compliant hoarding to the shopfront or negotiate with the Taylor Group Constructions to provide a compliant hoarding.
 - Hoardings are to include the following details: 2400mm high, cantilever weighted freestanding, no fixings to base building, smooth white façade, inward opening lockable 850mm door, sealable dust curtain above, non-marking base plate/frame
- Provide and maintain all temporary services required to carry out building works within the tenancy with the exception of a temporary 240v construction power board. All other services will be available in accordance with base building provisions of each tenancy.
- Only conduct works within the confines of the tenancy unless specific approval to work outside the tenancy has been granted from the Site Supervisor. Approval may require demonstrating to the Site Supervisor that suitable protection of the public or other site personnel is going to be maintained at all times.
- Not display any advertising or banners other than those approved by Centre Management.
- Not carry or transport materials other than hand tools and hand equipment in the public spaces unless approval is given from the Site Supervisor.

11.0 Smoking, Eating and Pets

Smoking is strictly prohibited on site except at designated smoking stations. Persons found to be smoking outside designated areas may risk being expelled from site.

Reason: To prevent fire, explosions, smoke alarm activation and passive inhalation.

Eating of food is strictly prohibited outside of designated amenities areas.

Reason: To maintain acceptable standards of health and hygiene within the site.

All food scraps and wrappings at the completion of meals are to be placed in designated food waste bins not metal recycling or general construction waste bins.

Reason: For the health and safety of waste collection and recycling contractors.

Meal rooms, toilets, change rooms and showers are to be left in a clean and tidy manner for use by other site personnel.

Reason: For the welfare of other site personnel.

Beverages contained in plastic bottles with sealable lids may be consumed within the construction site. However all containers are to be disposed of in food waste bins upon completion.

Reason: To prevent breakage of glass bottles and maintain acceptable standards of health and hygiene within the site.

No animals are permitted on the construction site.

Reason: To maintain acceptable standards of health and hygiene within the site.

12.0 Safety Management and Safe Working Procedures

All employee's and contractors are to observe their employer's own safety rules and safe working procedures.

Depending on the type, complexity, scale and duration of the work being carried out, employer's, employee's, contractors and self employed persons are required to submit a plan that identifies how they are to manage occupational health and safety. Safety Management Plans will be reviewed by the Site Manager and commencement on site will be conditional upon acceptance of the submitted Safety

Management Plan. The Safety Management Plan needs to include a detailed description of each type of work process and how those processes are to be performed safely. These detailed descriptions are commonly called Safe Work Method Statements and are required for each different construction process. Additionally, proof of current insurance policies for public liability (\$10 million), contract works, motor vehicles and workers compensation (or a sub-contractor declaration for sole traders) will be required to be attached to the safety management plan.

Reason: To develop a safe system of work by planning, hazard identification and risk assessment, consulting stakeholders and implementing safety procedures.

What should a Safe Work Methods Statement include?

- Record the steps involved in the work process. Include materials, equipment, documentation involved, any inspections or applicable codes or regulations
- Observe and identify hazards and activities adjacent to the work zone
- Consult all persons and stakeholders involved in the work activity
- Identify which persons are going to be involved in the work process
- Conduct a risk assessment of identified hazards
- Identify what skills, training and qualifications are required to complete the activities
- Determine the best methods of eliminating or controlling the hazards
- Identify which persons are going to be responsible to manage implemented controls
- Update the Safe Work Method Statement monthly or before any changes to proposed work methods occurs

On-site work practices will be audited on a regular basis for compliance with supplied Safety Management Plans. A score will be allocated from these audits to track and improve occupational health and safety performance. An example of a Safety Management Plan supplied by WorkCover NSW called the “Subby Pack” can be attained from WorkCover NSW’s website.

13.0 Mobile Plant, Tools and Equipment

No person is to operate mobile plant or use tools and equipment without holding compulsory industry qualifications and training. This may include holding current licences, competency certificates or other formal training qualifications.

Reasons: To ensure that operators and users of plant, tools and equipment have received adequate instruction and training.

Operation of mobile plant and the use of tools and equipment must be in accordance with a Safe Work Method Statement. Operators and users must have received instruction and training in the specific plant, tools or equipment being used prior to commencing work activities.

Reason: To operate mobile plant and use tools and equipment competently.

All employees, contractors and self employed persons are to ensure that “**suitable**” tools, equipment and mobile plant are selected for the intended work activities and anticipated work conditions.

Reason: Use of the correct plant and equipment makes work activities planned, safe and achievable.

Blades, attachments and fittings are to be designed for the intended use and fitted correctly to parent tool, plant or equipment.

Reason: Fitting and use of the correct attachments makes the operation of tools, plant and equipment safe.

All plant, tools and equipment are to be routinely inspected and maintained. Any compulsory compliance certificates or testing records are to be made available upon delivery to the site. The currency of such inspections and test records is to be maintained throughout the duration of the project. Maintenance inspections on a “per use” or daily basis are to be recorded for all plant, tools and equipment.

Reason: To prevent injuries caused by mechanical failure.

The maximum speed limit for mobile plant and motor vehicles within the site is 5 km/hr.

Reason: To maintain safe vehicle speeds around the public and site personnel.

All mobile plant is to operate in accordance with the following publication: WorkCover N.S.W. "Code of Practise" - Moving Plant on Construction Sites

14.0 Communication Methods

The following communications methods may be employed at the site.

- Personal UHF Radios – Channel T.B.A.
- Mobile Phones – Yes but in accordance with site rules
- Land Lines – Number T.B.A
- WIP Phones – Emergency Only

Communication via SMS text message services may also be utilized if consent is granted by ticking the appropriate box at the end of this training course. SMS text messages will only be used for advisory information relating to site safety or to notify site personnel of an emergency. Please note that all personnel information is used in accordance with our privacy policy.

15.0 Personal Electronic Equipment

Mobile phones are strictly not to be used while operating mobile plant or driving motor vehicles. The use of mobiles phones by pedestrians whilst in an area where mobile plant or motor vehicles are operating is also strictly prohibited.

Reason: Loss of driver, operator or pedestrian concentration which may lead to an accident.

Mobile phones are to be turned off before entering flammable or explosive goods storage locations or when re-fuelling plant and equipment.

Reason: To prevent an explosion or fire.

Permission must be sort from the Site Supervisor prior to the use of any of the following: radios, photographic equipment, video equipment or audio recording equipment.

Reason: To protect the interests of the client. To ensure the safety of all site personnel by not impairing hearing ability.

16.0 Duty of Care

All persons attending the construction site have a duty of care towards all other site personnel. This includes:

- Not misusing or damaging equipment, plant or other persons property
- Ensuring no actions are taken that may be hazardous for others or ignoring a perceived hazardous threat
- Always adhering to site instructions and advisory signage
- Declaring any personal medical condition that could affect the safety and wellbeing of yourself or others in the course of work
- Refraining from tampering with or removing safety equipment, handrails, cover plates, warning signs, placards, lockout tags etc
- Ensuring that work zones, stored materials, equipment or installed items are always left in a safe condition.

Physical and verbal harassment or abuse will not be tolerated at any time. Any offenders will be permanently expelled from the site.

Reason: So that all site personnel can work safely together and manage disputes through a judicious disputes resolution process.

17.0 Work Activities causing Noise or Vibration

All persons within a work zone where "noisy" works are occurring must wear personal protective hearing equipment.

Reason: To prevent hearing damage.

All work activities and noise emissions from mobile plant, power tools and equipment must comply with the requirements of National code of Practice for Noise Management and Protection of Hearing at Work.

Additional restrictions on acceptable noise limits may apply where work is being conducted within an occupied space of other tenancies, or directly adjacent to a neighbour or tenancies' property. Please consult with the Site Supervisor to obtain the acceptable noise limits of each work location.

Reason: To protect hearing, preserve local amenity and prevent disturbance of neighbours from noise.

The National code of Practice for Noise Management and Protection of Hearing at Work publications can be downloaded from the Australian Safety and Compensation Councils website.

All work causing vibrations is to comply with local government planning regulations and the development consent conditions available by request from the Site Supervisor. Additionally, work must be in accordance with the N.S.W Environmental Protection Agencies publication – Assessing Vibration; A technical guide. Where work is adjacent to a tenancy or neighbours property additional conditions may apply.

Reason: Preserve local amenity and prevent disturbance to neighbors from vibrations.

The “Assessing Vibration: A technical guide” publication can be downloaded from the Environmental Protection Authority N.S.W. website.

18.0 Electrical Safety

All electrical tools and equipment are to be fit for intended use, be tested and tagged, and be operated in accordance with WorkCover N.S.W Code of Practice (Electrical Practices for Construction) available from WorkCover N.S.W.'s website.

Reason: To prevent electrocution or personal injuries.

All electrical leads and power tools must be protected at their power source by a residual current device from builder approved power supplies.

Reason: To prevent electrocution

Power leads are to be suspended no less than 2 metres off the ground by the use of builder supplied lead stands or lead hooks. A horizontal 4 metres radius at the work face does not require leads to be suspended.

Reason: To maintain safe access paths and stop damage to leads causing electrocution.

All electrical work is only to be performed by a licensed person.

Reason: To prevent electrocution.

Only licensed persons are to cut electrical cables or other unidentified wiring.

Reason: To prevent electrocution.

19.0 Penetrations, Cutting and Drilling

The structural integrity, physical properties and fire rating of building elements is to be maintained. Penetrations, drilling or cutting building elements without consent from relevant project designers and the Site Supervisor is strictly prohibited. Always check for services adjacent to, fastened to, or concealed within a building element being cut or drilled.

Reason: To maintain structural integrity, physical properties and fire ratings of building elements and prevent damage to services.

20.0 Permits & Pre-Works Checklists

Before any of the following high risk work activities are undertaken, a permit must be issued from the Site Supervisor for each occasion that these high risk work activities are to occur. The permit must be returned to the Site Supervisor at completion of high risk work activities.

- Hot Works
- Fire Services Impairment
- Confined Space Entry
- Work on Pressure Vessels

At the commencement of the following activities, a checklist must be completed and returned to the Site Supervisor prior to any works commencing.

- Demolition Pre-Checklist
- Excavation Pre-Checklist

Reason: To provide additional safety management of high risk building activities.

21.0 Compliance with other Site Safety Procedures and Policies

All persons whether working directly or indirectly for the Lessee will have to comply with the Taylor Group Constructions Project Safety Management Plan. Any Project Safety Management Plans and Safe Work Method Statements provided by the Lessee's Fitout Contractor or related sub-contract will be required to integrate and compliment existing safe site safety procedures including the following:

- Hazard Reporting
- Emergency Response Procedures
- Emergency Evacuation
- Bomb & Malicious Threats
- Accident & Incident Reporting, Investigation and Corrective Actions
- Fire Safety Procedures
- First Aid Procedures

Reason: To provide a clear and effective emergency response procedure through adequate planning, training and implementation.

22.0 Environmental Plan

The Lessee and their Fitout Contractor will be required to comply with the Taylor Group Constructions Environmental Management Plan and encouraged to actively participate in waste minimisation, recycling and re-use practises.

Reason: To aim towards sustainable development and minimise environmental impacts cause by development.

23.0 House Keeping

All site personnel share the responsibility of maintaining a clean work environment. It is the responsibility of the Lessee's Fitout Contractor to store and remove waste and materials from the tenancy at their expense. No materials or rubbish are to be stored in the designated access paths around the site. Failure of site personnel to clean an area or remove stored materials after being instructed by the Site Supervisor to do so, may incur cleaning charges and corrective action procedures enforced. This extends to include any uncontrolled dust leaving the tenancy.

Reason: To maintain a clean and safe working environment.

24.0 Hazardous Substances & Materials

All hazardous substances and materials delivered to site are to be handled, stored and used in

accordance with a Safe Work Method Statement which must include a risk assessment for the substance or material. Any manufacturer or supplier publications such as Material Safety Data Sheets or Product Information Sheets must be supplied with the product. The following procedures are to be taken if a hazardous substance is brought to site.

- A copy of the Material Safety Data Sheet is to be issued to the Site Supervisor for filing in the central MSDS register prior to delivery.
- The storage location for the hazardous substance is to be co-ordinated with the Site Supervisor with the nominated location marked on the "Hazardous Substance Storage Location Site Plan"
- Any flammable or explosive goods are to be stored in approved containers and returned to lockable storage locations after each use.

Reason: To safely manage hazardous substances and materials.

25.0 Safety Meetings and Industrial Relations

All persons are required to participate in employer organised workplace consultation and training such as tool box talks, safety meetings or other safety discussions. The Fitout Contractor must immediately notify Principle Contractor's Site Supervisor of any industrial dispute, safety breach or industrial action that occurs with any employee or sub-contractor or under the head contract. The Fitout Contractor must nominate a representative to attend organised occupational health and safety committee meetings or other organised industrial meetings. Evidence of current compliance with workplace regulations will be required to be submitted as a returnable document attached to Appendix H.

Reason: So that every person can actively contribute to workplace safety and be informed of current safety issues.

26.0 Damage to the Lessor's Property or other Third Party

The Lessee and their Fitout Contractor must take reasonable care not to damage, misuse or pollute base building properties, finishes and building systems. This may include providing physical protection, barriers, filter membranes or other preventative measures. Any such damages and the costs of any subsequent rectification works will be directed to the offending party.

Reason: To protect existing properties, finishes and building systems

27.0 Immigration Compliance

All employed persons are required to be legally entitled to reside and work in Australia whether temporarily or as a permanent resident. We reserve the right to request confirmation of this legal entitlement and may request the Fitout Contractor to provide evidence of such entitlement in accordance with the conditions noted in Appendix J.

Reason: To ensure all employed persons are legal workers.

APPENDIX F

Appendix F "FITOUT" PRINCIPAL CONTRACTOR DECLARATION

We: _____ ABN: _____
_____, of
("Fitout" Principal Contractor name)

_____; agree to
(Address of "Fitout" Principal Contractor)

undertake the role of Principal Contractor for the following Fitout Works _____

(Description of Fitout Works)

being performed for: _____ located
at _____
(Lessee Name)

(Tenancy Number and location)

We acknowledge that the Lessor has appointed a Principal Contractor for construction works associated with the base building refurbishment and upgrade of the St. Clair Shopping Centre (Taylor Group Constructions Pty Ltd). Upon handover of the tenancy to the Lessee the role of Principal Contractor for the fitout works will be transferred to either the Lessee or their appointed Fitout Contractor.

We acknowledge that any proposed fitout works will be performed in conjunction with the Lessor's construction works and as such may require access to and use of the Lessor's Principle Contractor construction site and facilities. We acting in the capacity of "Fitout" Principle Contractor agree that we will comply with the "Lessor's" Principle Contractor requirements as listed in Appendix D, E, F,G,H,I,J &K. We understand that any breach or non-compliance with these requirements may result in our site access being denied until the situation is resolved.

Fitout "Principal Contractor" Acknowledgement:

Signature _____ Full Name

Position/Title _____ Dated _____

APPENDIX G

Appendix G Sample Induction Certificate

Employee Details

Name of the Inductee:
Name of your Employer:
Your Occupation or Title:
Age:
Mobile Phone Number (Optional):
I give permission to be contacted by SMS text message for safety alert Y/N?
Years Experience In the Construction Industry:

Medical Conditions and Emergency Contact

Person nominated as emergency contact:
Name: Number:

Please nominate any medical conditions that could affect the safety and wellbeing of yourself or others in the course of work:

.....
.....

List any proscribed medication being brought to site as a result of your medical condition:

.....
.....
.....

List two nominated work colleges trained in emergency procedures for self administered medications.

Name:
Name:

Skills, Training and Qualifications

Trade Qualifications:.....
.....

General Construction Induction (Green Card) Number:

First Aid Qualifications Number:Expiry Date:

Work Cover NSW National Certificate of Competency Number:

List Licence Classes:

List any new training undertaken for work on this Project:

.....
List any other construction industry qualifications:

Declaration:

I am lawfully entitled to reside and work in Australia on a temporary or permanent basis and I will cease working should this status change.

I agree that the above information in the completed induction certificate is to the best of my knowledge accurate and true.

Full Name:

Signature:

Date:

APPENDIX H

APPENDIX H “FITOUT” PRINCIPLE CONTRACTOR’S DECLARATION REGARDING WORKERS COMPENSATION, PUBLIC LIABILITY AND REMUNERATION

I, _____ a Director / Authorised Representative of abovementioned “Fitout” Principal Contractor, hereby state that we have and will maintain in force a valid workers compensation insurance, policy _____ held with

(Policy Number) *(Insurance Company)*
as indicated on the attached Certificate of Currency dated _____, in respect of fitout works as described above, and have paid all workers compensation insurance premiums payable in connection with the fitout works as described above.

I, _____ a Director / Authorised Representative of abovementioned “Fitout” Principal Contractor, hereby also state that we have and will maintain in force a valid AU \$10,000,000 public liability insurance, policy _____ held with

(Policy Number) *(Insurance Company)*
as indicated on the attached Certificate of Currency dated _____, in respect of fitout works as described above, and have paid all workers compensation insurance premiums payable in connection with the fitout works as described above.

I, _____ a Director / Authorised Representative of abovementioned “Fitout” Principal Contractor, hereby also state that we have paid all wages, salaries and remuneration payable to relevant employees, for work done in association with the above mentioned Fitout Works and will continue to do so for the duration of the Fitout Works period.

I, _____ a Director / Authorised Representative of abovementioned “Fitout” Principal Contractor, hereby also state that we are not required to be registered as an employer under the Pay-roll Tax Act 1971 _____ and have paid all pay-roll tax due in respect of employees who performed the work for the Fitout Principal Contractor, as at the date of this statement.
(Pay-roll Tax Client No.)

“Fitout” Principal Contractor Acknowledgement:

Signature _____ **Full Name**

Position/Title _____ Dated _____

Appendix I

Returnable Documents Schedule

The following documents require filling out and attaching to this schedule and returned to the following address 48hrs before seeking access to the ST Clair Shopping Centre Worksite

(Tick Box If Attached)

- Appendix F – Fitout Principle Contractor Declaration**
- Appendix H – Fitout Principle Contractors Declaration regarding Workers Compensation, Public Liability and Remuneration**
- Appendix J – Only if requested**
- A Copy of the Fitout Construction Program**
- A Project Safety Management Plan from the Fitout Principle Contractor**
- Copies of Safety Management Plans for all sub-contracts to the Fitout Principle Contractor.**

APPENDIX J

Appendix J

Immigration Compliance

Authority to obtain from DIMA details of immigration status

I, [Family Name]:

[Given name(s)]:

Date of birth:

Nationality:

Visa Number:

Passport number:

authorise the Department of Immigration and Multicultural Affairs (DIMA) to release by fax to [Name of Employer Representative] details of my immigration status and entitlement to work legally in Australia.

This information will only be made available to a representative of the Head Contractor, and / or his authorised representative, on request. I also understand the employer representative, referred to above, will only use this information for the purpose of establishing and verifying my legal entitlement to work in Australia and for no other purpose.

Signed:

Dated:

Name of employers:

Phone:

Fax:

Please send or fax this form to:

**The Department of Immigration and Multicultural Affairs
Phone: (02) 9258 4730 / Fax: (02) 9258 4763**

Important Note:
Any delays to your fitout programme, incurred by you or your Shopfitter during your tenancy fitout, in no way obligates the *Tenancy Coordinator* or the *Lessor* to extend your fitout period or suffer any financial loss as a consequence.

APPENDIX K

NOTE:

1. The following Schedule of Rates remains effective for the term of the Head Contractor's occupation of the site up the date of Practical Completion. The Rates may vary thereafter.

2. The following schedules exclude any necessary consultant or design fees.

SCHEDULE OF RATES

The following "net" (excluding Head Contractors Overheads & Preliminaries at 15% + GST) rates shall be applied at different stages of the works as follows:

FIRE SERVICES

The following "net" (excluding Head Contractors Overheads & Preliminaries at 15% + GST) rates shall be applied at different stages of the works as follows:

- A. Before installation of droppers
- B. After installation and before water charge
- C. After water charging and before Practical Completion
- D. As a deletion prior to installation
- E. After installation of ceilings

Description	A	B	C	D	E
Fire Services					
Supply & install exposed sprinkler, including 32mm dia pipework up to 3m in length	\$180.00	\$180.00	\$200.00	\$80.00	N/A
Supply & install concealed / void sprinkler including 32mm dia pipework up to 3m	\$120.00	\$180.00	\$200.00	\$50.00	N/A
Supply & install below ceiling sprinkler including 32mm dia pipework up to 3m in length	\$240.00	\$240.00	\$240.00	\$240.00	N/A
Supply & install coolroom sprinkler including 32mm dia pipework up to 3m in length	\$280.00	\$280.00	\$280.00	\$280.00	N/A
Supply & install freezer sprinkler including 32mm dia pipework up to 3m in length	\$280.00	\$280.00	\$280.00	\$280.00	N/A
Supply & install exhaust hood sprinkler including 32mm dia pipework up to 3m in length	\$450.00	\$450.00	\$470.00	\$280.00	N/A
Relocate exposed sprinkler including 32mm dia pipework up to 3m in length	N/A	\$150.00	\$170.00	N/A	N/A
Relocate concealed /	N/A	\$150.00	\$170.00	N/A	N/A

void sprinkler including 32mm dia pipework up to 3m in length					
Relocate below ceiling sprinkler including 32mm dia pipework up to 3m in length	N/A	\$200.00	\$220.00	N/A	N/A
System drain down	N/A	N/A	\$220.00	N/A	N/A
System recharge	N/A	N/A	\$220.00	N/A	N/A
Supply and install photo optic, ceiling mounted smoke detector complete	N/A	N/A	N/A	N/A	\$250.00
Supply and install flush mount EWIS speaker complete	N/A	N/A	N/A	N/A	\$270.00

Notes:

- Prices for sprinkler amendments shall be deemed to include for hand sketched changes to tenancy drawings indicating revised sprinkler locations
- Prices for sprinklers to tenancies shall be deemed to include for two part escutcheon with removable plate

2. Fire Services

- Prices for sprinkler amendments shall be deemed to include for forming penetrations in ceiling tiles or plasterboard linings as necessary
- Prices for sprinkler relocations or removal shall be deemed to include for making good ceiling including replacing ceiling tiles or plasterboard linings where necessary
- Prices for smoke detectors and EWIS speakers shall be deemed to include for making good ceiling including replacing ceiling tiles or plasterboard linings where necessary

3. Mechanical Services

The following "net" (excluding Head Contractors Overheads & Preliminaries at 15% + GST) rates shall be applied at different stages of the works as follows:

- A. Before shop drawing approval (as an addition or a credit omission)
- B. After shop drawing approval & before installation
- C. After installation but before commissioning
- D. After handover of tenancy

Description	A	B	C	D
Ductwork etc.	Drawing only			
Supply, install & commission diffusers (of following sizes) complete with uninsulated plenum box, 5m of acoustic 4 zero duct, damper and spigot complete				
a. 150mm x 150mm neck with 150mm dia. flex	\$10.00	\$150.00	\$275.00	\$305.00
b. 225mm x 225mm neck with 200mm dia. flex	\$10.00	\$166.00	\$290.00	\$320.00
c. 300mm x 300mm neck with 250mm dia. flex	\$10.00	\$175.00	\$302.00	\$332.00
d. 375mm x 375mm neck with 300mm dia. flex	\$10.00	\$185.00	\$318.00	\$348.00
Remove, relocate & recommission existing diffuser using existing flex duct up to 5m long, damper and spigot	N/A	N/A	\$130.00	\$155.00
Blank off existing spigot	N/A	N/A	\$60.00	\$65.00
Supply and install an additional length of 300mm dia. Acoustic 4 zero flexible duct up to 5m long	\$5.00	\$70.00	\$135.00	\$140.00
Supply and install additional hard ductwork up to 1500mm girth (\$'s per lineal metre)	\$5.00	\$90.00	\$137.00	\$140.00
Supply and install kitchen exhaust hood and associated ductwork up to 5m. Hood size 1000mm x 1000mm	\$35.00	\$2,440.00	\$3,504.00	\$3,604.00

Notes:

- Prices for ductwork amendments shall be deemed to include for and sketches changes to tenancy drawings indicating revised diffuser layouts.
- Prices for mechanical services amendments shall be deemed to include for forming penetrations in ceiling tiles/plasterboard linings and/or roof linings, as necessary.
- Prices for mechanical services relocations or removal shall be deemed to include for making good ceilings including replacing ceiling tiles or plasterboard linings, as necessary.

4. Hydraulic Services

The following “net” (excluding Head Contractors Overheads & Preliminaries at 15% + GST) rates shall be applied at different stages of the works as follows:

- During rough-in and/or design development
- After installation of fixtures
- After handover of tenancy
- As a deletion of tenancy

Description	A	B	C	D
Supply and installation of 50m x 40mm heavy chrome plated brass tundish including trap complete	\$500.00	\$500.00	\$500.00	\$500.00
Supply and installation 25mm condensate drain including trap complete	\$35.00/lm	\$35.00/lm	\$35.00/lm	\$35.00/lm
Supply and installation of 50mm condensate drain including trap complete	\$35.00/lm	\$35.00/lm	\$35.00/lm	\$35.00/lm
Supply and installation of bucket trap having 225mm x 225mm light duty stainless steel grate and frame complete with 125mm dia. stainless steel bucket and nominal 100mm dia. outlet pipe complete	\$600.00	\$800.00	\$800.00	\$600.00
Supply and installation of bucket trap having 225mm x 225mm heavy duty stainless steel grate and frame complete with 125mm dia. stainless steel bucket and nominal 100mm dia. outlet pipe complete	\$800.00	\$900.00	\$900.00	\$800.00
Relocate drainage point including 100mm floor waste and associated pipework up to 5m including slab penetrations and re-instatement of slab	\$1,000.00	\$1,000.00	\$1,000.00	N/A
Relocate bucket trap drainage point including associated pipework up to 5m including slab penetrations and re-instatement of slab	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00

Notes:

- Prices for hydraulic amendments shall be deemed to include for and sketches changes to tenancy drawings indicating revised drainage and supply point layouts.
- Prices for hydraulic services amendments shall be deemed to include for forming penetrations and associated pipework, as necessary.
- All works associated with forming turn ups, drilling and service installation shall, be deemed to include for the hire of a 'Wetvac', all safety procedures (barricades etc.), clean up of slurry above and below slab and removal of core complete. Costs associated with repairing any damage to previously finished surfaces due to fitout works will be the responsibility of the Lessee

5. Terrazzo

The following "net" (excluding Head Contractors Overheads & Preliminaries at 15% + GST) rates shall be applied at different stages of the works as follows:

- During installation of adjacent terrazzo / tiles
- After installation of adjacent terrazzo / tiles
- After handover of tenancy
- As a deletion prior to installation

Description	A	B	C	D
Supply and installation of terrazzo ingo to shop entry comprising 400mm x 400mm white tiles equal to the 'Mall terrazzo' specification including all necessary cutting and bonding	\$180.00/lm	<1m ² - \$1,000.00 <2m ² - \$900.00 <3m ² - \$800.00 <5m ² - \$600.00	<1m ² - \$1,000.00 <2m ² - \$900.00 <3m ² - \$800.00 <5m ² - \$600.00	\$160.00/lm
Supply and installation of terrazzo border tile ingo to shop entry comprising 400mm x 400mm green tiles equal to the 'Mall terrazzo' specification including all necessary cutting and bonding	\$180.00/lm	<1m ² - \$1,000.00 <2m ² - \$900.00 <3m ² - \$800.00 <5m ² - \$600.00	<1m ² - \$1,000.00 <2m ² - \$900.00 <3m ² - \$800.00 <5m ² - \$600.00	\$160.00/lm
Supply and installation of edge strip to terrazzo ingo equal to that specified under 'Movement Joints' in the terrazzo trade of the specification	\$40.00	\$40.00	\$40.00	\$40.00
Supply and installation of brass angle as edge strip to terrazzo ingo including mechanical fixing to concrete slab	\$30.00	\$30.00	\$30.00	\$30.00

Notes:

- Prices for terrazzo ingo's shall be deemed to include for all necessary bedding, grinding and polishing works as specified.

Electrical Services

The following "net" (excluding Head Contractors Overheads & Preliminaries at 15% + GST) rates shall be applied at different stages of the works as follows:

- During rough-in and/or design development

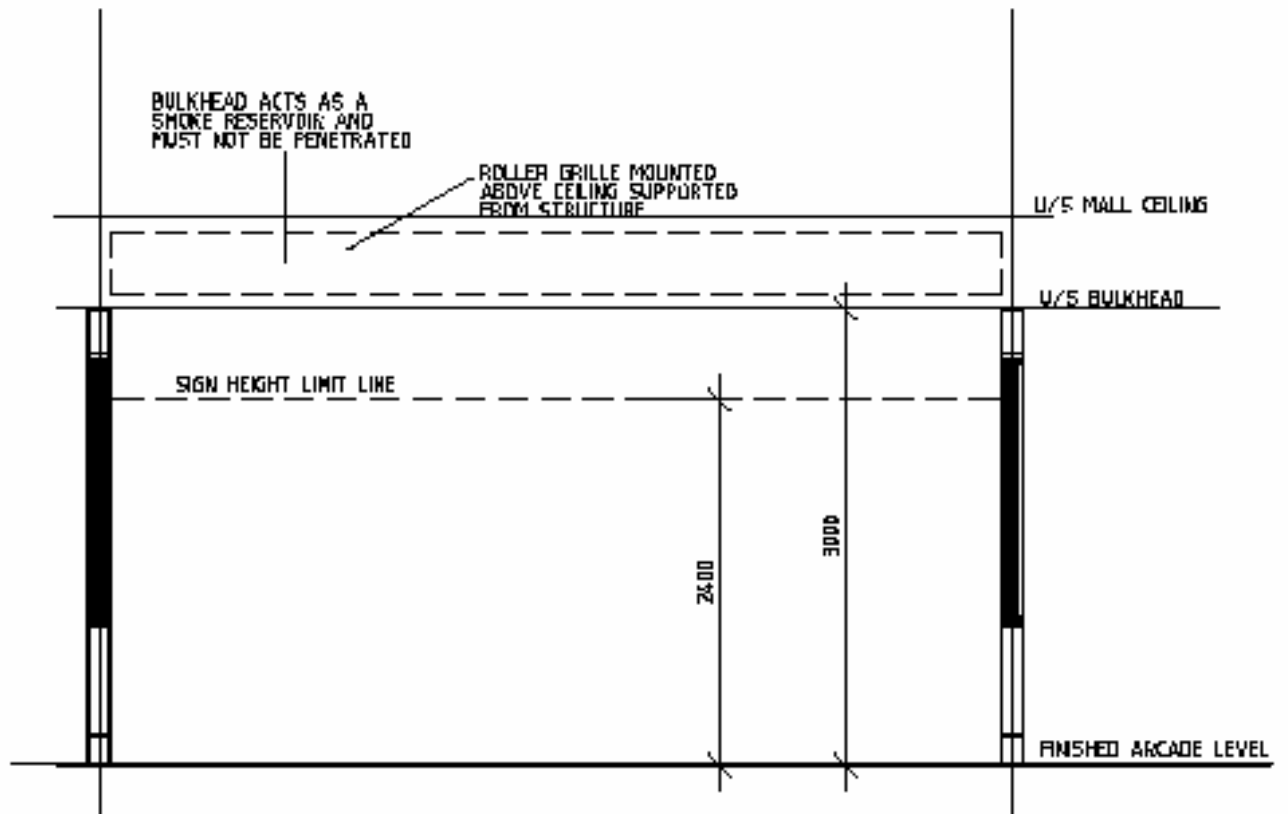
- B. After installation of cabling
- C. After handover of tenancy
- D. As a deletion prior to installation

Description	A	B	C	D
Supply and installation of three phase distribution board in food tenancy, including all necessary cabling up to 5m in length, excluding metering 3Ø 100Amp	\$1,091.00	\$1,091.00	\$1,136.00	\$1,091.00
Supply and installation of single phase distribution board in fashion tenancy, including all necessary cabling up to 5m in length, excluding metering 1Ø 63Amp	\$388.00	\$388.00	\$413.00	\$388.00
Upgrade 12 pole distribution board to 36 way 60 – 120Amp 3Ø distribution board (cabling separate)	\$414.00	\$414.00	\$916.00	\$414.00
Allow to upgrade cabling to distribution board from 60Amps 1Ø to 80Amps 1Ø (\$/m), excludes terminations and no consideration of voltage drop	\$7.00 - \$50.00	\$20.00 - \$90.00	\$22.00 - \$50.00	\$7.00 - \$50.00
Allow to upgrade cabling to distribution board from 60Amps 1Ø to 100Amps 1Ø (\$/m), excludes terminations and no consideration of voltage drop	\$7.00 - \$20.00	\$20.00 - \$60.00	\$22.00 - \$50.00	\$7.00 - \$20.00
Allow to upgrade cabling to distribution board from 60Amps 1Ø to 80Amps 3Ø (\$/m), excludes terminations/metering and no consideration of voltage drop	\$10.00 - \$50.00	\$23.00 - \$90.00	\$24.00 - \$60.00	\$10.00 - \$50.00
Allow to upgrade cabling to distribution board from 60Amps 1Ø to 100Amps 3Ø (\$/m), excludes terminations/metering and no consideration of voltage drop	\$20.00 – \$35.00	\$33.00 - \$75.00	\$31.00 - \$15.00	\$20.00 - \$35.00
Allow to upgrade telephone cabling from 10 pair to 20 pair (\$/m)	\$6.10	\$6.70	\$9.90	\$6.10

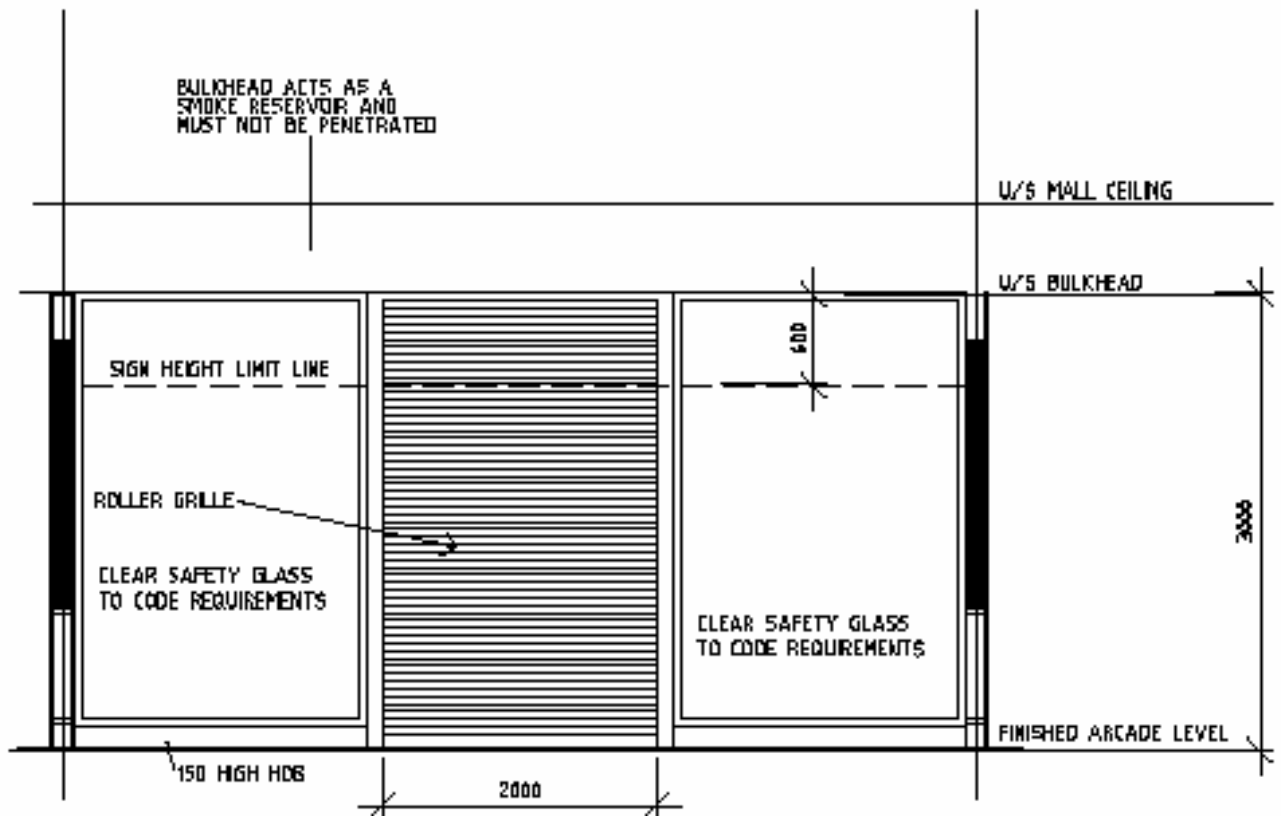
Notes:

- Prices for electrical amendments shall be deemed to include for and hand sketched changes to tenancy drawings indicating revised DB locations.
- Prices for electrical amendments shall be deemed to include for all necessary penetrations and making good of existing.

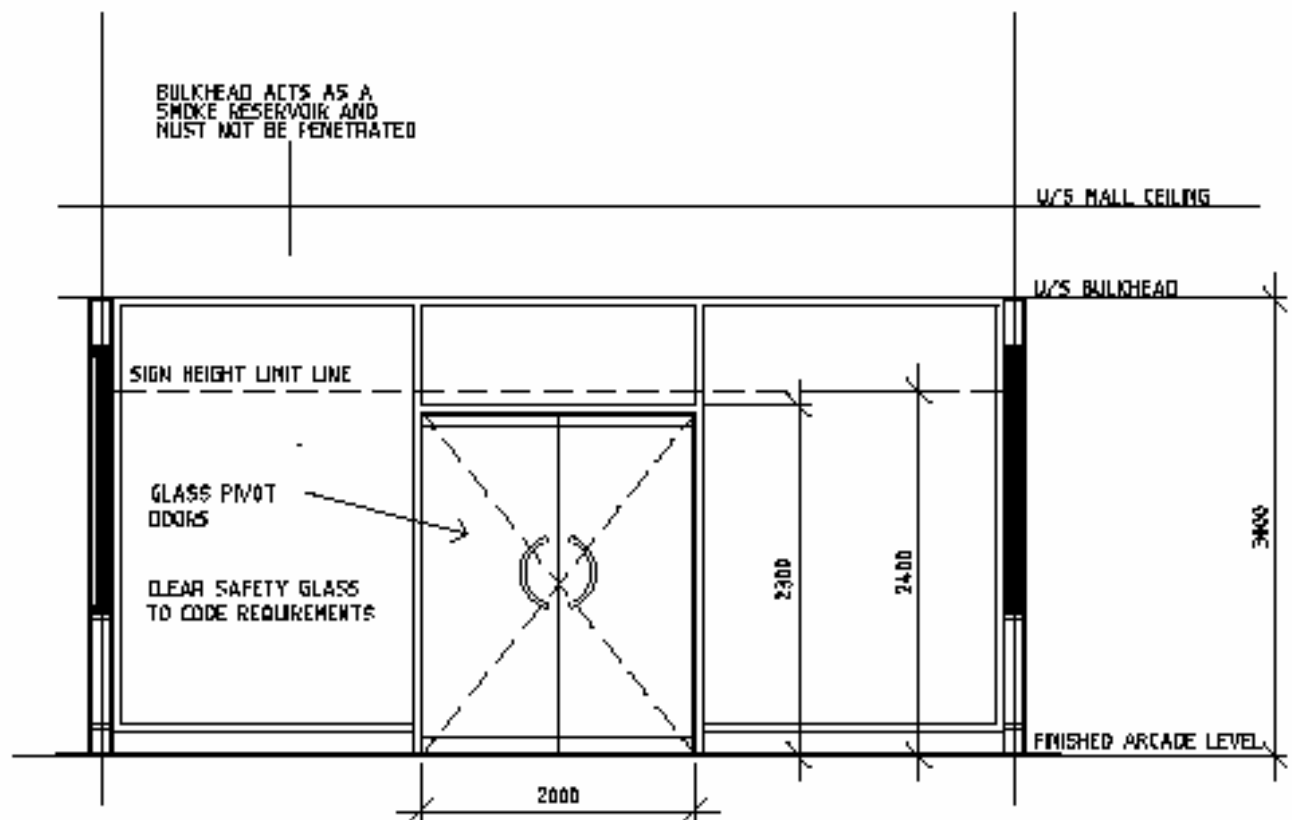
APPENDIX L



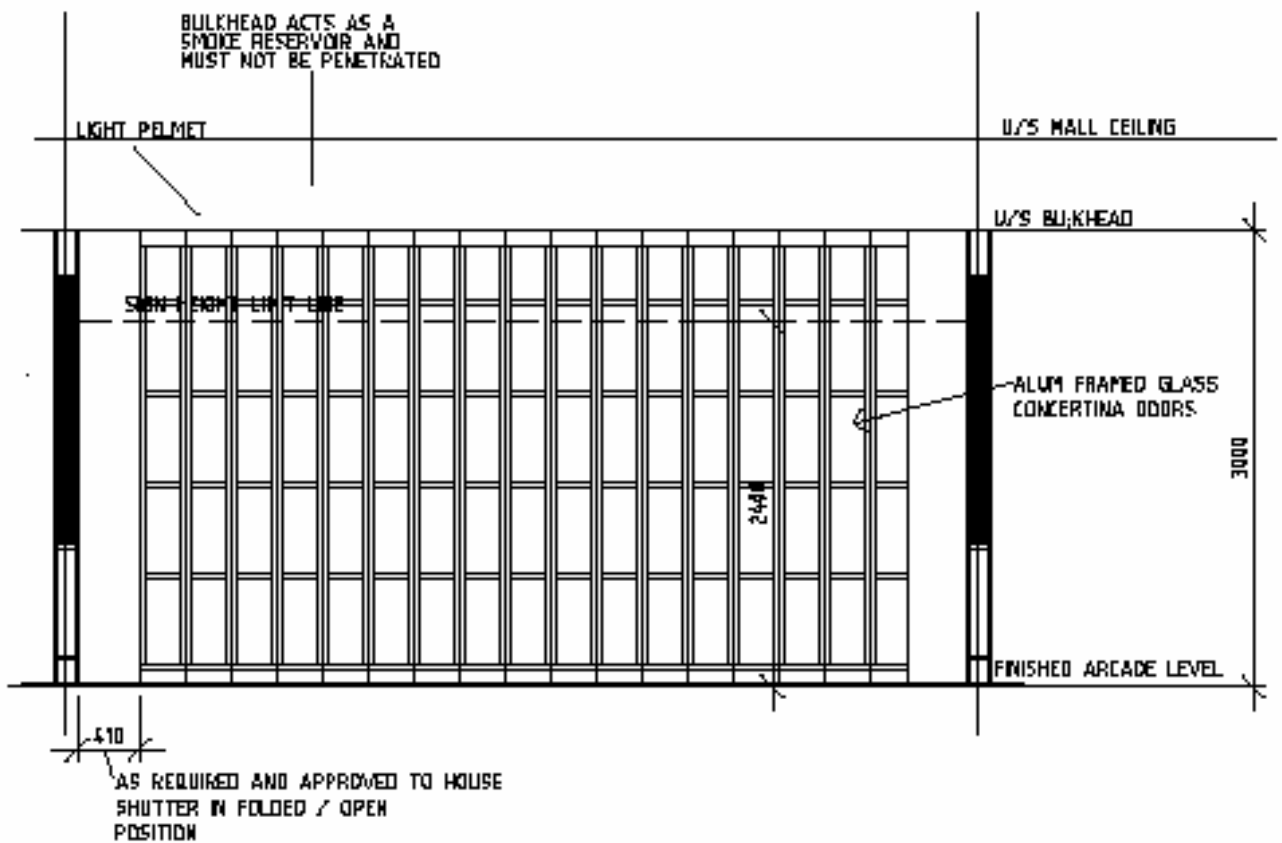
ELEVATION SHOPFRONT TREATMENT OPTION A FULL WIDTH ROLLER SHUTTER



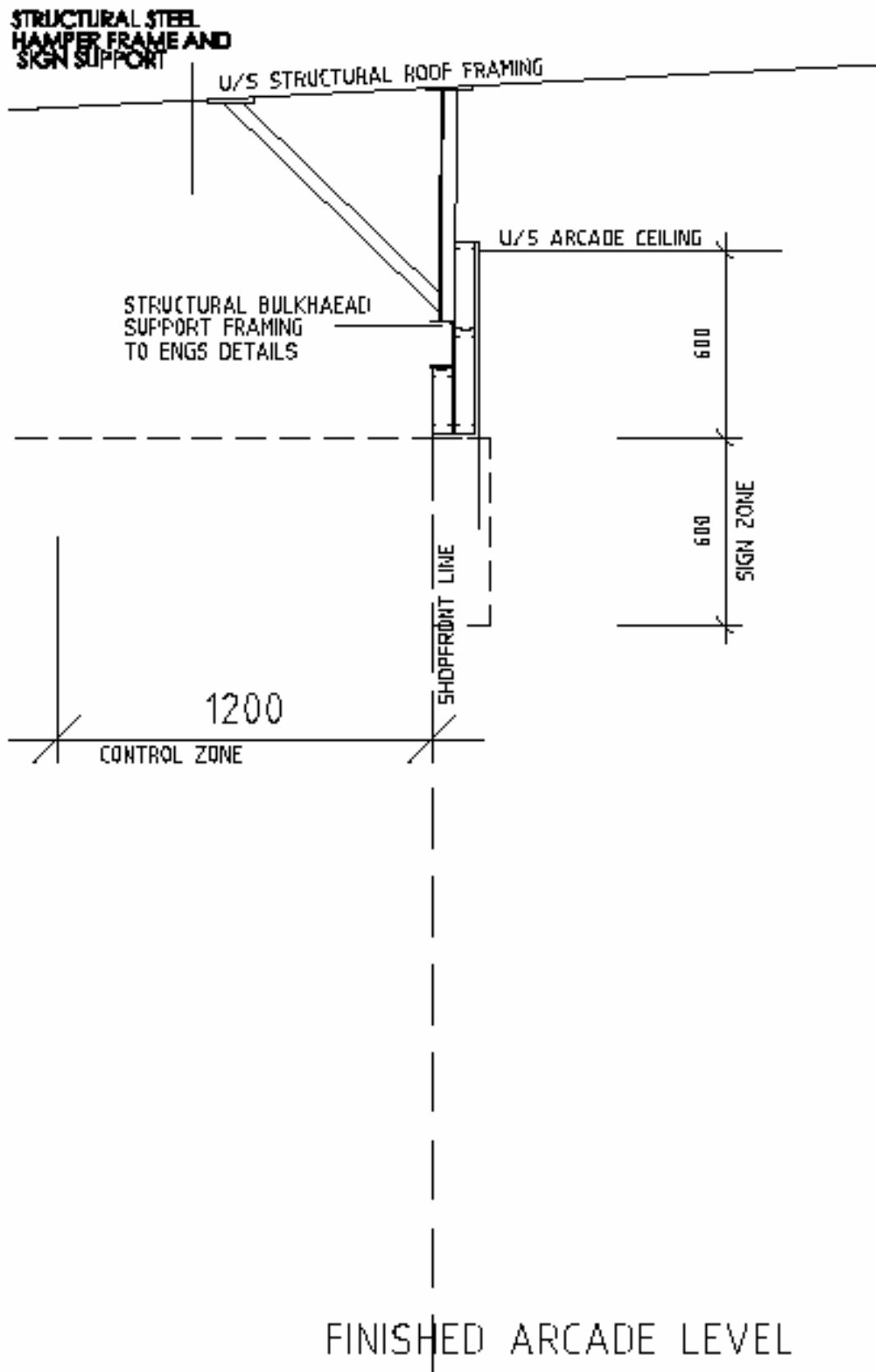
ELEVATION
SHOPFRONT TREATMENT OPTION B
GLAZED SHOPFRONT WITH ROLLER SHUTTER 2



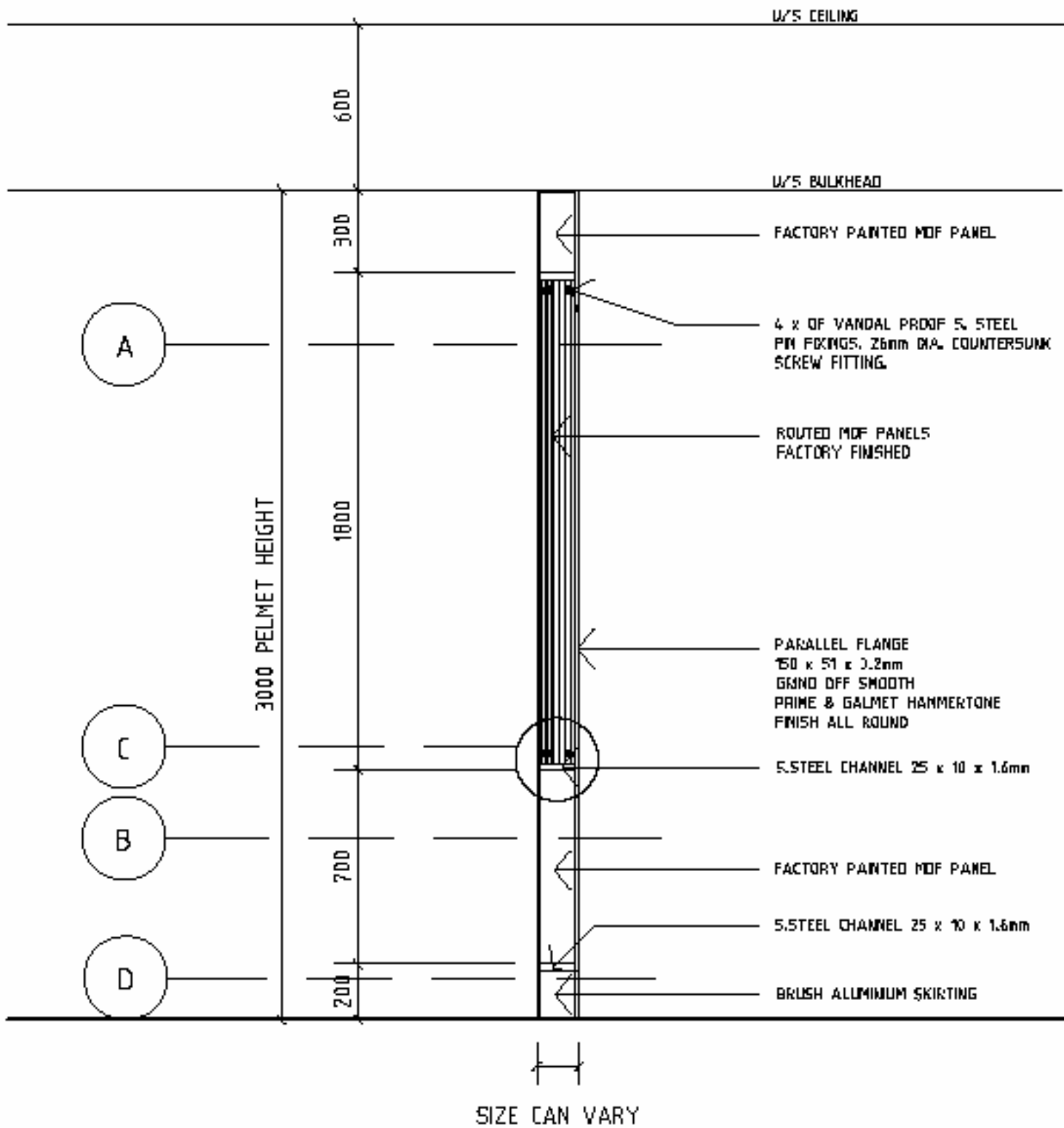
ELEVATION
SHOPFRONT TREATMENT OPTION C
GLAZED SHOPFRONT WITH GLASS DOORS **3**



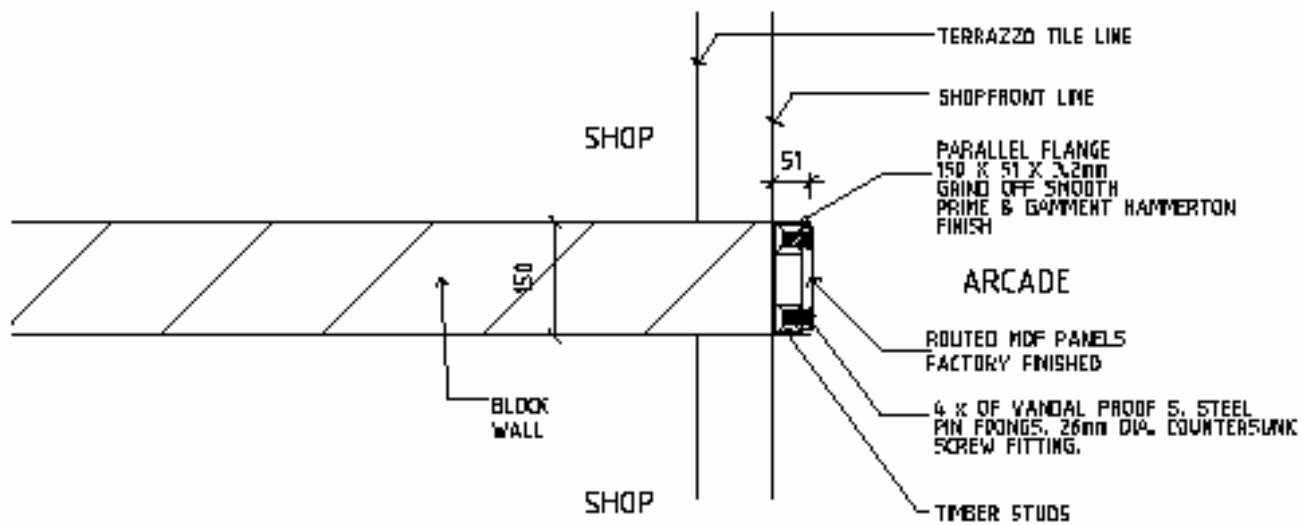
ELEVATION
SHOPFRONT TREATMENT OPTION D
GLAZED CONCERTINA DOOR



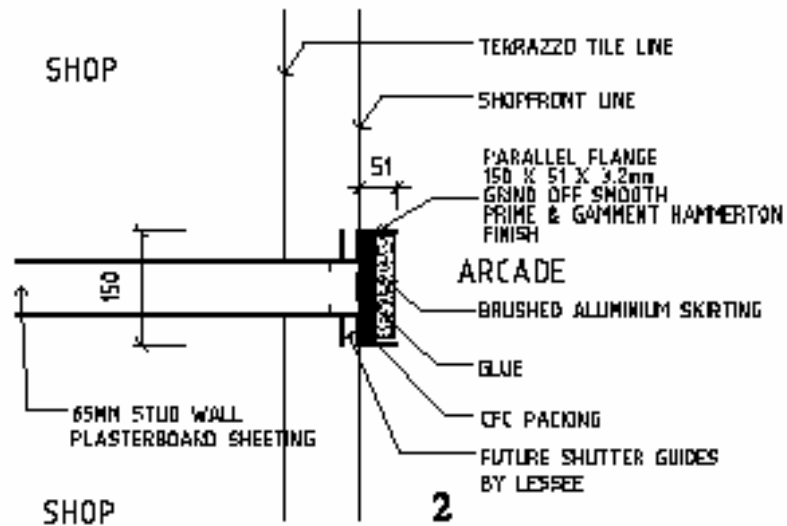
SECTION TYPICAL SHOPFRONT ARRANGEMENT AND SUPPORT



ELEVATION TYPICAL DEMISING WALL DETAIL

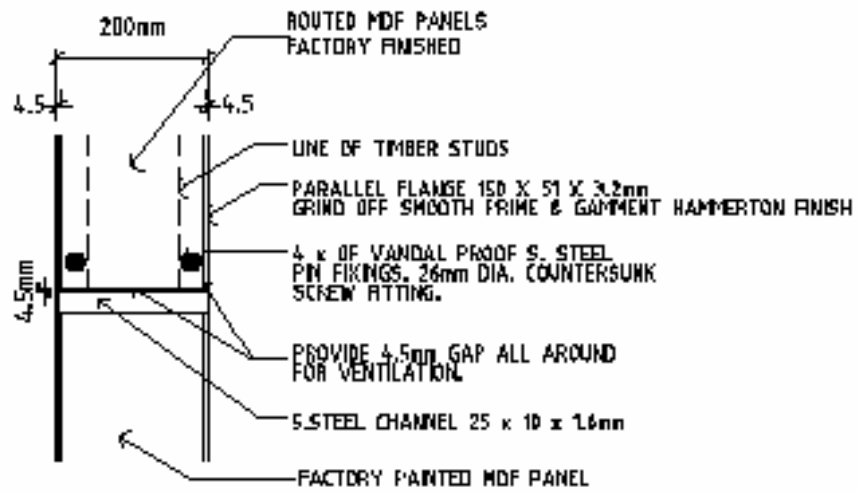


1
TYPICAL SECTION A

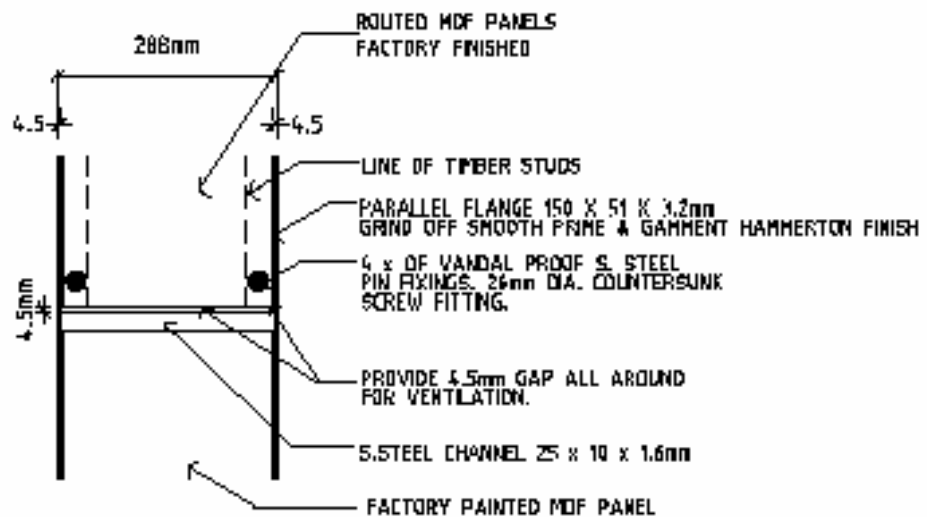


2
TYPICAL SECTION D

PLANS TYPICAL DEMISING WALL DETAIL

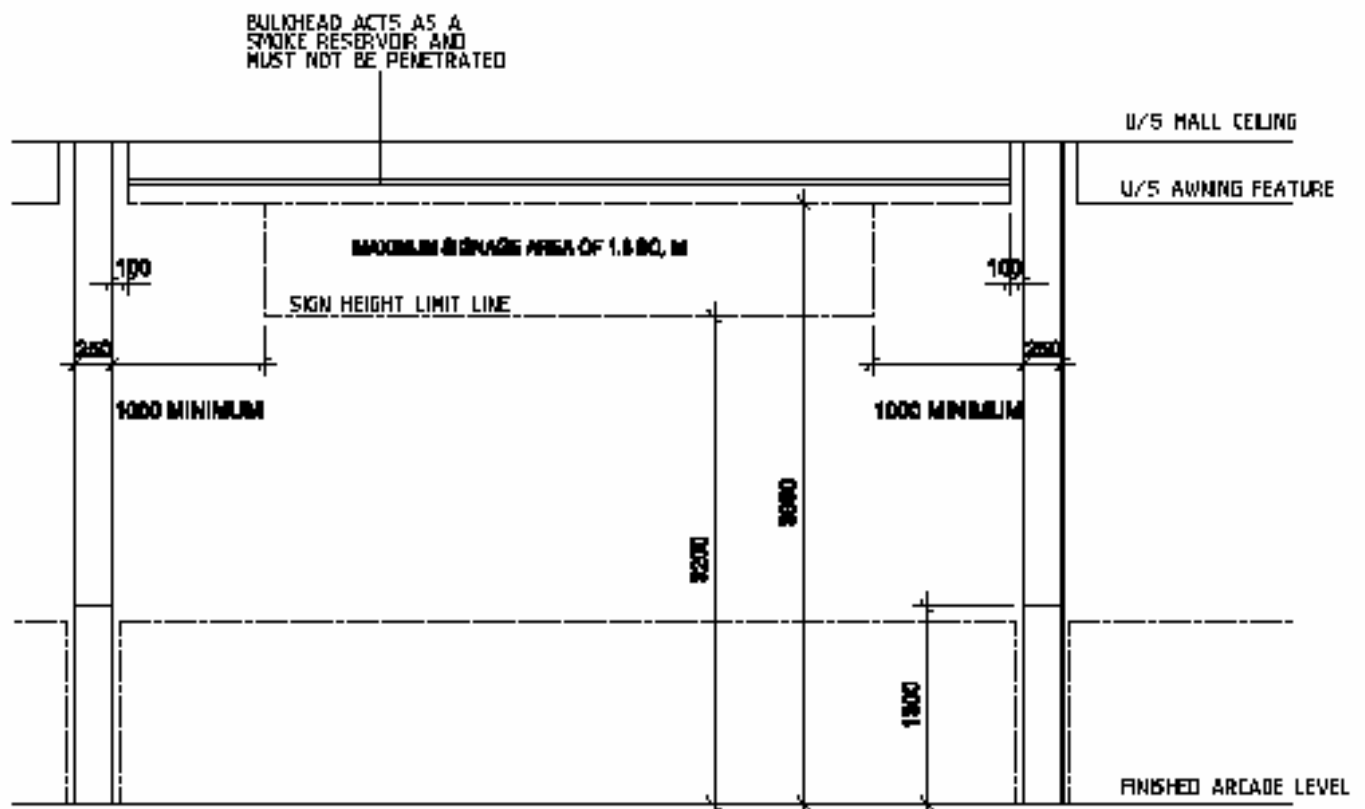


**8.
ELEVATION DETAIL C**

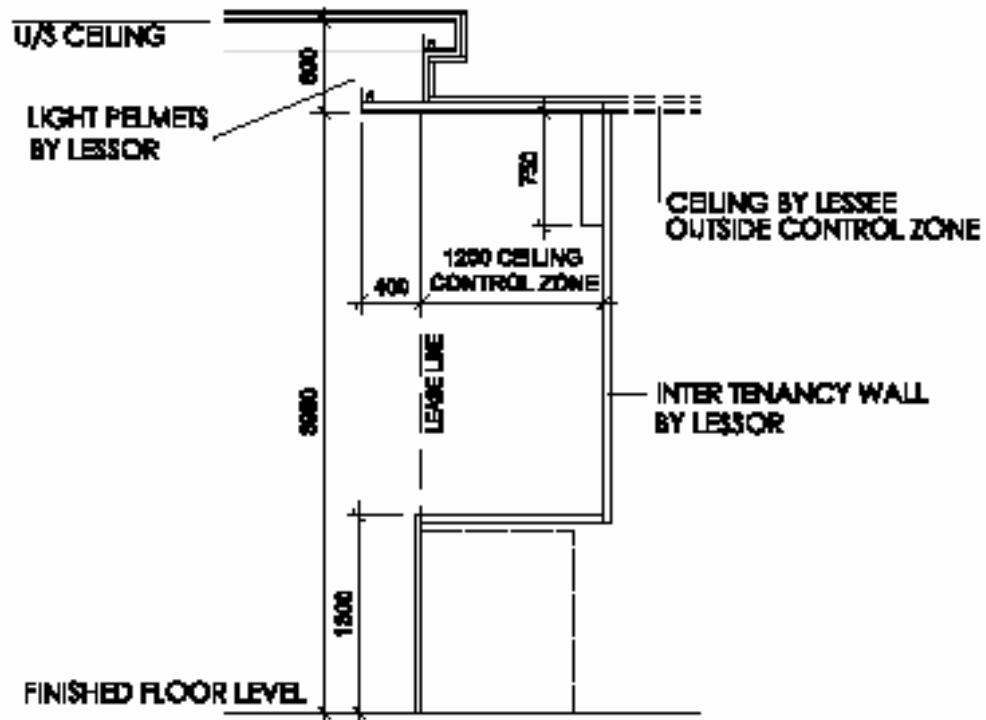


**9.
ELEVATION DETAIL C**

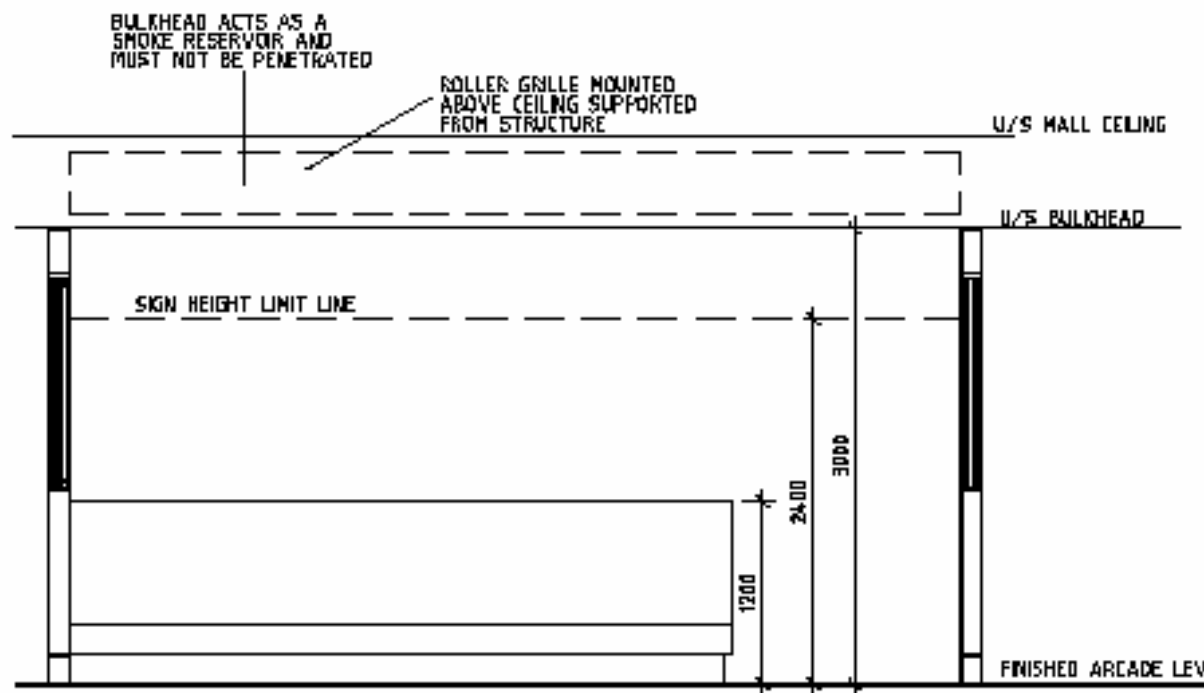
**ELEVATIONS
TYPICAL DEMISING WALL DETAIL**



ELEVATION FOOD COURT TREATMENT

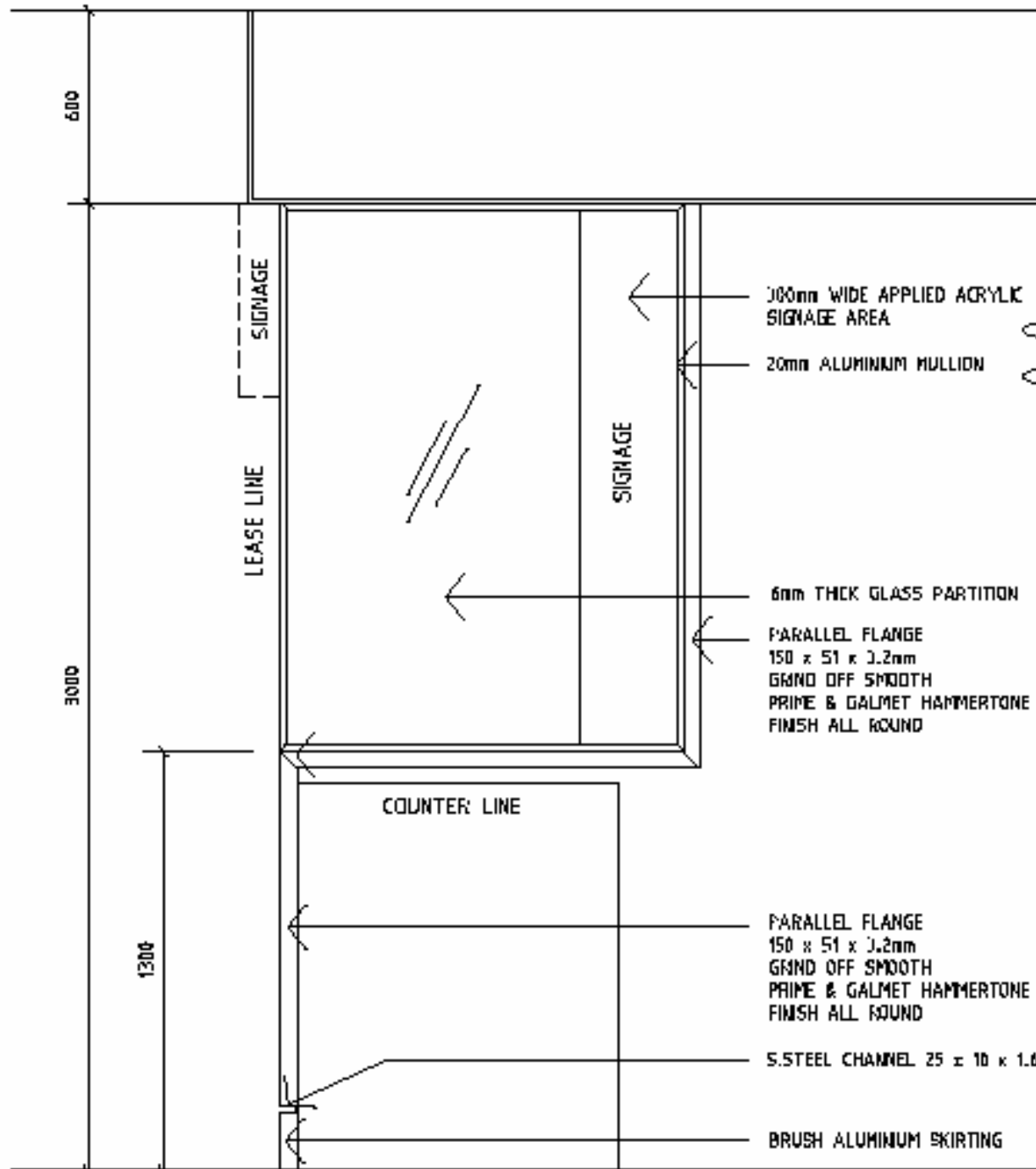


SECTION FOOD COURT TREATMENT

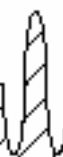
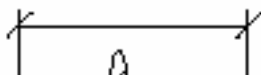


**ELEVATION
SHOPFRONT TREATMENT
FRESH FOOD AREA**

FRESH FOOD DETAIL



150



150mm BLOCKWORK



SHOP

