

TENANCY ALTERATIONS & FIT-OUT GUIDE

Q&A

141 QUEEN STREET & 140 ELIZABETH
STREET BRISBANE QLD

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1 Approved Consultants and Contractors

1.1 Background

141 Queen Street is a B Grade commercial office building in Brisbane's CBD consisting of 24 office levels totalling approximately 14,030m² (NLA) plus a ground floor lobby café, dining outlets and three (3) levels of retail totalling approximately 5,707m² (NLA). There are also six (6) levels of basement car parking accessed via Elizabeth Street.

140 Elizabeth Street is an A Grade commercial office building in Brisbane's CBD consisting of 10 office levels totalling approximately 12,185m² (NLA) plus a ground floor lobby, dining outlets and three (3) levels of retail totalling approximately 5,707m² (NLA). There are also six (6) levels of basement car parking accessed via Elizabeth Street.

The building is managed by:

JLL
Building Management Office (Level 16)
141 Queen Street
Brisbane QLD 4000

In order to preserve the original design certification from the respective base building consultants, it is a requirement that the Lessee engage certain key consultants and contractors in relation to their fit-out works as described hereunder.

1.2 Our Team - Nominated Contractors

- a) It's a requirement that the Lessee engage the appointed Q&A Consulting Engineers and Service Contractors in respect of any modifications to the base building systems.

Owner/Landlord	Shayher Properties P/L ATF Lin Brothers Trust ABN 88 095 175 404
Asset Manager	JLL – Sheryl Jackson Mob: 0403 296 950 Email: sheryl.jackson@141queen.com.au
Property Manager	JLL – Alison Barrett Mob: 0448 266 395 Email: alison.barrett@141queen.com.au
Senior Facilities & Engineering Manager	JLL – Francis Joseph Mob: 0434 185 714 Email: francis.joseph@141queen.com.au
Operations & Engineering Supervisor	JLL – Shaun Brookes Mob: 0408 664 173 Email: shaun.brookes@141queen.com.au
Centre Leasing Executive Responsible for all lease negotiations within the Building	JLL – Sam Allam/Stephanie Macourt Mob: 0423 927 129 / 0424 122 757 Email: sam.allam@ap.jll.com / stephanie.macourt@ap.jll.com CBRE – Coen Riddle/Tom Theodore Mob: 0458 188 018 / 0452 381 531 Email: coen.riddle@cbre.com / tom.theodore@cbre.com
Landlord's Solicitor Prepares and issues lease documents on behalf of the Landlord	Gadens – Natasha Hood Tel: (07) 3231 1565 Email: natasha.hood@gadens.com
Local Council Development Approvals are processed through this statutory body	Brisbane City Council GPO Box 1434 Brisbane Qld 4001 Tel: (07) 3403 8888
Building Surveyor/Certifier Issues construction and building completion certificates	Certis - Prabha Ponniah Tel: (07) 3144 4604 Mob: 0438 225 538 Email: prabhaponniah@certis.com.au
Local Water Authority Manages the supply of water	Queensland Urban Utilities Locked Bag 3315 Brisbane QLD 4001 Tel: 13 26 57 (Accounts) / 13 23 64 (Faults)

Electrical Contractor Must be engaged by the Tenant in respect of any modifications to the base building electrical services, including any works to the house distribution board	Stowe Electrical – Scott Thompson Tel: (07) 3423 6777 Mob: 0478 322 0514 Email: scott.thompson@stoweaustralia.com.au
Building Monitoring & Control System (BMCS) Must be engaged by the Tenant in respect of any programming/modifications to the base building BMCS system	Trane – Norman Sudbury Tel: 1800 325 542 Fax: (07) 3894 0021 Mob: 0412 005 046 Email: norman.sudbury@tranetechnologies.com
Lift Contractor Must be engaged by the Tenant in respect of any modifications to the lift cars or controls	<u>141 Queen Street</u> Otis – Mark Dziewiecki Tel: 1800 626 847 Mob: 0419 704 457 Email: mark.dziewiecki@otis.com <u>140 Elizabeth Street</u> Schindler – Darron Collins Tel: (07) 3868 2111 Mob: 0402 317 352 Email: darron.collins@schindler.com
Fire Services Must be engaged by the Tenant in respect of any modifications to the base building fire services including sprinkler drain downs, smoke detector isolations and fire panel programming	Diligent Fire Protection – Peter Belesky Tel: (07) 3137 1777 Mob: 0401 225 115 Email: pete@diligentfire.com.au
Data Services Must be engaged by the Tenant in respect of any modifications to the base building data services including fibre and copper services.	All Data & Communications – Dan Godwin Tel: (07) 3888 9263 Mob: 0438 236 904 Email: dan@alldata.net.au
Mechanical Services Must be engaged by the Tenant in respect of any modifications to the base building air conditioning systems or the installation of supplementary air conditioning systems	A G Coombs – Shaun Mackrill Tel: (07) 3648 0500 Fax: (07) 3648 0599 Mob: 0409 524 596 Email: smackrill@agcoombs.com.au

Hydraulic Services Must be engaged by the Tenant in respect of any modifications to the base building hydrants, hose reels or hydraulic services	River City Maintenance – Garry Day Tel: (07) 3862 4777 Fax (07) 3862 4700 Mob: 0419 882 127 Email: garry@rivercitymaintenance.com.au
Manned Security Services	Wilson Security – Kym Brumby Tel: (07) 3233 0747 Mob: 0434 736 978 Email: kym.brumby@wilsonsecurity.com.au
Access Control/CCTV	KOBE Pty Ltd – John O'Brien Tel: 1300 886 404 Mob: 0413 170 855 Email: john@kbeonline.com.au
Waste Removal	Remondis Australia – Craig Langley Tel: 13 73 73 Mob: 0429 904 683 Email: craig.langley@remondis.com.au
Mechanical Engineer Must be engaged by the Tenant in respect of any modifications to the base building systems	ARUP – Jen Cardwell Tel: (07) 3023 6232 Mob: 0490 008 198 Email: jen.cardwell@arup.com
Electrical Engineer Must be engaged by the Tenant in respect of any modifications to the base building systems	ARUP - David Mills Tel: (07) 3023 6000 Mob: 0400 493 484 Email: david.mills@arup.com
Hydraulic Engineer Must be engaged by the Tenant in respect of any modifications to the base building system	ARUP – Stuart Lloyd Tel: (07) 3023 6105 Mob: 0429 074 330 Email: stuart.lloyd@arup.com
Fire Engineer Must be engaged by the Tenant in respect of any modifications to the base building systems	ARUP – Stuart Lloyd Tel: (07) 3023 6105 Mob: 0429 074 330 Email: stuart.lloyd@arup.com
Security Engineer Must be engaged by the Tenant in respect of any modifications to the base building systems	ARUP - Simon Pimley Tel: (07) 3023 6000 Mob: 0490 077 054 Email: simon.pimley@arup.com

Structural Engineer Must be engaged by the Tenant in respect of any modifications to the base building systems	<u>Office Tower</u> Martin Cosgrove & Assoc. – Jildo Bernard Tel: (07) 3252 4644 Mob: 0419 707 859 Email: jildo.bernard@mcaeng.com.au <u>Retail/Podium Levels</u> Cosgrove – Jildo Bernard Tel: (07) 3252 4644 Mob: 0419 707 859 Email: jildo.bernard@mcaeng.com.au
Telecommunications Must be engaged by the Tenant in respect of any modifications to the base building telecommunications systems	SiteXcell Email: telcoaccess@sitexcell.com.au

1.4 Approval for Alternative Consultants or Contractors

In the event that the Lessee is unable to obtain competitive pricing from any of the appointed consultants or contractors, or if the Lessee has a particular reason for using its own consultants or contractors, the Lessor may give consideration to permitting the appointment of alternative consultants or contractors.

Any requests for the appointment of alternative consultants and/or contractors must be made to the Lessor in writing and must be accompanied by a description of the Lessee's reason for making the request. If that request arises due to non-competitive pricing being provided by the base building consultant or contractor, evidence to that effect must be submitted in the form of a quotation from a competitive party for the same scope of services.

1.5 Details of Proposed Consultants or Contractors

The Lessee must engage the required consultants and contractors necessary to have the works completed in an acceptable manner and condition. The Lessee must submit details of its proposed consultants and/or contractors to the Lessor for approval prior to commencement of any works.

2 Design Considerations

2.1 Air Conditioning Requirements

Air conditioning modification must allow for equivalent levels of comfort conditions throughout all areas affected by the modifications, to that provided by the Lessor in the base building works. Modifications including air balancing, BMS and control changes are the responsibility of the Lessee, and should comply with all relevant standards. These works must be done by A G Coombs and Veolia, the Lessee will not be able to engage any other contractor for these works.

All condenser water pipe work shall be run in copper pipe. Supplementary air conditioning units shall be suspended from the underside of the slab via suitable anti-vibration mounts.

All equipment connected to the supplementary condenser water system shall be isolated by a head pressure control valve or solenoid valve when the equipment is not operating.

Proposed modifications, including the use of tenant water-cooled package air conditioning units, must be referred to the Lessor for approval.

Once the modifications have been made, in accordance with the Lessor's approval, the following commissioning procedures associated with the base building system must be completed by the Lessee:

- Retest stairwell pressurisation systems to ensure compliance
- Retest all dampers in fire affected and non-fire affected modes
- Re-establish the floor supply air static pressure and air quality for each zone at full cooling
- Check floor differential in fire affected mode
- Minimum and maximum volume settings of each VAV box (Podium Levels only)

2.2 Electrical Services Requirements

- Work on the Lessee's distribution boards is to be carried out only by licensed electrical contractors.
- The Lessee is not permitted to install any electrical or communications equipment in the electrical and communications risers, without the prior written approval of the Lessor, following the provision of adequate details by the Lessee.
- Scabbling of concrete walls and floors is not permitted for the provision of any service.
- The Lessee must ensure that any alterations made to the Premises that are linked to the BMS are to be compatible with the BMS (e.g. emergency light fittings). Water meters required as part of the tenant fit-out will be installed and commissioned by the base building plumber and BMS contractor. All costs associated with the supply, installation and connection of the water meter to the BMS will be at the tenant's cost.

Emergency Lighting

The Lessee is to install Clevertronics Hive fittings at the Lessee's cost. The Lessee must engage the base building electrical contractor to program and commission the fittings to the Clevertronics Hive system. Product details of the emergency fittings used at Q&A are:

- Ultra-blade - (Recessed blade fitting) = CLECUBPRO-HV
- Ultra-blade Pro mounting adaptor plate = CLE2740054 (Required if swapping out old recessed fittings)
- Surface mounted exit (Quickfit Style) = CLECCFLED-HV
- Recessed spit fire = CLECLIFE-HV
- 1200mm weather proof batten with no sensor = CLEARGO-1200-LP-HV
- 1200mm weather proof batten with internal sensor = CLEARGO-1200-SENLPHV

2.3 Obstructions of Services

Under no circumstances must light fittings, thermostats or air conditioning outlets/return air inlets be obstructed. Furthermore, this includes the installation of any loose furniture prior or post occupation. Tenant condenser water flow and return lines to the riser must be run so that they do not prevent the removal of ceiling tiles, light fittings, smoke detectors etc. Should the works necessitate relocation of any of these items, such relocation will be carried out in accordance with the instructions of the Lessor and at the cost of the Lessee.

Provision must be made for return air path where partitions are installed from floor to underside of slab. Any partitioning or insulation proposed to extend beyond the ceiling space must be co-ordinated with the nominated Services Engineer, to ensure sufficient return air is maintained. A clear path must be maintained to the relief riser on the Northern end of the core.

2.4 Partitioning Requirements to External Windows

Where an internal wall meets an external window wall, the internal wall should be in line with a window mullion or column and should at no time prevent any window assembly from being repaired or from being properly cleaned.

No material should be attached in any way to the facade of the building. To do so will void the facade warranty.

2.5 Penetration of Floor Slabs, Spandrels and Fire Rated Partitions

Penetrations of fire rated partitions, spandrels or floor slabs must be separately listed or highlighted on drawings to ensure that the integrity of the fire rated structure is maintained. Certification must be provided as per clause 9.3 for all fire rated materials or equipment including but not limited to fire dampers, fire stopping or fire collars.

Caution must be taken with slab penetrations to avoid clashing with critical structural elements. Prior to any penetrations being made, approval must be given by the Structural Engineer, at the Lessee's cost.

2.6 Penetration of Walls around Plant Rooms and Lifts

Fixing to or penetration of fire rated walls around plant rooms, service cupboards and lift shafts is not permitted without the prior approval of the Lessor. Penetration of structural concrete walls is not permitted unless approved by the Structural Engineer.

2.7 Fixing to Ceiling Grid

Materials may be attached to the ceiling grid only if they do not impose any load on the grid or do not reduce the structural integrity of the grid. The Lessee will be responsible for the replacement of any damaged ceiling grid or ceiling tiles. Cables, pipework, ductwork or any other equipment installed within the ceiling plenum must be fixed to the underside of the slab.

2.8 Fixing to Facade Mullions and Sills

The design of partitions meeting the facade is to be in accordance with clause 2.4. Under no circumstances will any fixings to the mullions, sills or skirting ducts be permitted.

2.9 Compactus/Safe Zones

Compactus and safe loadings are required to be specifically addressed for any given tenancy layout by the Structural Engineer. The assessment and approval of compactus zones will at the expense of the Lessee.

2.10 Furniture and Chair Protection

To ensure the longevity of the carpet the Lessee must provide sufficient protection. i.e. through the use of chair mats and caster cups under the tables and partitions.

2.11 Ceiling (Refurbished Levels – Armstrong System)

The ceiling grid systems have been inspected and certified by installer in accordance with the manufacturers installation instructions (Armstrong).

As part of the fit out process, if the ceiling grid, tiles or fittings are removed and replaced for access or modification purposes, the tenant must engage Armstrong to carry out an inspection during the fit out / construction to verify installation is in accordance with their instructions / O&M Manual. The installer used during the fit out must certify their works are in accordance with the manufacturers instructions.

The following processes are to be completed for ANY works associated to the ceiling installations:

- A dilapidation inspection and report to be carried out and provided specific to the ceiling installation.
- The fit-out contractor should request the installation technical specifications and ceiling system information from Building Management prior to any works commencing. i.e. removal of tiles, light fittings, support grid sections etc.
- If ANY works to the handed over ceiling is carried out as part of the fit-out, all responsibility for the ceiling becomes that of the tenant. The reinstatement of the ceiling lies with the tenant.
- The tenant must provide suitable documentation outlining the extent of the ceiling works and areas where any part of the ceiling is being removed / reinstated.
- The tenants fit-out program should include a Hold Point for JLL and others to inspect the re-instatement works. (others = Armstrong, JLL, Owner)
- The tenant must engage Armstrong to inspect and re-certify the re-installation works – in accordance with the manufacturers installation instructions. The certification documents are to be provided to JLL with the as-built documents.

3 Documentation and Consents

3.1 Conditions of Approval

All drawings and specifications must be submitted to the Lessor in the following manner:

- a) Partition layouts will be prepared initially by the Lessee and two (2) copies must be submitted to Jones Lang LaSalle Management Office. Drawings must show the paths of egress from the furthest point on each floor, or within a part floor tenancy, to each available exit and demonstrate fire hose reel access compliance to all areas on the floor. Paths of egress must be marked in red with travel distances noted. Paths of egress, travel distances and fire hose reel compliance must be certified by a person acceptable to the authorities.
- b) The Lessor and the Architect will review the plans. If acceptable, one copy will be returned to the Lessee and marked as "Accepted for Detailed Design". The Lessor will notify the Lessee if the plans are unacceptable, advising elements that require modification, and the Lessee is to resubmit the plans prior to commencing detailed design.
- c) A review of the Lessee fit-out works and drawings are required for approval, including specifications and drawings of all proposed service alterations, equipment to be installed and commissioning works to be undertaken as part of the tenancy fit-out including, but not limited to, air conditioning, electrical, fire protection, hydraulics, security, voice and data communications, structural, mechanical and architectural. Lessee's to present drawings to Lessor's preferred service consultants for a peer review at Lessee's costs. A comprehensive list/report of all tenant equipment and their heat loads and the number of personnel for each office/area are required to be documented. The tenant's mechanical consultant is also to confirm that their mechanical design for their client's heat loads will operate correctly all year irrespective of the season
- d) Any change to fixtures and finishes within the Premises or common area is not permitted without prior written approval from the Lessor. This includes and is not limited to floor coverings, ceiling systems, light fittings, paintwork and all hard surface finishes.
- e) When seeking approval, sample boards and schedules must be submitted listing details of all materials and areas where they are proposed to be used.
- f) Any alterations or fit-out of the building requires verification that the performance provisions of the Building Code of Australia are satisfied in relation to the engineered design solution for the building.
- g) The Lessee must undertake a simulated operational review by the nominated Consulting Engineer and submit the results of compliance with the base building design loads prior to being granted approval to proceed to final design.
- h) The Lessee may then proceed with the final design, and produce full tender documentation, including specifications and drawings of all proposed service alterations, equipment to be installed and commissioning works to be undertaken as part of the tenancy fit-out including, but not limited to, air conditioning, electrical, fire protection, hydraulics, security, voice and data communications, structural, mechanical and architectural. Final partition and furniture layouts are also required.
- i) The consultants must complete or obtain a Certificate of Compliance (attached as Appendix 3) for the design of all new installations or existing system modifications, as per the Certificate enclosed in this document, and submit with the services design drawings.

- j) Two (2) hard copies of all the above final documents, plus one electronic version in Autocad on CD, must be submitted to the Lessor for review and approval. If the final documents are acceptable to the Lessor, its Architect & Consulting Engineer, one (1) copy will be marked "Accepted For Construction" and returned to the Lessee. The Lessee may be required to re-submit the documents, taking into account any comments by the Lessor or its consultants.
- a) The Lessee must submit a programme for the works providing commencement and completion dates for the various stages of work prior to the commencement of works on site.
- b) If works are to be carried out by the Lessor on behalf of the Lessee, the relevant provisions of the Agreement to Lease will apply.

3.2 Signage

Signage for the ground floor lobby, canopy (Elizabeth Street, Queen Street and Albert Lane), occupied floors and car spaces must be approved by the Lessor prior to manufacturing and installation and is to be in accordance with the building's signage guidelines.

All signage costs will be paid for by the Lessee.

3.3 Pre-Handover Dilapidation Report

Prior to the Lessee taking possession of the site, the Lessee must compile a dilapidation survey listing all defects within the tenancy. A joint inspection by the Lessee and Lessor's representative is required to be carried out to confirm and agree those defects which are to be rectified by the Lessor.

Any defects or damage not documented will become the responsibility of the Lessee thereafter.

3.4 Statutory Approvals

The Lessee must obtain all necessary Statutory and/or Local Authority approvals, including a DA (where required) and Construction Certificate, and copies of such approvals shall be submitted to the Lessor's office before taking possession of the site or commencement of any works.

3.5 Lessor's Consultants to Check Work

Should, in the opinion of the Lessor, any aspect of works following acceptance of the documentation by the Lessor reasonably require verification by a specialist consultant, any costs incurred in such verification are to be borne by the Lessee. If other consultants are approved by the Lessor to carry out the design of the tenancy the cost of the base building consultant to check the design will be at the Lessee's cost.

3.6 Changes to Approved Works

Details of any proposed alterations to the works following acceptance of the documentation by the Lessor and prior to completion of the works must be submitted to the Lessor for approval prior to such alterations being implemented.

4 Insurance

4.1 Insurance Policies Required

The Lessee shall indemnify and keep indemnified the Lessor, the Financier (where appropriate), the Managing Agent and all other parties affected by the works, from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, costs, losses and expenses of any nature whatsoever which they may suffer or incur in connection with the works.

The Lessee is to effect and maintain a Public Risk Liability insurance policy for a sum of \$20 million covering all possible liability against loss, damage, claim or injury during or after completion of the said works. The Lessee is to ensure that its contractors also effect and maintain a Public Risk Liability insurance policy for a sum of \$20 million for the duration of the works.

The Lessee is to effect and maintain a Contractor's All Risks policy for the value of the fit-out works to insure the works against loss, damage or claim during the course of construction of the works.

The Lessee is to effect and maintain an insurance policy covering the capital value of all plate glass located within and adjacent to the proposed tenancy.

The Lessee is to ensure that its contractors are adequately covered by such insurance required under the Worker's Compensation Act.

The Certificates of Currency for the above policies are to be provided to the Lessor prior to the commencement of any works and are to note the interests of the Lessor.

4.2 Compliance with Insurance Council

The location and number of thermal fire detectors and/or smoke detectors and/or hydrants and hose reels, fire extinguishers and/or fire sprinklers and/or EWIS speakers, and/or exit and emergency lighting must comply with the requirements of all competent authorities and the requirements of the Insurance Council of Australia. Should the works necessitate any alteration or addition to the existing equipment, the cost of such alteration or addition will be borne by the Lessee.

5

Access

5.1 Provision of Access Cards and Keys

Building Management will arrange for access to the loading dock, provision of tenancy keys and access cards required by the Lessee's contractors to provide access to the tenancy, are at the Lessee's cost.

No keys will be issued for plant rooms, fire sprinkler rooms, riser cupboards or the like. Access to these areas must be specifically arranged as required with Building Management. A minimum of 24 hours' notice is required for access to these areas.

The Engineering & Operations Supervisor is:

Shaun Brookes

JLL

Building Management Office (Level 16)

141 Queen Street

Brisbane QLD 4000

Mobile: 0408 664 173

Email: shaun.brookes@ap.jll.com

At least five (5) working days' notice is to be given to the Lessor or Engineering & Operations Supervisor prior to commencement of fit-out works.

All contractors are to sign in using the Ipad located in the B1 security office. Keys issued to the Lessee's contractor must remain onsite and be returned to the Keywatcher at the end of the work day. If keys are not returned the Lessee's contractor will be contacted by Building Management or security and asked to return the keys immediately. If the request is ignored the Lessee will be informed of the breach, the Lessee's contractor access card will be deactivated and the areas that particular key accessed will be rekeyed at the Lessee's cost.

A charge of **\$60.00** (plus GST) will be charged to the Lessee for each access card that is not returned or is returned damaged. If any key is lost by the Lessee or its representatives, then the areas that particular key accessed will be rekeyed or re-programmed at the Lessee's cost.

5.2 Access Hours to Building

Access to the building will generally only be permitted during the hours of 7.00am to 6pm, Monday to Friday. If access is required outside these hours, special arrangements must be made through Building Management.

The Lessee must agree to pay all costs related to the provision of after-hours access including the attendance of Building Management and/or security guards.

5.3 Rights to Refuse Access

The Lessor reserves the right to reasonably refuse access to the building or any part thereof to any contractor.

5.4 Materials Handling

All construction materials shall be conveyed into the premises through the loading dock. Under no circumstances are goods or materials to be brought through the common areas of the building or through the main foyer.

The Lessee and its contractors are only to deliver plant and materials into the building by prior arrangement with Building Management, outside normal business hours where possible, and may only be conveyed as directed by Building Management.

It should be noted that no obstruction to car parking facilities will be permitted. Parking on-site is limited and is not permitted without the prior written approval of the Lessor and/or Building Management.

5.5 Use of Access Doors

For the purposes of security and safety, all plant room and roof access doors are always in the locked position. Should it be necessary to use these doors ***DO NOT PROP OR LEAVE OPEN***. Doors should be left closed at all times; failure to comply with this direction could result in the contractor's dismissal from the site.

6 Site Preparation and Cleaning Requirements

6.1 Standard of Works Required

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

6.2 Protection and Use of Lift

A passenger lift will be designated subject to the approval of the Lessor; the Lessee may be permitted to use a lift for materials and trades people. All goods, materials trades' people and their tools must be transported by the designated passenger / goods lift, which is to be suitably protected by the Lessee.

The lift car is to be lined with 16mm thick white melamine board backed with a rubber underlay to protect the internal surfaces of the lift car. The fixing of this lining in place is not to affect the existing finished surface of the lift car or damage it in any way. When fitting the melamine panels the lessee is to ensure that all lift operating controls can be accessed, lift lights are not obstructed, LEDs showing levels can be read and emergency communication equipment can be accessed.

Restrictions will apply during peak passenger load periods.

Contractors who use any other lift other than the designated passenger/goods lift (or other lifts as agreed) will be suspended from the site immediately. Designated passenger lifts that have been fitted with internal protection cannot be used during peak times between 07:00 – 18:00.

Bookings are required for the use of the passenger / goods lift. At least 24 hours' notice is to be given to Centre Management.

Lift Specifications – 140 Elizabeth Street

Loading Dock Goods lift is located in the main loading dock area (B2-L2)

Loading Dock Goods lift dimensions Door openings – 1300mm wide x 2100mm high

Lift Car (internal)- 1950mm wide x 2050mm depth x 2400mm high

Maximum Weight 2000kg

Passenger lifts (1-3) are located in the commercial lift lobbies (levels B6 – 10)

Passenger lifts dimensions: Door openings – 1100mm wide x 2100mm high

Lift Car (internal)- 2000mm wide x 1500 depth x 2600mm high

Maximum Weight 1350kg

Passenger lift (4) are located in the commercial lift lobbies (levels B6 – 10)

Passenger lifts dimensions: Door openings – 1100mm wide x 2100mm high

Lift Car (internal)- 1600mm wide x 1950mm depth x 3200mm high

Maximum Weight 1350kg

Lift Specifications – 141 Queen Street

Loading Dock Goods lift is located in the main loading dock area (B1-Basement)

Loading Dock Goods lift dimension Door openings – 1060mm wide x 2020mm high

Lift Car: (internal)- 1800mm wide x 2400mm high

Maximum Weight: 1350kg

Passenger/Goods lift is located on the basement level (levels B – 22 high rise)

Passenger/Goods lifts dimensions: Door openings – 1080mm wide x 2045mm high

Lift Car: (internal)- 1820mm wide x 1425 depth x 2435mm high

Maximum Weight: 1350kg

Speed: 3.55 m/sec

Passenger/Goods lift is located on the basement level (levels B – 11 low rise)

Passenger/Goods lifts dimensions: Door openings – 1080mm wide x 2045mm high

Lift Car: (internal)- 1820mm wide x 1225mm depth x 2380mm high

Maximum Weight: 1134kg

Speed: 2.54 m/sec

Passenger/Goods lift is located on level 22 (levels 22 – 24)

Passenger/Goods lifts dimensions: Door openings – 2050mm wide x 2220mm high

Lift Car: (internal)- 2300mm wide x 2300mm high

Maximum Weight 907kg

Ensure that load isn't "Bounced" in the lift and that goods are place slowly into the lift, so no damage occurs to the lift surrounds, sills or internal linings.

- Lift #1 - Duty Load, 1360 KG
- Lift #2 - Duty Load, 1360 KG
- Lift #3 - Duty Load, 1360 KG
- Lift #4 - Duty Load, 1360 KG
- Lift #5 - Duty Load, 1134 KG
- Lift #6 - Duty Load, 1134 KG
- Lift #7 - Duty Load, 1134 KG
- Lift #8 - Duty Load, 1134 KG
- Lift #9 - Duty Load, 907 KG

-

6.3 Protection of Finishes and Fixtures

All finishes, fixtures and fittings are to be adequately protected against damage to the satisfaction of the Lessor, including floor coverings. This includes plastic protection being laid on all carpet by the Lessee. Any such damage is to be made good immediately, at no cost to the Lessor.

6.4 Use of Building Facilities

Use of building facilities other than those designated by the Lessor is not permitted. Under no circumstances are tools, brushes, etc. to be cleaned in basins located in toilet areas unless designated as cleaner's sinks and such use is approved in writing by the Lessor.

The Lessee is to ensure its fit-out contractor, and its employees, carry out all fit-out works within the premises.

6.5 Cleaning Requirements

The Lessee is responsible to ensure that all areas used by contractors and others connected with the works are kept in a clean and tidy condition free of pest and vermin during and at the completion of works. All surplus building material and debris is to be properly removed from the premises, in bags where possible. The fit-out contractors are to supply their own bins for rubbish removal. The building bins are not to be used for rubbish removal.

Should there be a requirement for a skip to be placed in the loading dock for the purpose of rubbish removal it is to be delivered after 15:00 and removed the following morning before 07:00. Under no circumstances are skips/rubbish trucks to be left in the loading dock during normal business hours.

Should the Lessee fail to comply with the Lessors' request to clean the premises within a reasonable time then the Lessor will engage the preferred contractor to clean the premises.

Any costs incurred by the Lessor in bringing these areas to an acceptable standard of cleanliness are to be borne by the Lessee.

6.6 Cleaning of Air Conditioning Units and Replacement of Filters

During construction work, gel coated 25mm thick filter blankets must be fitted to the return air riser inlet. The interior of the air conditioning unit and the plenum air path must be checked and cleaned as necessary, and prior to the Lessee occupying the premises. All such work will be at the Lessee's cost.

6.7 Chlorofluorocarbons (CFC's)

All works carried out that involves the use of CFC's must comply with the requirements of the Ozone Protection Act 1989. Furthermore, all works on equipment or plant containing CFC's must be carried out in accordance with the Refrigeration Industry Code of Practice. All such work will be at the Lessee's cost.

7 On-Site General Requirements

7.1 Site Induction / Site Access

Prior to the commencement of any fit-out work, all tenant representatives, fit-out contractors, subcontractors and any persons undertaking any work on behalf of the tenant must report to the Building Management to arrange access and to be inducted into 141 Queen Street.

All relevant insurances, appropriate Safe Work Method Statements (SWMS) and Job Safety Analysis (JSA) must also be presented to Building Management, for approval.

Prior to any fit-out works commencing, Building Management must be satisfied that the above has occurred and fit-out works can commence.

Prequalification and Induction Requirement before working on JLL managed sites.



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

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

7.2 Attire and Behaviour of Workmen on Site

All workmen are to be attired properly and must refrain from loud or offensive language and/or behaviour.

7.3 No Smoking

Smoking anywhere on the site is strictly prohibited.

7.4 Removal of Redundant Materials

Alterations to services that cause any base building fittings to become redundant must include the removal of all redundant materials including, but not limited to, pipe work or electrical wiring installed in riser cupboards and/or ceiling space above.

7.5 Storage of Materials

Materials, equipment, etc, may only be stored on-site in exceptional circumstances with the prior approval of the Lessor in areas designated by the Lessor. Any storage of materials on site, or fit-out works, are not to obstruct the access or egress to fire stairs, lobbies, common areas, toilets, lifts etc.

7.6 Installation of Heavy Materials

Heavy equipment must not be installed without prior approval in writing from the Lessor. Installation of heavy materials may exceed the design loads of the structural floor. Referral may be required to the Structural Engineer at the Lessee's cost. Full details must be submitted before approval can be given and must include dimensions, weight, details of supports and proposed location giving dimensions from a fixed point of building structure (excluding partitions). Details must also be provided, explaining how damage to walls, floors and finishes is to be avoided. Equipment includes, but is not limited to, items such as compactuses, safes and large Photocopiers.

7.6 Installation of Heavy Materials (cont'd)

If required these arrangements may include, but without limiting the generality of the foregoing, the attendance of at least 1 lift mechanic and a letter of indemnity from the Lessee to the Lessor indemnifying it against all actions, losses and claims for damages as a result of or incidental to the use of the goods lift outside its recommended specifications.

For heavy equipment, special arrangements may be required for the goods lift and the Property Manager and/or the Lessor must be consulted at least one week prior to the installation.

7.7 Noisy or Disruptive Works

Works which are, in the opinion of the Lessor, of a noisy or disruptive nature are to be undertaken outside normal working hours. Normal hours are 7.00am to 6.00pm Monday to Friday (excluding Public Holidays). The Lessor must be advised of any noisy works proposed so that the work can be co-ordinated so as not to disturb or disrupt any other planned and authorised activities.

Noisy work includes but is not limited to percussive drilling machines. Use of radios or other sound systems is not permitted where this intrudes into other tenancies or common areas.

7.8 Emergency Procedures

The Lessee is responsible for ensuring that all employees of the Lessee and the Lessee's contractors, consultants, advisers and/or any persons authorised to be within the Lessee's leased area, co-operate with the appointed emergency control officers for the building, and obey the directions of the officers with regard to both trial emergency procedures and genuine emergencies.

The Lessee must appoint floor wardens as required by Australian Standard AS 3745-2010 and the relevant authorities.

7.9 Shutdown of Building Systems

Shutdown of Central Building Systems such as Condenser Water Risers or Electrical Switchboards will be permitted at the discretion of the Lessor and only when the work is essential. All shutdowns will only be permitted outside normal business hours when at least five working days' notice has been given in writing to the Lessor or Operations/Asset Manager and will be strictly controlled, co-ordinated with other Lessee's and minimised so as to avoid unnecessary disruption to the building and its Lessee's.

7.10 Labelling of Equipment

Any and all additional equipment cabling and pipework must be labelled in accordance with the building's original standards and specifications and identified on as-built drawings.

7.11 Interruption of Fire Protection and Emergency Systems

No work on Emergency or Fire Protection services that involves the isolation or disruption of the service may take place until the Lessor has given written approval. Shutdown of the services overnight or for periods in excess of 24 hours will only be permitted at the Lessor's

discretion and only when a minimum of five working days' notice has been provided.

7.12 Use of Riser Cupboards

Riser cupboards may only be utilised for their designated use and only with the written approval of the Lessor and at the sole discretion of the Lessor. The Lessee's fit-out is not to restrict the Lessor's access to the risers.

7.13 Replacement of Lamps

Any replacement of lamps in the light fittings must be suitable for the fitting and the Lessee is to ensure consistency throughout each floor. The replacement lamps are to comply with the design loadings.

7.14 Smoke Detectors

Smoke detectors are installed throughout the premises to provide possible early warning of fire and detection of smoke.

Detectors will also be triggered by situations similar to smoke, such as dust from working dry concrete, masonry or gyprock.

The Lessee is responsible for any false fire alarm and consequent charges from the authorities caused by work on its behalf. Detectors must be isolated, protected and or replaced as required when work is being carried out. Detectors must also be checked for cleanliness on completion of work.

All work will be at the Lessee's cost.

7.15 Welding and Cutting Works

Welding and cutting work which creates heat, flame and or sparks will only be permitted when the correct precautions have been fully completed to ensure that the work can take place in safety.

Failure to comply with safety precautions will result in the immediate dismissal of the contractor from the building.

7.16 Access to Adjacent Tenancies

Access to other Lessee's premises for the installation of cabling or pipe work will be at the discretion of the Lessor.

Permission may be given and will be subject to the Lessee indemnifying the Lessor and the Lessee of the adjacent premises against all damages. The Lessee must pay all costs relating to work carried out in the premises and provision of security guards for the duration of the work.

8 Inspections

8.1 Progress Inspections

The Lessor reserves the right to inspect the work at any time and stop all work if the work being carried out is not in accordance with the approved documentation, or if the work is unduly affecting the ability of other Lessee's to continue their normal business activities or the Lessor's ability to operate the building in a correct and proper manner.

8.2 Final Inspections

On completion of works, a mutually acceptable time should be arranged for the Lessor, Lessee, Architect and Services Consultants to inspect the works, including any and all services modifications.

The Lessor or its representative is also to witness the testing of the EWIS system to ensure that it is fully operational at the completion of the works.

9 On Completion of Works

9.1 As-Built Drawings

On completion, a full set of accurate as-built drawings detailing all works carried out must be submitted to the Lessor for record purposes. These drawings must consist of one full size print (A1 to appropriate scale), one set of reduced A3 drawings and an electronic version in Autocad (latest version at time of issue) on CD.

Drawings must include a partition layout showing paths of egress marked in red and the location and type of emergency and exit lights, portable fire extinguishers, smoke detectors etc.

The same requirements above apply to the provision of building services drawings. The services contractors are to provide the as-built shop drawings to the Lessor as well as the Services Consultants. The requirements of the electrical contractor are further detailed in section 9.2.

9.2 As-Built Cabling Details

As-built drawings must include full details of all cables used and/or installed by the Lessee including, but not limited to, electrical power, voice and data communications. Information must include the cable route and cable identification including point of origin and termination.

Lessee's cables must be labelled on each and every floor traversed to indicate the point of origin and termination and the Lessee served.

Information on the block cabling used for voice and data must include cable pair numbers SDF and IDF identification. The Lessee must complete record books in each and every relevant distribution frame.

Within two weeks of occupation by the Lessee, actual electrical load readings are to be provided to the Lessor.

9.3 Certificates of Compliance

On completion of works and prior to occupation the following documents are to be provided to the Lessor:

- A copy of the Certificate of Classification
- Certificates of Compliance for all relevant services
- Fire Safety Certificates for each essential service (where applicable). The items requiring certification include, but are not limited to include (this list should be cross checked with the fit-out Construction Certificate conditions):
 - Access panels, doors and hoppers to fire resisting shafts
 - Automatic air pressurisation systems to exits
 - Automatic fail-safe devices
 - Automatic fire detection and alarm systems
 - Automatic fire suppression systems

- Emergency lighting
- Emergency lifts
- Emergency warning and intercommunication systems
- Exit signs
- Fire control centres and rooms
- Fire dampers
- Fire doors
- Fire hydrant systems
- Fire seals protecting openings in fire resisting components
- Fire shutters
- Hose reel systems
- Mechanical air handling systems
- Portable fire extinguishers and fire blankets
- Smoke detectors and heat detectors
- Standby power systems
- Warning and operational signs
- Wall wetting sprinklers and drencher systems
- Zone smoke control
- All commissioning data for each service, such as air and water balancing figures, plus all performance data
- A compliance certificate from Certis in respect of the Fire Safety Strategy & Assessment and the application of its recommendations
- Full documentation of the approved scope of any engineered solutions, where required

In the event that the above documentation is not provided to the Lessor within 21 days of completion of the works, the Lessor reserves the right to obtain the information at the Lessee's expense.

9.4 Make Good at End of Occupation

At the end of occupation, the Lessee will be required to comply in all respects with all making good provisions contained in the lease over the premises.

9.5 After-hours air-conditioning system

After-hours air-conditioning system shall be initiated by the base building interface. The details and costs of this system are available from the Asset/Property Manager.

10 Security

10.1 Occupier's Responsibility

The Lessee is responsible for the security of the premises from the date of handover. The Lessor will assist the Lessee where possible to secure the premises and car park and provide guidance and advice. Where necessary, the Lessor will make reasonable attempt(s) to ensure the advice provided is accurate. However, the Lessor accepts no responsibility whatsoever for any subsequent action taken by the Lessee.

10.2 Locks and Keys

The Lessee must install locks on those doors they wish to secure and the locks must be compatible with the building's master key system. Master keying is to be carried out by:

Able Security Group
Tel: (07) 3393 9500

10.3 Security System and Access Cards

The base building security system is an Integrati Control system. Cards issued to the Lessee will be programmed for access to the car park, after hour's doors and to specific floors as agreed by the Lessor and Lessee. Tenants will not be permitted to connect directly with the base building security system LAN. It is recommended that if the Lessee chooses to use an Integrati Control system for its premises, the Lessee is to purchase and install within its premises the required security panel and software licence.

Additional access cards can be ordered from Building Management and will be programmed by Building Management and/or security personnel at the Lessee's cost.

11 Compliance with Project Safety

11.1 Safety Planning

- (a) From the commencement of work on the site until the completion of the fit-out works, the fit-out contractor will comply with all legislative requirements and their own Safety Management Plan.
- (b) The fit-out contractor will ensure that all personnel employed or engaged by the fit-out contractor also complies with all applicable legislative requirements and the fit-out contractors' own Safety Management Plan.

11.2 Pandemic Management

During any Pandemic Health event, all Customers, Tenant Partners, Occupants, Contractors and Visitors to the asset MUST adhere to rules, restrictions, policies, procedures and legislation as set down by the State Health Department and State Government edicts, including legislated notification of confirmed staff infections to the specified government departments.

The Owners and Managers of the asset may also prescribe certain policies and procedures for the Health and Wellbeing of all Customers, Tenant Partners, Occupants, Contractors and Visitors, which will be conveyed as necessary.

Customers, Tenant Partners, Occupants, Contractors and Visitors must familiarise themselves with, and adhere current directions and health orders, which are subject to change.

Links for the latest restrictions, policies, procedures and legislation are as follows: - <https://www.qld.gov.au/health>

11.3 Safety Management Plan

The fit-out contractor will develop and implement a Safety Management Plan specifically for the Project. The plan will address the following criteria:

- (a) Fit-out contractors' company policy.
- (b) Risk assessment process, including risks associated with the specific activities relative to the Subcontract Works. An asbestos register and asbestos management plan will be provided during the tenant fit-out meeting. The asbestos register and asbestos management plan for the building are also available from the centre management office.
- (c) Safe work procedures or job safety analyses addressing activities of moderate to high risk.
- (d) Skills and competencies required to safely perform all activities.
- (e) Specific roles and responsibilities of all personnel employed or engaged by the fit-out contractor.
- (f) A training plan and where necessary re-training for personnel employed or engaged by the fit-out contractor, relative to skill and competency requirements and nominated risk control measures.
- (g) A schedule of workplace inspections and auditing designed to test compliance with the fit-out contractors plan and procedures.

- (h) A response plan for management of emergencies, workers compensation, rehabilitation, accident investigation and analysis.

11.4 Safety Coordinator

- (a) The fit-out contractor will nominate a Safety Coordinator to be responsible for the implementation of their Safety Management Plan.
- (b) The fit-out contractor will provide the Lessor with a summary of the nominated Safety Coordinator's qualifications and experience. The Lessor reserves the right to have the Safety Coordinator replaced where, in the Lessor's opinion, the Safety Coordinator's performance is deemed inadequate.

11.5 Specific Safe Work Practice Requirements

The fit-out contractor shall:

- (a) Maintain a record of all licences, approvals, certificates and authorisations required under Workplace Health and Safety (WHS) legislation and submit a register of such documentation to the Lessor or Lessor's representative on request.
- (b) Ensure that only equipment maintained in accordance with manufacturer's specifications is to be brought on to site. Verification will be submitted to the Lessor or Lessor's representative, signed by a competent person, that such equipment is and can be maintained in accordance with the manufacturer's specification.
- (c) Provide and maintain first aid facilities and personnel in accordance with state legislation and ensure first aid personnel training remains current. No work is to be undertaken at any time without a qualified first aider being in attendance.
- (d) Ensure that fire prevention strategies and equipment are provided and maintained. Ensure personnel are trained in fire prevention techniques.
- (e) Ensure that the Lessor or Lessor's representative is notified of all chemical substances to be brought onto the Site prior to its arrival. Provide the Lessor with safety data sheets for all chemicals brought onto the Site and ensure handling, storage and use is in accordance with material safety data sheet information.
- (f) Ensure all electrical works and equipment are installed, maintained and tested in accordance with State statutory requirements. Provide a temporary electrical service installation with earth leakage protection in accordance with WorkCover Code of Practice requirements. A register of electrical equipment and testing is to be maintained throughout the fit-out contract works.
- (g) Ensure that no equipment is to be supported or lifted without establishing the applicable safe working load.
- (h) Ensure that Toolbox Talks are conducted on a weekly basis involving all fit-out contract employees on site.

11.6 Induction and Training

- (a) No personnel employed or engaged by the fit-out contractor are to commence work without first attending a General Industry and WHS site specific induction course, at the fit-out contractor's cost.
- (b) If directed by the Lessor, all personnel employed or engaged by the fit-out contractor are to attend a re-induction program, at the fit-out contractor's cost.

- (c) The fit-out contractor will ensure that all personnel employed or engaged by the fit-out contractor are trained in the use of the fit-out contractors' Management System, Safety Management Plan, Safe Work Method Statement and Job Safety Analyses, related to the fit-out contract works. If directed by the Lessor, the fit-out contractor will provide documentary proof that the fit-out contractor has trained, and continues to train, the personnel employed or engaged by the fit-out contractor.
- (d) The fit-out contractor will provide the Lessor documentary proof confirming that all personnel employed or engaged by the fit-out contractor are trained in the correct usage, handling and operation of any equipment or material under the control of the fit-out contractor.

11.7 Auditing By Lessor

The fit-out contractor acknowledges and agrees to the systematic auditing of the fit-out contractors Safety Management Plan and on-site performance by the Lessor, if requested.

The fit-out contractor agrees to cooperate with the auditing process by:

- (a) Making available, in accordance with the Lessor's audit schedule, a senior representative to answer audit questions.
- (b) Providing verification of the fit-out contractor's Safety Management Plan implementation in the form of documentation, allowing auditor observation of activities and fit-out contractor employee interviews.
- (c) Providing a response to audit findings within seven days of receiving formal audit reports.
- (d) In the event that the audit findings are, in the Lessor's opinion, unsatisfactory, and the fit-out contractor fails to satisfy the Lessor's audit requirements, the Lessor may instruct the fit-out contractor, at the fit-out contractors expense, to arrange for all the fit-out contractors site personnel to:
- (e) Participate in an induction course at a level decided by the Lessor; and/or be re-trained in any of the areas required; and/or
- (f) Replace any fit-out contractor employee whom the Lessor reasonably considers to be a party to the audit failure.

11.8 Safety Reporting

(a) Monthly Reporting

- 1) At the end of each month the fit-out contractor will provide the Lessor with a report that includes the following:
 - a. a list of all personnel employed or engaged by the fit-out contractor attending on site together with the total hours worked;
 - b. a list and description of all class 1, 2 and 3 safety incidents occurring in the month, together with the implemented corrective actions;
 - c. the names and status of any fit-out contractor's personnel undertaking rehabilitation or absent from the site as a result of project related work injury; and
 - d. a summary of any non-compliance issues identified during the course of the fit-out contractor's own inspection and auditing process.

(b) Incident Reporting

Following the occurrence of an actual or potential class 1 or 2 incident, the fit-out contractor shall immediately advise the Lessor of:

- 1) The nature of the incident and immediate causes;
- 2) Details of any possible subsequent injury, and/or property or environmental damage;
- 3) Details of actual injuries, and/or property or environmental damage;
- 4) Assistance needed for emergency response or injury treatment; and
- 5) Shall make available for interview, all relevant fit-out contractor employees nominated by the Lessor, for the purpose of accident/incident investigation.
- 6) Within 24 hours of an actual or potential class 1 or 2 safety incident a written report will be submitted by the fit-out contractor to the Lessor confirming and including:
- 7) The current status of injured personnel;
- 8) The identified causes of the incident, addressing system, plant and people deficiencies;
- 9) The systematic corrective actions implemented or to be implemented; and a copy of any statutory notification to, and advice received from, a relevant statutory authority.

11.9 First Aid Facilities

A fully provisioned first aid cabinet or a manned first aid room shall be provided by the fit-out contractor during normal working hours for the use of all workmen employed on the fit-out contract works.

In the event of an employee being involved in an accident sustained on the site or in carrying out the fit-out contract works, the fit-out contractor shall supply to the Lessor, immediately on notification, a report indicating full details of any Lost Time Injury or incident arising there from, together with a copy of any accident or incident notification submitted to WorkCover.

11.10 Site Accommodation

The fit-out contractor is to provide and maintain accommodation for all persons employed on the fit-out works. Accommodation shall be not less than the standard prescribed by the WorkCover Authority of your state. Accommodation shall be wholly within the tenancy area and no accommodation and or storage shall be permitted outside of the tenancy.

Upon completion of the fit-out works, the site accommodation is to be removed, temporary services disconnected and removed, and the area made good.

11.11 Storage and Handling of Hazardous Materials

1) Storage

All highly inflammable and hazardous substances shall be stored in accordance with the applicable OH&S legislation. The storage of all inflammable and highly inflammable materials by the fit-out contractor when stored in storage sheds or areas which are the responsibility of the fit-out contractor and when not so stored shall be in accordance with directions and requirements of the Lessor and at all times shall be in accordance with directions and requirements of relevant Authorities. The fit-out contractor shall advise the Lessor before highly inflammable materials are brought to the Site for storage.

2) Handling

In the event of the fit-out contractor handling any hazardous substances, the fit-out contractor shall:

- a. Prior to delivery of any hazardous substances to the Site, supply to the Lessor, details of all records of training undertaken by all fit-out contract personnel employed in the use of those hazardous substances;
- b. Immediately notify the Lessor of any accidental spillage and in this event, take all immediate steps to contain the spillage in accordance with the Material Safety Data Sheet for that substance;
- c. Provide, at the commencement of the fit-out contract works, a register of hazardous substances, updated on a regular basis. The register will include all hazardous substances used by the fit-out contractor on Site, including, but not limited to, common or chemical name, manufacture, purpose or intended use, quantity on Site and precautions taken.

The fit-out contractor is to ensure that no liquid wastes or contaminated liquids are disposed of to stormwater. Goods that have the potential to contaminate water should not be placed in areas that drain to stormwater.

11.12 WorkCover Authority

The fit-out contractor shall notify the Lessor of all visits or inspections to the site or any place where the fit-out contract works are being carried out by any WorkCover Authority Inspector inclusive of the time, date and nature of the visit or inspection.

The fit-out contractor shall also notify the Lessor, immediately, of all WorkCover Authority issued fines, improvement or prohibition notices issued to it or any of its employees.

11.13 Stop Work Notices

The Lessor retains the right to issue to the fit-out contractor, at any time, a Health and Safety Stop Work Notice, where in the opinion of the Lessor, the actions of the fit-out contractor are in breach of OH&S legislation requirements or where the Lessor is of the opinion that a continuation of the activity would result in serious injury or death.

If the fit-out contractor fails to comply with the direction and/or rectification of matters identified in a Health and Safety Stop Work Notice within the time stated by the Lessor, the direction and/or rectification may be carried out by others, and all costs associated with the direction and/or rectification work shall be at the cost of the fit-out contractor.

11.14 Workplace Health and Safety Inspections

The fit-out contractor shall retain on site, copies of all workplace health and safety inspections and shall, as required by the Lessor, make available for review all files associated with all health and safety inspections and testing.

The fit-out contractor shall appoint a nominated person who shall be responsible for conducting daily health and safety inspections of the workplace. This nominated person shall identify and ensure rectification of safety non-conformance and keep written records of all inspections conducted. Health and Safety inspections shall be conducted on a daily basis as a minimum.

The fit-out contractor shall inspect all major plant and equipment employed by him to carry out the fit-out contract works, prior to that plant and equipment commencing on Site. Copies of all major plant and equipment inspection checklists shall be kept on site and be available for review by the Lessor at the Lessor's request.

The fit-out contractor shall ensure that all mobile equipment employed to carry out the fit-out contract works, is checked each week (walk around inspection) and recorded in a format acceptable to the Lessor.

Appendix 1 – Certificate of Compliance

CERTIFICATE OF COMPLIANCE

(insert address here)

YEAR ENDED 31 DECEMBER, 20__

COMPANY NAME: _____

ON BEHALF OF:

DESIGNED: _____

PER SPECIFICATION DATED: _____

AND DRAWING NUMBERS: _____

We certify the following:

1. The design complies with standards, legislation, regulations and the “Fit-out Manual” as listed below.
2. The list of standards, regulations and legislation listed below is all that applicable to the property and acceptable to the competent authorities.
3. The design utilises the correct proportion of the services relevant to the area designed and will not infringe on the entitlements of other occupants of the property or on areas designated as common area.
4. When installed by a competent contractor in accordance with the above drawings and specifications the design will function correctly and deliver the design criteria.

Relevant governing legislation, regulations and standards (The lessee to insert all the applicable legislation, regulations and standards).

For and on behalf of:

COMPANY NAME: _____ A.C.N: _____

NAME OF PERSON COMPLETING CERTIFICATE: _____

SIGNATURE: _____ DATE: _____

Appendix 2 – Base Building – Summary of Services

Internal Heat Gains

Parameter		Design Criteria
Occupancy		Office 10m ² /person Retail 3.5m ² /person
Infiltration	Perimeter Façade only: Lobby:	0.3 litres/s/m ² NLA. 1.0 air changes per hour
People		7.51/s/person
Lighting		Office 8 Watts/m ² (Base building + 3 W/m ² for tenants) Retail 40Watts/m ² Lobby 30Watts/m ²
Equipment		Office 15 Watts/m ² NLA Retail 5 Watts/m ² NLA Lobby 5 Watts/m ²

Appendix 3 – Tenancy Fit-out Checklist and Acknowledgment

Tenant/Lessee:

Representative:

Tel:

Fax:

Project Manager:

Representative:

Tel:

Fax:

Fit-out works Contractor / Builder:

Representative:

Tel:

Fax:

Architect:

Representative:

Tel:

Fax:

Principle Cert. Authority:

Representative:

Tel:

Fax:

HVAC Consultant:

Representative:

Tel:

Fax:

Hydraulic Consultant:

Representative:

Tel:

Fax:

Structural Consultant:

Representative:

Tel:

Fax:

Electrical Consultant:

Representative:

Tel:

Fax:

Fire Consultant:

Representative:

Tel:

Fax:

Appendix 3 – Tenancy Fit-out Checklist and Acknowledgment – Continued

Pre-lease stage

Item	Completed	Comments	By
Tenant Information Pack incorporating Tenant Fit-out Conditions (TFC) Issued to Lessee			
Lease signed			
Dilapidation Inspection Report (DIR) completed by Lessor			
DIR Issued to Lessee			
DIR Approval and Issue to Lessor			
Meeting with Lessee/ Project Manager & Lessor - TFC issued to Project Manager			

Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Appendix 3 – Tenancy Fit-out Checklist and Acknowledgment – Continued

Planning & approval

Item	Date	Comments	By
Lessee submits DA & CC or CDC documentation & specification to PCA for determination of consent category and approval as applicable (3 sets - plus one AutoCAD compatible electronic copy of any drawings). • Architectural • Structural • Mechanical • Electrical/Lighting • Fire • Hydraulic • EWIS • Refl. Ceiling • Furniture • Green Star/NABERS reports if applicable detailing internal lighting and equipment loads, occupant density and expected hours of operation [Le]			
PCA determines consent category and advises Lessee/Project Manager of any required amendments. Formal NABERS Energy for Offices Base Building Impact Review (conducted by Hastie under LORAC with independent advice from NABERS Review Panel member (Dr Paul Bannister or other) [Lr & Le]			
PCA issues documentation to Lessor for approval [Lr]			
Base Building Services Consultants certification received for (Peer Review): • Structural • Mechanical /BMS • Electrical/Lighting • Fire • Hydraulic • EWIS • Refl. Ceiling (Lr)			
As part of the mechanical services approval process heat load calculations are required to be submitted with all CDC approvals. A comprehensive list/report of all tenant equipment and their heat loads and the number of personnel for each office/area are required to be documented and hours of occupancy etc. (Should changes to the approved documents forming the CDC application occur, then it is the responsibility of the Project Manager for the tenant to update all relevant documentation and seek the necessary approvals for any changes from Building Management). Each office and/or area identification number as noted on the architectural drawing must be used as the reference number for this list/report. The airflow for that office/area is to be listed by the tenant's mechanical services consultant and HTCHW. The thermostat assigned to this office/area by the tenant's mechanical consultant is also to be listed in the format as shown on base building drawings. The tenant's mechanical consultant is also to confirm that their			

mechanical design for their client's heat loads will operate correctly all year irrespective of the season. The base building consultant is required to sign-off either accepting or not the information issued by the tenant's consultant. The base building consultant is to advise and highlight areas of concern or non-compliance where the tenant's mechanical design is not in keeping with the Building's mechanical design and or design parameters to ensure all year "comfort" for the tenants. At the completion of the works associated with the approved CDC application "as-built" documentation must include the final heat load calculation for the tenancy and must include equipment list, heat loads, personnel numbers, thermostat identity number, per office/area as identified on the architectural drawings as part of the overall documentation to be issued to Building Management and hours of operation, to be compared with NABERS default figures to determine impact on base building operation.			
DA & CC or CDC documentation approved by Lessor [Lr]			
PCA submits DA to Council for approval (DA only) (PCA)			
DA approved by Council and issued to Lessee/Project Manager (DA only) (PCA)			
CC approved by PCA and issued to Lessee/Project Manager (DA only) (PCA)			
PCA approves and issues CC or CDC to Lessee/Project Manager (PCA)			

Appendix 4 – Tenancy Fit-out Checklist and Acknowledgment – Continued

Construction

Item	Date	Comments	By
Lessee notify Lessor of Fit-out works commencement [Le]			
Lessee/Project Manager to notify PCA of any amendments to the approved plans. [Le]			
Lessee/Project Manager to notify Lessor of program for Fit-out works & Project Meetings [Le]			
Lessee/Project Manager to notify in writing on a daily basis • After Hours Work • Issue of keys • Access to Goods Lift • Isolation of Base Building Services [Le]			
Lessee/Project Manager to ensure that all works are carried out as per Tenancy Fit-out Conditions [Le]			
Lessee/Project Manager to issue to PCA (3 days prior fit-out works completion/occupation) an OC application and “as built” documents (3 sets - plus one AutoCAD compatible electronic copy of any drawings) • Architectural • Structural • Mechanical • Electrical/Lighting • Fire • Hydraulic • EWIS • Furniture/Workstations [Le]			

Appendix 4 – Tenancy Fit-out Checklist and Acknowledgment – Continued

Construction cont'd

Item	Date	Comments	By
PCA reviews “as built” documents & OC application and instructs on any amendments. (PCA)			
PCA issues Lessee/Project Manager OC (PCA)			
Lessee/Project Manager to issue to Lessor copy of: • Approved Occupational Certification or Interim Occupation Certification • Certificates: • Fire safety certificate • Glazing certificate • Structural • Fire Stopping penetrations • Air conditioning air balance figures • Compliance to Water Authority regulations • Electrical Switchboard legend • Notification of Electricity supply separately metered to Lessee • Trade Waste Agreement			
Lessee/Project Manager to issue to PCA (3 days prior fit-out works completion/occupation) an OC application and “as built” documents, with the approved CDC application must now include the final heat loads calculation for the tenancy and must include equipment list, heat loads, personnel numbers, thermostat identity number, etc. per office/area as identified on the architectural drawings as part of the overall documentation to be issued to Building Management. A comprehensive list/report of all tenant equipment and their heat loads and the number of personnel for each office/area are required to be documented. Each office and/or area identification number as noted on the architectural drawing must be used as the reference number for this list/report. The airflow for that office/area is to be listed by the tenant’s mechanical services consultant. The thermostat assigned to this office/area by the tenant’s mechanical consultant is also to be listed in the format as shown on base building drawings and water balance of HTCHW circuit, supplementary outside air, general tenant exhaust, kitchen exhaust and supplementary toilet exhaust.+ hours of operation			

The tenant's mechanical consultant is also to confirm that their mechanical design for their client's heat loads will operate correctly all year irrespective of the season.			
Lessee notify Lessor of Fit-out works completion			

Notes

Design Loads:

1. Reverse brief sets out the sizing criteria however the base building is targeting a 5 Star NABERS Energy for Offices based on the default figures listed within 'NABERS Energy Guide to Building Energy Estimation version 2008-01' thus should probably list both figures ie tenancy designs can utilise the greater design allowance as indicated within the reverse brief providing the energy consumption does not go above that associated with the default figures on loads and occupancy set out within the NABERS guide.

Appendix 4 – Tenancy Fit-out Checklist and Acknowledgment – Continued

Occupation stage cont'd

Item	Date	Comments	By
Lessee/ Lessor conducts pre-occupation inspection			
Lessee to notify Lessor of: • Commencement of cleaning services • Floor/s on/off security times • Trading / Office hours • Signage / Directory Board requests • Tenant representatives • Access key/card requests • Metal Tenancy key requests			
Lessor to issue to Lessee • Access keys/cards • Metal keys			
Lessee occupation			
Notes			

Appendix 4 – Tenancy Fit-out Checklist and Acknowledgment – Continued

Other issues

Appendix 5 - Noisy & Disruptive Work

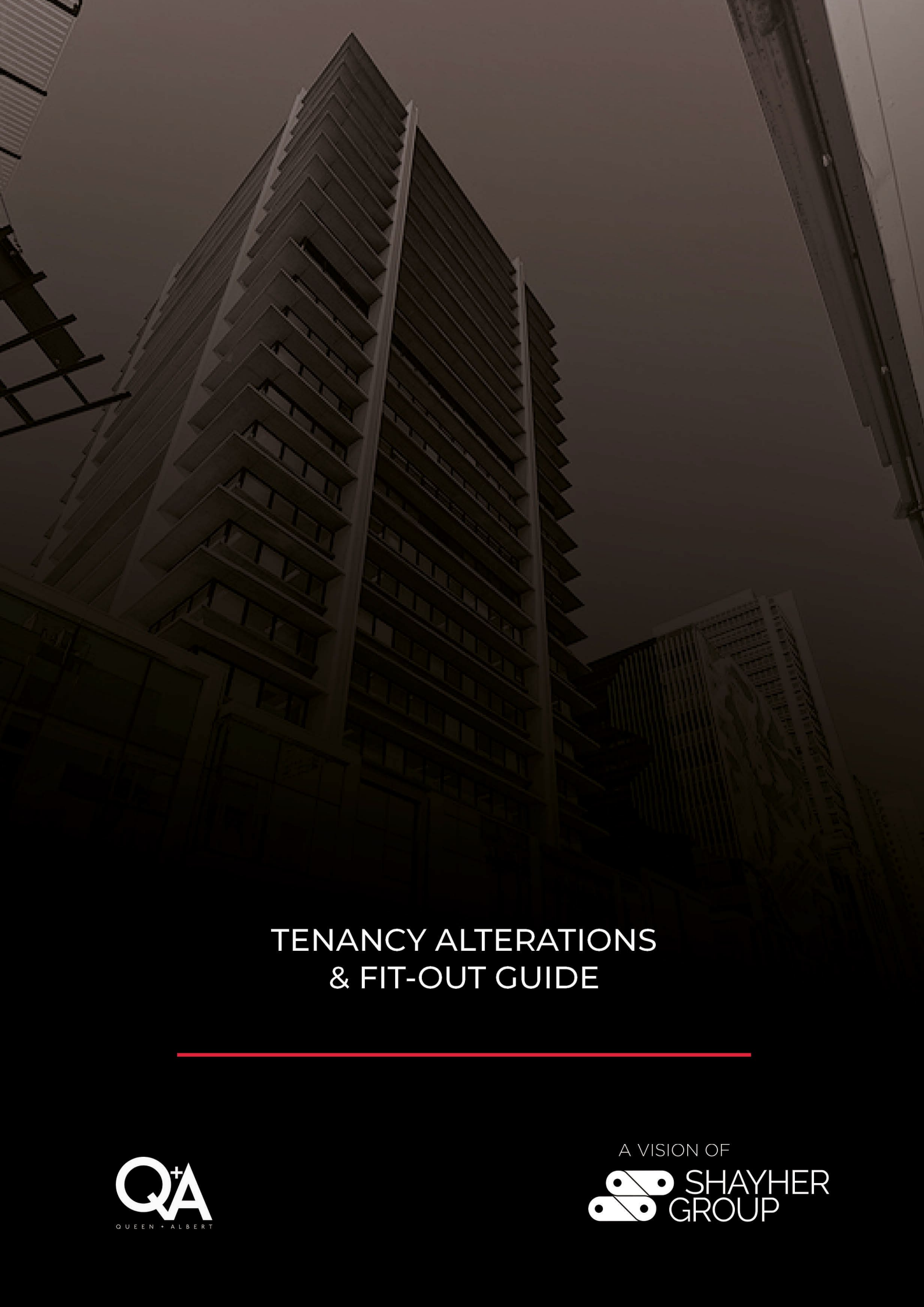
Noisy and Disruptive work

Noisy and disruptive work - See attached list of Tenants operating hours in the tower area during which no noisy work or any other activity which may affect the Tenant is allowed to be performed.

Tenant	Operating/Trading Hours
<u>141 Queen Street, Brisbane</u>	
Commercial Tower Tenants	Mon-Fri: 7:00am – 6:00pm (exl. Public Holidays)
Ground Floor Retail Tenants	Mon-Sun: 9:00am – 11:00pm (inc. Public Holidays)
<u>140 Elizabeth Street, Brisbane</u>	
Commercial Tower Tenants	Mon-Fri: 7:00am – 7:00pm (exl. Public Holidays)
Ground Floor Retail Tenants	Mon-Sun: 9:00am – 11:00pm (inc. Public Holidays)

Appendix 6 – Tenancy Fit-out Check List

TENANCY FIT-OUT CHECK LIST						
Property Address:						
Lessee:						
Principal Contractors Email:						
Item	Task	Task Completed			Date Completed	Comments
		Yes	No	N/A		
1	Signed copy of lease					
2	Induction of Principal Contractor					
4	Copy of Fitout Guide (including House Rules) Received					
5	Copy of Asbestos Register Received					
6	Copy of Asbestos Management Plan Received					
7	Architectural Drawings & Consultant Sign Off					
8	Mechanical Drawings & Consultant Sign Off					
9	Electrical Drawings & Consultant Sign Off					
10	Hydraulic Drawings & Consultant Sign Off					
11	Structural Drawings & Consultant Sign Off					
12	Fire Drawings & Consultant Sign Off					
13	Base Building Permits Reviewed (soft copies sent to Principal contractor)					
14	Lift Management Reviewed (includes padding of lifts)					
15	SWMS provided					
16	MSDS provided					
17	Public Liability Insurance Received					
18	Public Indemnity Insurance Received					
19	Workcover Insurance Received					
20	After Hours Access					
21	Signing in & out of base building keys					
22	Loading Dock Rules					
23	Rubbish Removal (no skips left in loading dock during business hours)					
24	Electrical Metering for Tenancy Reviewed					
25	Water Metering for Tenancy Reviewed					
26	Gas Metering for Tenancy Reviewed					
27	Grease Arrestor Reviewed					
28	Commissioning & Test Results Received					
29	Copies of all as built drawings on CAD & PDF Received					
30	Certificate of Compliance or Contractor Certification that works undertaken complies with relevant regulations and codes received					
JLL Signature:						
Principal Contractor Signature:						



TENANCY ALTERATIONS & FIT-OUT GUIDE

