

WELCOME TO "<BUILDING>"

These notes have been prepared to assist you in a smooth and successful tenancy fitout and occupancy within "<BUILDING>".

SECURITY SYSTEM

"<BUILDING>" are equipped with an electronic "out of hours" access system. This is made up of electronically encoded security keys (<CredentialType>) which enable controlled access to:

- Automatic Doors in Foyer
- Elevator Security
- Carpark access and egress

The entrance doors to the Main Entry Foyer will be open from 7:00 a.m. to 6:30 p.m. Monday to Friday (excepting Public Holidays) Any access outside these times will require the use of a valid <CredentialType> Key.

Egress from the building outside these times will require the pushing of a button located near the exit marked "Auto Door Release".

<CredentialType> KEYS

All access requirements and queries will be handled by Building Management

Please contact <BuildingSupt> on (02)<SuptPhone> or email<Supt.eMail>

The issue of <CredentialType> Keys for your staff must be made via your designated liaison officer with Building Management (usually the same senior individual who handles your property liaison and emergency after hours contact duties).

Additional <CredentialType> Keys that are made available will be directly chargeable to each tenant/lot owner by Building Management.

These keys can be programmed for access at different times i.e. between 6:00 a.m. and 11:00 p.m. Monday to Friday, or 24 hour access every day, or from say 6:00 p.m. to 9:30 p.m. etc.

NOTE:

It is for your own security that you know the number of keys in your possession and to whom they have been issued.

Access credentials must be managed by the tenant's nominee and must not be provided to anyone not directly controlled by the tenant (direct employees of the tenant). Any misuse of access credentials could result in prompt cancellation of that credential.

ELEVATOR SECURITY

The lifts at <BUILDING> can be programmed not to go to individual floors outside of business hours or for whole floor tenants the option is available so that this level remains permanently secure.

Access to secured floors can only be made by valid <CredentialType> Key.

To enquire on having the lift access time program altered for your floor, contact the Building Management Office (02)<SuptPhone> remembering that for multiple tenanted floors, all tenants on that floor must agree to the changes prior to its implementation.

The use of elevators to carry goods can only be done with the approval of Building Management, the elevator car must be protected and in every case and will be unavailable during peak weekday periods 8:15-9:30 AM, Midday-2:00 PM and 4:30-5:30 PM.

NOTE Egress from the building is not restricted.

AIR CONDITIONING

All air conditioning complaints are to be called into the Building Manager Phone (02)<SuptPhone> or Fax (02)<SuptFax> or email <Supt.eMail>. Only total outage/failures should be called through to the Building Managers Mobile Phone <SuptMob>.

Normal **hours of air conditioning** are 8:00 a.m. to 6:00 p.m. Monday to Friday and exclusive of Public Holidays.

After hours air conditioning may be controlled by the Building Management. Please ensure that they are given sufficient notice (one working day prior) to the day when the after hours air conditioning is used. Requests must be in writing or facsimile to the Building Management Office.

The cost charged for using after hours air conditioning will be on an hourly rate and in 2 hour increments. This charge is currently set at \$<cost+>¹/hr.

¹ Usually cost/hour is consolidated energy consumption at General Rate plus 30% to allow for additional maintenance items.

CAR PARKING

A number of parking spaces will be allocated to individual tenants under a separate car parking Licence Agreement with the Carpark Management. Access to the carpark is available 24 hours 7 days by the use of authorised <CredentialType> Keys. Authorisation of Card Keys must be obtained from the Carpark Management.

Note that if you wish staff who have not been allocated parking the use of your licenced spaces after hours/weekends etc. **be aware** that once the spaces used equal the amount licenced, any additional staff wishing to gain entry (including the Chief Executive) will be refused access.

BUILDING DIRECTORY

The building directory boards are located in the main foyer. A directory board application form is available from the Building Management Office which must be completed and returned prior to any order being placed for the directory.

FIRE STAIRS

The fire stairs are for emergency evacuation of the building only. These doors may be alarmed, therefore, all egress from the building should be through normal exit doors. Fire stairs are not to be blocked open or access via them restricted in any way.

TENANT RESPONSIBILITIES

The tenants are responsible for:

- Tenancy fitout of your lot (see site specific fitout guide).
- Maintenance of any item within your lot forming part of your lot.
- Lamp replacement within your lot.
- Switches and power point replacement (except common areas)
- Cleaning of curtains.
- The conduct of any contractor employed or engaged by the tenant/lot owner.
- Appointing such persons as required to act as Emergency Floor Wardens².

Note

The stacking of rubbish, boxes, or any other materials in the building common areas, foyers, carpark, or in and around the fire stairs is not permitted.

² WH&S requirement

CUSTOMER
LOGO

BUILDING STAFF

Managing Agents:

Manager:

Phone:(02)
Facsimile:(02)
Cellular 04

Property Manager:

Phone:(02)
Facsimile:(02)
Cellular 04



Please feel free to contact us if we can be of any assistance.

Emergencies After Hours: Call your **HELP DESK**
Phone.<24-7Phone>



NOTES FOR FITOUT CONTRACTORS.

TENANCY FITOUTS

The proposed plans/drawings shall be forwarded to
The Building Manager
<BUILDING>
<MANAGER>
<POST ADDRESS1>
<POST ADDRESS2>
<POST ADDRESS3>

A tenancy/lot fitout guide is available on request.

We would remind you that all tenancy/lot alteration plans are required to be submitted to <Local Government> Council for approval. This should be done at your earliest convenience. The Building Owner must provide consent for any and all changes to the fire safety schedule as part of the BA/DA process.

Set out below is a list of consultants and contractors, for building and planning it may be required that these contractors be used so that the various service agreements that are in effect throughout the building are not invalidated.

The Building Owner must provide consent for any and all changes to the fire safety schedule, this must be done again post construction by the principal certifier for the project works, before submitting the OC to Council. The Building Owner is required under the EP&A Act to receive the completed O&M Manual with all commissioning, as built drawings, certificates and warranties – prior to OC issue.

ALTERATIONS AND ADDITIONS TO BUILDING SERVICES

The following are the conditions by which tenants may add to or alter the Buildings mechanical, electrical or fire protection services and/or plant.

Under no circumstances may any tenant add to or alter the buildings essential services. This includes Air conditioning, fire protection and sprinklers, electrical and security systems etc. Without the written authorisation of the building's consultants and the building owner's managing agent, <MANAGER>. Such works may then be carried out, only by the contractor nominated by <MANAGER>.

Alterations to the exterior of the building or penetrations through the building walls, windows, roof etc are not permitted.

No penetrations through the floor slabs may be carried out without the authorisation of the building nominated structural engineers, .

CUSTOMER LOGO

Any damage caused to the building structure or services by penetrations made is to be repaired at the tenants cost.

The Property Manager must be informed of any pending alterations or additions to the building services and the tenant/lot owner will then be advised of the relevant consultant/s and contractors who must be contacted.

Involvement of any consultants and/or contractors will be at the tenants cost and must be arranged by the tenant.

Failure to abide by the above conditions may result in the removal or modification of any equipment installed. This would be at the tenants cost.

For further information regarding the above please contact the Building Property Manager, <Property Manager Name> on (02) <PropMgrPhone>

Contractor's Security Keys

Security keys are only available to fitout contractors upon payment of a \$100 deposit (per key) which will be refunded on return of the key

Contact the Building Manager if keys are required with written authorisation from the tenant/lot owner requiring the work done.

Building Materials

It is forbidden for any contractor to leave building materials, tools, equipment or waste of any kind, or conduct work associated with tenancies or lots, in the following areas.

Building foyers
Common areas
Car park
In and around firestairs

Carpark

The car park in this building is managed by <CARPARKMGR>. Any arrangements for contractor parking must be made with them.

Note

Fitout contractors are totally responsible for cleaning up any mess made in foyers, common areas, fire stairs, lifts, or carpark, incurred during tenancy fitouts or alterations.

Protection from dust shall be provided by the fitout contractor. Ie. Protection of smoke detectors, Bag air conditioning return air system, vacuum up any dust, etc.



<BUILDING> DIRECTORY BOARD ORDER FORM

Engraving of directory slats is limited to company names and will be 15mm high using Helvecia Bold font only - directories will be sorted alphabetically only.

Please indicate the required wording in the space provided and return this form to the Building Management Office.

You will be contacted with details of the total engraving cost and printing time

Engraving details:

.....³

Authorised by:.....Building Manager

Applicant Name:.....
Acting for and on behalf of

Company:.....

Signature:.....Date:...../...../20.....

³ Company Logos including any font differing from the directory board specification, shall not be permitted for Main Foyer and Individual Level Directory Boards. This specification shall be used as a directive to the signage-company e.g. All directory slats shall be 900mm long, have exactly 25mm Left Margin to the commencement of the DIRECTORY NAME with a space to the 4 character Suite Number and with exactly 25mm Right Margin. All Characters shall be 15mm Arial font style.
The **Main** Directory Board shall display not more than one name per occupancy lot.

