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# PREMISES FITOUT & OCCUPATION PROCEDURES

## INTRODUCTION

This guide has been prepared to assist Lessee's, their consultants and contractors with each stage of the design, approval, construction and occupation of the Lessee’s new Premises. It also outlines the principal project considerations, rules & guidelines and, explains the role of Mirvac and the Building Manager in assisting Lessee's to achieve a successful Fitout.

## STAGES IN THE PROCESS

For convenience, the process involved in progressing the vacant premise through to its Fitout and readiness for occupation and move-in has been broken down into seven defined stages as follows:-

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## CONTRACTUAL ARRANGEMENTS

All contractual arrangements between Mirvac and the Lessee are contained within the Agreement for Lease or the Lease. Nothing in this document is to be construed as a contractual arrangement between Mirvac and the Lessee.
1.1 FITOUT PROGRAM

When preparing your Fitout program, you should allow, as a guide, the following duration:

a) Selection and engagement of Fitout Design and Project Management Team 3 to 4 weeks
b) Design Development 4 to 6 weeks
c) Statutory Approvals up to 10 weeks
d) Material Lead Times Varies up to 16 weeks

The Lessee will be required to obtain approval for the Fitout. Council or a Private Certifier may be utilised for the issue of Development Consent (DA) Construction Certificate (CC) and Occupation Certificates (OC).

The amount of time to be allowed for lead time and delivery of materials and fittings will depend upon the nature of the Premises design. If your Fitout program is tight you should ensure that your Fitout team are aware of your time constraints so that they can ensure that they specify materials and equipment without extended lead times. A check should be made with material suppliers that specified items are available in time to suit the Fitout program.

We stress the importance of your procurement program being produced at the earliest possible date. An effective procurement will assist your design team and enable you to obtain competitive tenders which are essential in ensuring your established budgets are not exceeded.

1.2 BASE BUILDING CONSULTANTS

There are critical areas of your Premises design where it is essential that the overall quality and design philosophies governing the building are maintained. To ensure that the uniformity and high standards of the building services are maintained throughout your Premises Fitout, it is strongly suggested that you engage the Base Building Consultants (Annexure B) in the design and configuration of these elements of your Premises. Those services consultants considered most critical are as follows:

- Fire Services
- Mechanical Services
- Electrical Services
- Hydraulic Services
- Structural Services
- Australian Building Greenhouse Rating (ABGR)

Alternatively, you are able to commission other service consultants to document the changes required as a result of your Fitout concept designs. The Base Building Consultants must however review all proposed alterations to services. This review will be carried out on behalf of Mirvac Funds Limited at the Lessee’s cost. This review ensures that the original quality of the design criteria is maintained and that any proposed alterations do not detrimentally affect the quality or integrity of the services overall. Mirvac Funds Limited will invoice the Lessee for the cost of these consultant reviews.

1.3 BASE BUILDING SERVICES CONTRACTORS

In addition to maintaining the overall design quality of services, it is essential that warranties and contracted performance guarantees by the Base Building Sub Contractors (Annexure C) are preserved on all base building works and services. It is therefore strongly preferred that the Base Building Services Sub Contractors are utilised to carry out any alterations or additions to the base building services. This ensures that all modifications are carried out with minimum risk to the buildings services and minimises the Lessee’s and Building Owner’s exposure to Statutory and Contractual warranty difficulties. The additional advantage is that these Sub Contractors are already familiar with the base building. Please also note: the
Lessor shall engage the Base Building Services Sub contractors (at the Lessee’s expense), to review the completed Fitout to ensure the base building services are operating and balanced as required.
STAGE TWO - DESIGN BRIEF, CONCEPTS & COSTS

2.1 BUILDING PROVISIONS

To assist your Premises Fitout Team during the design stage, Annexure 1 – Base Building Services Overview at the back of this Guide gives a description of what the building provides with regard to the following aspects:

- Electrical Services
- Communications Services
- Security Systems
- Mechanical Services
- Hydraulic Services
- Fire Protection Services

In Stage Three – “Design Development & Considerations”, Mirvac has provided details of additional considerations in respect to the existing services and building conditions that your Fitout Team need to properly consider and address in your Fitout design to the satisfaction of Mirvac.

2.2 ACCESS TO PLANS

Upon request (and where available), the Building Manager will provide two (2) sets of 1:100 scale architectural and building services plans applicable to your Premises to your Premises Fitout Team. Alternately, copies of the plans may be able to be provided burnt onto a CD upon request.

2.3 MEETING WITH MIRVAC’S BUILDING MANAGEMENT TEAM

We recommend that a meeting be arranged between your Premises Fitout Team and Mirvac’s Building Management Team to resolve any queries relating to the existing building design and to confirm the approval procedure so as to enable you to efficiently proceed with your design of your Fitout.

2.4 DESIGN BRIEF

The first step in determining the Fitout requirements for your Premises is the compilation of a Design Brief. You’re Architect or Project Manager will be able to provide assistance in this respect. In order for your Architect or Project Manager to assist in compiling your Design Brief they will need to have an understanding of how your business operates and employee tasks etc. Considerations will also include:- number of employees, proportion of office type accommodation as opposed to workstations, size of offices, configurations for workstations, any management hierarchy, operational relationships, communication requirements, computer hardware, meeting rooms, boardrooms, showers, kitchens, break-out spaces, reception needs, security provisions, future expansion requirements and any other supplementary services required specific to your business or proposed use.

2.5 CONCEPT LAYOUTS

Upon finalisation of the Design Brief your Design Team should then prepare a concept layout allowing for the existing building constraints detailed in this guide. Be aware that it may be that a number of concept plans are required to be prepared before a plan evolves that best suits all of your requirements.

This process of concept preparation through to acceptance may therefore take longer to develop than first envisaged. This is especially the case if there are a number of key decision-makers within your organisation and their views are not necessarily aligned at the commencement of the process.
Your concept layout should also be accompanied by details of proposed finishes including colour schemes and sample boards.

2.6 COST PLANNING

Cost estimates for each element of your proposed Fitout based on the concept layout should be prepared to help you finalise your instructions and Design Brief to your Design Team. The cost plan should as a guide allow for all of the following items:

- Partitioning
- All furniture and built-in joinery
- All additional hydraulic services
- All additional mechanical services
- All additional electrical services
- All additional fire Protection services
- All Telephone and data cabling
- Any new Computing and Communications Hardware items such as PABX Systems or Racks
- Alterations to any existing services required as a result of the Fitout design
- Allowance for storage areas and compactus units etc
- Reception furnishings
- Decor items
- Finishes
- Special features peculiar to your business

2.7 MIRVAC REVIEW OF FITOUT CONCEPT

Three (3) copies of your concept layouts including a brief “Scope of Works” description must be submitted to the Building Manager for review by Mirvac Funds Limited. It is often beneficial to arrange a meeting with Mirvac’s Building Management Team to review your concept together.

Any changes or requirements that Mirvac Funds Limited deem necessary to your concept will be advised to the Lessee within ten (10) working days of each submission. These changes or requirements must be incorporated into the finalised design drawings and specifications submitted for Lessor Approval.

Important Note:
Wherever an agreement or approval for an installation is given to a Lessee by Mirvac Funds Limited or their agents, the agreement, approval, or endorsement is not to be taken as an acceptance of responsibility for the suitability or performance of the design of the Fitout.

The Lessee will always remain responsible for the design, suitability and performance of their Premises design and installation.

2.8 AUSTRALIAN BUILDING GREENHOUSE RATING (ABGR)

Mirvac may have entered into a Commitment Agreement with the appropriate local or state authority for a base building ABGR rating. Base building ABGR assesses the greenhouse intensity of base building systems. It does not include any energy or greenhouse emissions directly caused by Lessee equipment or lights. Whilst the base building ABGR is assessed upon the energy consumption of the base building system, it is by no means independent of Lessee design and Fitout. The design of Lessee Fitout and systems can have a substantial impact on the ability of a base building to achieve a target rating, and can result in substantial, detrimental impacts on base building ratings.
The Lessee must ensure they refrain from doing anything in the Premises or the Building which may cause the Building not to maintain the ABGR and must ensure that in exercising any right to complying with any obligation under the Lease, the Lessee must ensure that the ABGR is not effected with the Lessee's use and occupation of the Premises and the Building, including the Lessee's Property, and is consistent with the Building maintaining the ABGR. Examples where Lessee design considerations can impact upon base buildings are:

- **Lessee lighting power density.** A higher Lessee lighting power density results in higher internal thermal loads, and a corresponding increase in base building cooling loads and energy consumption.
- **Lift lobby and foyer lighting power density.** Lift lobby, foyer and base building toilet lights are supplied with base building electricity. Any modifications to these systems directly impacts upon base building systems.
- **Lessee equipment loads.** Increasing the power density of Lessee equipment results in increased internal thermal loads, and a corresponding increase in base building cooling loads and energy consumption.
- **Lessee occupant density.** Increasing the density of occupants within the Lessee’s space can increase both the internal thermal loads, and the fresh air requirements. Increased internal thermal loads can result in an increased cooling load, whilst increased fresh air requirements can increase both heating and cooling loads within the space. Both have detrimental impact upon base building ABGR.
- **Outside air infiltration.** Lessee Fitout that results in additional outside air infiltration or supplementary outside air supply can result in both increased cooling and heating loads.
- **Lessee installed supplementary air conditioning (eg meeting rooms, server and communications rooms).** Installing additional supplementary air conditioning can result in higher base building energy consumption through either or both:
  - Increased requirement on the “Lessee condenser water loop” pumps and cooling towers. The pump and fan energy for these water loops is counted in the base building ABGR.
  - If not appropriately integrated with the base building conditioning system (i.e. the systems are isolated), this can result in increased heating and cooling loads on the base building system, if the two systems are controlling to different set points.
- **Interference with base building systems.** The Lessee Fitout design can impact on the proper function of the base building system, for instance:
  - A high thermal load is placed directly below a thermostat, for instance a photocopier or refrigerator. This results in the base building system seeing a “hot zone”, which calls on additional, spurious cooling. This results in additional energy consumption in the base building system, and poor delivery of service conditions to the Lessee.
  - Interference with ductwork. If the Lessee design modifies the base buildings ductwork system, this can result in poor balancing of the air conditioning system, with increased base building energy consumption, reduced base building ABGR, and poor occupant conditions.
  - Effectiveness of balancing. The effective balancing of air conditioning systems is essential to the efficiency of the base building air conditioning system. Lessee interference with base building balancing can have a substantial impact upon base building energy consumption.
- **Restriction of access for maintenance.** The layout of Lessee equipment can impede the ability of a base building to perform initial HVAC (heating, ventilation and air conditioning) system commissioning, and ongoing HVAC maintenance. This can result in degraded energy efficiency, and have a negative impact upon base building ABGR.
- **Carpark control.** Carpark lighting and ventilation is provided from base building systems. Lessee systems should not interfere with the base buildings ability to control lighting systems or ventilation in these places.
- **Location of condenser units for Lessee installed supplementary air conditioning systems.** Locating condenser units in inappropriate places can result in additional base building loads (for instance locating the condenser unit for split systems in air...
handlers can increase the base building cooling load. Locating condenser units in carparks can necessitate the 24 hour operation of carpark ventilation fans).

Due to the impacts that Lessee’s can have on base building ABGR, it is essential that potential Lessee impacts be discussed prior to the Fitout design.
STAGE THREE - DESIGN DEVELOPMENT & CONSIDERATIONS

Listed below are important considerations in respect to the Lessee’s Fitout design etc. The Lessee and their Design Team should review each consideration when carrying out the design development.

3.1 MECHANICAL CONSIDERATIONS

3.1.1 Primary Air Conditioning

Air conditioning modifications must allow for the maintenance and control of the comfort conditions throughout all areas affected by any modifications. Modifications including air balancing and controls changes are the responsibility of the Lessee, and should comply with all relevant standards. Proposed modifications shall be submitted to the Building Manager for approval by the base building consultant at the Lessee’s cost.

The Base Building’s Mechanical Service Contractor is to be utilised to carry out a re-balance of the completed Fitout and a revised data sheet of balance figures shall be submitted to the Building Manager. The cost of re-balancing the air flow is the responsibility of the Lessee.

Under NO circumstances are air conditioning outlets, return air inlets, and/or access to VAV units to be obstructed. Equipment or controls and control panels shall not be affixed to ductwork. Should any works necessitate relocation of any of these items, such relocation will be carried out at the cost of the Lessee.

Any alterations to base building air conditioning systems must include associated alterations to the base building control system so as to maintain comfort levels within the Premises.

Any changes which are required to be made to the base building Air Conditioning Controls shall be carried out by Mirvac Funds Limited nominated subcontractor with the approval of the Building Manager. These changes will be at the Lessee’s cost.

During the Lessee’s Fitout works, filter media is to be fixed over the return air dampers. Upon completion of the Fitout works the filter media is to be removed, cleaned or replaced as necessary at the Lessee’s cost.

Where set plaster ceilings are to be installed, suitable access panels are to be provided to allow repairs and maintenance to be carried out on all equipment within the ceiling space. Please consult with the Base Building Consultants and/or the Building Manager if you have any doubts. Access to all equipment contained within the ceiling space shall be proven to the Building Manager prior to completion of the Fitout.

Above ceiling partitions and/or acoustic baffles shall be arranged to not inhibit the flow of return air through the ceiling space. Drawings indicating the proposed locations of above ceiling partitions and/or baffles shall be submitted to the Building Manager for approval.

After hours air conditioning changes to the base building and links to the BMCS must be specifically submitted to the Building Manager for approval.

For the purposes of security and safety all plant room, roof access doors and fire stair doors are always to be left in the locked position. Should it be necessary to use these doors they must not be left in the open position? Doors must be closed at all times.

3.1.2 Supplementary Air Conditioning

Where a Lessee requires supplementary air conditioning for larger equipment heat loads such as in computer rooms and board rooms, etc, details of the equipment loads, condenser water
requirements, piping installation and air circulation must be specifically highlighted to the Building Manager for approval by the base building consultant at the Lessee’s cost.

Any proposal to install a supplementary air conditioning unit will be required to be accompanied by an Acoustic Report detailing the installation method and the isolation of any structure borne noise.

If a Lessee requires a supply of Secondary Condenser Water for supplementary air conditioning, the following procedure is to be adopted:

a) Head pressure control valves are to be installed in the return line from the package unit to optimise the condenser water flow.
b) A T&A Balancing Valve is to be installed on the return line to limit the possibility of noise on any system.
c) The water flow consumption required to the air conditioning unit, i.e. litres/seconds, is to be supplied to the Building Manager for approval.
d) All condensate drains shall be in type B copper, 40mm, and insulated in fire proof armalflex insulation. The condensate line is to run to a permanent visible, accessible tundish to be installed in the nearest appropriate drain riser.
e) Use of condensate pumps to be approved by the Building Manager.
f) Steel pipe and fittings not to be used unless approved.

Supplementary units shall be connected to the base building BMCS via the following DDC points:

- Condenser water demand.
- Condenser water available.
- Condenser water shut-off valve.
- Supplementary unit compressor status.

Units shall be connected to the BMCS to enable the condenser water shut-off valve to be interfaced with the running of the compressor.

Where modifications to the base building condenser water system are carried out, the Lessee’s contractor must use chemicals approved by the Building Manager to:

- a) clean the modified system, and
- b) passivate the modified system prior to final commissioning.

Where a Lessee is required to install an exclusive condenser water system including cooling tower equipment, details must be specifically highlighted to the Building Manager for approval.

All items of plant installed must be suitably labelled.

3.1.3 Supplementary Outside Air and Miscellaneous Exhaust

Provision may exist for supplementary outside air for internal rooms which may experience higher concentrations of people, such as meeting and training rooms. Base building mechanical consultant is to be used to determine if this service is available and what quantities are available for use in your Premise if required.

Provision may exist for miscellaneous exhaust from areas such as photocopy rooms, tea rooms and the like. This exhaust system is not for use as a kitchen exhaust system. Base building mechanical consultant is to be used to determine if this service is available and what quantities are available for use in your Premise if required.

Provision may exist for supplementary toilet exhaust from Lessee installed amenities. Base building mechanical consultant is to be used to determine if this service is available and what quantities are available for use in your Premise if required.

Any request to utilise any available supplementary outside air and exhaust provisions must be made by the Lessee to the Building Manager/Mirvac Funds Limited for consideration and will be subject to availability at the discretion of the Building Manager/Mirvac Funds Limited.
3.1.4 BMCS Connection

Generally Mirvac do not allow Lessee plant and equipment to be connected to the Building Management Control System (BMCS). Any requests for connection to the BMCS should be directed to the Building Manager. Mirvac will not grant consent for critical Air Conditioning to Lessee Comms Rooms etc to be connected to the BMCS critical alarm system.

3.2 HYDRAULIC CONSIDERATIONS

Maintenance and repairs of any Lessee installed equipment for tea rooms, kitchens and, if applicable, showers, toilets or other water supplied installations are the responsibility of the Lessee.

Dishwashers and any other appliance connected to the water supply are to be connected in stainless steel braided flexible pressure pipe to prevent pipes bursting.

Wet areas must be suitably waterproofed to prevent leakage to the surrounding floor areas.

Should it be necessary for the Lessee to isolate the domestic water system to carry out connection or modifications, approval shall be sought from the Building Manager before proceeding. The Lessee will provide details of the shutdown required and the Building Manager will approve the procedures if acceptable. All installations must be pressure tested prior to commissioning.

Building shutdown to water supplies shall not be undertaken by the Lessee. Any such work shall be carried out at the direction of the Building Manager.

Drainage connections to stacks and grease waste must be at the junctions provided. Lessees must specifically submit details of pipe route, including any coring or fire rating methods through the slab if required (subject also to structural engineering approval).

Hot water supplies to Fitout works other than core services shall be provided by Lessee supplied local hot water units. The Lessee is to ensure that electrical loads are available from the Lessee meter.

All pipe work is to be suitably labelled.

Any Gas fixtures installed in Premises work must be fitted with their own flame failure shut off devices.

Any plumbing services required to be fitted outside the Premises areas shall be arranged with the Building Manager and shall under no circumstances interfere with the main building or other Lessee’s installations.

If the building is occupied by other Lessee’s, any approved slab penetrations must be performed outside normal business hours. All penetrations are to be certified with a fire rating in strict accordance with the Building Code of Australia and are to be closed / sealed each day.

No hot work is to be undertaken without the issue, by the Building Manager, of a hot work permit.

3.3 ELECTRICAL CONSIDERATIONS

Electrical loads are not to exceed the nominated load allowance.

No light fittings are to be obstructed. Should the Lessee’s Fitout works require the relocation of these items, such relocation will be carried out at the cost of the Lessee.
Any Lessee equipment located external to the Premises including equipment located within dedicated risers etc is to be maintained and repaired by the Lessee.

If Installation of any rooftop equipment including aerials for Lessee use is required then an application is to be submitted to the Building Manager for initial consideration.

Any programming, repairs or maintenance of any special lighting or lighting controls installed by the Lessee as a part of their Fitout will be the sole responsibility of the Lessee. The Lessee is to arrange for the installation of their meters and circuiting to connect lighting and power to the Lessee distribution switchboards. Installation of meters is to occur prior to works commencing on site. Temporary power will not be acceptable.

The Lessee will be required to install any additional emergency lights or exit signs as may be necessitated by the Lessee’s Fitout design. Any additional emergency lights or exit signs are to be connected to the base building control system. If a centralised emergency lighting monitoring system exists, the Lessee shall pay all costs to the base building emergency and exist light maintenance and programming contractor to reprogram the system to include new fittings where required within the Premise. Signoff from the contractor must be provided to the Building Manager stating that there are no faults on the system prior to occupation.

Where a Lessee installs a security system, details of the system must be submitted to the Building Manager.

All cabling and electrical work is to be suitably labelled.

Where trunk cable trays have been provided in areas adjoining the core, the Lessee is to ensure that these are utilised for all cable reticulation within this zone.

Cable hangers and ties must be utilised.

On completion of the Fitout works, the contractor is to undertake a Thermographic Scan of electrical switchboards and distribution boards. A copy of the Thermographic Scan report is to be provided to the Building Manager.

The installation of wiring is not to affect the installation and operation of the ceiling area sprinkler system.

All cable penetrations must be suitably sealed strictly in accordance with the requirements of the Building Code of Australia.

An MATV system may exist within the building. Connections to this system may be carried out by qualified contractors only on the basis that the system is not modified in any way. All works by the MATV contractor are to have the prior approval of the Building Manager.

RG6 quad shield type coaxial cable fyleads with “F” type connectors should be used. Depending on the number of television outlets required on a particular floor, an additional distribution amplifier may also be required depending upon the installation.

Independent MATV systems are not permitted within the building.

All Lessee electrical, communications and fire rating modifications undertaken in the electrical room are to be reinstated to their original condition upon conclusion of the Lease to the satisfaction of the Building Manager.

All floor by floor security systems if required should be approved by the Building Manager at a cost to the Lessee.
3.4 FIRE PROTECTION CONSIDERATIONS

The location and number of fire sprinklers, Building Occupant Warning System, and / or exit and emergency lighting must comply with the Authorities requirements, relevant Australian Standards, and Mirvac Funds Limited insurers. 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.

Lessees must ensure that access is maintained to fire hydrant cupboards as required under the relevant Authorities requirements.

Absolutely NO work is to be carried out on the Emergency or Fire Protection Services which involves the isolation or disruption of the service until the Building Manager has given approval. Shutdown of the services overnight of for periods in excess of 24 hours will only be permitted at the Building Manager’s discretion and only when a minimum of 7 working days notice has been provided.

Use of Fire-Lite Pipe in Hydrant applications is not acceptable.

On completion of Fitout works, the Fire Protection Systems shall be tested and certified as complying with the relevant Australian Standards, the Annual Fire Safety Statement and Authority requirements. The Lessor’s contractor may also be engaged by the Lessor to certify compliance. Costs associated with certification and testing will be payable by the Lessee.

3.5 COMMUNICATIONS CONSIDERATIONS

The Communication riser situated on each floor is a Common Riser and is not exclusively for a single Lessee’s use. Communication cables and terminations only are permitted, unless specific permission is granted by the Building Manager. In all cases any proposed use of communication risers is to be submitted to the Building Manager for approval prior to commencement of any installation.

Fire rating proposals for any proposed floor or wall penetrations are to be submitted to the Building Manager for approval, prior to work proceeding.

All cabling must be installed in accordance with relevant standards and an approved cable management recording system. Lessees shall submit details of systems proposed for approval prior to installation.

3.6 BUILDING CONSTRAINTS ON FITOUT

Heavy Equipment

Heavy equipment must not be installed without approval. Full details of any heavy equipment must be submitted before approval can be given and must include dimensions, weight, details of supports and the proposed location giving dimensions from a fixed point of building structure (not a partition). Heavy equipment will include items such as a compactus, safes and large photocopiers. Special arrangements may be required for the lifts and the Building Manager must be consulted at least one week prior to the installation. If required these arrangements would include the attendance of a lift mechanic and a letter indemnifying the Lessor and Mirvac Funds Limited against any and all costs and / or claims for damages.

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. Any damage to the grid is to be rectified when vacating the Premises.
Partitioning Requirements at Junction with External Glazing

Where an internal partition wall meets the external glazing, the internal wall should be in line with the glazing mullion and should at no time prevent any glazing assembly from being repaired, or from being properly cleaned. **NO** fixings to the curtain wall will be permitted. Additionally any partition wall installed should not interfere with any solar blind operation.

Approved methods of treating a partition wall that intersects with either a perimeter column or glazing are shown at the rear of these Guidelines in: - “Annexure 2 – Approved Treatment for Lessee Partitioning Intersecting with Glazing”.

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 written approval of the Building Manager. Any penetrations approved by the Building Manager must be smoke sealed, fire stopped and certified for compliance with the requirements of the Building Code of Australia.

Above Ceiling Partitions and/or Acoustic Baffles

Above ceiling partitions and/or acoustic baffles shall be arranged to not inhibit the flow of return air through the ceiling space. Drawings indicating the proposed locations of above ceiling partitions and/or baffles shall be submitted to the Building Manager for approval.

Floor / Lift Lobby Finishes, Core, Columns, Skirtings, Perimeter Skirting

Lessee finishes abutting the lift lobby; core and columns should not damage the base building finishes. Generally fixing should utilise methods that allow for removal and will not damage the Base Building components i.e. Utilisation of mastics etc. Cutting of skirting including the perimeter ducted skirting is not permitted.

Penetration of Floor Slabs and Fire Rated Partitions

Any penetrations of fire rated partitions or floor slabs must be separately listed or highlighted on Lessee Fitout drawings together with the proposed method of retaining the fire rating and water seal. Approval must be obtained from the Building Manager (who shall revert to the Base Building Structural Services Consultant at the Lessee’s cost) prior to any work commencing on any penetrations.

Keying and Security

Any keying system installed by the Lessee is to be consistent with the base building key system which is a Great Grand Master Key (GGMK) system incorporating KABA Quattro cylinders. Details of your proposed keying is to be submitted to the Building Manager who will be able to provide written authorisation to the base building locksmith permitting the creation of the new additional cylinders and keys required for the Lessee’s specific use. Copies of the GGMK are held by the Fire Brigade to ensure emergency services access to the building in the event of an emergency. No other copies of the GGMK are issued for general use. Building Management holds copies of the GGMK and these keys will only be issued to Mirvac Funds Limited staff for emergencies and whenever possible with the authorisation or knowledge of the Lessee.

Lessee key and access cards are to be provided to Building Management, at the Lessee’s cost, for cleaning and service/maintenance access.

Ceiling Tiles

To assist reticulation of Lessee services and Fitout service ceiling tiles and light fittings only may have been installed on the office floors and core areas. Lessees are to install at their
cost the remaining ceiling tiles which will be stored on each floor. These ceiling tiles will be formally handed over and signed off prior to commencement of the Lessee Fitout.

**Carpet**

The carpet warranty is null and void without the use of chair mats under chairs with castors. The Lessee is to ensure the use of chair mats so as to not void the carpet warranty.

The Lessee is responsible for ensuring the carpet is protected during Fitout and removing any protection on completion of the Fitout.

**Furniture Not To Be Within 250mm of Window Mullion Line**

It is strongly recommended that furnishings are not positioned closer than 250mm to the perimeter glazed curtain wall so that the glazing remains accessible for cleaning and that any solar blind operation is not hampered.
STAGE FOUR – DESIGN FINALISATION & APPROVAL PROCESS

4.1 SUBMISSION OF FINAL DESIGN DRAWINGS AND SPECIFICATIONS FOR MIRVAC APPROVAL

Three (3) sets of final design drawings and specifications are to be submitted to the Building Manager for Mirvac Funds Limited for review. Electronic copies of all design documentation should also be provided. This review will help to identify any potential problems before they are constructed.

Any changes or requirements that Mirvac Funds Limited deems necessary will be advised to the Lessee within Fifteen (15) working days of each submission. These changes must be incorporated into the Construction Issue drawings. Copies of these Construction Issue drawings are to be provided to the Building Manager and Mirvac Funds Limited for final approval.

Fitout Construction will not be permitted to commence until such time as all Construction Issue drawings and specifications have been reviewed and Lessor Approval has been granted by Mirvac Funds Limited.

Subsequent to Mirvac Funds Limited approval being granted, if any amendments to the works are proposed, details of the proposed amendments to the works must be submitted to the Building Manager for further Lessor Approval prior to any such amendments being implemented.

The Lessee is responsible for all work carried out during the Premises Fitout and is to ensure that all modifications are carried out in a professional manner and to the Building Manager’s satisfaction.

4.2 AUTHORITIES APPROVALS

1. Development Approval
2. Construction Certificate (Building Approval)
3. Occupation Certificate

Your Premises Fitout Team, Project Manager or Architect should be familiar with the procedures in applying for the above approvals.

If further assistance is required, the Building Manager may be able to provide assistance.

Development Approval

This is the first authority approval required. Mirvac is to be provided with fitout design drawings and the Application form approval. Please note that Mirvac approving the application, it does not provide approval for the final design or commencement of construction works.

Construction Certificate (building approval)

A Construction Certificate (building approval) is required prior to commencement of construction works. It is recommended that a Private Certifier be engaged to issue this approval. A Private Certifier will generally be able to provide the necessary Construction Certificate within approximately a week of the application and all supporting documentation being provided. It is strongly recommended the base building Private Certifier be used as they are familiar with the building.
Occupation Certificate

Upon completion of all the Premises Fitout works, but before occupation is permitted to occur, an Occupation Certificate is required to be issued. The Private Certifier issues this Certificate after the Fitout has been inspected for compliance with the Construction Certificate.

Copies of the Development and Construction Certificate Approvals including stamped plans and conditions of consent are to be submitted to the Building Manager before any construction works will be permitted to commence within the Premises.

4.2 OTHER APPLICATIONS

Apart from the Authorities’ approvals, you should also make application to the following bodies:

- Telstra or your communications provider For telephone connection and diversion form previous phone number if applicable.
- Energy Provider For connection of your power supply for Fitout and metering (before commencing any Fitout works (evidence to be provided to the Building Manager)

There may be other applications required depending on the nature of your Fitout. It is important that all applications are made as early as possible to reduce the likelihood of any delay in occupation.
5.1 HANDOVER OF PREMISES FOR FITOUT

Prior to handover of Premises for Fitout works to commence, an inspection of the Premises will be carried out by the Lessee or the Lessee's representative with the Building Manager. During this inspection any defects will be identified that will require rectification. The Lessor will rectify any defects by arrangement with the Lessee’s Fitout contractor.

Following the inspection the Lessee or the Lessee's Representative will be required to sign a “Premises Handover Form” accepting the Premises in its present condition. The Lessee is then responsible for all defects or damage that may be caused to the base building items during the course of their Fitout. Any damage caused must be rectified by the Lessee prior to completion of the Fitout process.

Mirvac Funds project consultant team and the Building Manager are the sole arbitrators in determination of damage or defects.

5.2 SUBMISSION OF PROGRAM

Once your Fitout Project Manager or Contractor has finalised your Fitout Program a copy must be forwarded to the Building Manager for approval prior to commencement of any works. In addition to this program your Fitout Project Manager or Contractor will be required to provide the Building Manager with a Weekly Deliveries Schedule nominating when all major deliveries are expected. The Building Manager will review the proposed schedule and may require changes to the proposed delivery times etc so that there is efficiency and effective sharing of loading areas and lift facilities. This is necessary especially where there are a number of Lessees carrying out Fitout works at the same time. Fitout deliveries attempted outside of agreed times may, at the discretion of the Building Manager, be denied access to the Loading dock or turned away.

5.3 SUBMISSION OF PROOF OF INSURANCES

Prior to the commencement of the Fitout you will be required to submit to the Building Manager, copies of the following insurance policies, where relevant. Policies are to be in the joint names of Mirvac Funds Limited, the Lessor and the Fitout Contractor. Evidence is also to be provided of the payment of the current premiums for these policies.

1. Public Risk policy approved by the Lessor for not less than $20,000,000 or as detailed in the Lease document.
2. Construction Insurance to full value of the works.
3. Workers Compensation Insurance as required by relevant Acts.

You are required to ensure that your Contractors and Sub-Contractors effect and maintain Workers Compensation, and all the other requirements set out in the Lease documents and these guidelines. Further any sole traders are to have appropriate income protection.

The Lessee and their Contractors will at all times be required to fully indemnify Mirvac Funds Limited and its associated entities against any claims or actions for personal injury or property damage arising out of the performance of their Contracted works.

5.4 NOMINATION OF LESSEE’S FITOUT CONSTRUCTION REPRESENTATIVE & PRINCIPAL CONTRACTOR

One member of the Fitout Team, usually the Lessee's Project Manager or Architect and Principal Contractor, must be made available on a day-to-day basis to liaise with the Building Manager on matters relating to construction. Ideally this representative should be someone based on-site. This representative will be required to provide a 24hr. telephone contact number to the Building Manager.
The appointed Principal Contractor must be appointed in accordance with all Occupational Health and Safety Act Regulations.

5.5 EVIDENCE OF APPROVALS

Before construction can commence the Building Manager is to be provided with evidence of Development Approval, Construction Certificate and Lessor Approval (Mirvac Funds Limited).

5.6 GENERAL SUB-CONTRACTORS

Safety and industrial standards vary markedly throughout the construction industry, therefore it is essential that all of your prospective sub-contractors are made aware of existing site conditions and are prepared to comply with these requirements.

The Building Manager must be provided with details of your proposed sub-contractors prior to their engagement.

If the Lessor consents to an early Lessee Fitout Access Date, i.e. whilst the Lessor’s Contractors are still completing the construction of the Base Building, then the Lessee’s Fitout Contractors will be required to strictly comply with all existing Site Requirements including any inductions, and awards, conditions etc.

5.7 FACILITIES PROVIDED

During the Fitout construction, your Premises team will require the assistance of the building’s facilities to enable a smooth and coordinated Fitout.

These facilities include:-

- **Personnel and Materials Hoisting:**
  A dedicated “Builder’s Lift” may be available and will be operated by your fitout contractor. All materials hoisting requires a “Builders Lift” booking which can be arranged through the Building Manager. Installation and removal of suitable protective lining to the lift car internal finishes is the responsibility of the Lessee and is to include as minimum plywood to all walls, ceiling and floors.

- **Rubbish Removal:**
  Rubbish is to be removed by the Lessee from the subject Premises via the “builder’s lift” to a dedicated rubbish bin area provided within the Loading Dock. Bins are to be managed by and removed by the Lessees contractor. The available size and weight of any bin is to be approved by the Building Manager during the fitout approval process.

5.8 FIRST AID ATTENDANT

The Lessee’s Fitout contractor is responsible for first aid attendance for the Fitout.

In the case of any accident occurring the Building Manager is to be notified immediately. Details of emergency procedures and Building Management contact numbers must be suitably sign-posted in your Premises area.
STAGE SIX – FITOUT CONSTRUCTION

6.1 GENERAL RULES

From the date of commencement on site the Lessee’s Project Manager must ensure that the following key factors are monitored and controlled.

- Site safety
- Industrial relations
- Site accommodation and amenities
- Rubbish removal
- Materials and personnel hoisting
- Security
- Any required isolation of base building services.

It is therefore requested that the Lessee’s Project Manager, or appointed nominee, be on site daily to ensure these elements are addressed.

CO₂ fire extinguishers must be located within the Fitout throughout the course of construction.

The Building Manager must be advised in advance of any noisy works proposed so that the work can be coordinated so as not to disrupt or disturb any other Lessee already occupying the building.

All workmen are to be attired properly and should refrain from any loud or offensive language. Radios should not be audible from the common areas or adjacent tenancies.

All work must be carried out by suitably qualified personnel, and in a manner that complies with the relevant standards, regulations and accepted industry practice. Work must be carried out at a standard of quality not less than that already achieved with the building.

Site Safety

It is essential that a high standard of safety is maintained throughout the Premises Fitout in accordance with all applicable state Occupational Health and Safety Act Regulations.

Further, the potential of safety issues that lead to industrial disputation and project delay cannot be understated.

There are six (6) basic means of ensuring that a high safety standard is maintained during the Fitout:-

- Appointing a Principal Contractor.
- Selecting Contractors, Project Managers etc. with proven track records.
- Thorough planning of the works.
- Comprehensive and effective training of all personnel in safety aspects of their work.
- Maintenance of safe and clean working environment.
- Providing adequate experienced Supervisors.

SITE SAFETY IS THE RESPONSIBILITY OF THE LESSEE AND THE LESSEE’S CONTRACTORS.

Industrial Relations

It is to your benefit and other Lessee’s undertaking Fitout works that a good industrial relations environment is maintained to avoid site-based industrial disputation. It is therefore essential that a number of basic requirements are met.

These requirements are well established with the major builders but may be unknown to some sub-contractors, especially those new to the industry.
The basic requirements are as follows:

**All current industrial award conditions and payments including redundancy payments, Superannuation contributions, Long Service Leave Schemes, Workers Compensation, Top-up / 24 hour Accident Insurance with CTAS or similar.**

**Site Accommodation and Amenities**

The regulations, set out in the Construction Safety Act, Workcover codes of practice and any other relevant Awards, regarding the minimum level of site accommodation and amenities to be provided, are to be followed and complied with at all times.

Your Premises Fitout Team will be responsible for providing and maintaining such accommodation, within the area of the proposed Premises.

The integrity of the automatic wet pipe sprinkler coverage and the mechanical fire and smoke control systems are to be maintained in accordance with the Authority’s requirements especially in areas where the site accommodation, amenities and storage facilities are established.

**Rubbish Removal and Cleaning**

The fit out team must ensure rubbish is cleared from the Premises on a regular basis or as directed by the Building Manager to ensure a safe and healthy environment. Rubbish must be contained in such a way that it does not cause harm or damage during transit from the Premises. Following the removal of rubbish from the Premises it must be immediately removed from site and must not be stored in any common area of the property unless prior arrangements have been made with the Building Manager.

All areas used by your Premises Fitout Contractors and others connected with the works are to be left in a clean and tidy condition and at the completion of the works.

Any costs incurred by the Building Manager in returning areas to an acceptable standard of cleanliness or repairing lifts or cleaning lift shafts/sumps as a result of the Lessees fitout will be borne by the Lessee.

**Redundant Base Building Equipment, Finishes or Fittings**

All major redundant base building equipment items are to be stored and insured by the Lessee. E.g. Ceiling tiles and grid, troffer light fittings, solar blinds, carpet etc.

**Protection**

All finishes, fixtures and fittings including the door frames of lifts, lift lobbies, builder’s lift, corridors, toilets and floors shall be protected against damage by protecting with suitable material to the satisfaction of the Building Manager.

Any damage caused to the Building or its finishes and services during the Lessee’s Fitout work will be rectified to the Building Manager’s approval at the Lessee’s cost.

**Hoisting**

Hoisting of materials will be carried out via the “Builder’s Lift”
Truck Access to the Loading Dock (if available)

The Lessee must confirm the maximum height available for truck access with the Building Manager prior to arranging any deliveries. All deliveries are to be booked with the Building Manager.

No obstruction to car parking facilities will be permitted.

NO CONTRACTOR PARKING WILL BE PERMITTED IN THE LOADING DOCK – Further, the loading dock is a shared facility which is also used by other parts of the property. Control of the loading dock will be at the discretion of the Building Manager.

Lift Size
The Lessee’s Fitout Contractor should check the internal dimensions of the lift cars prior to ordering any building materials etc.

Lift access from the loading area to the Premises area is via the builder’s lift. Corridor dimensions should also be checked with the Building Manager prior to ordering materials.

Use of the builder’s lift will be controlled by the Building Manager; written bookings are to be made a minimum of 48 hours in advance and are subject to availability.

There is to be no storage of building materials or equipment in the loading dock or basement. The Premises Fitout Contractor should ensure there is adequate workforce available to transport all materials to the Premises area in an efficient and prompt manner.

THERE WILL BE ABSOLUTELY NO FITOUT ACCESS THROUGH THE BUILDING’S MAIN LOBBY.

Storage on Floors

Storage of equipment and materials on the floors is not to exceed the live loading capacity and must be kept within the confines of the leased area unless otherwise authorised by the Building Manager.

Site Security

The security of the Premises area will become the Lessee’s responsibility from the date of hand over.

General security of the site perimeter is provided by Building Management, who will use their best endeavours to control access to the site after hours. However, security of the Lessee’s leased space is at all times the responsibility of the Lessee.

Your Premises Fitout Team should immediately construct a secure store room within the Premises for the storage of all small hand tools, materials and equipment, as one of their tasks on site.

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

Any weekend and after hours work requires 24 hours written notice to the Building Manager. This is to ensure that the security guards are aware of who is working in the Building and the nature of work being undertaken.
6.2 ISOLATING FIRE PROTECTION SERVICES

Absolutely NO work is to be carried out on the Emergency, Fire Protection Services or base building which involves the isolation or disruption of the service until the Building Manager has given approval. Shutdown of the services overnight for periods in excess of 24 hours will only be permitted at the Building Manager’s discretion and only when a minimum of 7 working days notice has been provided.

The location and number of fire sprinklers, Building Occupant Warning System (BOWS), and/or exit and emergency lighting must comply with the Authorities requirements, relevant Australian Standards, and Mirvac Funds Limited insurers. 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.

Lessees must ensure that access is maintained to fire hydrant cupboards as required under the relevant Authorities requirements.

Use of Fire-Lite Pipe in Hydrant applications is not acceptable. On completion, the Fire Protection Systems shall be tested and certified as complying with the relevant Australian Standards and Authority requirements.

Fire Sprinkler Drain Down Procedure

1. Fire Contractor advises the Building Manager of the floors to be deactivated.
2. The drain down procedure requires one man from the Fire Contractor to initiate.
3. Fire Contractor is to meet the Building Manager at the Building Managers office to complete the necessary permits.
4. Both will proceed to the Fire Control Room where Building Manager will observe the zones affected.
5. The Fire Contractor and Building Manager will then proceed to the Valve Room. The Fire Contractor will close the applicable valves and tags the main control valve. The tag will contain details of the Contractor’s name, date and area where work is occurring.
6. The drain down of the floor will be carried out at the Lessee’s floor.
7. Building Manager will advise the Fire Brigade of the de-activated system prior to commencement of the deactivation.

Fire Sprinkler Restoration Procedure

This procedure requires three (3) Fire Contractor personnel, located:

- One at Fire Indicator Panel.
- One in Sprinkler Valve / Pump Room.
- One on the Lessee’s floor where the work is being re-instated.

1. The Fire Contractor will meet the Building Manager at Sprinkler Valve Room.
2. The diesel pumps will be isolated.
3. The electric pumps will be isolated.
4. Check Jacking Pump selected to “Auto”.
5. Isolate Jacking Pump supply to electric and Diesel Pumps riser mains that are not to be pressurised.
6. Close transponder-isolating valve and open transponder line drain valve.
7. Using mobile phones for communication open the main control valve slowly. The Jacking Pump will cut in to elevate the system pressures.
8. When Jacking Pump cuts out system pressure is full restored.
9. Open retard valve.
10. Open transponder-isolating valve.
11. Close transponder line drain valve.
12. Building Manager (via contractor) will re-instate isolated FIB zones if appropriate.
13. Building Manager will advise Fire Brigade that the system is back on line.
Any false alarm fines incurred due to not carrying out these procedures will be borne by the Lessee.

**Smoke Detector Isolation Procedures**

When smoky or dusty work is being carried out, the Lessee has the responsibility of carrying out the following smoke detector isolation procedures. False alarm fines incurred from the failure to do so will be borne by the Lessee.

**Smoke Detectors Must Be Left In an Operational State Each Day**

The Building Manager must be requested by the Lessee to isolate smoke detectors via the Fire Control Panel prior to such work being carried out. It is the Lessee’s responsibility again at the end of the day to request that the Building Manager re-activate the smoke detectors. The Lessee is to cover smoke detectors during work being carried out to avoid detectors becoming choked with dirt and uncover them at the end of the day.

When a smoke detector causes repeated false alarms from clogging with dirt the detector must be permanently isolated by the Building Manager. In this situation, the Lessee must arrange, at the Lessee’s cost, for the base building Fire Protection Contractor to clean the detector so it can be re-activated. Any costs associated with false alarms are the responsibility of the Lessee.

### 6.3 TEMPORARY AND PERMANENT SERVICES

The following services and facilities will be required to carry out your Fitout:

- Electricity
- Water / Amenities
- Telephone

**Electricity**

Application for connection to the Lessee’s distribution board should be made prior to or immediately upon submission of your Construction Certificate for permanent power supply. Fitout works will not commence unless permanent power has been obtained by the Lessee.

This will ensure that connection can be made immediately prior to the commencement of Fitout. Evidence of the transfer of connection is to be provided to the Building Manager.

Once permanent power has been connected, reticulation of temporary power to complete the Fitout can be carried out in a number of different ways eg sub-boards, perimeter wiring, circuit activated, etc.

Whichever method is used, it is essential that the electrical contractor carries out the work in accordance with regulations;

- Australian Standard AS3000 (SAA Wiring Rules);
- State Service and Installation Rules;
- Supply Authority, Local Services and Installation Rules;
- Building Code of Australia;
- Telecommunications Carrier and Australian Communications Authority (ACA);
- NSW OH&S Regulations 2001;
- Requirements of Local Authorities;

Particular attention should be paid to the earth leakage protection installation / testing requirements.

Any programmed interruptions to building electrical supply will be notified in advance by the Building Manager.
Building Management will use their best endeavours to have an uninterrupted power supply provided. However, this is not a guarantee and the Building Management will not accept liability for interruptions or failure of power supply.

**Water / Amenities**

Toilet areas must be protected from damage with a suitable material at the commencement of the Fitout.

Hose cocks may be provided in the toilet areas for water supply.

Temporary washing out facilities for painters, plasterers, etc should be provided separately by the Lessee and checks will be made by the Building Manager that the permanent facilities (toilets and hand basins) are not being used for this purpose.

Remember that these areas are your Premises Team’s responsibility and must be brought back to “as new” condition at the conclusion of the Fitout.

Toilets used by contractors must be kept clean by the Contractor. Where it is noted by the Building Manager that cleaning standards are unsatisfactory, the Contractor shall pay for the Building Cleaner to carry out necessary remedial works.

The Lessee is to notify the Building Manager, 48 hours in advance, on each occasion that the domestic water system is required to be isolated to carry out work.

Details of proposed temporary hydraulics must be submitted to the Building Manager for approval. Where penetrations are required in structural slabs, details are to be submitted for approval of their location and the system proposed to maintain the fire rating requirement. The Lessee will bear the cost of all Base Building Consultant approvals required for this work.

**Telephone**

The Lessee is responsible for arranging any temporary or permanent telephone connections.

Application should be made early to ensure that telephone connections are possible at the commencement of the Fitout.

The Building Manager is to be notified of any telephone connection whereby access to the Main Distribution Frame (MDF) Room is required.

6.4 **AUTHORITIES INSPECTIONS**

Following the completion of Fitout work your Private Certifier will be required to inspect your Premises for compliance with all approvals.

This inspection is to be carried out prior to your occupation of the Premises. Your Premises Fitout Team should check to ensure that all Authorities’ requirements have been met.

Certificates and Essential Services Schedules are to be submitted to the Building Manager as proof of approval by Authorities.

Particular attention should be paid to:

1. Installation of exit lights to statutory requirements.
2. Approved sealing of penetrations – walls and floors.
3. Escape routes to fire stairs.
4. Fire fighting equipment.
5. Upgrading of the fire protection (sprinkler system).
7. Building Occupant Warning System (BOWS).
6.5 AS-BUILT DRAWINGS

On completion, a full set of accurate “as-built” drawings and specifications, detailing all works carried out, must be submitted to the Building Manager for record purposes. These drawings must consist of two full size prints of each drawing and a disk copy of all drawings in Auto CAD 2004, DWG, and PDF formats.

As-built drawings must include full details of all cabling work 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 on each and every floor traversed are to indicate the point of origin and termination and the Lessee served. Items of plant must also be labelled. Record books in the relevant distribution frame must be completed.

6.6 FINAL INSPECTION

A final inspection is to be carried out by The Lessee / Lessee’s Representative and the Building Manager. This inspection will be made to ensure that the works have been carried out in accordance with the approved construction drawings and the floor has been left in a clean and defect free state.

The following is to be presented to the Building Manager at this meeting:

- All relevant Authority Approval Certificates
- Certificate of Occupation as issued by the Private Certifier.
- Copies of all As-built documents and disks
- Copies of keys and access cards for any Premises door locks installed.
STAGE SEVEN – OCCUPATION

At least one week in advance of the proposed move-in date the Premises Team should discuss the arrangements with the Building Manager.

Occupation of the Premises will not be permitted until the Building Manager has been provided with a copy of the Occupation Certificate and all those requirements stipulated to be provided at the time of the Final Inspection by the Lessee’s Representative and the Building Manager.

Removalists

Your removalist company should familiarise themselves with the details of site access and ensure that the necessary lift bookings are made well in advance of the move date. Special arrangements may need to be made for out of hours hoisting. This must be coordinated with the Building Manager.

A dilapidation inspection of the loading dock, lift etc will occur with the Building Manager and any removalists prior to move-ins occurring.

Security during Move-in

Prior to the completion of the Premises Fitout, the Premises Fitout Team will need to consider a number of aspects to facilitate a smooth move-in by the new occupants.

Security Cards for Lessee’s Employees

The Building Manager has prescribed forms, which are to be completed for every employee that the Lessee approves to be issued with a Security Card.

The building will have a set of standard hours during which access to the building can be nominated i.e. 6.00am to 8.00pm Monday to Friday, 6.00am to 8.00pm seven days, or 24hour access seven days. For an employee that works from say 9.00am to 5.00pm Monday to Friday and who does not have a parking space you may elect not to issue a security card. In the event that this employee works later on the odd occasion egress from the building after hours is always available. Should a variation to the standard hours be required for some of your company’s employees this may be discussed with the Building Manager.

One (1) month prior to a Lessee’s Fitout Completion and their proposed occupation of their Premises the Lessee should provide the Building Manager with completed forms for all employees requiring security cards. Sufficient time needs to be allowed for these cards to be programmed. Programming of security cards will be at the Lessee’s cost.

Transfer of Phone Services

Arrangements will need to be made with your telecommunications provider well in advance to ensure staff is available to carry out the transfer on the programmed date.

Computer Services Transfer

In many instances new Lessee’s will need to transfer their existing computer systems to the new Premises out of normal working hours (typically over a weekend) to enable trading to resume without disruption.

Special arrangements for the transfer of this equipment should be made with the Building Manager.
DISCLAIMER

Certain information in this document, particularly relating to technical aspects of the building and services, has been obtained from the Builder, Consultants and / or records. It is the responsibility of the prospective Lessee to check the validity and accuracy of such information contained herein.

Mirvac do not accept liability to any person for the accuracy or completeness of any of the information, and has relied in good faith on information provided by third parties.

Mirvac reserves the right to vary the building design and specification.
### ANNEXURE A

### PROPERTY DIRECTORY

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>340 Adelaide Street  Brisbane  Qld 4000</th>
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<tr>
<td>Title Details:</td>
<td>Lot 25 on RP246272</td>
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<td>Parish of North Brisbane &amp; County of Stanley</td>
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**Building Property Manager:**

**Mirvac Real Estate Pty Limited**

- Level 9
- 340 Adelaide St
- Brisbane QLD 4000
- Contact: **Kathy Samut**
- Tel: 07 3226 7311  Fax: 07 3226 7301
- **Mob: 0438 176 893**

**Building Operations Manager:**

**Mirvac Real Estate Pty Limited**

- Level 17
- 340 Adelaide Street
- Brisbane QLD 4000
- Contact: **Jason Baker**
- Tel: 07 3859 5332  Fax: 07 3226 7301
- **Mob: 0458 288 458**
- Email: Jason_Baker@mirvac.com
ANNEXURE B

THE BASE BUILDING CONSULTANTS

<table>
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<tr>
<th>Service</th>
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</tr>
<tr>
<td>Architectural</td>
<td>Douglas Daly Bottger</td>
<td></td>
</tr>
<tr>
<td>Structural</td>
<td>Lowenstein &amp; Stumpo</td>
<td>Norman Disney and Young</td>
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<tr>
<td>Lifts</td>
<td>ThyssenKrupp</td>
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<tr>
<td>ABGR</td>
<td>Mirvac</td>
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<tr>
<td>Greenstar</td>
<td>Mirvac</td>
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<tr>
<td>Principle Certifying Authority</td>
<td>Certis</td>
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</tr>
</tbody>
</table>
## ANNEXURE C

### THE BASE BUILDING SERVICES SUB CONTRACTORS

<table>
<thead>
<tr>
<th>Services</th>
<th>Company Name</th>
<th>Contact Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Services</td>
<td>H&amp;D Electrical</td>
<td>Ralph Hoole</td>
<td>0419 749097</td>
</tr>
<tr>
<td>Mechanical Services</td>
<td>Haden Engineering</td>
<td>Steve Griffiths</td>
<td>07 33183200</td>
</tr>
<tr>
<td>Hydraulic Services</td>
<td>Tower Plumbing</td>
<td>Ian Hawcroft</td>
<td>0410594199</td>
</tr>
<tr>
<td>Fire Services</td>
<td>Eversafe</td>
<td>Damien Ponomarenko</td>
<td>0413 016 618</td>
</tr>
<tr>
<td>Car Park</td>
<td>Wilsons</td>
<td>Andrew Kelckhoven</td>
<td>0434 325673</td>
</tr>
</tbody>
</table>
ANNEXURE D

BASE BUILDING SERVICES OVERVIEW

ELECTRICAL DESIGN CRITERIA

Electrical Supply

Prime Supply
The prime electrical supply to the building originates from ENERGEX transformers in the car park located at the bottom of the ramp as you immediately enter from Adelaide Street. The building is located on the junction of two separate electricity grids and as such the building can be fully powered by either grid as was the case during the 2011 Brisbane floods.

Reticulation System
The reticulation system includes mains, sub mains, tenancy mains, main switchboard, distribution boards and sub mains for mechanical services switch boards.

Tariff Metering
Tariff metering provisions cater for all Lessees.

Electrical Capacity
Each office space has a tenancy distribution board and each level has a mechanical services switchboard. Mirvac recommends that the capacity of each of these boards be checked and verified by the tenants appointed electrical contractor prior to the fitout design process commencing.

Standby Supply
Standby electrical supply to the building is provided by two standby emergency generators located on level 17.

Main Switchboard
The main switchboard is located on the mezzanine above the loading dock and is visible as you enter the car park from Adelaide Street. The switchboard incorporates facilities for essential / non-essential, house / lessee supplies.

Lighting

General
Lighting throughout the building is designed to comply with AS 1680. Luminare and lighting design are arranged to compliment the building finishes and interior design in areas such as amenities, main entry foyer, external building & lift lobbies etc.

Office Areas
Light fittings with fluorescent lamps operating on high efficiency fully electronic ballasts and low brightness semi-specular diffusers. The fittings incorporate slots in the side trims for return air.

Car parks
Tenant allocated car bays are located in the basement car park inside a secured environment. Six loading dock style car parks are located on the sloped entry ramp to the car park and one loading dock style car park bay is located on the exit driveway immediately outside the car park roller door. These are specifically set aside for delivery drivers and maintenance contractors.

Stairwells
A pedestrian ramp connects the loading dock with the ground floor foyer. Fire stairs are
located adjacent to the male and female amenities on each floor and exit onto Adelaide and Wharf Streets respectively.

**Plant Rooms & Service Areas**
General light and power distribution boards and mechanical services switch boards are located throughout the service cores on each level of the building. All lighting control & isolations of all power, lights, mechanical services & equipment can be isolated at these locations.

**Lighting Control Panels (LCP)**
- Each tenancy is broken into Lighting Groups which are individually switched.
- Each LCP has a by-pass switch which will turn on the lights after hours for an indefinite time period e.g. lights will extinguish when the tenant turns the switch off.
- Each LCP, depending upon the tenancy, is usually controlled via a time clock located in the electrical services cabinet and will turn off and on as per scheduled times.

**Emergency and Exit Lighting**
Lighting to enable evacuation of the building in the event of an emergency is provided to comply with BCA and AS 2293 - 2005. Any additional emergency lighting or exit signage is to match the installed system.

**External Lighting**
Architectural external feature lighting has been installed as part of the original base build construction process.

**Office Area Services Reticulation**
Via ceiling plenum

**COMMUNICATIONS DESIGN CRITERIA**
The building distributor/MDF is located in the services room on the car park mezzanine level adjacent to the main switch room. Each IDF is located in the communications services cabinet located on the Adelaide St side of the lift lobby. Mirvac recommends that the capacity of each of these frames be checked and verified by the tenants appointed communications contractor prior to the fitout design process commencing.

**Vertical Distribution**
Space is provided in the riser shaft for the installation of future inter floor premises cabling (voice and data transmission).

**Roof Equipment**
Subject to negotiation, space may be available at roof level to support satellite and microwave transmission plant and dishes that may be installed by Lessee’s subject to, Lessor & Authority Approvals and weight limitations.

**SECURITY SYSTEM DESIGN CRITERIA**
A security access control system is provided and incorporates the following elements:-
- Access control to main entry lobby.
- Access control to car park entry. (To lease spaces only)
- Lift access to all levels.

Note: The Lessee is responsible for the security of their leased area.
MECHANICAL DESIGN CRITERIA AND DESCRIPTION

DESIGN CONDITIONS

Personnel Loadings
Office Area 1 person per 10 m2

External glazing to conditioned areas
Fixed vision panels to commercial spaces

System Configuration
Office air conditioning system :
Conditioned air is distributed from air handling units positioned on each level to the occupied space via insulated sheet metal ductwork and ceiling mounted supply air diffusers.

Return air is drawn back to the air handling units from the ceiling mounted return air grilles via the ceiling void.

Outside air to the air handling units is provided by a dedicated ducted roof top mounted outside air fan.

Zone control to individual tenancy areas is provided by duct mounted motorised damper blades.

Method of providing cooling
Normal & After Office Hours :
Two water cooled Powerpax chillers provide chilled water to floor mounted air handling units. These air handling units are controlled via a Honeywell BMS which regulates the temperatures in the tenanted space.

Method of providing heating
Office Areas :
Sheet metal ductwork is installed with terminal finned element electric resistance heating banks that are controlled via the Honeywell BMS.

Air Filtration
Office areas :
Deep bed dry media air filters.

General
After Office Hours:
Tenants log all after hours requests via a Honeywell iFacility web based program. Tenants have direct control of date and length of time that after hours air-conditioning will operate. Minimum length of after hours air-conditioning is one (1) hour.

Condenser Water System :
Three roof top mounted cooling towers supply condenser water 24hours/7days a week as required by tenant demand.

BMCS
A Building Management Control System (BMCS) is provided to control, monitor, maintain and manage energy usage for the building from a central controlled operator’s terminal.
**Miscellaneous Systems**

**Kitchen Exhaust:** No kitchen exhaust installed on site.

**Toilet Exhaust:** The toilet areas are mechanically ventilated by roof mounted fans or an in-line axial fan. Air is drawn from the toilets via ceiling mounted exhaust grilles and sheet metal ductwork and discharged to atmosphere. Relief ventilation is provided by undercut doors or ceiling mounted relief air transfer boxes.

**Car Park Ventilation:** The basement car park is mechanically ventilated by supply and exhaust air fans.

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**HYDRAULICS DESIGN CRITERIA**

**SANITARY PLUMBING & DRAINAGE**
The sanitary plumbing and drainage system is a gravity system consisting of Copper and or HD PVC pipes and stacks.

**STORMWATER DISPOSAL**
Stormwater from the roof is collected into downpipes discharging to the stormwater drainage system at ground level.

Sub-soil drainage from the car park and ramps is connected to a sump pit and lifted by drainage pumps (under basement level) for discharge to outside the building via the gravity stormwater system.

**COLD WATER SYSTEM**
The incoming water supply is taken from Adelaide Street at Ground Level and is supplied by a series of duty pumps to the various levels.

Individual valved take-offs are provided to each level. Isolating valves are provided to all individual sanitary fittings and/or groups of fittings.

**HOT WATER SYSTEM**
Base building hot water is supplied from the hot water units located on level 17. Flow and return pipework is reticulated throughout the installed amenities. Hot water for Lessee tea rooms, kitchens, staff showers, first aid rooms etc shall be the Lessees responsibility.

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**FIRE SERVICES DESIGN CRITERIA**

**SPRINKLER SYSTEM**
The building is protected by sprinklers which are designed in accordance with the requirements of AS 2118.1 – 1982 and BCA.

**FIRE DETECTION, WARNING, CONTROL AND INTERCOM SYSTEM**
Comply with AS 1670.1, AS 1668.1, AS 2220 and BCA E2.29.

**HYDRANT & HOSE REEL SYSTEMS**
Complies with the requirements of the BCA and installed in accordance with the requirements of ordinance 70 ministers Spec 10.

**PORTABLE FIRE EXTINGUISHERS**
Comply with AS 2444 - 2001 and BCA.
EMERGENCY LIGHTING AND EXIT SIGNAGE
Comply with the Deemed-to-Satisfy provisions of the BCA.

FIRE SAFETY MANAGEMENT
Comply with AS 3745 - 2005.
ANNEXURE E

APPROVED TREATMENT OF LESSEE PARTITIONING INTERSECTING WITH PERIMETER GLAZING"

101 MILLER STREET - INTERNAL PARTITION WALL

SCALE 1:2