

Commercial Tenancy Fitout Manual

77 St Georges Terrace,
Perth

Document Control

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1. General

1.1. Introduction

This Tenancy Fitout Manual has been prepared to assist Tenants and their Consultants in developing fitout designs that align with the overall design concept of the building.

The Tenant's works must be carried out in accordance with the laws and regulations of the relevant authorities. The Tenant shall be solely responsible for obtaining all authority approvals. A copy of all such approvals shall be provided to the Landlord.

The Landlord reserves the right to revise this manual at any time. Furthermore, compliance with this manual does not obligate the Landlord to approve any tenancy works proposal.

The Tenant is responsible for ensuring that the information contained in this manual is communicated to all parties associated with the fitout project works.

1.2. Objectives

The objectives of this manual are to:

- Help protect the image and quality of the building for the benefit of the Landlord and Tenants.
- Set guidelines to ensure a safe, comfortable, attractive and environmentally sensitive working environment for tenants, employees, and their clients.
- Provide assistance for tenants to ensure that fitouts complement the base building, and to ensure the effectiveness of the base building services.
- Ensure the long-term asset value of the building.
- Ensure that the base building NABERS energy rating is not adversely affected by the fitout works.

1.3. Building Overview

77 St Georges Terrace comprises:

- 29,147 square meters of net lettable area.
- Basement Car Park and Loading Zone (Level 1)
- Basement End of Trip Facilities (Level 1)
- Chapel (stand alone building)
- ANZ branch
- Arcade (food and retail) (Level 2)
- Ground Floor Concierge (Level 3)
- Levels 4 to 16 and 18 to 33 - Commercial office tenancies. The floors have been designed to allow tenants to access lifts, emergency egress and sanitary facilities.
- Levels 17 (14th floor) – Mechanical plant room containing centralised plant serving the building.

1.4. Related Documents

1.4.1. Lease Agreement

While every attempt has been made to ensure that this manual does not contradict the Lease, the Agreement for Lease (AFL) will always take precedence if a contradiction does occur.

1.4.2. House Rules

This document shall be read in conjunction with the “77 St Georges Terrace House Rules” (House Rules) which provide details on deliveries, lift access, parking, security access, and after-hours air conditioning. A copy of the House Rules is included in Section 8 of this document.

2. Fitout Process

2.1. The Tenant Consultant Team

The Tenant shall appoint a professional consultant team to prepare the tenancy fitout design. The consultant team shall, as a minimum, include:

- Tenant Project Manager (TPM)
- Registered Architect or Interior designer
- Services consultants, including mechanical, electrical, fire and hydraulic consultants
- Structural Engineer
- Private Certifier
- Other consultants may include acoustics, audio-visual and ESD consultants.

2.2. Preferred Consultants

The Tenant should note Centuria Capital Limited Asset Management holds a comprehensive list of preferred consultants and contractors for all its managed buildings. These companies have an intimate knowledge of the building services and will ensure the maintenance of the overall standard and integrity of the relevant services.

The Tenant may use other consultants and contractors, however, the design documentation will be subject to checking by the Building Owner’s nominated consultants and formal approval is required prior to the commencement of fitout works, at the Tenant’s cost.

2.3. Tenant Project Manager

The TPM shall be responsible for coordinating between the Tenant and the Landlord (or Landlord’s appointed representative). The TPM may be internal or external to the Tenant’s own business but the TPM’s appointment will be subject to approval by the Landlord. The TPM must have demonstrated experience with commercial work in office buildings and must be conversant in the relevant design, compliance, and certification processes.

2.4. Coordination Meetings with the Landlord

During the fitout program there will be a series of coordination meetings with the Landlord, which will be chaired by the Landlord’s Representative. These meetings are outlined in Section 3 of this document.

All proposed fitout drawings and specifications must be submitted to the Landlord’s Representative for approval prior to the second coordination meeting as outlined in Section 3.2

2.5. Landlord’s Review

The Landlord will review the proposals in respect of impact upon base build services, NABERS energy performance and the criteria set out in this manual and the Agreement for Lease. The Tenant shall provide the following information to allow this review process to occur:

- Fitout plans, including partition layouts and furniture layouts.
- Services designs, including all interfaces with the base building systems.
- Full details of lighting selections and lux calculations.

- Details of all heat-emitting equipment located within the tenancy (i.e. computers, televisions, hot water units, fridges, printers, scanners, etc.).
- Heat load and air flow calculations, identifying any areas which have a higher load than the base building allowance.
- Calculations to demonstrate that the fitout design does not impact the NABERS energy rating.
- Any other calculations required to demonstrate compliance with the design requirements.

When seeking approval, sample boards and schedules must be submitted listing details of all materials and areas where they are proposed to be used.

2.6. Fitout Documentation

2.6.1. Fitout Plans

Fitout plans, including partition layouts and furniture layouts, shall be prepared by the Tenant's architect or interior designer.

- 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 equipment 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 equipment compliance must be certified by a person acceptable to the authorities.
- Any change to fixtures and finishes within the tenancy or common area is not permitted without prior written approval from the Landlord's Representative. This includes and is not limited to floor coverings, ceiling systems, light fittings, paintwork and all hard surface finishes.
- Should the Tenant wish to install blinds as part of its fitout works to any face of the building, it must comply strictly with the requirements of the Landlord. Details of proposed blinds, including mounting details and mechanisms shall be submitted to the Landlord for approval.

2.6.2. Services Designs

The Tenant's consultant team shall prepare drawings and specifications for the proposed services within the tenancy, including:

- Mechanical, electrical, fire and hydraulic services layouts
- Penetrations of floor slab or core walls
- Interfaces with base building systems where applicable.
- Proposed adjustments and modifications to base building equipment
- Heavy equipment loads.

2.7. Landlord's Approval

If the Tenant's proposals are acceptable, one copy will be returned to the Tenant and marked as "Approved for Fitout". The Landlord's Representative will notify the Tenant if the plans are unacceptable, advising elements that require modification, and the Tenant is to resubmit the plans prior to commencing any fitout works.

Once the Landlord's approval is granted, the Tenant may then proceed to 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 fitout including, but not limited to, air conditioning, electrical, fire protection, hydraulics, security, voice and data communications, structural, mechanical and architectural.

Wherever an agreement or approval for an installation is given to the Tenant by the Landlord, the agreement, or approval or endorsement is not to be taken as an acceptance of responsibility for the performance of the design of the fitout. The Tenant will always remain responsible for the design and performance of the tenancy installation including the rectification of any base building equipment modified to suit the Tenant works.

2.8. Compliance Requirements

The Tenant's appointed consultants must provide a Certificate of Compliance for the design of all new installations or existing system modifications and submit with the services design drawings.

Any alterations or fitout of the building requires verification that the performance provisions of the Building Code of Australia, including engineered alternative solutions, are satisfied for the building.

The Tenant's appointed consultants shall provide written confirmation that the fitout design does not adversely affect or compromise the NABERS Energy rating.

2.9. Final Plans and Specifications

Two (2) hard copies of all the above final plans and specifications, plus one electronic version in both AutoCAD and PDF format on a USB flash drive, must be submitted to the Landlord's Representative for review and approval if previously not approved or approved with conditions.

If the final plans and specifications are acceptable to the Landlord, one (1) copy will be marked "Approved for Fitout" and returned to the Tenant. The Tenant may be required to re-submit the documents, taking into account any future variations requested by the Tenant and subsequently approved by the Landlord.

2.10. Site Supervisor

The TPM shall appoint and maintain on the site, for the duration of the construction works, a competent full time Foreman or Supervisor who shall be fully experienced in all aspects of the works. The Foreman or Supervisor is to be the TPM's representative on the site, who shall have the authority to take all necessary actions requested by the TPM in relation to quality, performance and overall control as well as the daily organisation and planning of the works.

3. Landlord Coordination Meetings

During the fitout program there will be a series of meetings, which will be chaired by the Landlord (or Landlord's Representative). Attendees will be the Landlord or representative of the Landlord, the TPM, Tenant and representatives from the specialist service consultants/contractors as required by the Landlord and TPM.

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

3.1. Initial Meeting - Preliminaries

3.1.1. Purpose

- Meet the representatives of the Landlord and Tenant.
- Overview of Landlord / Tenant works and interface issues.
- Discuss any other issues to ensure a smooth and efficient tenancy coordination process.
- Discuss timeframes for Tenant coordination and key milestones.

3.2. The Second Meeting - Design Review

3.2.1. Purpose

- Discuss the Landlord's assessment of the preliminary design.

3.2.2. Preparation

At least 1 week prior to this meeting, the TPM shall provide to the Landlord's Representative:

- A sample board of materials to be used in the finishes.
- Proposed layout drawings and specialist services drawings as outlined in Section 2.6.
- Notification should any of the service requirements be in excess of those offered by the base building.
- Notification if connection to the dedicated services systems are required.
- Copies of current insurance certificates. Refer to Section 4.2 for insurance requirements.
- Safety Plan.
- Preliminary programme of works.
- Condition report of the fitout area.

3.2.3. Outcome

At the end of the second meeting, the TPM shall have all relevant information to finalise the design (if not approved) and commence contact with the relevant authorities.

Should, in the opinion of the Landlord, any aspect of works following acceptance of the documentation by the Landlord reasonably require verification by a specialist consultant, any costs incurred in such verification are to be borne by the Tenant.

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

3.3. The Third Meeting - Pre-Construction

3.3.1. Purpose

Review requirements for modifications or additions to services.

- Approval of specialist service contractors.
- Approval of fitout programme.
- Approval of signage.
- Approval of finishes.

3.3.2. Preparation

At least 1 week prior to this meeting, the TPM shall provide:

- A schedule of specialist service contractors for approval by the Landlord.
- A detailed fitout programme clearly showing all the key dates in respect to services connections, signage installation and certificate of occupancy.
- A progress payment schedule if the Landlord is contributing to the Fitout.
- A pre-handover dilapidation survey (for each floor for a multi-floor Tenant).
- All copies of statutory approvals.

3.3.3. Outcome

At the end of the third meeting, subject to any requirements in the agreement for lease and/or lease, the TPM shall have relevant information and approvals from the authorities and the Landlord to proceed with the fitout construction. From this date of handover, the Tenant will be responsible for security to those areas.

3.4. Further Meetings as Required

3.4.1. Purpose

- The Tenant, TPM or the Landlord may call further progress meetings as appropriate should items require discussion.
- The Landlord reserves the right to inspect the work at any time and stop work if the work being carried out is not in accordance with the approved plans and specifications, or if the work is unduly affecting the ability of the other tenants to continue their activities.

3.5. The Penultimate Meeting - Prior to Practical Completion

3.5.1. Purpose

- Establish whether the fitout will be ready for occupation by the Tenant in accordance with the agreed fitout programme.
- Confirm bookings for the goods lift, after hours air conditioning, and other relevant bookings to assist the Tenant with their relocation into the new space.
- Confirmation of the date of the ultimate meeting which shall be no later than two weeks after the date for practical completion.
- On completion of the works, a mutually acceptable time should be arranged for the Landlord's Representative, Architect and Services Consultants to inspect the works, including any and all services modifications.

3.5.2. Preparation

At least 1 week prior to this meeting, the TPM shall provide:

- The Tenant's proposed relocation date(s).
- Goods lifts and after-hours air-conditioning bookings as required.
- Progress report on fitout services commissioning.
- List of all tenancy personnel requiring security keys.
- Verification in writing that the tenancy fitout installation meets all requirements of, and does not compromise, the NABERS Energy requirements.
- Copies of technical data for equipment and services demonstrating compliance with the project requirements.

3.5.3. Outcome

At the end of the penultimate meeting, the TPM shall have all relevant information to ensure the smooth relocation of the Tenant.

3.6. The Ultimate Meeting - Practical Completion

3.6.1. Purpose

- Acceptance of "as installed" documentation.
- Agreement to a defects rectification program.
- Finalisation of payments.

3.6.2. Preparation

At least 24 hours prior to this meeting, the TPM shall provide:

- A copy of the Certificate of Occupancy to the Landlord's Representative;
- Certification from the Tenant's Builder/s that all services have been installed in full compliance with authority and this manual's requirements, including the requirements of the Base Building Services;
- Three (3) full sets of relevant design calculations, as-built drawings, spare parts lists, consultant's and contractors' compliance certificates for each of the services, including the certification of all essential services to the applicable Australian Standards, certification from the relevant authorities, operating and maintenance manuals, instructions, calculation sheets and engineering data relevant to the installation and future operation or maintenance of any goods or equipment supplied pursuant to the Contract.
- All drawings shall be provided in hard copy A3 and full size format (3 copies each) in addition, copies of electronic files shall be provided on USB flash drives (3 copies in .pdf and .dwg format). These files shall be loaded into a directory for the discipline in question (i.e. Mechanical, Electrical, Fire, Architectural, etc.) and all files shall be titled with the drawing number, name and date of last revision appearing in the drawing title blocks.
- Files shall be provided (with all files in PDF and AutoCAD) complete with pcp, pc2 or ctb files to allow line colours to be assigned to pen weights. Where X-refs are required, these shall be bound into the file as required and the drawing left in its native state for ongoing editing. The X Ref shall be for the building block only with services provided on separate layers. Where non-standard AutoCAD fonts are used, the font file used shall also be provided.

- All maintenance manuals, specifications and reports shall be provided in MS Word format and three copies shall be provided in hard and soft copy with file names to clearly describe the document and its date of issue.
- Copies of services warranties, guarantees, and contractual maintenance obligations.

3.6.3. Outcome

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

After this meeting, the Tenant's fitout works will be inspected by representatives of the Landlord to ensure all works have been completed in accordance with the approved fitout plans and specifications.

4. Administration and Housekeeping

4.1. Performance Bond or Alternative Security

A performance bond or alternative security is to be provided by the Tenant to the Landlord for all works being performed in the building. The value of the bond or alternative security will be determined by the Landlord under the Agreement for Lease.

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

4.2. Insurances

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

- Public Liability - \$20 million
- Workers Compensation in accordance with Statutory Requirements

The insurances shall remain current for the duration of the fitout works and the defects liability period.

4.3. Industrial Matters

The TPM is responsible for industrial matters. The TPM must consider all advice and shall comply with directions in respect of industrial matters which the Landlord may give from time to time.

4.4. Progress Payments

If the Landlord is contributing to the fitout, payment will be in accordance with the Agreement for Lease/Lease.

4.5. Samples

The TPM shall supply samples of all materials to be used as part of the fitout if requested to do so. The Tenant shall conform to the approved samples as required by the Landlord.

4.6. Handling and Storage

The Tenant (or Tenant's appointed Head Contractor) is responsible for the handling and storage of all fitout materials. Materials delivered shall be immediately removed from common areas to a stacking area within the fitout works area. The Tenant shall keep these areas clean and tidy and free of rubbish, off-cuts, etc. and is responsible for the security of the materials at all times.

The TPM is responsible for working in conjunction with the Landlord's Building Manager to ensure the handling and storage of fitout materials does not impact on other occupants within the building.

4.7. Cleaning and Rubbish Removal

The Tenant (or Tenant's appointed Head Contractor) shall regularly remove from the fitout works rubbish and off-cuts and dispose of them away from the building in accordance with authority requirements. Under no circumstances are the building rubbish facilities to be used for the disposal of waste generated by the fitout works.

The work area and surrounding areas must, at least daily, be thoroughly cleaned. Should cleaning not be of a sufficient standard, the Landlord's Building Manager may arrange cleaning and charge the cost of such cleaning to the Tenant.

4.8. Trade Waste

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

4.9. Protection

The Tenant's Head Contractor shall be responsible for protecting the finished work from damage during the course of the fitout works. Particular attention shall be paid to the protection of carpets, ceilings, light fittings, wall panelling, doors, surfaces, ducts and skirting cover plates.

Any damage to existing finishes resulting from the fitout work, including stairs, lifts, amenities, lobbies, car parks and loading zones, shall be rectified by the Tenant, or if not rectified to sufficient standard, rectified by the Landlord's appointed contractor and then charged to the Tenant.

Particular reference is made to carpet, ceiling tiles, and light fittings. Carpet must be protected by a clear plastic film taped over the joints, and this protection should remain during the course of the fitout works period and is to be removed on completion. Ceiling tiles should always be handled by clean white gloves, and it is strongly recommended that all ceiling tiles which are required to be lifted during the course of the fitout works be removed and only replaced when the fitout works are nearing completion. Light diffusers are also recommended to be removed during the fitout work, and the troffer sealed with plastic to avoid dust ingress.

4.10. Security

The Tenant's Head Contractor shall ensure that all trades people log in on a daily basis in accordance with the site regulations, for the issue of keys and passes from the Landlord's Building Manager. All keys, passes etc. shall be returned at the end of each working day. Passes may be issued for the fitout duration on request.

4.11. Electricity

All associated costs for the connection and use of power during the tenant fitout works will be charged to the Tenant. Base Building 'house power' must not be used by the Tenant or Tenant's Builder.

Written records from the Tenant's Head Contractor requesting suspension of services to areas under fitout works must be provided to the Landlord's Representative on a weekly basis providing details of the areas involved and the timelines.

4.12. Lifts

Adequate protection must be provided to the lift at all times. The Tenant's Contractors are only permitted to use the builders lift with prior agreement of the Landlord's Representative and with a minimum of 48 hours' notice.

Access to the lift is at the discretion of the Landlord's Representative and access can be withdrawn at any time. The access will be subject to what is fair and equitable for all tenants.

The lift size and capacity is max. 20 person or 1363kg. The lift size is approximately 1890mm x 1430mm with a ceiling height of approximately 2670mm. The door opening width x height is 1058mm x 2280mm. Should the Tenant's Contractors need to improve or increase lift protection, it will be at their cost and must be assessed and determined by them.

4.13. Toilets

During a tenancy fitout, the toilets on any floor shall only be used by the trades people servicing that particular floor/tenancy. The toilets shall be cleaned on a weekly basis by the Tenant's Head Contractor.

4.14. Hazardous Materials

The use of mineral fibre and other hazardous materials or material injurious to health must not be used at the building without the prior approval of the Landlord.

4.15. Breaches of this Manual/Landlord's Instructions/Building Tuning and Defects Liability

Any breach of the requirement of this manual may, after one warning, result in the exclusion of the individual or company from the site. All costs resulting from such an exclusion may be invoiced to the individual or company.

The Tenant's Builder is required to comply with all instructions given by the Landlord.

4.16. Warranties / Guarantees and Obligations

The Tenant's builder is not permitted to alter, adjust or modify any of the base building services, prior to the following base build contractual obligations being fulfilled:

- Base building defects liability period; and
- Base building extended warranty period.

If the Tenant's builder does modify or alter any of the base building services or other guaranteed or warranted works, either before or after the aforementioned, the warranties, guarantees and maintenance service could be affected, therefore permission should be sought before any such works.

4.17. NABERS Rating Requirement

The Tenant must not alter or adjust any base build services if such changes may have a negative effect on the base building NABERS Energy rating.

5. Noise

5.1. Noise Restrictions

The building during the fitout may be a live structure on certain floors and noise can be transmitted some considerable distance from its source. Tenants are entitled to quiet enjoyment of their tenancies, and under no circumstances are disruptive noise activities that affect other tenants to be carried out between the hours of 7:30am and 6:00pm Monday to Friday.

Noise, which has proven to be disruptive and must be carried out outside these hours includes, but is not limited to:

- Percussion drilling
- Angle grinding
- Floor grinding
- Core holing
- Cutting of aluminium and stone (unless such cutting is performed in a soundproof enclosure).

Notwithstanding the above, all disruptive noise activities must be carried out in accordance with any statutory or local authority restrictions.

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

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

If no carpet is present, scrap carpet and/or underfelt is to be laid in the fitout areas. Radios and cassette players are strictly banned.

5.2. Compliance with Noise Restrictions

The Tenant's Contractors shall make due allowance to comply with this clause, and shall immediately cease any activities which are deemed by the Landlord (or Landlord's Representative) to create disruptive noise.

Where the building remains unoccupied prior to Practical Completion the Tenant may request deviation from the above restrictions to the Landlord's Representative. The Landlord's Representative's decision is final.

6. Health and Safety

6.1. Responsibilities

The Tenant shall acknowledge and agree that the overall coordination of safety matters for the property is the responsibility of the TPM and Tenant's Head Contractor. Utmost care shall be exercised by the TPM and Tenant's Head Contractor. The Tenant's Contractors must agree to comply with the Landlord's safety management and induction procedures and policies, including attendance at pre-start meetings and provision of information relevant to safety pre-starts.

The Tenant's Head Contractor must prepare a risk management plan/s for the project and submit a copy to the Landlord's Representative for approval. The Tenant's Head Contractor must comply with the requirements the OH&S Act and ensure that all staff and workers on the project receive a site induction and that a risk assessment is conducted by all subcontractors including the preparation of Safe Work Method Statements. Records of all site inductions and safe work method statements must be retained for 3 years.

6.2. Compliance with Legislation

Throughout the fitout period, the Tenant's Head Contractor must comply with all statutory requirements and directions of the Landlords Representatives in relation to safety matters.

In addition to relevant statutory requirements, Australian Standards or other provisions of this agreement the Tenant's Head Contractor shall:

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

the working loads on these structures.

6.3. Safety Procedures

The Tenant's Head Contractor shall ensure that all personnel comply with all safety procedures and requirements which apply to the property.

If the Tenant's Head Contractor fails to comply with a safety procedure, direction or requirement, the Landlord's Representative may issue a written notice requiring the Tenant's Head Contractor to remedy the default. The Tenant's Head Contractor shall remedy the default within the time specified in the notice, failing which, the Landlord's Representative may remedy the default and the Tenant's Head Contractor will be liable for losses suffered by the Landlord and the Tenant's Head Contractor may be excluded from the site.

6.4. Safety Supervisor

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

6.5. Safety Reporting

Each week the Tenant's Head Contractor shall provide the Landlord with the following information:

- a. Number of hours worked by all employees and subcontractors.
- b. Details of injuries to those personnel including times of cessation and recommencement of work.
- c. Copies of reports to authorities and clearance for their return to work if and when required.

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

If any personnel are involved in an accident required to be notified to a statutory authority, the Tenant's Head Contractor shall notify the relevant authority. A copy of the notice must be forwarded to the Landlord's Representative within 24 hours of the occurrence of the accident.

6.6. Emergency Action

6.6.1. Fire or Smoke

Appendix B includes a fire impairment notice proforma; all fitout contractors must comply with this fire impairment notification process.

In the event of fire or smoke, the floor warden, or in their absence, the stair warden, shall alert people on the floor and must direct them to the fire stairs. The stair warden will then contact the Landlord's Representative on duty via the site intercom system and await instructions.

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

6.6.2. Fire Management Plan

The Tenants Head Contractor must have a suitable Fire Management Plan and Strategy, detailing the Shutdown and Isolation procedures to be implemented. The Fire Management Plan is to be reviewed and approved by the Landlord's Representative.

Tenant's Head Contractor must administer the Fire Management Plan and Strategy every day until the fitout works are complete. The Tenant's Head Contractor **MUST** ensure the fire systems are reactivated at the end of each day in order to comply with DFES and City of Perth requirements.

7. Architectural Requirements

7.1. Plasterboard

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

7.2. Edge Trim

Aluminium or pressed metal edge trim at heads, jambs and corners will be installed in accordance with manufacturer's recommendations. All edge trims shall be straight, true, level and parallel to ceiling tiles as appropriate. Casing beads are not acceptable.

7.3. Corners, Openings and Standard of Finishes

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

7.4. Sound Ratings

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

7.5. Sealing of Penetrations

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

7.6. Glazing and Jointing

All glazing is to be minimum 10.38mm clear laminated glass or where indicated as toughened to special doors conforming to AS 1288, set on neoprene blocks and held in place both sides by continuous selected colour neoprene glazing strips. In the event of the Tenant requiring unframed doors, all joints in glass are to be made with a silicone sealant set in accordance with the glass and silicone manufacturer's published technical bulletins.

7.7. Vinyl Etching

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

7.8. Finish to Glass Edges

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

7.9. Perimeter Infills

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, opened or from being properly cleaned.

No material should be attached in any way to the facade of the building. Where a partition adjoins a mullion, it is to be separated by inserting '2000 Series PVC Tape', minimum 12.7mm thick. The perimeter of this section must be sealed as per Clause 7.4.

7.10. Fixing to Facade Mullions and Sills

Under no circumstances will any fixings to the mullions or sills be permitted.

7.11. Environmental

Materials shall be selected that have low VOC potential and that have no or minimal use of volatile organic compounds (VOCs) such as formaldehydes in their manufacture.

7.12. Signage

7.12.1. Single Tenant Floors

All tenants who occupy one whole floor may erect their own signage and corporate identification on the floor, subject to the terms of their lease and approval by the Landlord's Representative.

7.12.2. Ground Level Main Foyer Signage

Digital directory board listing tenancy name and level to be provided and will match existing font and size.

7.12.3. External Signage

Allowances and limitations on external signage are to be clarified in due course, subject to the terms of the lease.

7.13. Penetrations

The structural floor system consists of a 130mm thick Kingflor slab supported on steel beams. The profiled Kingflor soffit is the bottom slab reinforcing. Penetrating the slab will remove part of this slab reinforcing and as such, engineer approval is required. If penetrations are required through the floor slab or through core beams or walls, the TPM shall provide drawings for the approval of Landlord's Representative. If the penetrations are through structural elements, the TPM, at the Tenant's cost, shall engage the base building Structural Engineer to approve the penetrations required.

Any penetration through the Kingflor slab has to be located to avoid any clash with the steel support beams. The size and location of any proposed penetration shall be approved by the base building Structural Engineer. The size and location of penetrations may necessitate the installation of trimers to support the edge of penetration. Horizontal penetrations through the floor beams should be avoided.

Penetrations through a floor slab may require access to another tenancy floor, which shall be arranged by the Landlord's Head Contractor. The TPM shall be fully responsible for coordinating the works, and for ensuring that any works performed do not degrade the areas worked in. Particular reference is made to ceiling tiles which must be reinstated with T-bars, or if damaged, new tiles installed.

All penetrations shall be adequately water-sealed and fire-rated in accordance with Ordinance 70/BCA, and the Insurance Council of Australia. Any damage and associated costs resulting from penetrations not adequately sealed shall be the responsibility of the Tenant's Head Contractor to rectify at the Tenant's cost.

7.14. Paint

All paint used shall be low VOC paint. Prior to any paint work being commenced, the TPM shall submit to the Landlord's Representative performance data sheets for all paints and applied finishes, demonstrating the low VOC qualities.

All paint is to be of the low sheen washable type, and a minimum of two colour coats shall be painted over the primer or base coat.

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

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

7.15. Common Areas

The common areas are the entry foyer, common area toilets, service corridors, stair cores, risers, and lift and access corridors on multi-tenanted floors. Any changes to fixtures and fittings within the common areas require the approval of the Landlord's Representative.

7.16. Common Area Corridors

Common area access corridors around the perimeter of the core shall be at least 1.8 metres wide for primary circulation areas and 1.4 for secondary/minor circulation areas both to avoid a "rabbit warren" effect.

7.17. Fixing to the Ceiling Grid

Material may be attached to the ceiling grid only if it does not impose any load on the grid or does not reduce the structural integrity of the grid. The Tenant 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 must be fixed to the under-side of the slab.

8. 77 St Georges Terrace Building House Rules

The objectives of the house rules are to ensure that tenants and specialist service suppliers (contractors) obtain maximum access from the shared services provided in these premises and that the tenants suffer minimum disruption to their leased spaces. The wellbeing and safety of the customers and visitors to the building are also of paramount importance.

8.1. Premise Details

- Building Name: Allendale Square
- Address: 77 St Georges Terrace, Perth
- Managing Agents: Centuria Capital Limited Asset Management
- Location: Level 27 140 St Georges Tce, Perth WA 6000
- Office Reception/Enquiries: (08) 6313 0208
- Property Manager: Darrin Haverhoek:
Darrin.Haverhoek@centuria.com.au
- Security Patrols: Wilson Security

8.2. Security and After Hours Access

8.2.1. After Hours Security Access

The main building entry is open from 6.00 am to 7:00 pm Monday to Friday (excluding Public Holidays).

Outside these hours, tenants can access the building using keys, access cards and alarm codes depending on which areas of the building are accessed.

Security guard call-out services for 77 St Georges Terrace, Perth are available after hours 7 days per week.

Centuria Capital Limited Asset Management Tenant Work Requests must be logged to order access cards.

It is the Tenant's responsibility to notify Centuria Capital Limited Asset Management by email or in writing advising changes to use of swipe cards. In particular, those individuals having after-hours access. Notification of lost cards must be immediate.

Centuria Capital Limited Asset Management will require authorisation from the Tenant or Tenant's Representative and some form of identification before granting access to leased premises. Any cost involved with the after hours opening is the responsibility of the Tenant or Tenant's Representative. This procedure should also be followed when personnel wish to remain in the premises two (2) hours after the premises closes. This only applies to specialist services suppliers (contractors).

If an after-hours security guard call-out occurs as a result of an individual not having keys to their tenancy, or not being able to gain access in their tenancy or if they set off alarms by setting off movement detectors by not remaining in an authorised area, charges will be incurred by that tenant.

8.2.2. Building Service Duct Keys

Building services keys for the plant rooms, building risers areas other than tenanted space can be issued, subject to normal approval procedures from the Facilities Manager.

8.2.3. Emergency Numbers Including After Hours Contacts

- Centuria Capital Limited Asset Management Head Office: (08) 9388 8212
- Property Manager: Carolina Sanchez 0402 823 075
- Senior Facility Manager: Darrin Haverhoek 0408 545 098
- Facilities Manager: Jake Hammond 0400 805 599
- Concierge 1300 450 950
- Fire Brigade/Ambulance/Police: 000

8.3. Deliveries

8.3.1. Entry to Service Bay

Drop off area consists of the “loading zone” in the basement with loading dock facilities provided. Trolleys and bulky goods are to be delivered between the hours of:

6am – 7pm weekdays

Lift 7 is a dedicated goods lift and can be called from the lobby. Ensure lifts are cleaned after use.

Loading If the service bay is occupied, drivers will be required to either circle the block or park on the street until the space becomes available.

8.3.2. Private vehicles are not to be parked in the service bay at any timeService Bay

Under normal circumstances, the maximum loading dock parking period is 20 minutes to avoid congestion. If drivers expect to be delayed within the premises, vehicles should not be left parked in the service bay.

Vehicles are parked in the area at the owner’s risk and under the conditions of entry as displayed.

8.3.3. Cleanliness

The service bay area and common areas must be maintained in a clean condition. Cleaning is the responsibility of the deliverer, Tenant or specialist service supplier during and after the delivery of any materials or equipment. If the building cleaning staff are required to clean up after a delivery of goods, the delivery company or Tenant will be charged.

8.3.4. Failure to Deliver

Goods or rubbish are not to be left in the service bay or common areas without approval from Centuria Capital Limited Asset Management. If the goods or rubbish are left in these areas without approval, they will be removed from the area at the delivery contractor’s or Tenant’s expense.

Centuria Capital Limited **Asset Management will not accept, hold or sign for goods on behalf of any Tenant or Contractor.**

Under no circumstances are any goods or equipment to be stored or left in common areas or passageways of the building.

8.4. Lifts

1. Under no circumstances are any of the passenger lifts to be used to transport bicycles, scooters, equipment, rubbish or any such materials.
2. Under no circumstances are goods or materials to be brought or removed through the entrance foyer or in passenger lifts without prior written approval.

3. **If there is any damage to the lifts due to transporting of such items, the Tenant will be liable and incur all costs for repairs.**
4. All building materials, tools and equipment shall be transported to the fitout floor via the goods lift from the carpark. Whilst this lift cannot be booked and exclusive use cannot be guaranteed, arrangements can be made to provide priority access to the lift by prior arrangement through building management.
5. **A minimum of 48 hours prior notice is required to arrange priority access to the goods lift.**
6. The goods lift may be used to transport material/rubbish during non-peak periods. Peak periods are defined as: **Monday to Friday: 07.30 AM. 17.30 PM.** Minor movements are acceptable during standard business hours with approval from the Facility Manager.
7. The contractor is responsible for cleaning the goods lift and any other area where debris has been left.
8. All lifts shall be suitably protected prior to use and cleaned prior to being returned to service.
9. For equipment exceeding the goods lift capacity, special arrangements are required before usage. The Facility Manager should be consulted at least two weeks prior so as to avoid delays. These arrangements would include the attendance of two lift mechanics and a letter indemnifying the Lessor and its representative against any and all claims for damage.

8.5. Mail Deliveries

NOTE: It is the sole responsibility of each Tenant to collect mail from their own independent mail facilities. Under no circumstances will Centuria Capital Limited Asset Management accept mail on behalf of any Tenant.

8.6. Car Parking

There is no long-term onsite parking for contractors. All property parking is either leased to tenants or for casual parkers.

The speed limit in the car park is 10Kph and under no circumstances are any repairs or servicing to motor vehicles to be carried out in the building, including car cleaning.

8.7. Fitout Works

All contractors carrying out work inside tenant areas and engaged by tenants, and carrying out works on site must complete a risk management induction training before the commencement of any works. Any works being carried out will be suspended or prohibited if the Contractor does not comply with the building requirements.

Contractors entering the building are required to read and complete the **Building Hazardous Materials Register** prior to commencement of any works.

8.8. Repairs and Maintenance

The maintenance of the common areas throughout the building, including air conditioning, lighting, fire exit signage and emergency lighting, is the responsibility of Centuria Capital Limited Asset Management.

If a maintenance issue of an urgent nature does occur, please contact Building Management for assistance or advice.

PLEASE NOTE: Tenants are required by the Fire Codes and Australian Standards to carry out maintenance of fire exit signage, emergency lighting and fire appliances maintenance within their tenancies. Building Management is able to assist in this regard by recommending competent contractors to undertake this work. Please note all costs related to the tenancy works will be borne

by the Tenant.

8.9. Safety

8.9.1. Site Inductions

Contractors conducting works on behalf of Centuria Capital Limited Asset Management at the property must complete the site induction and print out an induction certificate prior to commencing works.

Contractors are to complete the Centuria Capital Limited Asset Management Induction Course and relevant site-specific inductions online via Sine pro. Updating Centuria Capital Limited Asset Management and site inductions is an Annual requirement.

In addition, prior to the commencement of any works at the premises, all contractors must conduct a site-specific risk assessment of the proposed works they are undertaking and provide a Safe Work Method Statement (SWMS). The Contractor must ensure that all personnel have been trained in and comply with, the Safe Work Method Statement at all times. Where applicable, the Contractor (whether engaged by Centuria Capital Limited Asset Management or the Tenant), is responsible for complying with all requirements of the relevant WHS Act.

The Contractors SWMS may be reviewed by Building Management and if it fails to meet the required format, the Contractor will be asked to resubmit before commencing works.

8.9.2. Incident Reporting

All accidents and/or injuries, major or minor, are to be reported to Building Management. Centuria Capital Limited Asset Management requires an Incident Report to be completed on all incidents, near misses and first aid treatments. The Tenant, Contractor, Subcontractors and all personnel are required to cooperate with any subsequent investigation or inquiry into the accident/incident.

8.9.3. First Aid

All Contractors on site must carry a suitable first aid kit at all times, located on the work site or tenancy and shall familiarise themselves with the premise's first aid facilities. All Contractors shall provide first aid training to personnel being engaged to work at the premises to comply with the WHS requirements.

The Contractor must supply adequate first aid facilities for their work, but as a minimum a first aid kit must be on-site with the Contractor.

8.9.4. Alcohol and Drugs

The consumption of alcoholic beverages on the premises is strictly prohibited.

Alcohol and drugs of abuse are not to be brought onto or consumed on site. Persons affected by drugs or alcohol are not permitted on site. Persons suspected of providing either drugs or alcohol within the premises will be removed from site.

8.9.5. Electrical Works

No work is permitted on "live" electrical installations except for the purpose of commissioning or testing and then only after a written Risk Assessment and Safe Work Method Statement has been completed by the Licenced Electrician who will carry out the work.

Ladders used in electrical works should be fully insulated.

8.9.6. Portable Earth Leakage Devices

Residual Current Devices (RCD), also known as earth leakage devices, are designed to prevent serious injury or death from an unintended flow of power should a short circuit in the

electrical system occur. A RCD can be fixed or portable and must be used;

- Where construction work supply is obtained from a permanent wiring outlet, then an earth leakage device must be fitted at the power outlet.
- Portable generators must be fitted with an earth leakage device
- All common area outlets of the site must be protected by RCDs.
- All hostile environments must be fitted with RCDs.
- All existing and additional GPOs are to comply with current Work Health & Safety Legislation.

8.9.7. Electrical Isolation and Equipment

- Isolation of electrical supply on the switchboards is only to be carried out by a qualified/authorised person after approval from Building Management has been obtained.
- Works to the tenant distribution boards are also to be carried out by a qualified/authorised person.
- Main switches, circuit breakers or fuses must be tagged with an approved tag stating reasons for isolation and signed by the authorised person.
- All equipment must be fully tested prior to the tag being removed and the circuit energised. Only the person who tagged the equipment may authorise the removal of the tag and energising of the system.

8.9.8. Electrical Lead and Tool Testing

All electrical leads, appliances and tools used on site are to be tested and tagged at the required frequency by a competent person. It is the responsibility of the person using the electrical equipment, including extension leads, to ensure it has a current safety tag.

All electrical equipment must be tested before being brought onto site and must comply with the relevant Australian Standards. Safe work practices will include:

- Compliance and tagging procedures;
- Testing and tagging to conform to Australian Standards;
- All wiring to conform to Australian Standards;
- All electrical appliances plugged or direct-wired are connected to an approved earth leakage device.
- Electrical leads must not be over-extended and must be switched off at the point of supply and removed when not in use.
- Leads must be supported clear of floors by use of stands or other suitable means at least two metres above floor level or run through protective covers which in turn do not create a hazard especially where cable leads run across public mall space and between tenancy areas.
- Double adaptors and "piggy back" connections shall not be used. This includes the use of power boards connected to other power boards.

8.9.9. Working at Heights

Written SWMS must be supplied and the working at heights permit completed for all works at height. When accessing any high areas or near edges where there is a risk of falling, all

personnel must be trained in the safe work procedure applicable. As a minimum risk control strategy, all personnel will wear full body harness, shock-absorbing lanyard and be connected to a fall restraint or fall arrest system.

The Contractor must supply personal protective equipment where required to complete the work.

8.9.10. Ladders

- Ladders must be in good order and structurally sound.
- Ladders must be industrial grade, comply with current approved standards and be currently inspected and tagged.
- All contractors must be appropriately trained and competent in the safe use of ladders prior to coming to site.
- Ladders are not to be placed against any window or electrical equipment, cupboards, etc.
- When using ladders in public areas, appropriate barriers and warning signs must be used on all sides of the ladder.
- No ladders are to be left standing if unattended in public areas of the premises.
- No equipment or materials are to be carried by a person while ascending or descending a ladder of any type.
- It is recommended that 3 points of contact are maintained at all times.
- Ladders should be located on firm footing with a second person footing the ladder whenever a person is on the ladder.

8.9.11. Access to Rooftop

- Access to the rooftop can be gained upon seeking Building Management approval. Should contractors require access, a roof access permit must be completed prior to accessing the roof.
- When tools or equipment need to be carried to the rooftop, it must be done using the stairwells only. If the load is awkward or heavy, an alternative means must be adopted.
- All contractors must ensure that safe manual handling procedures are in place and comply with the Australian Standard for Manual Handling.
- All contractors must ensure that their workers are familiar with all hazardous areas on the roof area, e.g. fall heights, radio frequency radiation, (RFR), etc.
- Hazardous areas are generally identified by yellow line marking and signage - communicating a no-go zone, however extreme caution is always warranted.

8.9.12. Confined Spaces

All works involving confined spaces must be conducted in accordance with relevant WHS legislation and Australian Standards. All personnel must have appropriate confined space training. A confined spaces access permit must be supplied to Building Management.

No confined space work is to be conducted on site without a written, full risk management plan, including safe work method statements and written approval for the work by the Building Management.

8.9.13. Protective Clothing and Equipment

It is the responsibility of the Supervisor or Manager of the Tenant or Contractor to ensure that

their personnel have suitable protective clothing and equipment to carry out their tasks safely.

8.9.14. Personal Protective Equipment

- Personal Protective Equipment (PPE) must be worn at all times for a task, plant or equipment where a formal risk analysis has identified a hazard or risk that requires PPE.
- The use of PPE is considered the last line of defence in the hazard control hierarchy.
- PPE does not remove or control the hazard, it just limits the workers exposure - the hazard still exists.
- If the hazard can be completely removed from the workplace by a different method of work, this is the preferred option.

E.g., A half face mask respirator (P2 as minimum) must be worn upon entry to the cooling tower area (enclosure / plant-room), and contractors must wear approved eye protection whilst performing any operation that may cause eye injury.

8.9.15. Isolations

Should a contractor need to isolate any system (security, water, power, fire, etc.), Building Management must be notified in writing of their intention to interrupt a system, before commencing. All isolations must be approved by Building Management.

8.10. Fire Safety Alarms

8.10.1. General

The following safety procedures are very important and must be complied with at all times:

Fire detectors and alarm circuits throughout the premises are fully activated at all times. The de-activation of these systems is only permitted while tests are in progress, repairs or additions are being carried out or while conditions that may cause false alarms are evident. E.g., smoke detectors should be isolated while cutting, sawing, or mist spraying.

Isolation of detector circuits must be organised through Centuria Capital Limited Asset Management.

Under no circumstances will any fire safety systems be left isolated overnight without the express consent of Building Management, unless the works are being undertaken at night.

Under no circumstances are tenants or contractors to store flammable materials on site at any time.

8.10.2. Hot Works Permit

Prior to welding or cutting operations which use or generate heat, flame or sparks, a Hot Works Permit must be obtained from the Building Management office and completed.

Tradespeople must comply with the Hot Works Permit form which requires the use of authority approved non-flammable shields and all necessary equipment in the case of fire, including fire extinguishers securely attached to each electric, Oxy-acetylene or Oxy-LPG welding plant brought into the property, in addition to provision of an adequate supply of water. Hot Work Permits must be obtained from the Facilities Manager.

NOTE: The building-installed fire extinguishers must not be used for the above purposes. A fire watch must be maintained for 30 minutes after the hot works activities have ceased.

A Hot Work Permit will not be issued when the fire sprinklers are isolated or impaired, unless the works are being undertaken on the fire sprinkler system. Only Building Management may authorize the isolation of fire safety systems except in an extreme emergency.

Under no circumstances are the fire systems to be isolated until this authority is received.

8.10.3. Fire Protection Impairment Notice

All scheduled impairments to the fire protection system exceeding four (4) hours (or overnight) must be authorised and controlled by Building Management. All impairments to the fire protection systems must be recorded in a log book that is kept on site. This requires signing off once the works have been completed.

Building Management requires at least 48 hours' prior notice for isolation of the fire system.

8.10.4. Hazardous Operations

Hazardous works, such as cutting and welding, shall not be permitted while the sprinkler protection system is out of service.

8.10.5. Fire and Smoke in the Area

On becoming aware of fire and/or smoke in the area:

1. Alert people in the area (DO NOT SHOUT "FIRE" – this may cause panic) and notify your fire warden for that area.
2. The warden shall then inform the Chief Fire Warden or via the in-house radio system by broadcasting a Code Red message.
3. If safe to do so and you have been trained in the use of portable fire extinguishers, attempt to extinguish the fire.
4. If the fire cannot be extinguished, Wardens may attempt to isolate the fire by closing doors.
5. Proceed to the nearest Fire Exit and take any visitors with you.
6. Follow instructions given by the Wardens for the safety of everyone.

8.10.6. Emergency Procedures

The Tenant is responsible for ensuring that all employees of the Tenant and the Tenant's contractors, consultants, advisors and/or any persons authorised to be within the Tenant's leased area, cooperate 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 Tenant must appoint floor wardens as required. The Centuria Capital Limited Asset Management Induction Kit must be read and signed for by each employee undertaking work for contractors in the building.

8.10.7. Evacuation

1. Follow the instructions given by the floor wardens and area wardens who will be identified by their safety helmets.
2. On the ALERT signal being sounded (BEEP-BEEP), be aware that an evacuation of the building may be imminent. The EWIS will sound "Prepare to Evacuate" followed by "Evacuate Now".
3. Mobility impaired persons are to be assisted to the fire exit by the warden.
4. On the EVACUATION signal being sounded (WHOO-WHOO) or when told to do so, proceed to your assembly area/muster point outside the building.
5. Remember in an evacuation or emergency situation, use the fire exits only. Do not use the lifts.

8.10.8. Fire Protection

The fitout contractor shall be responsible for provision and installation of appropriate fire

extinguishers in the fitout areas before commencement of work.

8.11. Noise

Drilling and other disruptive noise-generating activities that affect the tenants and visitors cannot be carried out between the following hours: Monday to Friday 7:30am - 6:00pm.

All costs associated with work outside working hours are the responsibility of the Tenant or Tenant's Representative.

All hours of work must be agreed and approved by the Building Management prior to commencement of works.

8.12. Environmental Policy

Environmental considerations have become increasingly central to the way Centuria Capital Limited Asset Management approaches its business. So too, should contractors and tenants be aware of their environmental responsibilities.

The reduction of energy and water consumption, along with the emission of carbon dioxide (a major greenhouse gas), are important issues which need to be addressed by Building Management, contractors and tenants. Centuria Capital Limited Asset Management is continually investigating safer, non-toxic methods of controlling various possible contaminants along with the proper control of emissions and disposal of wastes, noxious or otherwise. It is important to remember that these environmental objectives and priorities apply to all patrons, tenants, customers, contractors, and visitors.

8.12.1. Waste Management Systems

Separate wet and dry waste into relevant bins which are provided for general waste only; i.e. food stuffs, plastics, woods, etc.

Care to be taken in the disposal of flammable waste such as cardboard. It is the Tenant's and Contractor's responsibility to dispose of the rubbish in the relevant bins. Any rubbish left outside the designated areas will be removed at the individual Tenant's expense. All waste must be separated prior to disposal and all cardboard boxes are to be flattened before placing into the blue recycling bin in the carpark.

The blue recycling bin is strictly for cardboard material only!

A co-mingled recycling system is located on each floor, which means plastics, cardboard, aluminium, etc.

NOTE: Building and fitout rubbish, waste and material must not be deposited in the carpark bin area. All such rubbish must be removed from the site by the contractors.

Trade waste is offered to the retail tenancies only and is strictly monitored.

8.13. Smoking Policy

There is strictly no smoking in the building.

8.14. Cleaning

All common and tenanted areas of 77 St Georges Tce are cleaned by contracted cleaners.

Appendix A – Preferred Consultants and Contractors

DISCIPLINE	NOMINATED CONTRACTOR/CONSULTANT
Services Consultants	
Mechanical Services	Alphazeta Group Ph: (08) 6311 5577
Electrical Services	Alphazeta Group Ph: (08) 6311 5577
Hydraulic Services	Alphazeta Group Ph: (08) 6311 5577
Fire Protection	Alphazeta Group Ph: (08) 6311 5577
Contractors	
Mechanical Services	Envar Ph: (08) 9350 5377
Electrical Services	Infrared Services Ph: (08) 9255 2063
Emergency Exit Lighting	Infrared Services Ph: (08) 9255 2063
Lighting Controls	Infrared Services Ph: (08) 9255 2063
Fire Services	ARA Fire Services Ph: 13 31 66
Hydraulic Services	MI Plumbers Ph: (08) 9204 5511
Building Maintenance	Various, Contact Jon Warren for specifics
Access Control	Blue Force Ph: 1300 731 716

Appendix B - Fire Impairment Notice Proforma

ALLENDALE SQUARE – 77 ST GEORGES TERRACE, PERTH

Equipment that will be offline

Reason for equipment being offline

Location of works / area to be affected

Date and time of shutdown (from)

Date and time of shutdown (to)

Contractor performing work

Contractor phone number

Contractor's site representative and mobile phone number

Has the local fire brigade been notified of the impairment? (yes/no)

Have you notified all/any contractors on site of the impairment? (yes/no)

All hazardous processes reviewed and shut down during the impairment? (yes/no)

Fire protection to be restored each night or upon completion of daily work? (yes/no)

Has the property manager been notified so that the Insurer can be notified of the impairment? (yes/no)

THIS FORM SHALL BE DISPLAYED IN THE FIRE CONTROL ROOM WHILE THE WORKS ARE IN PROGRESS.