



# Allendale Square

## Tenant Welcome Pack



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## CENTURIA – ABOUT US

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We are ASX-listed specialist funds manager, for more than 20 years we have been helping investors grow their wealth through property investment and investment bonds. Centuria has expanded considerably throughout the past two years, partially due to the corporate acquisitions of Augusta Capital (Centuria NZ), Bass Capital (Centuria Bass Credit) and Primewest, and partially due to organic expansion with personnel supporting our \$20.6billion platform

Centuria Property Funds offers investments in listed and unlisted property across 460+ high quality office, industrial and healthcare buildings around Australia and New Zealand. We are a relationship business, forging close connections with investors and actively managing properties to improve usability and attract and retain good tenants. We see this as our competitive advantage, which helped us achieve a strong record of competitive income returns and capital growth.

We work relentlessly to understand opportunities in the market, and our 20 years of experience and depth of industry contacts allows us to discover market value where others don't. We hold ourselves to the highest standards to ensure our investors' best interests are served.

## MA FINANCIAL GROUP – ABOUT US

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We are an ASX-listed financial services firm specialising in asset management, lending, corporate advisory and equities. Established in 2009 alongside New York-based Moelis & Company – a leading global independent investment bank – the firm has grown to become a team of more than 425 across locations in Australia, China, Hong Kong, and the United Kingdom.



Our corporate advisory division offers specialists securities research, sales, and trading execution services to both individual and institutional clients. Complementing this division, we provide expertise on equity capital markets to help facilitate client transaction, including raising capital for pre-IPO, IPOs, follow on issuance, block trades, share-buy-backs, and underwriting dividend reinvestment plans.

Our asset management division, oversees institutional, wholesale and retail investments across real estate, credit, hospitality, private equity, venture capital and traditional assets such as cash, bonds, and listed equities.



Our lending division funds high quality loan portfolios and operates differentiated lending platforms. We invest in loan portfolios, including providing asset-backed funding for non-bank and bank loans in Australia and the United States.

We are entrepreneurial and think and act like business owners, this allows us to uncover opportunities others may miss and transform them into actionable and meaningful outcomes for our clients. We constantly develop and share new ideas across business units, committed to continuous improvement and technical excellence.





## WELCOME

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On behalf of Centuria and MA Financial Group, we would like to welcome you to your new premises here at Allendale Square.

The information enclosed within this Tenant Welcome Pack will help you familiarise yourself with the layout and workings of Allendale Square, as well as provide you with an understanding of all the main features of the building.

Please take the time to read this information pack and if there are any further questions, please contact your nominated Tenant Representative within your organisation.

## 1. ABOUT ALLENDALE SQUARE

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Allendale Square is an A grade commercial building situated at 77 St Georges Terrace within the Perth CBD. The building comprises of 34 levels; made up of 31 levels of office floors, a retail arcade, and ground floor lobby and basement car park.

The basement car park has 83 car bays, 1 ACROD bay, 4 motorcycle bays, and a loading zone as well as newly constructed End of Trip Facilities (showers/lockers) and secure bike cages.

Allendale Square has a net lettable area of approximately 29,000 square metres with extremely unique architectural design and is located within the centre of the Perth CBD with access to all main public transport amenities and infrastructures.



## 2. UNDERGROUND – FOOD COURT

In 2017 Allendale Square underwent a substantial redevelopment of the lower ground retail level, now called Underground at Allendale Square. In addition, the office lobby was refurbished as well as the addition of a new external glass canopy to provide weather protection plus the construction of two new Food & Beverage tenancies at either side of the front entrance.

### Current Retailers:

#### Retailers

- Bellini Hair Studio/Barber Shop
- Renaissance Cosmetic Clinic
- Fabric Spa Drycleaning Service

#### Restaurant / Bar

- Lalla Rookh Bar & Eating House
- Modu Bar and Kitchen
- Golden Boy Jade Girl Restaurant/Bar

#### Food and Beverage

- Mary Street Bakery
- Mo Espresso
- Lunch Down Under
- Lee's Kitchen
- Chicken Rice
- Dee Thai
- Arirang
- Baguette Me Not
- Thali Indian
- Authentic Bites
- Zensaki





### 3. ENVIRONMENTAL SUSTAINABILITY

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Allendale Square has attained a sustainable design rating of 4.0 star NABERS energy rating. Centuria and MA Financial Group Property Services will be increasingly installing and incorporating the use of sustainable management techniques, selected sustainable materials and core building infrastructure technologies to improve the energy efficiency of the building.

The features of these environmentally sustainable practices include:

- Extensive use of sustainable construction and engineering materials and consumables including low VOC materials and the extensive use of LED lighting;
- Implementation of a new extensive recycling system to reduce our carbon footprint.

All building occupants are to be aware of the need to be energy and water efficient and should consider areas where improvements or repairs (i.e. leaking taps, toilets or lights being left on) can be made. If you would like to report a repair to the building, please contact your Tenant Representative.

### 4. DAILY BASE-BUILDING OPERATING HOURS

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The ground floor lobby entrance is open for public access on Monday to Friday from 6am to 6pm.

Outside of business hours, the weekends and public holidays, the ground floor lobby entrance is closed for public access. All requirements and requests for entry to the building outside of these core business hours are to be directed to your nominated Tenant Representative. Alternatively, you may gain 24-hour access into the building using your programmed access card.

## 5. BASE BUILDING MANAGEMENT

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The base-building management structure comprises of the following key staff:

- **General Manager & Property Manager:** Manage and co-ordinates all tenant leasing and financial administration, also acts as a direct Centuria and MA Financial Group Property Services liaison for Tenant Representatives.
- **Senior Facility Manager & Facility Manager:** Manages and co-ordinates the services delivery, operational, technical and emergency incident aspects of the working building.
- **Concierge:** Provides the initial point-of-contact for all persons seeking access to the building or inquiring about tenant services and provides numerous reception and general administration support tasks and functions to the site.

Individual tenancies should have a designated Tenant Representative that will act as the liaison point for all staff inquiries related to the operation of the building. Please fill out a “Tenant Representative Contact Details” form included in this pack and return to the Property Manager by email.

### Allendale Square Management Team:



**Derek Bromlewe** - General Manager

Phone: 0448 228 723

Email: [Derek.Bromlewe@Centuria.com.au](mailto:Derek.Bromlewe@Centuria.com.au)



**Carolina Sanchez** – Property Manager

Phone: 0402 823 075

Email: [Carolina.Sanchez@Centuria.com.au](mailto:Carolina.Sanchez@Centuria.com.au)



**Darrin Haverhoek** - Senior Facility Manager

Phone: 0408 545 098

Email: [Darrin.Haverhoek@Centuria.com.au](mailto:Darrin.Haverhoek@Centuria.com.au)



**Jake Hammond** – Facility Manager

Phone: 0400 805 599

Email: [Jake.Hammond@Centuria.com.au](mailto:Jake.Hammond@Centuria.com.au)

**Concierge Team** – Wilson Security



**Mohammed Sabri**

Phone: 0400 060 201

Email: [Allendale\\_Concierge@Centuria.com.au](mailto:Allendale_Concierge@Centuria.com.au)

## **6. SITE SECURITY, ACCESS SYSTEMS & SERVICES**

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Allendale Square has a dedicated onsite security team who provide an integrated security, surveillance, monitoring and patrolling system that encompasses the following:

- Trained and licensed security officers present on site Monday – Friday 6am – 9pm; Saturday 7am – 3pm. The officers can be visited at the concierge desk on the ground floor lobby.
- Frequent number of nightly patrols after hours.
- Site Security officers conduct both static electronic surveillance monitoring and mobile foot patrolling periodically throughout the site.
- CCTV electronic surveillance monitoring system.
- Electronic security access control system for movement around the building and through specified and compartments.

To assist the overall site security plan operation, the following key points are to be noted and are requested by all persons within the site:

- Report anything that looks suspicious and/or out of place within the site, including person/s loitering around the public access areas for unusually long periods of time with no apparent reason and/or business to be in the area (all reports of security and criminal activity or suspected criminal activity within the site will be thoroughly investigated via base-building systems and procedures, including reporting of relevant incidents, occurrences and circumstances to the police).
- Report all located incidents of damage and vandalism to the building and property within the building, company and/or privately owned, as soon as is possible to the concierge at the reception desk or your Tenant Representative – the sooner issues are reported, the sooner the repair can be actioned.

To ensure personal security and safety, the conduct outlined below should be followed:



- Always ensure that you lock your car and do not keep cash and valuables on open display on seats, in consoles or on dashboards.
- Do not leave unmarked bags, parcels, sealed mail item containers and boxes in public access areas, lobbies or basement areas. These items have potential of being perceived as suspicious and could instigate a bomb threat incident by which the site and operations are disrupted and/or terminated for a period of time.
- Never leave your wallet or any personal items of identification in an unsecured location where others can see and access it – always be aware of safe-guarding your personal identity at all times.
- When moving around the site at night or in low-light conditions always ensure you are moving in well-lit areas, scan ahead of your intended path and look behind and around you for anyone acting suspiciously. Secure any bags and carry items close to your body.
- Do not bring any prohibited item, weapon and/or substance into the building at any time.

If you have concerns about your personal safety when transiting around the site at night you can request that the duty security officer monitor your movement to the basement car-park or we suggest you ask a work colleague to walk with you to your car, bus etc.

Base building management takes the security and safety of all persons within the site very seriously and it is a primary focus of operating the building. In regard to this, there is no such thing as a silly question and any issues will not be perceived as trivial or nuisance. Base-building management and your individual Tenant Representative rely on timely information to avert any potential threat to people or property and any information or concerns raised will be immediately acted upon.

## 7. TENANT WORK REQUEST

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All tenant work requests are to be submitted through the MyBuildings service portal ([www.centuria.mybuildings.com](http://www.centuria.mybuildings.com)), our dedicated 24-hour system. Work requests refer to base building works such as a light out in the bathroom or leaking tap.

During business hours, the concierge team can assist with any urgent matters. After hours, please contact **1300 450 950**

Your appointed tenant representative will be supplied with a login and instructions on how to use the MyBuildings service portal to log work requests and track updates.



## 8. GROUND LOBBY ENTRANCE AND SECURITY AND CONCIERGE SERVICES

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The main access into Allendale Square is accessed off St Georges Terrace through the main sliding door. An alternative entrance point is accessed through the rear lobby entrance door via the 12 – 14 Esplanade building.

The Ground Lobby includes a staffed Concierge desk who is the first point of contact for all visitors. The Concierge will be able to assist visitors or contractors by providing any relevant building information, directions and services which may assist you with any general inquiries and specified services.

The following general rules apply to operation of the reception and concierge desk:

- Advise Concierge of any expected visitors – particularly persons of note and/or VIP's that are scheduled to arrive on site.
- Tenants are responsible for mail and parcel delivery services to their offices. All deliveries are to be made via the loading dock goods lift. Delivery personnel will contact the relevant tenant using the contractor sign in point at the concierge desk, where the tenant will determine if access to the goods lift and their floor will or will not be granted.

**Please note:** Base building management and staff cannot take responsibility for the receipt and signing for couriered and delivered articles and items on behalf of tenants.

## 9. MOBILITY IMPAIRED ACCESS TO THE BUILDING & LOADING ZONES

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Allendale Square incorporates safe and compliant mobility impaired access that allows access to internal building areas. Mobility impaired persons can access the building via the sliding front door at the St Georges entrance in the ground floor lobby.

One ACROD car bay available within the basement car park area with access to the lift that will lead to the arcade and ground floor lobby.

**Please note:** Base-building management do not provide wheelchairs and other ambulatory equipment and appliances for use within the building. The Allendale Square loading zone is located within the basement car park. Use of this zone is only permitted for courier or deliveries to and out of the Building. Access to this area is available via Building Management.



## 10. LIFT OPERATIONS & USE

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Allendale Square has 12 lift cars:

- Three low rise lifts that service levels 1 – 13 from the Ground Floor lobby;
- Four high rise lifts that services levels 13 – 31 from the Ground Floor lobby
- One low rise Goods/Service Lift that provides logistics and equipment transport from Basement to level 13.
- One high rise Goods/service lift that provides logistics and equipment transport from Basement to level 31. This lift is the primary means of moving couriers, delivery staff and goods throughout the building. The lift is registered to carry a maximum of 17 passengers or 2000 kilograms of goods and/or items.
- One car-park lift that services basement, arcade and ground floor/lobby levels.

## 11. THE GOODS LIFT

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The goods lift is the only lift available for fit-outs, furniture load-in/load-out, trade-related minor works or projects in the site. The goods lift is the only approved lift for use by contractors and service providers with the basic rules applied as follows:

- Contractors are to advise the base-building manager of intended requirement to use goods lift no later than 24 hours prior to its intended use.
- Contractors are not permitted to use the lift for movement of project-related materials and tooling until lift blankets or adequate finishes protection (to be approved by Centuria and MA Financial Group Property Services) have been installed by the Fit-out Contractor or the Tenants they are engaged by; and
- Goods lifts can only be booked after hours.

The Contractor and/or the Tenant they are engaged by must provide an allowance to inspect and clean the lift shaft and lift pit following the completion of the fit-out project.

All installed lifts within Allendale are equipped with the following features:

- Emergency power operation capability;
- Security control and interface

- CCTV coverage

It is important that all tenants have a working knowledge of the installed features and operation of the lifts and how to place a call for a lift.

## 12. EMERGENCY LIFT PROCEDURES

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In the event of a lift stopping unexpectedly between floors without continuing its journey, the following basic procedures are to be followed until base-building manager and/or the lift mechanic releases you:

- Stay calm and pick up the emergency telephone and follow the instructions to call for assistance.
- Listen and follow the instructions and directions of the emergency breakdown operator on the other end of the telephone. The operator will request information from you as to the building location, how many people are in the lift with you etc.
- When on site, the base-building manager and your Tenant Representative will attend the floor level where your lift is halted and will keep you updated as to the progress of repairing the lift.
- Once released from the lift, please remain in the floor level lift lobby so that your details can be taken for recording.

If the lift starts after a breakdown and continues onto the original floor/s called and/or the lift stops at a non-called floor level and the doors open releasing you and the other passengers, please ensure you report the issue as soon as possible to your Tenant Representative irrespective of you being safely released from the lift. It is critical that all issues with the lifts in the building are reported to base-building management in a timely manner so that the circumstances of the breakdown can be ascertained and identified to prevent a further occurrence.

Please ensure you report any located damage and/or cleaning requirements for lifts to your Tenant Representative so that service and/or maintenance action can be undertaken at the earliest opportunity.

**Please note:** That lifts are NOT to be used in a fire or when the building evacuation alarm sounds.

## 13. LIFT FEATURES

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All installed lifts within Allendale Square are equipped with the following features:

- Emergency power operation capability.
- Security control and interface.
- Destination control service.

It is important that all tenants have a working knowledge of the installed features and operation of the lifts and how to place a call for a lift.

## 14. PORT TECHNOLOGY – LIFT DESTINATION CONTROL

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### 1. How does Lift Destination Control work?

The PORT system is a lift control system designed to operate the lifts in the most efficient manner possible. It does this by planning a lift's journey using an optimal route designed to take the shortest possible time to complete.

### 2. What is PORT?

PORT stands for Personal Occupant Requirement Terminal. PORT screens are located in each elevator lobby. Each screen uses a touch screen interface and card reader which allows you to input the floor number you wish to travel to. To call an elevator car simply input your desired floor.



### 3. How do I use the PORT system?

The PORT screens have been designed to use a reduced level of power. The PORT screen will illuminate when it senses activity near it and at all other times the PORT screens will revert to energy saving mode and the screens will remain blank. Enter your desired destination into a PORT terminal and it will allocate a lift for you to travel in via a flashing letter above the lift frame.

#### a. I wish to access a public access floor

If you wish to access a floor that is not secure the floor number will appear on the screen. Simply press the number of that floor and the PORT screen will allocate a lift. Wait at that lift until the elevator car arrives.

**b. I wish to access a floor that is secure**

A card reader is installed to the right of the PORT screen. Place your card against the reader and the PORT screen will display a list of floors that you have approval to access. Select the floor you wish to travel to and the screen will allocate a lift.

**Please note:** a screen on the inside of the elevator door displays all floors that the elevator is travelling to. Use this screen to double check you are travelling in the correct elevator car.

**Letter above car**



**Destination**

**4. If my colleagues and I are travelling to the same floor do we all need to swipe?**

When a lift is called the PORT system recognises that one person wishes to travel in the lift. If you are travelling with a second person or a group, it is important that each person swipe their card individually, so the lift is aware of the exact number of persons wishing to travel in that lift.

## 5. Common Mistakes

### a. All persons in a group do not swipe

If a group of 10 wish to travel in an elevator car, and only one person swipes, the PORT system will send an elevator car which that can accommodate the number of persons who have swiped. If an elevator car is already carrying a large number of passengers the full group may not be able to fit in the lift when it arrives. The group will then have to call another elevator car and wait for it to arrive. This will result in delays to the waiting group and the people already in the lift that stopped unnecessarily.

### b. A single person swipes multiple times

If a single person wishes to travel to another floor and swipes several times for themselves the lift will assume that several people wish to travel. As above, if an available elevator car cannot accommodate several people it will bypass the single person. This will result in a delay for the single person waiting for an elevator.

## 6. What do I do if I've gotten into the wrong lift?

If you have accidentally stepped into a lift that is not travelling to your desired floor you are able to step out of the elevator car on any floor and call a new elevator from that level.

### Rules of the ride

- Use the PORT to input your destination floor, even if you are part of a group all going to the same floor.
- Read the elevator car assignment indicated on the display screen. Walk directly to your assigned car so others can use the PORT conveniently.
- Take the elevator assigned to you. This assures maximum efficiency for you and all other passengers.
- Confirm you're entering your assigned elevator by checking the flashing stop indicator that shows where the elevator will stop.



## 15. MOTOR VEHICLE ACCESS SAFETY

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The basement car-parking area is accessed from Sherwood Court. It must be noted and acknowledged that pedestrian traffic will also be crossing Sherwood Court footpath area. The following rules are to be observed at all times to ensure the safety of all persons on the site as well as preventing accidental damage to yours and others motor vehicles and property:

- When turning off Sherwood Court into the site entry, ensure you check for pedestrians either side of you as you move over the public footpath section.
- Always enter the site at the correct speed and have control over your vehicle at all times;
- Obey the installed traffic signs and directional arrows.
- Be aware of the cable gate that is installed. The cable must be in the fully dropped position before proceeding over the cable installation.
- Do not attempt to “tail gate” another vehicle into the car park.
- Always slow your vehicle down and carefully proceed over the installed speed humps located throughout the car park.
- Please refrain from having loud music emitting from your car as you enter the building as this is distracting to yourself and others and may create a safety issue.
- Please refrain from the sounding your car horn unnecessarily within the site. Car horns must only be sounded for safety and emergency purposes only.

## 16. BASEMENT CAR PARK ACCESS

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Allendale Square has one main car park located directly underneath Allendale Square on basement level. The basement car parking area is accessed via Sherwood Court off St Georges Terrace.

There are two security gates located at the entrance of the Allendale Square Car Park.

- The sliding roller door is located at the entry to the car park and is open between 6am to 9am and 4pm and 6pm Monday to Friday, and closed all day Saturday, Sunday and Public Holidays. The sliding roller door is operated by a building air key.
- The cable gate is located behind the sliding roller door and is operating during peak periods – 6am to 9am and 4pm and 6pm; Monday to Friday, and non-operational all day Saturday, Sunday and Public Holidays. The cable gate is operated by a building air key.



The following rules are to be observed at all times to ensure the safety of all persons on the site as well as preventing accidental damage to yours and others motor vehicles and property:

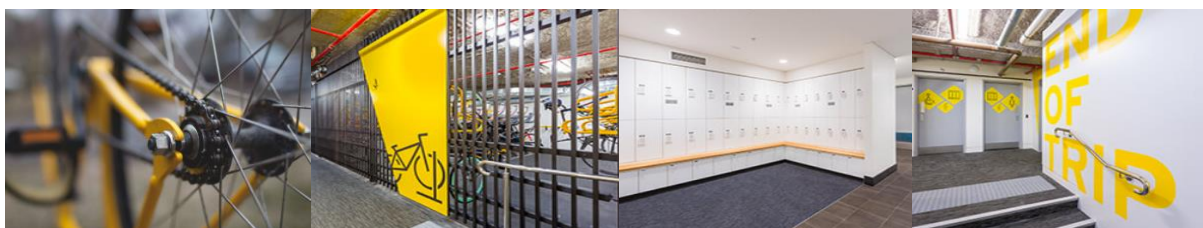
- When turning off Sherwood Court into the Allendale Square Car Park, ensure you check for pedestrians either side of you as you move over the public footpath section.
- Always enter the site at the correct speed and have control over your vehicle at all times.
- Be aware of the cable gate that is installed at the entrance of the Car Park. The cable gate must fall completely to the ground before proceeding past the gate installation. Never drive your car through the car park whilst the cable gate is in operation.
- Do not attempt to “tail gate” another vehicle into the car park.
- Please refrain from sounding your car horn unnecessarily within the site. Car horns must only be sounded for safety and emergency purposes.
- Be aware that cyclists will enter and exit the car park via the Allendale Square Car Park and watch out for them when driving through this area.
- Cyclists moving through the car park should ensure they travel on designated cycle paths which are clearly marked in green throughout the car park.

## **17. ON-SITE CAR PARKING**

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Allocation of car-parks to tenants is based upon the particular lease agreement, and staff should ensure they are aware of their specific tenancy lease agreements as to the allocation of car-parks and where those car-parks are located. It is important that all persons working on the site know where allocated car-parks for their tenancy are designated so as to avoid accidentally or inadvertently parking in another person’s car space. All car spaces are individually numbered and line-marked for ease of identification.

Car-parking bays are to be maintained in a clean condition at all times. It is the responsibility of individual vehicle owners to keep vehicles well maintained to prevent oil and lubricant leaks and residual coolant fluid from contaminating the surface of the car bays. Any detected and unacceptable quantity of leakage onto the surface of the basement car-park bays will be cleaned at the expense of the tenant allocated that particular car bay.



## 18. END OF TRIP FACILITIES

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Constructed in 2017 as part of a major building redevelopment, the End of Trip Facilities at Allendale Square are located on the basement level in the core of the Allendale Square Car Park. The amenities here include a separate female and male change rooms, unisex locker room and bike storage. Further information of each room is listed below:

- **Male / Female Change Rooms:** Shower cubicles, change facilities (locker, bench, and footwear cupboard), toilets and urinals, airing cupboard, ironing boards, wall fans, daily towel service and hairdryers.
- **Unisex Locker Rooms:** Lockers, footwear cupboard, vending machine stocked with bike repair kits, personal hygiene kits, female and male socks, health snacks and protein bars.
- **Mobility Impaired Facilities:** A universal toilet and shower facility can be found next to the unisex locker room.
- **Bike Storage:** Pushbike cradles and pushbike arcs, bike maintenance station.

Instructions on how to use to the pushbike arc and cradle can be found in Annexure 4.

Persons intending to utilise the bicycle storage system should familiarise themselves with the correct manual lifting techniques to position and secure bicycles on the racking system so as to avoid personal injuries, as well as ensuring that bicycles placed into the racks cannot fall and injure people standing and/or transiting through the area. To ensure the safety all cyclist in and out of the building, all cyclists must adhere to the wayfinding path identified by a green pathway painted on the car park ground.

No bike locks are to be left on the individual bike racks as a way to reserve a bike rack. A designated bike lock bar has been provided for people to leave their locks. Building Management will arrange regular clear out of all personal equipment within the bicycle storage area. Any equipment (bikes, locks, helmets, clothing etc) not removed will be collect and held for a month before this equipment is donated or disposed of. Notification of these clean outs will be sent to all tenants allowing all staff to remove their equipment for the clean out.

Fresh towels are provided daily. All towels once used must be disposed into the allocated used towels bin. They are washed and provided by an external service provider. Any lost or misplaced towels will be notified to building management and an assessment of users that day will be investigated.

Please note the following points should be followed to maintain a safe and healthy environment for all:

- Report all problems and issues of damage, cleanliness, hygiene and/or vandalism etc. to your Tenant Representative. This is particularly important if you detect bio-hazards such as blood and other suspected body fluids, hypodermic syringes and other medical type consumables within the amenities.
- While the amenities are regularly cleaned and maintained, it must always be acknowledged that numerous people use the facilities and therefore it is important that you take appropriate measures (i.e. footwear) to protect yourself against potential skin infections such as Athletes Foot (tinea), etc.
- Promote a healthy and hygienic environment by appropriately storing footwear and clothing within the facilities, ensuring that dirty, damp and/or wet items are removed or stored and/or hung up drying/airing.
- Always ensure that you remove all personal toiletries and products from shower cubicles after use. This practice ensures you will not have other people inadvertently use your personal items as well as avoid the cleaners disposing of these loose items.
- Report all accidents within the amenities.

Access to the End of Trip facilities and bike store areas must be requested via your Tenant Representative. A Terms and Conditions forms will need to be signed by each staff member before access to the End of Trip Facilities will be granted. A copy of the form can be found in Annexure 6.

## **19. USE OF LOCKERS IN END OF TRIP AMENITIES**

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A number of storage lockers have been provided within the male and female change room and unisex locker rooms. The following points apply to locker use:

- Ensure your issued locker is locked and secure at all times.
- Never store dirty, wet or damp items such as clothing and footwear in lockers.
- Never store perishable foods and drink items in lockers.

The lockers are allocated on a “first come, first served” basis. The lockers are locked by each user inputting their own personalised 4-digit number into the locker. Instructions on how to lock the lockers are detailed within the locker room & change rooms. If you find that you’ve forgotten your 4-digit number, please contact your Tenant Representative who will notify Building Management to open your locker

for you. Please do not attempt to force open or bend the door to try and open. You are liable for any damage you wilfully cause to building equipment and furniture.

All lockers are unlocked and cleared every Friday. The cleaners will remove all loose items from the EOT facilities. These items will be stored in the Security Room for a month and any items not collected after this time will be donated to charity. Please see Concierge if you wish to collect any missing items.

## 20. EMERGENCY INCIDENT MANAGEMENT

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Operating a prestigious commercial site such as Allendale Square requires a continuous focus on emergency incident management and the capability of all persons working within the site to react to incidents that threaten the safety of building occupants. The base-building emergency management plan is designed and operated to ensure “best practice” incident and event occurrence control and co-ordination capability across the likely scenarios that Allendale Square could realistically be subjected to.

The nature and types of emergency incidents that could impact Allendale Square include the following, but are not limited to:

Alarm activations for fire and smoke detection:

- Loss of electrical power.
- Severe storms.
- Flooding and water leaks.
- Motor vehicle incidents and accidents, either on the site and/or off in the immediate locality.

The following information will provide you with an overview of the emergency incident management system within Allendale Square, assisting you to understand and be ready to safely react, move about and exit the building as required.

The site operates with an Emergency Control Organisation (ECO). The ECO comprises all key persons that have a delegated role in carrying out the direct control, co-ordination and management of an emergency incident. These people include the following:

- Chief Fire Warden – tasked with taking charge and controlling the evacuation of the building and co-ordination of the warden team until emergency management control is transferred to an attending statute authority such as police, fire and/or ambulance. The Chief Fire Warden is the most senior member of the building fire and emergency warden team and will direct and advise the warden team as required.
- Fire Wardens – tasked with taking responsibility for the orderly evacuation of their assigned areas, ensuring floor levels are cleared of all persons and that all evacuees are safely mustered in the emergency evacuation area for the building.

The following alarms may sound in an emergency. If you hear these alarms, please follow the instructions below:

- Fire Alarm Activation (“Beep Beep” tone): On the activation of the fire alarm system, remain at your location and await further directions and instructions from Floor and Area Wardens.
- Evacuation (“Whoop Whoop” tone): On the notification to evacuate staff are to leave their workstations and proceed to the designated fire exit door via following the illuminated emergency exit signs and the directions of your Floor and Area Wardens. All persons are to move onto the fire stairs and commence a calm and orderly descent down the stairwell to the ground level and then move to the emergency evacuation assembly area where your name will be verified by the Warden in control of the assembly point.

Please see Annexure 1 for a map of the location of the assembly point in the case of an evacuation.

The requirement to evacuate a building is never negotiable in an emergency incident situation such as a fire alarm. The primary focus of the ECO is to evacuate all persons from site and account for everyone known to be in the building at the building’s emergency evacuation assembly area. When the evacuation alarm sounds, please follow the directions of your specific Floor and Area Wardens, remain calm and assist other persons where required and proceed directly to the emergency assembly area. The co-operation of all persons during such an event ensures the safety of all, as well as ensuring attending emergency services teams can immediately focus on locating and containing the source of the alarm without first having to carry out a detailed search of floor levels for persons who have not evacuated as directed.

## **21. USE OF THE INTERNAL FIRE STAIRS**

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Allendale Square has two fire-stairs installed on the South side of the buildings core. These stairs provide safe egress out of the building to the designated emergency evacuation assembly area.

There are rules to be acknowledged when entering and using the building’s fire-stairwells to prevent slips, trips and falls, including:

Stairwells are only to be used for their intended purpose of providing the ability of persons to safely egress out of the building in an emergency.

- Do not run, jump and/or skip treads on the stairwells when descending.
- Do not attempt to overtake people on the stairwell.
- Always ensure you maintain your balance and prevent slip, trip and falls by using the handrail on the stairwell.

- Always ensure you are wearing appropriate footwear when using the stairwell (it is advisable that you keep a pair of flat sole type shoes at your workstation. In an emergency situation you can quickly replace unsuitable shoes with flat shoes before exiting the building).
- Under no circumstance are person/s permitted to smoke on the fire-stairs.
- Follow all lawful directions and advice of the building fire wardens, management representatives and attending fire and emergency services engaged in assisting people to safety.

## 22. HEATING/VENTILATION/AIR-CONDITIONING SYSTEMS

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Allendale Square has an installed mechanical services system that comprises the following features:

- A central chilled water system that is supplied via mechanical chilled water plant.
- Installed cooling towers.
- Computer Server / Tenant condenser water.

The building HVAC system is operated and controlled via the installed computerised and automated Building Management System (BMS).

All requests and/or queries for alteration of internal temperatures are to be actioned through your Tenant Representative.

The HVAC system operates within the defined building operating hours of 8am to 6pm, Monday to Friday (excluding Public Holidays). Where air conditioning is required outside of these times, a request for operation can be made via the online afterhours HVAC request procedure and with approval from your Tenant Representative. Alternatively, each floor has an after hours air conditioning access control reader which once swiped will activate the air conditioning system to run for 1 hour. The swipe card reader for the after hours air conditioning is located on the wester side of the lobby, adjacent to the communication riser.

All requests for after hours air conditioning will be charged directly to the tenant at a rate set by Building Management.

## 23. SMOKING / VAPING

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Allendale Square is a no smoking zone. Smoking/Vaping is not permitted anywhere on the ground floor podium level of the tower.

## 24. PEST CONTROL

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Base-building management maintain a regular service schedule for the control of rodents, vermin and insects within the site as well as carrying out wildlife and domestic animal capture and removal as required.

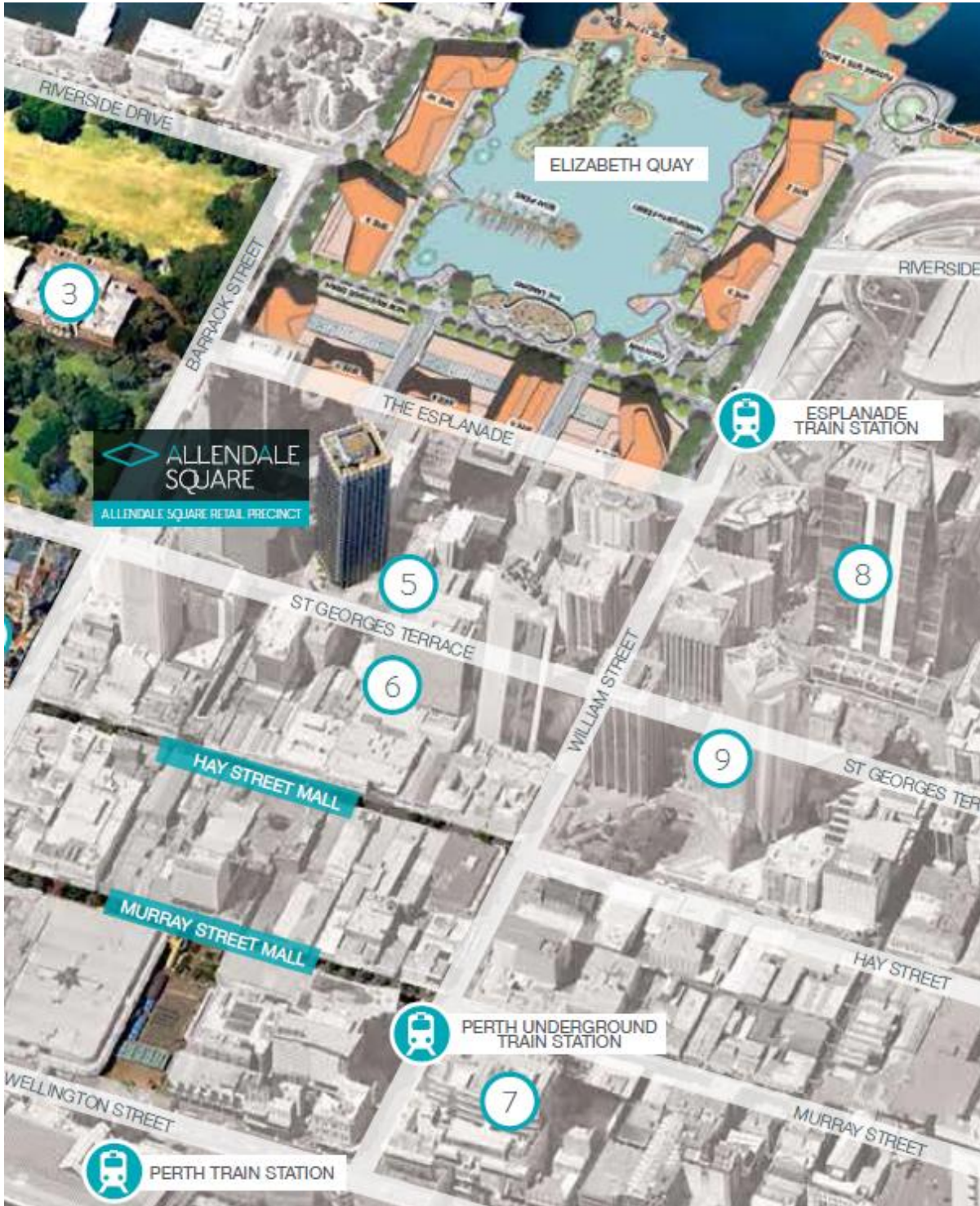
While every effort is made by base-building management to maintain control within the base-building areas, the following advice should be noted for tenants in reducing impacts of pest habitation:

- Ensure food scraps are placed into correct bins.
- Ensure that fruit and vegetables are not left exposed for extended periods.
- Make every attempt to limit the amount of paper and cardboard product within your workstation/s.
- Always clean up spills of coffee and sugar-based beverages.
- Never leave caps and lids off containers of beverages and citrus based liquids.
- Do not attempt to feed birds that may be located on the site.

Please report any incidents where domestic and/or wild animals may have entered the site. Never attempt to capture and/or handle any animal. Report the situation to your Tenant Representative or to the reception desk and a trained and qualified operator will be organised to attend the site and rescue/attend to the animal/s.

## 25. PUBLIC TRANSPORT ACCESS

The nearest metropolitan railway stations to Allendale Square are the Perth Underground and Elizabeth Quay (see below map). Public bus stops are located along St Georges Terrace.





## Annexure 1

### Map of Emergency Evacuation Assembly Area – Floors 1 – 12

ISSUE DATE APRIL 2020  
VALID TO - APRIL 2025

## EMERGENCY EVACUATION DIAGRAM

### ALLENDALE SQUARE, 77 ST GEORGES TERRACE, PERTH

- 1** When the **ALERT TONE** (beep beep, beep) sound, stop what you are doing prepare for evacuation. Listen for instructions. Follow direction of the warden.
- 2** When the **EVACUATE TONE** ( whoop whoop whoop) sounds, under the instruction of the Wardens, evacuate the building via the Emergency Exit. If no wardens are present, evacuate the building immediately via the nearest exit.  
**DO NOT USE LIFTS**
- 3** Do not panic. Move to the **ASSEMBLY AREA**.  
**A LOCATED IN STIRLING GARDENS.**
- Use pedestrian crossing at Barrack Street.
- 4** Do not return to the building until given the "All Clear" by the Chief Warden or Emergency Services.

**LEGEND**

Fire indicator panel	Manual call point	Fire hose reel	Phone (WIP)
E.W.J.S System	Hydrant	Powder extinguisher	
Path of travel	Emergency exit	Assembly area	

Issued in compliance With AS3745-2010

**IN THE EVENT OF A FIRE RING 000 TO ENSURE FIRE SERVICE RESPONSE**

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Annexure 2

EMERGENCY EVACUATION DIAGRAM

ALLENDALE SQUARE, 77 ST GEORGES TERRACE, PERTH

ISSUE DATE APRIL 2020  
VALID TO : APRIL 2025

- 1** When the **ALERT TONE** (beep beep, beep) sound, stop what you are doing prepare for evacuation. Listen for instructions. Follow direction of the warden.
- 2** When the **EVACUATE TONE** (whoop whoop whoop) sounds, under the instruction of the Wardens, evacuate the building via the Emergency Exit. If no wardens are present, evacuate the building immediately via the nearest exit.

DO NOT USE LIFTS

- 3** Do not panic. Move to the **ASSEMBLE AREA**. **LOCATED IN STIRLING GARDENS.**

Use pedestrian crossing at Barrack Street.

- 4** Do not return to the building until given the "All Clear" by the Chief Warden or Emergency Services.

Use pedestrian crossing at Barrack Street.

Do not return to the building until given the "All Clear" by the Chief Warden or Emergency Services.

**LEGEND**

Fire indicator panel	Manual call point	Fire hose reel	Phone (WIP)
E.W.I.S System	Hydrant	Powder extinguisher	
Path of travel	Emergency exit	Assembly area	

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Map of Emergency Evacuation Assembly Area – Floor 13

## Annexure 3

ISSUE DATE APRIL 2020  
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# EMERGENCY EVACUATION DIAGRAM

## ALLENDALE SQUARE, 77 ST GEORGES TERRACE, PERTH

- 1** When the **ALERT TONE** (beep beep, beep) sound, stop what you are doing prepare for evacuation. Listen for instructions. Follow direction of the warden.
- 2** When the **EVACUATE TONE** (whoop whoop whoop) sounds, under the instruction of the Wardens, evacuate the building via the Emergency Exit. If no wardens are present, evacuate the building immediately via the nearest exit.  
**DO NOT USE LIFTS**
- 3** Do not panic. Move to the **ASSEMBLE AREA**. **LOCATED IN STIRLING GARDENS.**   
Use pedestrian crossing at Barrack Street.
- 4** Do not return to the building until given the "All Clear" by the Chief Warden or Emergency Services.

**LEGEND**

Fire indicator panel	Manual call point	Fire hose reel	Phone (WIP)
E.W.I.S System	Hydrant	Powder extinguisher	
Path of travel	Emergency exit	Assembly area	

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Map of Emergency Evacuation Assembly Area – Floor 15 – 31

## Annexure 4



### Lower Level



1. Reverse your bike into the track
2. Pivot the locking arm to the upright position to secure your bike

### Upper Level



1. Pull down on the handle until the rack is fully extended



2. Lift your bike and position the front wheel into the lower wheel holder



3. Hold the handle bars and seat whilst pushing up and forward until the bike locks into position



4. Pivot the locking arm to the upright position to secure your bike



5. Lift the handle until the unit is fully retracted

