

## Circular to Shareholders and Clerks: Building works and building closure

This circular is a reminder for Members and Clerks about the upcoming building and maintenance works, and the building closure, I refer to my earlier circulars this year – see the circulars tab of this page on CCL's website: <https://www.ccl.com.au/shareholders>

### Building Closure:

The building will be closed from 12pm Midday on Tuesday 24 December 2019 until 8am Thursday 2 January 2020. CCL will not have any staff on duty during this time.

Should Members require access during this time, you will need to have your access card or tag with you. The last opportunity to have access cards or tags updated or checked before the building is closed will be 11am on Wednesday 18 December 2019.

### Building works:

As outlined in my earlier circulars, work on the lifts in Wentworth & Selborne Chambers and Lockhart Chambers will be taking place in January 2020. This work will result in delays to the lift service during this time, lift technicians will be attending each Floor and the work will generate noise from drilling and hammering.

Furthermore, the replacement of the Hydrant services tank and pumps on the roof of Wentworth Chambers will also be taking place. Whilst the work will be confined mostly to the roof and plant areas, there will be noise generated from the work that will likely be disruptive. The work will involve the transport of a large volume of materials into and out of the building, the majority of which will be done during the building closure.

As a consequence of both projects taking place simultaneously, there may be times when the lift service in Wentworth Chambers is particularly slow and traffic may need to be diverted to Selborne. A foyer attendant will be on hand throughout the period to provide directions and assist with access should that occur. CCL kindly requests the co-operation of Members if a request be made to use the lifts on the opposite side of the building.

Members and Clerks please note that noise restrictions are lifted between 6pm Friday 20 December 2019 and 8am Sunday 26 January 2020. In addition to the work that CCL is carrying out, some Floors and individual Members are also having works done, Members and Clerks should be prepared for some noise and disruption during this period.

### Fit Out Guide:

The period to apply for and carry out building work between 6pm Friday 20 December 2019 and 8am Sunday 26 January 2020 has elapsed.

Please see attached a copy of the latest Fit Out Guide:

[https://www.ccl.com.au/files/documents/Fitout\\_Guide\\_October\\_2019\\_3.5.pdf](https://www.ccl.com.au/files/documents/Fitout_Guide_October_2019_3.5.pdf)

The Fit Out Guide spells out the requirements for all work taking place in CCL's buildings.

If you have questions or require further information, please contact our Maintenance Staff on 9231 3644.

Kind regards,  
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