

Circular to Shareholders & Clerks: Maintenance Works December 2019 and January 2020

CCL is in the process of planning critical maintenance works for the December 2019 and January 2020. Please note the following important information.

Lift Service – Minor compliance upgrades

Improvement will be made to the lifts in Wentworth & Selborne Chambers, and Lockhart Chambers. These works are associated with safety and compliance requirements within the lift shaft and the lift motor room, and will not make any noticeable difference to the lift performance or operation. Kone, CCL's lift service company, is developing a detailed program which will be circulated as soon as it is settled. These works will involve interruptions to the lift service, resulting in delays when the work is underway. CCL is working with Kone to ensure that the disruption and lift service outage are confined to the end of December 2019 and January 2020 vacation period.

The works will be noisy at times, and lift service technicians will be visible on each Floor. Access to Chambers will not be affected.

Hydrant water tank replacement

The original water storage tank on the roof of Wentworth Chambers, which provides water for the buildings Hydrant system is old and at the end of its service life. A new, larger tank will replace it, to provide the necessary water storage to the future and meet the requirements of the Building Code of Australia. Whilst the work is confined to the roof of Wentworth Chambers, materials, tools, and trades will be coming in and out of the building through the Wentworth lift Foyer. The work will be noisy at times, however it is not expected to have a significant impact on Members.

As a consequence of both works taking place simultaneously, there may be times when the lift service in Wentworth Chambers is momentarily unavailable. This is expected to be confined to the period between 24 December 2019 and 2 January 2020, however there may be instances where this also occurs in early January. Should this occur, access via Selborne Chambers will still be possible. CCL will employ a foyer attendant to assist with access and logistics during these times.

Building works generally & CCL's Fitout Guide

The deadline to apply to carry out building work between 24 December 2019 and 26 January 2020 has elapsed and no further applications will be considered. CCL will permit only Members and Members'

Floors to carry out building and maintenance work where applications were submitted and accepted prior to the deadline and strictly in accordance with the Fit Out Guide. A copy of the latest Fit Out Guide is available on CCL's

website: https://www.ccl.com.au/files/documents/Fitout_Guide_October_2019_3.5.pdf

IMPORTANT: No work of any kind, no matter how minor in nature, will be permitted to be carried out unless an application has been made to CCL as stated above. Trades that turn up without approval will be turned away.

Fire alarm call out fees:

Fire & Rescue NSW continue to charge for attendance to fire alarm system activations. The fee is approximately \$1,800, and is strictly applied. Wherever a fire alarm is activated, the fee is passed on to the person or entity responsible for triggering the alarm. In order to avoid fire alarm activations, please ensure that only trades authorised by CCL to perform work attend site, and sign on as required every day. Further measures to avoid alarm activations include:

- Ensure that all electrical appliances are tagged and tested by a licensed electrician.
- Do not leave any kitchen appliances operating and unattended.
- Do not use spray cans, aerosols, inspect sprays within the buildings.
- Do not interfere with smoke detectors or sprinklers in any way.
- Except for genuine emergencies, do not interfere with break glass alarm panels.

Kind regards,

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