

# COUNSEL'S CHAMBERS LIMITED

A.C.N. 000 111 302

When replying please quote

5 October 2016

## **CIRCULAR TO SHAREHOLDERS AND CLERKS**

### **BUILDING WORKS AND BUILDING CLOSURE IN DECEMBER 2016 & JANUARY 2017**

I refer to previous circulars in relation to upcoming works, the link to all of these circulars follows:

<http://www.counselschambers.com.au/default.php?pg=epages&page=884>

Please note the following important information about work that occurred last year, and work that is scheduled to take place this year.

#### **Stage 3 Window & AC replacements – Selborne Chambers internal light well:**

This project was completed over six months ago. The opportunity to report defects or problems in your Chambers resulting from that work is now over. We will of course respond to maintenance requests associated with the windows as we normally do.

The manufacturer's warranty on AC equipment installed as part of those works still stands, however members must contact authorised Mitsubishi dealers directly if problems are encountered with the AC equipment.

#### **Works in Chambers and on Floors:**

The deadline for notifying CCL for work planned between 16 December 2016 and 27 January 2017 elapsed on 30 June this year. Under no circumstances will work be permitted, unless you have already notified CCL and provided the necessary plans.

#### **Stage 4 Window & AC replacement:**

The replacement of the windows in the Wentworth internal light well will start in November 2016. A brief summary of the program follows:

- November 2016 – Delivery and construction of the scaffold. Please note:
  - The work will be carried out during evenings and over weekends.
  - A crane will be used to deliver the scaffold on Sunday 13 November, access to Phillip Street will be completely closed to vehicles.
  - Erection of the scaffold in the light well will be noisy and disruptive at times.
- December 2016 – Preliminary repairs and survey works. Please note:
  - The repairs involve the removal of loose render, cement and paint.

- This work will be carried out during evenings and over weekends in the first half of December 2016.
  - Trades will be on site and visible through the windows of the affected Chambers.
  - The work will be noisy and disruptive.
- 6pm on Friday 16 December 2016 – Construction commences full time:
    - No access to internal rooms in Wentworth Chambers under any circumstances.
    - No access to reception areas where AC systems are being replaced.
    - No access to Wentworth Chambers on Level 7 due to Floor renovation.
    - Noisy and disruptive work will be permitted during the day.
    - Trades and Contractors will be on site full time until the end of the construction period.
- 8am on Thursday 26 January 2017 – Full time construction ceases:
    - Access to Chambers and Reception areas will be back to normal.
    - All Floors will be ready to operate as normal.
    - Work will be mostly complete, there may be some minor works such as painting and making good, however this will be carried out after hours if necessary.
- February & March 2017 – Site disestablishment:
    - Defects reported in Chambers and on Floors to be repaired during evenings and weekends at this time.
    - The scaffolding will be removed during the evening and over weekends, there will be two cranes to remove the scaffolding and platform structure in February and March.
    - The work may be noisy at times and trades will be on site during the evening and on weekends.

### **Electrical Works on Levels 8, 9 & 11 Wentworth Chambers:**

These works will commence at 6pm on 16 December 2016 and will continue until 8am on 26 January 2017. Between these times, no access to Levels 8, 9 or 11 Wentworth will be permitted under any circumstances. There will be no lighting, power or services available during this time.

### **Hydrant replacement – Wentworth & Selborne Chambers:**

The replacement of the hydrant system will take place over coming months. The final details of the program are still being settled and a further circular will be sent to advise you of the timing of this work. The work will be confined to the fire stairs and the areas near the existing fire hose reel.

### **Waterproof membrane replacement – Wentworth & Selborne Chambers rear light well:**

Preliminary work to replace the waterproof membrane in the rear light well on Level 1 will be carried out over the weekends of 8 & 9 October 2016 and 22 & 23 October

2016. The bulk of the work will then be carried out during the construction period between 16 December 2016 and 26 January 2017. This work will be noisy at times, and the adhesive products employed in the application of the new membrane may generate some odours. The impact of this work will be limited to Chambers along the eastern corridor with windows facing Macquarie Street.

**Building Closure & CCL Office Closure:**

Wentworth & Selborne Chambers and Lockhart Chambers will be closed from Midday on 23 December 2016 until 8am on 3 January 2017. During that time access will only be available with your security pass. Access will be limited to those areas unaffected by the works.

**Lift Restrictions:**

There are a number of lift restrictions in Wentworth & Selborne Chambers during the Christmas Vacation period, attached is a schedule indicating access arrangements on each floor. Please contact our maintenance department if you need to change any of the details listed on the schedule.

If you have any questions, please contact Lee Albert on 9231 3644.

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