

15 February 2017

## Building and Construction work

The construction work in Wentworth & Selborne Chambers is largely complete, with only the removal of scaffold, external work to the building and rectification of defects taking place after hours and over weekends. The deadline for reporting defects is 25 February 2017, and you can report defects by sending an email to [maint@ccl.com.au](mailto:maint@ccl.com.au). **Please do not attempt to contact the builder directly under any circumstances also please do not copy the builder in on any email correspondence, CCL are managing defects systematically on a priority basis and are co-ordinating access and attention to the defects accordingly.**

A final reminder circular will be sent out on 25 February. New AC units have 24 months warranty and CCL will continue to maintain the windows as part of the building infrastructure.

Over the next two weekends, there will be a crane lift in Phillip Street to removal the scaffolding and the steel supporting platform. The road will be completely closed to vehicular traffic, access to Chambers will remain unaffected.

The Fit Out Guide which outlines the basic requirements for carrying out building and maintenance work in all of CCL's buildings have been updated and can be found on the website using the following link: [CCL Fitout Guide](#). The Construction & Maintenance Work Summary has also been updated, you can see the revised version using the following link: [Rules Summary](#)

Please be aware that setting off the fire alarm will result in the person responsible being charge a fee from Fire & Rescue NSW, which is up to \$1,800. In order to minimise the possibility of setting off the fire alarm, please ensure that all electrical equipment is tagged and tested as required by Workcover NSW, that you do not leave toasters, microwaves or other kitchen appliances unattended and that you always notify CCL of building or maintenance works in accordance with the requirements set out in the Fit Out Guide and the Work Summary.

All cleaners, trades, maintenance and service technicians must sign in and out here on Level 1 every time they are on site. This requirement is to ensure that we maintain security within the building and also to ensure that, during the course of an emergency evacuation, we can account for all persons on site at any given time.

If you are planning to have work carried out over the Christmas 2017 & January 2018 vacation period, you must notify CCL before 30 June 2017. In the instance that a Floor requires major works to be undertaken during that time, a full set of plans and documentation is required by 30 June 2017 and other requirements also apply, please see the Fit Out Guide or contact our maintenance office for further information.

If you have any questions, please call on 9231 3644.

Kind regards,

**Debbie George**  
General Manager

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