

**27 February 2017**

## Building and Construction Work

I refer to the Circular of 15 February, and in particular the deadline for the notification of new defects from the work carried out over December 2016 & January 2017, which was 25 February 2017. The time for the notification of new defects has elapsed, and no new defects will be recorded.

The equipment from the window and AC replacement has been removed from site, repairs are continuing near to Levels 1 & 2 in the middle light well to make good those parts of the light well facade that were opened up to provide support for the scaffold. This process will be completed after hours and will take 4 to 6 weeks. It is expected to be noisy at times, however the work is necessary to ensure that the fabric of the building is restored and to the best possible condition.

For those of you who have outstanding defects that were previously recorded, we are addressing these and these will be rectified shortly.

New AC units have 24 months warranty and CCL will continue to maintain the windows as part of the building infrastructure.

Please note the following important points in relation to the buildings:

- There is a new [CCL Fitout Guide](#) that governs how building, construction and maintenance work in the buildings.
- There is also a new [Rules Summary](#) which is a helpful guide for minor works.
- The fee for triggering an alarm on the building's fire panel, by setting off a sprinkler or smoke detector, is \$1,800.
- All trades, service and maintenance technicians and construction works must sign in and out here at Level 1 Selborne Chambers.

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. For work involving the renovation of a Floor, the Contractor must be formally engaged to carry out the work by no later than 30 November 2017.

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

Kind regards,

**Debbie George**  
General Manager

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