

Circular to Shareholders & Clerks: Building Work and program for December 2017 & January 2018

May 04 2017

I refer to the previous circulars sent this year in relation to building work in Wentworth & Selborne and Lockhart Chambers. Please see the 'circulars' tab on the following link for further information:

<https://www.ccl.com.au/shareholders>

If a Floor intends to carry out building work in common areas during the upcoming construction period from 6pm Tuesday 19 December 2017 to 8am Friday 26 January 2018, final plans and documentation must be submitted before the deadline of 30 June 2017.

If Shareholders wish to carry out building work in Chambers, from minor works such as installation of blinds or carpet, or having painting or electrical work carried out, to more significant work including a full renovation of Chambers, you must notify CCL before the deadline of 30 June 2017. CCL will then make arrangements with you to retrieve the necessary documentation to enable the work to proceed.

If CCL have not been notified and presented with the necessary documentation as required, work will not be permitted during the construction period.

For more information about carrying out work in the building, during and outside of the construction period, please refer to the 'Site Rules & Procedures' tab under the Maintenance section of the CCL website for the On Site Procedures & Fitout Guide and the Construction & Maintenance Work Summary: <https://www.ccl.com.au/services>

This year CCL will be undertaking two major building maintenance projects.

1. Electrical Work in Wentworth Chambers, from Basement to Level 7:

As previously described in an earlier circular, this work involves the replacement of all of the original electrical wiring and all of the distribution boards on those floors, and there will be no power or lighting during this time. As a consequence, please note the following important access information, describing the restrictions and changes to access that will be in effect during the construction period from 6pm Tuesday 19 December 2017 until 8am Friday 26 January 2018:

- There will be no lift access to the Basement and Levels 1 to 7 in Wentworth Chambers.
- There will be no access to any area in Wentworth Chambers from Levels 1 to 7 including all Barristers Chambers.

- There will be no access to the basement corridor in Wentworth Chambers, including the showers and toilets.
- Access to the Ground Floor Wentworth Chambers Lift Foyer will remain in place, albeit with temporary lighting provisions in place.

This work is an essential safety upgrade pursuant to advice received from CCL's electrical engineers. This electrical upgrade has been carried out to the upper Floors in Wentworth Chambers over the last three years, this round of work will be complete the upgrade.

Our Maintenance Staff will be in touch with Clerks from Levels 2 to 7 to arrange access and inspection of the Floor and Chambers, and following that inspection CCL will provide further information about the impact in individual Chambers and what is required to prepare for the work and the construction period generally.

2. Hydrant System upgrade in Lockhart Chambers, all Floors:

Also as described in an earlier circular, the hydrant system in Lockhart Chambers will be replaced during the construction period from 6pm Tuesday 19 December 2017 to 8am Friday 26 January 2018. This work is expected to be noisy and disruptive, however access will remain available in Lockhart Chambers. Trades and builders will be on the Floors and work will be focussed in the fire stairs and near the existing hose reel and hydrant cabinets.

The new hydrants will be located within the fire stairs, which is consistent with the Building Code, and once again our Maintenance Staff will be in touch with the relevant Clerks in due course with further information.

A final reminder about the fees charged by Fire & Rescue NSW for responding to fire alarms; the fee is \$1,800 and will be charged to the person responsible for setting off the fire alarm. To reduce the chances of setting off the fire alarm and being charged this fee, please ensure the following:

- All kitchen appliances are in good working order and are not unsupervised whilst in operation at any time.
- All electrical equipment is tagged & tested in accordance with requirements by Safework NSW: <http://www.safework.nsw.gov.au/health-and-safety/industry-safety/electrical-and-power/electrical-inspection-and-testing>
- Always ensure that you notify CCL about building work you propose to carry out in accordance with the On Site Procedures & Fitout Guide and that trades follow the correct procedures to prevent setting off the fire alarm.

Kind regards,

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