

## CIRCULAR TO SHAREHOLDERS AND CLERKS CHRISTMAS BUILDING WORKS AND CLOSURE 2017 – 2018

**12<sup>th</sup> December 2017**

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

The deadline for notifying CCL for work to be carried out between 19 December 2017 and 26 January 2018 elapsed on 30 June this year. Under no circumstances will further work be permitted, unless you have already notified CCL and provided the necessary plans and information.

**Please note the following important information about work that is scheduled to take place this year and next.**

### **Wentworth Chambers - VIR cabling replacement Basement and Levels 1 to 7:**

No access will be available to the basement or to Levels 1 to 7 in Wentworth Chambers from 6pm 19 December 2017 until 8am 26 January 2018. The replacement of wiring, electrical distribution boards and other essential works will be taking place during this time. There will be no access to those floors via the lifts, and access to Chambers, reception and common areas on those floors will not be possible whilst this work is being carried out.

Preliminary works on this project will take place on Saturday & Sunday 9 & 10 December, this work will involve running temporary data & power cable to the floor switches and lift foyer areas. The cables will be run through the centre light well and through the reception windows of the affected floor.

Temporary glazing panels for the reception windows will be installed on Saturday & Sunday 16 & 17 December.

### **Lockhart Chambers – Hydrant upgrade:**

An upgrade to the hydrant system in Lockhart Chambers will be occurring throughout the building and will take place from 6pm 19 December 2017 until 8am 26 January 2018. Tradesmen will be on site and working on the footpath in Macquarie Street, in the basement plant rooms, in the fire stairs throughout, in and around the existing fire hydrant cabinets on each floor and also on the roof of Lockhart Chambers. The work is expected to be moderately noisy, however access will remain available throughout the construction period.

There may be interruptions to the water supply and air conditioning, however if these interruptions occur, it will be limited to after 6pm during the week and on weekends only through January to minimise inconvenience.

Preliminary work took place in the fire stairs over the weekend, further work may take place over coming weekends and CCL staff will contact the Clerks with further information should this be the case.

#### **Defects:**

If you wish to report defects from the 2017 - 2018 Christmas and January building works, please do so via email to [maint@ccl.com.au](mailto:maint@ccl.com.au), and only after the 26 January 2018. The defects register does not open until this date, also, notification of defects can only be made in writing.

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 will be managing defects systematically on a priority basis and are co-ordinating access and attention to the defects accordingly. The deadline for reporting defects will be the 28 February 2018.

#### **Building Closure & CCL Office Closure:**

The offices of Counsel's Chambers Limited will be closed from midday on 22 December 2017 and will re-open at 8am on Tuesday 2 January 2018. Wentworth & Selborne Chambers and Lockhart Chambers will also be closed during this time, access into the building will be available using your access card or tag. Please ensure that your access card or tag is up to date if you require access during the building closure. The last opportunity to have your access card or tag renewed before the end of the year will be 11am on Tuesday 19 December 2017.

#### **Lift Restrictions:**

A number of Floors in Wentworth & Selborne and Lockhart Chambers have elected to extend the times that lift access to their floors will be restricted during the Christmas Vacation period. Clerks should contact CCL to make changes to lift security times, please notify our maintenance staff as soon as possible. Floor restrictions and floor opening times will be displayed on the Lift Foyer noticeboards.

#### **Builder's Lifts and builders phones:**

Due to the significant volume of work planned for this year, there will be changes to the lift service. Please note the following:

- Builders lift linings will be installed to the builders lifts on Saturday & Sunday 9 & 10 December.
- From 6pm on 19 December 2017 to 8am 26 January 2018, one lift in Wentworth, one lift in Selborne and one lift in Lockhart Chambers will be dedicated as a builder's lift, no access is permitted in these lifts.
- The floor builders phones are planned to be installed in lift foyer areas on 18 December, the floors which will have a builders phone located in their lift foyers are:

Wentworth Chambers:

- Basement
- Level's 1 to 7.

Selborne Chambers:

- Basement
- Level 1
- Level 4
- Level 9
- Level 10
- Level 11
- Level 13

Lockhart Chambers:

- Ground
- Level 1
- Level 12

If you have any questions, please contact the Maintenance Office on 9231 3644.

Kind regards,

**Debbie George**  
General Manager



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