

Circular to Shareholders & Clerks: Building and Construction Work 2018 & 2019

12 February 2018

Planning for essential building and maintenance work for this year and early next year is currently underway, and further information about this work will be circulated to Members in due course.

Please note that if you wish to carry out work between 19 December 2018 and 26 January 2019, you must notify CCL by no later than 29 June 2018. Requests will be considered and further information may be required before approval to carry out work is granted.

The latest Fit Out Guide is available on the CCL website, all work carried out on site must comply with the requirements of the Fit Out Guide:

https://www.ccl.com.au/files/documents/Fitout_Guide_December_2017_3.2_.pdf

NSW Fire & Rescue charge for attendance to fire alarm activations across NSW, and where a fire alarm is set off, CCL will pass on this cost to the person responsible. The cost is \$1,800 and subject to increase from time to time. To avoid setting off the fire alarm and incurring costs, please note the following important information:

- Ensure that all electrical appliances are tagged and tested in accordance with WH&S requirements.
- Never leave any kitchen appliance unattended whilst in use, such as toasters and kettles.
- Avoid using aerosol sprays.
- Always notify CCL of trades and contractors attending site in accordance with the Fit Out Guide.
- Ensure that all trades and contractors attending site sign in and out here at Level 1 Selborne Chambers.
- Smoking is not permitted anywhere in the buildings.

Please contact the maintenance office if you have any questions or if you are planning to carry out work this year or early next year.

Kind regards,

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