

## Circular to Shareholders & Clerks: Building works and reminders

I refer to my circulars of 12 February 2018, 26 March 2018 and 6 April 2018.

The following is an update on building works that are planned to be carried out by CCL at the end of the year, and also some reminders for Shareholders & Clerks about building work generally.

A summary of the major works that will be undertaken this year includes:

- The Wentworth & Selborne Chambers Façade works.
- One major Floor renovation is proposed.
- One minor Floor renovation is proposed.
- Ground Floor Wentworth Chambers air conditioning upgrade.

### Wentworth & Selborne Façade Works:

The planning process to replace the glazing, air conditioning and the cladding to the Wentworth & Selborne Chambers façade continues, preliminary work is scheduled to commence in October 2018. Members and Clerks please note that access will not be available to any area within the published exclusion zone during the time that work is underway in full, and that is from 6pm on Monday 17 December 2018 until 8am on Saturday 26 January 2019.

The exclusion zone includes all of the Chambers accessed from the Phillip St corridor (west corridor) and the portion of reception from and including the lift closest to Phillip St in both Wentworth & Selborne Chambers on each and every Floor. Access to the rest of the Floor remains unaffected.

Photos and information for all Chambers and reception affected by the work have been circulated, if you have any comments or questions about this, please contact Karl Fletcher at [karl@ccl.com.au](mailto:karl@ccl.com.au). The final versions of the marked up photos and associated information will be circulated to Members, Clerks as well as the Contractor to provide a reference for the work that will take place in each of the affected Chambers and reception areas.

### Works in Chambers:

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 5pm tomorrow, 29 June 2018.** Requests will be considered and further information may be required before approval to carry out work is granted.

There is also a deadline to engage Contractors who will be carrying out work during this time, and all Contractors must be engaged by no later than 28 September 2018.

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

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

### Fire alarm call out fees:

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.

### CCL's Office, Building and Floor closures:

CCL's offices, Wentworth & Selborne Chambers and Lockhart Chambers will be closed from 12pm Friday 21 December 2018 until 8am on Wednesday 2 January 2019. Members and Clerks will require their access cards or tags to enter the buildings during this time. If Floors wish to apply additional security restrictions to lift access in January, please contact Karl Fletcher at [karl@ccl.com.au](mailto:karl@ccl.com.au). The foyer noticeboards will be modified during over December and January to display extended lift restrictions and provide directions to clients, visitors and couriers.

If you have any questions, please contact Lee Albert at [lalbert@ccl.com.au](mailto:lalbert@ccl.com.au)

Kind regards,

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