

Circular to Shareholders & Clerks: Building and Construction Works 2019 & 2020

March 22nd 2019

The Wentworth & Selborne Chambers façade upgrade work continues and remains on schedule to be completed in the first week of April. Both the hoarding and scaffold will be removed from site by the 7th April 2019.

For Members safety the Wentworth Chambers roof showers were closed while the scaffold was in place, as the roof was a high traffic area and an access point to the scaffold. The scaffold has now been removed from the roof and the Wentworth Chambers showers are now re-open to members.

Planning for essential building and maintenance work for this year and early next year is currently underway. Works planned for the 2019/2020 Christmas vacation period will be minor, it is intended that the upgrade the Wentworth & Selborne Chambers Hydrant tank will take place during this time. The Hydrant tank upgrade works will have minimal impact on floors as the work will be concentrated on the roof area.

There have been a number of questions regarding upgrades to the Wentworth & Selborne and Lockhart Chambers Lifts. At this stage, upgrades to the lifts are not scheduled to commence before December 2020.

If you wish to carry out works in chambers or on Floors between 20 December 2019 and 26 January 2020, you must notify CCL by no later than 28 June 2019. Where Floors are planning to carry out substantial works, plans must be submitted by 28 June 2019.

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_July_2018_3.3.pdf.

A reminder regarding 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,
Debbie George
General Manager



Level 1 Selborne Chambers
174 Phillip Street Sydney
NSW 2000 Australia
DX 973 Sydney

P: +61 2 9231 3644

E: dgeorge@ccl.com.au

W: www.ccl.com.au

This email (including any attachments) is confidential, may be privileged, may contain commercially valuable information and intended solely for the use of the individual or entity to whom it is addressed. It may be read, copied and used only by the intended recipient. If you have received it in error, please contact CCL on +61 2 9231 3644 or by email at admin@ccl.com.au, or the Sender immediately by return email, and immediately delete this email. CCL reserves the right to monitor all email communications through its networks. If the content of this email is personal or unconnected with CCL's business, we accept no liability or responsibility for it. You should take full responsibility for virus checking of this email and any attachments. If this email contains personal information (as defined in the Privacy Act Cth as amended) you must at all times comply with the Privacy Act and Australian Privacy Principles in connection with the personal information.