

# Building updates and reminders

COUNSEL'S  
CHAMBERS  
LIMITED

**9 May 2022**

**Dear:** Shareholders & Clerks

This circular includes the following topics:

- *Building works*
- *Fire alarms*
- *Entry door security alarms*
- *Lift use*
- *Maintenance work & projects*
- *Roof Showers have re-opened*

## Building Works

Members & Clerks please note the 30 June deadline to apply for building works between 16 December 2022 and 26 January 2023.

Major works such as Floor renovations or toilet upgrades require a full set of plans to be submitted as part of the application by 30 June.

Applications submitted after 30 June will not be considered and works will not be allowed to proceed without approval.

[CCL's Rules & On-Site Procedures](#) outline the requirements for all work in the buildings, and should be reviewed and considered prior to making an application to carry out building work.

These [Rules & On-Site Procedures](#) apply to all building works, including works proposed outside of the December 2022 and January 2023 period, and regardless of how minor in nature.

If you have any questions or require further information, please contact our [Maintenance Team](#).

## Fire alarms

Fire & Rescue NSW continue to charge for attendance to fire alarm system activations. The fee is approximately \$1,800 and is strictly applied. Wherever a fire alarm is activated, the fee

is passed on to the person or entity responsible for triggering the alarm. In order to avoid fire alarm activations, please ensure the following:

- Ensure that all electrical appliances are tagged and tested by a licensed electrician.
- Do not leave any kitchen appliances operating and unattended.
- Do not use spray cans, aerosols, insect sprays within the buildings.
- Do not interfere with smoke detectors or sprinklers in any way.
- Except for genuine emergencies, do not interfere with break glass alarm panels.
- Do not engage contractors to conduct building work without approval from CCL.
- Trades and contractors sign in and out every day.

Fire & Rescue NSW have a [brochure](#) that may assist in avoiding unwanted alarms.

### Entry door security alarms

Members & Clerks are reminded that all entrances to Wentworth, Selborne, Lockhart and Windeyer Chambers have after hours alarms that are connected to a central monitoring station.

The alarms are necessary to monitor forced entry, and if held open for longer than 15 seconds, an alarm will be generated, a security patrol will respond and the patrol call out charges will be passed on to the person or entity responsible for holding the door open.

If you are moving items in or out of the buildings after hours and require the doors to be opened for longer than 10 – 15 seconds, please contact CCL in advance to make the necessary arrangements.

### Lift use

Members & Clerks will be aware of the lift modernisation in the buildings, which is nearing completion. In order to protect the finishes inside the new lift cars, and to ensure that the appropriate protection measures are in place to avoid damage to the lift cars, CCL requires you to notify us 72 hours in advance of:

- a) moving furniture, substantial artwork or equipment including photocopies; or
- b) taking receipt of substantial deliveries of goods or equipment; or
- c) attempting building works (in accordance with our Rules & On-Site Procedures); or
- d) any other undertaking that requires moving large, heavy or awkward objects.

Please note that all lift cars have CCTV. The cost of repairing damage caused to the lifts will be passed on to the individual or Floor responsible, so in order to minimise the chance of this happening, please observe these requirements carefully.

## Maintenance work & projects

CCL is continuing to plan, document and engage contractors for maintenance and upgrade works in December 2022 and January 2023. There are several projects planned for this year and include:

1. Improvements to plant and equipment in Selborne Chambers sub-basement.
2. Aesthetic improvements to the Lockhart Chambers Ground Floor Foyer.
3. Improvements to access to the Lower Ground Floor of Lockhart Chambers.
4. Replacement of the fire indicator panels in Wentworth & Selborne and Lockhart Chambers.

The replacement of the fire panels will be carried out over weekends in October and / or November to ensure that the buildings have full fire protection in December 2022 and January 2023. Further information and precise timing about this particular project will be circulated to Members and Clerks, **it is important to note that whilst the fire indicator panels are being replaced, no other building and construction work will be permitted under any circumstances.**

The other projects will take place between 16 December 2022 and 26 January 2023.

## Roof showers re-opening

Kone have completed work in Wentworth & Selborne Chambers, they no longer require use of the roof to carry out their work or store plant and equipment. The rooftop showers and toilets are once again available for use by Members & Clerks – your access cards will enable access to the rooftop showers.

Kind Regards,  
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