

## Circular to Shareholders & Clerks: Building Closure and Building Works

8<sup>th</sup> December 2017

**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.

Please note the following important information about essential building works that will be conducted over December 2017 and January 2018.

### Wentworth Chambers – 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.

### Lockhart Chambers:

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 will take place in the fire stairs on 2 & 3 December, 9 & 10 December and then again on 16 & 17 December, this work is expected to be noisy and direct access to the toilets on every floor may not be possible at times during these weekends, however the toilets on alternative floors will be available for use.

### Works on Floors and in Chambers:

In addition to the work that CCL will be undertaking, several Shareholders and Floors will be carrying out maintenance and minor renovation work during the construction period.

As the works are taking place in various locations, one lift in each building, Wentworth, Selborne and Lockhart Chambers, will be taken out of service to transfer plant, tools and tradespersons from floor to floor. Lift response times may be slower as a consequence.

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The deadline for the notification of building work proposed to be carried out between 19 December 2017 and 26 January 2018 has elapsed and no further work will be considered by CCL. If you have not notified CCL and have received confirmation that work you propose to carry out has been accepted, in principle, to take place during this period, the work will not be permitted to proceed.

Please note the requirements of the Fit Out Guide [https://www.ccl.com.au/files/documents/Fitout\\_Guide\\_February\\_2017\\_3.1\\_.pdf](https://www.ccl.com.au/files/documents/Fitout_Guide_February_2017_3.1_.pdf) and also please note that all trades and services must sign in and out here on Level 1 Selborne Chambers, every day that they are on site.

If you have any questions, please contact the Maintenance Office on +61 2 9231 3644.

Kind regards,

Debbie George  
General Manager

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