

CONSTRUCTION AND MAINTENANCE WORK SUMMARY:

WENTWORTH & SELBORNE CHAMBERS

174 - 180 PHILLIP STREET

SYDNEY NSW 2000

LOCKHART CHAMBERS

233 MACQUARIE STREET

SYDNEY NSW 2000

WINDEYER CHAMBERS

225 MACQUARIE STREET

SYDNEY NSW 2000

Revision 2.0 February 2017

For all trades work on Floors and in Chambers and for pre-registration of trades and service providers, CCL must be notified in advance, we can be reached at **(02) 9231 3644** or at **maint@ccl.com.au**.

A full copy of the Fitout Guide and Site Rules that outline the minimum requirements for work on site can be found here: <http://www.counselschambers.com.au/files/file/FitoutGuide12May2016.pdf>

MAINTENANCE CONTRACTORS AND SERVICE PROVIDERS carrying out;

- photocopier repairs;
- information and technology services;
- water filter and boiler services;
- indoor plant hire services and caterers for functions;
- minor furniture repairs, furniture removals, furniture deliveries; and,
- minor appliance repairs and major appliance deliveries;

are not required to produce documentation for each visit, however they must sign in on Level 1 and can pre-register with CCL beforehand. Contact CCL for pre-registration at **(02) 9231 3644** or at **maint@ccl.com.au**.

WORK IN CHAMBERS such as the following examples (with references to clauses of the Fit Out Guide noted);

- carpet, vinyl or soft flooring installations (clause 5.5);
- blind, screen or shutter installations (clauses 5.5, 5.28 & 5.36);
- picture hanging (clause 5.5);
- painting (clauses 5.5 & 5.34); and,
- floor polishing (clauses 5.5 & 5.34);

will require CCL to be notified no less than 48 hours in advance and must observe the following basic requirements:

1. **Complete and sign the application pages of the Fit Out Guide and return this to CCL.**
2. **Provide CCL with the necessary insurance certificates.**
3. **Provide credit card details for the pre-authorisation of the \$1,800 security deposit.**

MORE SUBSTANTIAL WORK IN CHAMBERS must have plans and a written scope submitted no less than 28 days prior to the anticipated commencement date, for a detailed review and approval process.

FLOOR RENOVATIONS will require detailed consultation with CCL no less than 6 months prior to commencing work on site and approval from the Board of Directors.

IMPORTANT REMINDERS:

- You must sign on and off every day at CCL's offices (open 24 hours).
- You will lose your security deposit of \$1,800 if you;
 - breach the site rules, set off the security alarm or chock doors open;
 - set off the fire alarm or smoke on site;
 - leave a mess behind, leave tools or equipment in common areas unattended; or,
 - cause damage to the lifts or common property.
- Between 8am – 6pm Monday to Friday, the following are not permitted (Section 3.3):
 - Noisy work.
 - Major deliveries to site or removal of rubbish from site.
 - Disruptions to building services.
 - Generating dust, odours or noxious fumes.
- You will have to make your own arrangements for access.
- Remove and reinstate the carpet from the lifts and request lift curtain protection if necessary.
- Don't tamper with, drill into or affix anything to the window glazing or window frames. (Section 3.36)