

House Rules for Contractors

1. TENANCY INFORMATION

1.1. Introduction

The conditions as noted hereunder apply to all contractors that may conduct works on site. For all building common areas or tenancies works this document should be read in conjunction with obligations under Lease, Licence or other documentation entered into by Contractors in respect of the subject Premises.

1.2. Approvals

Prior to works commencing you must:

1. Obtain the necessary consents for the proposed works from the Owners Corporation and Building Management.
2. Obtain any additional approvals required by the Commercial Strata Scheme By-Laws.
3. Comply with any conditions of the Owners Corporation attached to its approval.
4. Make any arrangements necessary with other Owners that are potentially affected by the fitout works i.e. the relocation of property in order to install services in your suite.
5. Make application and obtain any approvals from all relevant consent authorities as required.
6. Obtain a Construction Certificate and Letter of Certification, if applicable, prior to the commencement of fitout works from an independent Certifying Authority and submit a copy to Building Management.
7. Comply with all conditions of any consent in relation to the property. The Occupant shall upon completion of the tenancy fitout issue a copy of the Occupational Certificate to Building Management so that the buildings annual Fire Safety Certification may be updated.
8. Provide a Scope of Works to Building Management for approval.

Fitout works can only be performed once all of the relevant items above have been completed.

1.3. Insurances

Before commencement and for the duration of any site works all Contractors and any Sub-Contractor involved must hold and keep current proper and adequate insurances including:

1. Public Liability \$20 million
2. Contractor's All Risk \$ to the value of the fitout works
3. Any other insurance considered prudent or required by Building Management

Certificates of Currency of these insurance policies shall be provided to Building Management prior to commencement of site works.

2. GENERAL CONDITIONS

2.1. OH&S

All Contractors carrying out works on site must adhere and comply with the NSW Occupational Health and Safety Act. Acceptance of all relevant requirements contained within the Act is an essential part of the Contractor's obligations whilst carrying out works on site.

All Contractors must supply a Safe Work Method Statement to Building Management for approval prior to works commencing.

All necessary precautions must be undertaken to ensure the safety of all persons at all times.

2.2. Communications

During the works it is imperative that all Contractors maintain close communication with Building Management.

Contractors must provide Building Management a list with all the contact details and their Sub-Contractors working on the site, including mobile number and email address.

2.3. Site Activity and Procedures

The Contractor shall strictly adhere to the procedures set out in the 'Rules and Regulations' of the building when carrying out all site activities.

The Contractor and their site Foreman shall meet with Building Management prior to commencement of the works to be briefed (site induction) about the procedures and restrictions.

No lock boxes are to be attached to common property. Please see Building Management for access.

2.4. Parking

No parking is provided on site other than for vehicles actually delivering goods to the site or picking up goods from the site. Once materials have been delivered the delivery vehicles must leave the site.

Should an Owner / Occupier wish to make any one of their designated car parking spaces available to their Contractor they must advise Building Management in writing, advising name, contact number, nominated car space number and registration number details. Only vehicles are permitted in a car space.

2.5. Working Hours

The building will be open from 7.00am until 6.30pm Monday to Friday with the exception of Public Holidays or at other times which may be advised at short notice. Any requirements outside these times must be coordinated with Building Management and the appropriate fees paid.

2.6. Supervision

All work must be supervised, for its duration, by a competent, full time foreman or supervisor who will be fully experienced in all aspects of the works.

All removals and delivery of bulky goods must be supervised by Building Management. Any damage caused by the movement of bulky goods through the building will be repaired at the Owners / Occupiers expense at the discretion of Building Management.

2.7. Behaviour / Suitable Attire

Bad language and unsatisfactory behaviour cannot be tolerated and will result in the offending individuals being refused access to the building. Workmen and other visitors shall comply with any directions given by Building Management.

Contractors must be suitably attired at all times. Clothes shall be clean, neat and tidy and suitable for their business activity. Building Management will determine the appropriateness of particular dress. Unsuitably attired Contractors will be asked to leave the building immediately.

2.8. Mobile Phones or Two-Way Radios

In occupied and common areas mobile phones and two-way radios shall only be used at low volume levels to minimise noise disturbance.

2.9. Standards of Workmanship – Works Quality

The quality of all work shall be of high standard throughout as accepted by the respective specialist trades and only first class and competent trade people shall be employed on the work in their respective trades.

Only suitably licensed trades people shall be employed on work which any authority having jurisdiction requires to be carried out by licensed trade people.

Building Management can, at their discretion, refuse works, materials, equipment, plant, etc that in his opinion are of a quality which is not consistent with good trade practice or standards or a quality considered inferior and may give notice in writing setting forth the defect or deficiency.

Rejected work or materials shall be removed from the site within 24 hours of such rejection. Defective work shall be reconstructed to conform to the specified requirements.

2.10. Use of Power or Manually Operated Tools

The Contractor and their Sub-Contractors shall not use jackhammers, hammer drills or any other tools generating loud noise, including but not limited to manually operated tools during the following hours:

8.00am to 5.00pm Monday to Friday

2.11. Smoke Free Policy

All workers shall observe no smoking whilst inside or in the vicinity of the building. The designated smoking area is situated at the N/W corner of the building.

2.12. Protection of Property

Contractors must ensure that works are carried out with adequate protection of all building finishes and services. Any damage is to be immediately reported to Building Management and rectification work immediately undertaken by the Contractor under the supervision of Building Management, with all costs associated with such rectification work to be payable by the contractor.

Contractors must ensure that all dust is kept within the suite. Dust mats must be used when exiting the suite. Any footprints tracked through the building will be the responsibility of the contractor to clean and remove immediately.

2.13. Deliveries

Normal hours of access to the loading dock (3.2m height restriction) during fitout shall be:

7.00am to 6.30pm Monday to Friday

Any requirements outside these times must be coordinated with Building Management and the appropriate fees paid.

Protection of lift interiors and common area floors and finishes may be required at the discretion of Building Management, all costs of finishes protection to be borne by the Contractor.

2.14. Defined Work Space

All fitout works shall be performed within the suite. No fitout fabrication, alterations to joinery units, building work etc shall be permitted in any common areas including the basement areas as this is an operating carpark in use 24 hours a day / 7 days a week.

Any works to be carried out external to the suite ie balconies, requires consent authority from the Owners Corporation prior to works commencing.

2.15. Clean-up of Debris

The clean-up and removal from the site of building debris generated by the works will be the responsibility of the Contractor. All rubbish is to be stored within a designated area of the premises (and not in any common area of the building) and safely and thoroughly removed from site at regular intervals.

2.16. Use of Building Facilities

Where toilets are already available within the suite the Occupant must make them available to the Contractor for use. Contractors are not permitted to use the common disabled facilities.

Under no circumstances are tools, brushes etc to be cleaned in basins located in toilet or kitchenette areas. The Contractor shall not use fire hoses, hydrants or other essential services equipment for the cleaning of equipment.

Under no circumstances are any building debris / wastes to be disposed of in the toilets.

2.17. Painting

Should any complaints arise from noxious odours the Building Management shall have the right to stop the work, in this case the work shall be completed after hours and the cost shall be borne by the Contractor. No oil based paints, sealants or flooring glues shall be permitted between 8.00am to 5.00pm Monday to Friday.

The Contractor shall not use fire hydrants, hose reels or other essential services equipment for the cleaning of equipment. The cleaning of painting equipment (brushes etc) is not permitted onsite.

2.18. Penetration of Floor Slabs, Walls and Fire Rated Partitions

Prior approval from Building Management is required for any floor or wall penetration.

Should the involvement of a structural engineer be required the cost will be borne by the Contractor. Plans detailing the position of the penetrations are to be submitted to Building Management. Before work can commence a formal letter of approval must be obtained from Building Management. The Contractor at their cost must restore the fire ratings of any areas where floor or wall penetrations are made.

All penetrations must be core drilled. No hammer drilling is permitted.

Any damaged fire stopping must be repaired to relevant standards and regulations by the building's nominated Contractor.

No drilling, grinding or smoke / dust generating activities shall commence without prior approval. These activities are to be carried out after hours.

No fixings are allowed to be exposed - fire collars shall be installed as required to all penetrations.

No holes shall be permitted through beams and columns.

2.19. Obstruction of Services

Under no circumstances are light fittings, air conditioning outlets / return air inlets and access panels to service ducts to be obstructed. Should the works necessitate relocations of any of these items, such relocation will be carried out in accordance with the instructions of the Property Manager and at the cost of the Contractor.

Where required and at the discretion of Building Management, access panels shall be installed to permit access for maintenance, these panels shall be of a suitable size, again at the discretion of Building Management.

2.20. Use of Riser Cupboards

Riser cupboards may only be utilised for their designated use and only with the written approval of Building Management and at the sole discretion of Building Management.

2.21. Partitioning Requirements to External Windows

Where an internal wall meets an external window wall, the internal wall should be in line with a window mullion or column, and should at no time prevent any window assembly from being repaired, or from being properly cleaned. No material should be attached in any way to the external façade of the building.

2.22. Access through Fire Doors

Fire doors and plant room doors must not be propped open for any reason whatsoever. These doors should be left closed at all times and failure to comply with this direction will result in the Contactor's dismissal from the building.

Obstruction to any fire exit at any stage shall not be tolerated.

2.23. Access to Extinguishers and Hose Reels

Obstruction to extinguishers and hose reels shall not be tolerated, access shall remain unfettered.

Obstruction to any fire exit at any stage shall not be tolerated.

2.24. Isolating Essential Services

No work on Emergency or Fire Protection services which involves the isolation or disruption of the service shall take place until Building Management has given approval. Shutdown of the services overnight or for periods in excess of 12 hours shall only be permitted at Building Management's discretion and only when a minimum of three working days' notice has been approved. The Occupier shall appoint a static guard for overnight supervision of Fire Protection services, which cannot be reinstated within that day.

All works associated with the fire isolation should be performed in such a manner as to avoid interruption of the air conditioning, gas supply or any other building services.

Operation of the Fire Indicator Panel and all its associated components is only permitted to Building Management and/or the building Fire Services Contractor. All isolation / de-isolation of services outside business hours may incur a cost to be borne by the Contractor.

2.25. Isolating Building Services

No work on building services which involves the isolation or disruption of the services shall take place until Building Management has given approval and only when the work is essential. All shutdowns shall only be permitted when adequate notice (14 days or more depending on other Occupiers requirements) has been provided and shall be strictly controlled and coordinated with the Occupier to avoid unnecessary disruption to the building.

2.26. Use of Lifts

All lifts shall be suitably protected prior to use and left clean and free of any debris. The Contractor shall be responsible for any damage caused by misuse at the discretion of Building Management.

Lifts shall not be used to transport materials during peak periods:

8.30am - 9.30am Monday to Friday
11.30am - 1.30pm Monday to Friday
4.30pm - 5.30pm Monday to Friday
Lift dimensions are:

Door width – 1000
Internal Width – 1160
Internal Length – 2100
Internal Height – 2100

2.27. Prohibited Work Practices

The following work practices are strictly prohibited:

1. Storing or installing combustible materials on the site, other than that which is essential for the Contractors works and then limited to the time such materials are required to affect the particular work; in which case all necessary precautions in accordance with best practices are required to be adhered to and Building Management advised in writing.
2. Blocking access to the building entrances (or vicinity thereof) and the common areas.
3. Cutting any core or other holes in existing building elements without prior written approval.
4. Creating any undue structural load, whether permanent or temporary, without prior approval.
5. Interfering with the progress of business of other Occupiers within or neighbouring the building.
6. Working without evidence of insurance, building permits or licences.
7. Commencing work prior to receipt of approved drawings from all authorities having jurisdiction over the work.
8. Commencing work prior to receipt of Building Management written consent.
9. Using the fire stairs or emergency egress paths for any purpose other than intended.

2.28. Photography / Filming

No filming or photography is permitted in common areas without prior approval from Building Management. Filming or photography is permitted within the suite.

Building Management

Precise Property Strata Management Pty Ltd

48/117 Old Pittwater Road, Brookvale NSW 2100

Ph: 02 8922 2400 Em: fm117@lifestyleworking.com.au

8.30am to 5.00pm Monday to Friday



Fit Out Details Required

Occupant Name: _____

Suite No: _____

Contractor Details:

Company Name: _____

Contact Number: _____

Contact Email: _____

Site Foreman: _____

Foreman Mobile: _____

Foreman Email: _____

Proposed Start Date: / / Proposed Completion Date: / /

The following must be emailed through to fm117@lifestyleworking.com.au to request approval:

Copy of Contractor Licence

Copy of Contractor PL certificate (\$20 million)

Floor Plan & Scope of Works

I, _____, acknowledge the Contractor House Rules & will ensure that they are passed through to all Tradespeople on site.

Signed: _____ Date: / /