

# MFM FITOUT AND ALTERATION GUIDE

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### Document Control

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## INTRODUCTION

This document has been prepared to provide guidance to Tenants, their consultants and Contractors on the required procedures for requesting approval for building and service works at designated MFM sites. These procedures are to be followed when considering any works, including where MFM approval of all Major or Minor Works is sought.

For ease of use, we have included a step-by-step summary of how the approval works; see Section 0: 4 DETAILED CHECKLIST FOR GUIDE **USE**.

This is a general guide for all works requirements, which will assist you from the point of having a 'concept' to a fully installed office fit-out.

Should a situation or question arise relating to any matter not covered in this document or you need clarification about anything set out in this document, please contact Melbourne Facilities Management on:

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*NOTE: Charges may apply for review, authorisation, or management of works depending on works proposed.*

***Details of all MFM permits and the MFM site induction requirements can be found on the MFM website.***

[www.melbfm.com.au](http://www.melbfm.com.au)

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### 3 DEFINITIONS & ABBREVIATIONS

- **1QR** – 1 Queens Road, commercial office building including the Head Office for APCS, MFM, and a facility managed by MFM
- **530LCS** – 530 Lt Collins St
- **AHU** – Air Handling Unit
- **MFM** – Melbourne Facilities Management
- **Base Building** – Land, assets and services that are owned and operated by the property owner or Owners Corporation.
- **BMS** – Building Management Systems, a computer operated program that can schedule and operate various facility services (air conditioning, kitchen exhaust, temperature sensors etc.)
- **Building Permit** – permit issued by council authorities as an authorised delegate and a requirement for all Major Works
- **Common Area** – Areas within the building that are available for common use by occupants of relevant lots and generally managed by the property owner or Owners Corporation. Common Areas are inclusive of service risers (electrical, communication, hydraulic etc.) and other common facilities as deemed by the Owners Corporation.
- **Contractor** – the Principal Contractor and any sub-contractors employed by Principal Contractor.
- **HVAC or HVAC-R** – HVAC (heating, ventilation, & air conditioning) or HVAC-R (the inclusion of refrigeration) which for the purpose of this guide can be referred to as Mechanical Services. See definition of Mechanical Services for full details.
- **JSA** – Job Safety Analysis is a safety management tool used to identify risks and hazards within a workplace and details methods of control to eliminate or mitigate risks and hazards.
- **KBP** – Kings Business Park, South Melbourne, a facility managed by MFM
- **Managing Agent** – An authorised party able to act on behalf of the landlord or Owner. For the purpose of this guide if no Managing Agent exists any reference to Managing Agent within this document is regarded as the Owner.

- **Major Works** – Works requiring a Building Permit, including as per Building Regulations 2006 S.R. No.68/2006, Schedule 8. Generally, works that alter the structural integrity, affect essentially safety measures, or affect the safety of the public or occupiers of the building require a Building Permit.
- **Mechanical Services** – Services encompassing air condition, heating, ventilation, extraction and is considered to be same or similar to HVAC, HVAC-R.
- **Minor Works** – Works NOT requiring a Building Permit
- **Owner** – Unless referred to as 'Owners Corporation' this is the recognised Owner or landlord of a lot
- **Owners Corporation** - a body corporate which is incorporated when a plan featuring Common Area is registered.
- **Partitioning Company** – company contracted to erect or remove partitioned walls and structures
- **Principal Contractor** – representative authorised by the Tenant to perform works and unless otherwise stated by the Tenant or their consultant/agent, the Partitioning Company is deemed to be considered the Principal Contractor
- **Scope of Works** – a detailed, item by item, account of works proposed, from commencement to completion of works
- **SWMS** – Safe Work Method Statement is a safety management tool used to identify risks and hazards within a workplace and details methods of control to eliminate or mitigate risks and hazards.
- **Tenant** – The occupier of a lot at an MFM managed site. Unless otherwise advised the Tenant is responsible for coordination and authorisation of all Fitouts & Alterations within their lot. For the purpose of this guide if no Tenant exists any reference to Tenant within this document is regarded as the Managing Agent.

#### **4 DETAILED CHECKLIST FOR GUIDE USE**

The following is intended as an indicative tool only and is not intended to be a substitute for a full review of this guide.

#### **Guide Reference**

***PRIOR to quoting or submitting plans/Scope of Works, Tenant and contractors submitting quotes are required to review this guide!***

#### **Are the works Major or Minor?**

See the Section 0: 3 DEFINITIONS & for **Sections 3,**  
clarification on Major or Minor Works. **5, 6**

***Seek professional consultation if you are unsure!***

#### **SECTION 1 – MINOR WORKS**

Scope of Works/quotes obtained from Contractors for proposed **5, 8-18**  
works as well as basic drawings if applicable

**Step 1b** Submit request to Managing Agent or Owner for authorisation **5**  
of works.

***Return to Step 1a if not approved.***

#### **Complete Site Work Request**

Complete a Site Work Request Form and submit to MFM along **5, 8, 9, 20-**  
with 21 APPENDIX : 21.1 PRINCIPAL CONTRACTOR **22**  
, Contractor details, and Owner authorisation to  
proceed and confirmed Scope of Works.

ALL trades including the Principal Contractor to complete the MFM induction as well as SWMS or JSA for each task PRIOR to starting work.

#### **MFM Review**

- Are works OK to proceed? **5**
- a. **YES** – authorisation received in writing or verbally from MFM, continue to step 4
  - b. **NO** – Requirements advised in writing or verbally by MFM, ***back to step 1a***

#### **Works Progress**

Works progress, notifying MFM of inspections required and when works are completed in Common Areas. **5, 8, 10-18**

Permits to be obtained by Principal Contractor PRIOR to any of the following:

- Isolation of Fire Systems
- Isolation of Mechanical (air conditioning) or Electrical Systems
- Access to roof areas, outside of safe working areas (plant decks)
- Access to Confined Spaces

All Permits for these activities must be obtained from MFM site staff (Concierge/Maintenance Manager etc.).

#### **Completion of Works**

Site inspection by MFM, Tenant/Owner and Principal Contractor to confirm completion of works to acceptable standards and any repairs or cleaning required to Common Areas. **5**

### **Step 6**

#### **Documentation**

Completion submission to MFM, including plans, drawings, certifications, & manuals. **5**

## SECTION 2 – MAJOR WORKS

A Scope of Works is drafted along with plans – Tenant to provide trade specific sections to Principal Contractor to ensure building requirements are met in quote. Quotes obtained for works. **7-18**

### Step 1b

Submit plans and scope to Owner or Managing Agent for authorisation of works. **6, 7**

***Go Back to 1a if not approved.***

Plans submitted to MFM for review along with Scope of Works, 20 APPENDIX **A**: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, and written Owner/Managing Agent authority. **7, 19**

### Step 3

#### MFM Review

- Are works OK to proceed? **6**
- a. **YES** – Authorisation received in writing from MFM on approval request, continue to step 4
  - b. **NO** – Requirements advised by MFM on approval request for resubmission - ***back to step 1a***

### Step 4

#### Complete Site Work Request

Complete a Site Work Request Form and submit to MFM along with 21 APPENDIX **B**: 21.1 PRINCIPAL CONTRACTOR **DECLARATION**, Contractor details, and Owner authorisation to proceed and confirmed Scope of Works. **6, 7-9, 20-22**

ALL trades, including the Principal Contractor, to complete the MFM induction as well as SWMS or JSA for each high-risk construction task as determined by MFM PRIOR to starting work.

This can also take the form of a Site Safety Plan provided by the Principal Contractor.

#### Step 5

#### Works in Progress

Works now progress with Principal Contractor notifying MFM of inspections requirements and when works are completed in Common Areas. **6, 8, 10-18**

Permits to be obtained by Principal Contractor PRIOR to any of the following:

- Isolation of Fire Systems
- Isolation of Mechanical (air conditioning) or Electrical Systems
- Access to Roof Areas
- Access to Confined Spaces

All Permits for these activities must be obtained from MFM site staff (Concierge/Maintenance Manager etc.).

#### Step 6

#### Works Inspections

Principal Contractor and Tenant to notify MFM of any important schedule dates (completion of various stages of works) including practical completion to organise inspections of the work area. **6, 8, 10-18**

Any follow-on repairs required from trade works?

- a. YES – *Back to Step 5* - Principal Contractor to make good any requests from MFM, costs to be borne by Principal Contractor and other works are not to proceed until rectified.
- b. NO – continue to step 7

#### Completion of Works

Site inspection by MFM, Tenant and Principal Contractor to confirm completion of works to acceptable standards. **6, 7**

***Return to Step 5*** if any further works are required for Building Permit and submission of Certificate of Occupancy.

**Documentation**

Completion and submission of materials to MFM, including as- **6, 7** built plans, certifications, manuals, and Certificate of Occupancy.

## **5 MINOR WORKS AND ALTERATIONS – WORKS NOT REQUIRING A BUILDING PERMIT**

### **5.1 Review of Fit-out & Alterations Guide**

Prior to submitting the Site Work Request Form, Managing Agents, Tenants and those engaged by them should familiarise themselves with the contents of this guide.

### **5.2 Drawing & Scope Requirements**

A Scope of Works and preliminary drawings are to be drafted, indicating the extent and content of alterations within the tenancy and Common Areas for comment by the Managing Agent.

A detailed quote and Scope of Works must be provided to MFM when submitting the Site Work Request Form stating all works that are to be undertaken, including all materials being used. Any reconfiguration of air conditioning, lighting or power must be included in a Scope of Works along with detailed drawings (if applicable) to be approved before any works can start.

### **5.3 Site Work Request Form**

The Principal Contractor must complete a "Site Work Request Form" and the form must be provided to MFM at least five (5) working days prior to commencement of works. This must be received by the Tenant and provided to MFM along with 21 **APPENDIX B: 21.1 PRINCIPAL CONTRACTOR DECLARATION.**

The "Site Work Request Form" will be used by MFM to authorise Principal Contractor access to the work area, confirm proposed scheduling for the works, and other details pertinent to efficient progress of site works.

This form must be submitted when the full extent of Contractors working on the project are known and PRIOR to commencing works. The form may be updated as the fit-out & alterations progress, provided five (5) working days' notice is given before any new Contractor starts on site.

All Contractors are required to complete MFM's site induction PRIOR to commencing works.

Approval of the fit out and submission and acceptance of the Site Work Request Form is not authority for the Contractors or Tenant representatives to access Base Building systems, ONLY MFM can access/isolate these systems. Isolation Permits must be provided to MFM at least 24 hours prior to the time of any system being isolated.

#### 5.4 Preliminary Inspection

MFM must do a site inspection with the Contractor prior to works beginning and prior to approval being given, to agree upon any connections to Base Building equipment.

#### 5.5 Progress Inspections

Progress inspections must be carried out by the Tenant to ensure compliance with plans, specifications and this guide. This must be coordinated by the Principal Contractor and Managing Agent, as well as MFM representatives if Common Area facilities are affected or accessed.

#### 5.6 Completion of Works

On completion of the works, MFM must be supplied of the following:

- a) All specifications
- b) As built drawings (three (3) x physical copies OR one (1) soft copy in CAD and PDF)
- c) Maintenance manuals
- d) Trade certifications (E.g. Certificate of Electrical Safety, Plumbing Commission Certificate, etc.)

#### 5.7 Completed Drawings

On Completion CAD Drawings supplied to MFM will be provided to the Base Building controls company so graphics pages can be updated with the new layout.



## 6 MAJOR WORKS – WORKS REQUIRING A BUILDING PERMIT

The following procedure must be adhered to when proposing to carry out any major fitouts & alterations at the property. Works are not to proceed unless authorisation from MFM is received.

See Section 0: 3 DEFINITIONS & **ABBREVIATIONS** for clarification on what Major Works entail.

### 6.1 Review of Fit-out & Alterations Guide

Prior to submitting 20 APPENDIX **A**: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, Managing Agents, Tenants and those engaged by them should familiarise themselves with the contents of this guide.

### 6.2 Drawing & Scope Requirements

A Scope of Works and preliminary drawings are to be drafted, indicating the extent and content of alterations within the tenancy and Common Areas for comment by the Managing Agent.

These preliminary drawings must be provided to MFM when submitting 20 APPENDIX **A**, prior to applying for the necessary permits or approvals. Three (3) sets of drawings are required in printed copy, alternatively one (1) set of drawings in electronic format (CAD, PDF) can be supplied. In regard to plans submitted to MFM:

- A copy will be assessed by the building engineer.
- A copy will be assessed by relevant site staff and MFM management
- A copy will be returned with comments, if applicable, to the Tenant

### 6.3 Base Building Requirements

All works must be carried out in accordance with the original Base Building specifications unless otherwise amended by the Owners Corporate or MFM.

### 6.4 Drawing & Scope Submission

When the preliminary drawings and Scope of Works have been approved by the Owner, 20 APPENDIX **A**: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM** can be submitted to MFM for review along with the following:

- three (3) printed copies of all drawings *OR* one (1) set of drawings in electronic format (CAD, PDF)

- where applicable, specifications for finishes, fixtures & fittings
- Scope of Works
- written authorisation from Owner confirming acceptance of Scope of Works

Tenant to ensure that 20 APPENDIX **A** and the above forms are submitted ten (10) working days prior to lodgement to any authority for Building Permit application or approval.

Note: printed drawings are to be of a professional standard as required by the building regulations and must be provided in A1 and A2 size.

### **6.5 Drawing & Scope Review**

All documents must be checked by MFM and either:

- Confirmed approved in writing, or
- Returned with comments for redesign and resubmission to achieve approval.

An approval is not acknowledgment that the design complies with any state legislation. All plans and works are to conform to current Australian Building Codes and Standards including local Council requirements.

Once drawings and scope(s) are approved, one copy will be returned to the Tenant, together with the authorised 20 APPENDIX **A**: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**. The remaining copies will be retained by MFM awaiting submission of Site Work Request Form once council permit requirements have been met.

### **6.6 Building Permit Submission**

Once MFM approval has been received in writing, documents can be submitted to surveyors or council for Building Permit application for works. Build works are not to commence until the Building Permit is available and a copy supplied to MFM.

MFM to be advised of further revision of drawings or scope by resubmission of Appendix A seeking approval of the revision required.

### 6.7 Principal Contractor Declaration

After written authorisation from MFM is received and permits and approvals required by any relevant authority have been secured, the Tenant must complete 21 APPENDIX B: 21.1 PRINCIPAL CONTRACTOR **DECLARATION** and submit in conjunction with the Site Work Request Form.

It is recommended that the Principal Contractor complete all details on the Site Work Request Form due to their knowledge of the works and scheduling and provide to the Tenant. The Tenant must submit 21 APPENDIX B along with the Site Work Request Form.

See section '10 – Contractor Approval' for details to be submitted with Appendix B.

Should the Contractor requirements not meet MFM's requirements the Tenant will be advised in writing and asked to resubmit the application.

### 6.8 Site Work Request Form

The Principal Contractor must complete a "Site Work Request Form" and the form must be provided to MFM at least five (5) working days prior to commencement of works. This must be received by the Tenant and provided to MFM along with 21 APPENDIX B.

The "Site Work Request Form" must be presented to MFM to authorise Principal Contractor access to the work area, confirm proposed scheduling for the works, and other details pertinent to efficient progress of site works.

This form must be submitted when the full extent of Contractors that are working on the project is known and PRIOR to commencing works. The form may be updated as the fit-out & alternations progress, provided five (5) working days' notice is given before any new Contractor starts on site.

All Contractors are required to complete MFM's site induction PRIOR to commencing works.

Approval of the fit out and submission and acceptance of the Site Work Request Form is not authority for the Contractors or Tenant representatives to access Base Building systems, ONLY MFM can access/isolate these systems. Isolation Permits must be provided to MFM at least 24 hours prior to the time of any system being isolated.

### 6.9 Progress Inspections

Progress inspections must be carried out by the Tenant to ensure compliance with plans, specifications and this guide. This must be coordinated by the Principal Contractor and Managing Agent, as well as MFM representatives if Common Area facilities are affected or accessed.

#### **6.10 Works Progress and Liability**

The installation shall be carried out expeditiously at the Tenant's risk by competent and qualified Contractors or tradesmen acceptable to MFM. Works must be performed in accordance with the conditions of all permits, approvals, consents and the requirements of all relevant authorities. Works must be completed in accordance with the plans and specifications approved by MFM and the Managing Agent.

The Tenant must pay on demand all costs, fees and expenses incurred by the Managing Agent and MFM including, without limitation, the fees of the Managing Agent and other consultants associated with the assessment and approval of the works.

The Tenant must rectify any damage done to the building, lifts or grounds caused by the works. This must be done by Contractors approved or referred by MFM.

#### **6.11 Completion of Works**

On completion of the works, MFM must be supplied with the following:

- a) All specifications
- b) As built drawings (three (3) x physical copies OR one (1) soft copy in CAD and PDF)
- c) Maintenance manuals
- d) Trade certifications (E.g. Certificate of Electrical Safety, Plumbing Commission Certificate, etc.)
- e) Certificate of Occupancy, modification to Certificate of Occupancy, or Certificate of Final Inspection (whichever relevant as per council permitting requirements)

#### **6.12 Completed Drawings**

On Completion CAD Drawings supplied to MFM will be provided to the Base Building controls company so graphics pages can be updated with the new layout.

## 7 REQUIREMENTS FOR MAJOR WORKS APPROVAL

**The approval of the Owners Corporate, or if there is no Owners Corporation then the Owners, must be secured before any Major Works can be commenced. In any event, the rules of any relevant Owners Corporation apply.**

Design drawings and specifications to be submitted with 20 APPENDIX **A**: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM** must include (three (3) x physical copies OR one (1) soft copy in CAD and PDF):

- a) Floor Plans.
- b) All internal elevations.
- c) Reflected ceiling plans.
- d) Partition heights and type of construction.
- e) All finishes, materials, colours, fixtures and fittings.
- f) Plumbing fixtures, floor wastes, refrigeration, drainage, hot water units, hot and cold water points (if any).
- g) Position and type of fixed power outlets, usage and loadings.
- h) Light fittings layout together with lighting loadings and switch locations.
- i) Emergency and Exit lighting locations
- j) Total electrical load stating whether single, two or three phase power. Details of all electrical equipment so that heat output can be ascertained and new switchboard schedules including all new and existing circuits.
- k) Details of mechanical extraction system (if any).
- l) Refrigeration and heating equipment characteristics and physical dimensions (if any).
- m) A/C ceiling register layout, sensor locations, and touch/control panels
- n) Sprinkler system, smoke or thermal detection alterations, and systems installed by Landlord or Managing Agent (if any).
- o) Location of safes, compactus or heavy items (if any) with structural engineers' approval.
- p) Locations of network/data/phone points and equipment (servers, patch panels etc.) and notation on prospective provider for service (Telstra, Optus etc.)

- q) Details of any equipment alterations to the air conditioning systems installed by the Lessor.
- r) Details of any equipment, heating, cooling, fume producing, cooking exhaust and other special equipment.
  - s) Details of security systems (including access control, manned patrol stations, CCTV systems, or monitored alarms)
  - t) A list of all authorities from whom approvals for your tenancy will be required.
  - u) A list of essential services that will be nominated under the Building Permit (if known)
- v) Details of any previous referee's awards, fire reports, and dispensations that are applicable to the building. Drawings are to reflect compliance or nominated differences with and method to legally comply.

## 8 CONTROL OF WORKS

It is a PRIORITY that the Principal Contractor reviews this section PRIOR to submitting quotes for works. Failure to do so may result in delay of works and works revisions due works requirements not having been met.

### 8.1 Site Familiarity

The Principal Contractor must maintain a register of all personnel working on site. The Principal Contractor must ensure that all personnel are familiar with the following:

- Fire evacuation procedures within the building
- Contractor OH&S manuals, including familiarisation with legislated Occupational Health & Safety and Work Health Safety regulations
- MFM site induction and;
- MFM permits

### 8.2 Site Access Hours

The Principal Contractor must observe the normal work hours of 8.30 am - 5.00 pm Monday to Friday unless permission is obtained from MFM. This is to ensure that MFM and our Security Contractors are notified if there will be Contractors in the building after hours (inclusive of works scheduled on weekends and public holidays).

### 8.3 Transport of Materials & Equipment

All building materials and equipment delivered to, or removed from the building, must be conveyed to the appropriate floor by a designated goods lift or other authorised lift if no goods lift is available.

The conveyance of equipment and materials in a passenger lift not specified by MFM as being approved for that purpose is strictly prohibited. The lift must be lined to protect all internal surfaces.

Keys to lock off the lift can be provided by MFM site staff.

24 hour notice minimum to book lifts for exclusive use and obtain protection is required.

Refer to Section 11.1: Lift Use & Restrictions for further information and available lift times.

#### 8.4 Bin Use

The Principal Contractor must organise all bins and skips required for works, as well as any associated permits, and must place them in areas specified by MFM. At no point are site designated bins to be used by the Principal Contractor.

The Principal Contractor will be required to remove all debris and garbage from the Common Area (and off the building site), in sealed containers on a daily basis and protect all building finishes from dirt and damage.

#### 8.5 Storage

Except for transportation of materials, all work and storage must be confined to the lot in relation to which MFM and any responsible authority has approved works. The Contractor must be entirely responsible for the security and safety of the materials and equipment on site.

Under no circumstances are facility service areas, including but not limited to any of the Common Areas including mechanical plant areas, electrical/data risers, pipe riser (where installed) or fire escapes, to be used for construction storage or as an equipment backup. These areas and access to them are to be kept clean and clear of refuse and materials at all times.

#### 8.6 Site Tools

All tools brought to site for use must adhere to relevant standards and safety regulations prior to use. This is inclusive of but not limited to:

- Test and tagging of extension leads and tools with plugs
- Ladder inspection and safety
- Calibration and testing

#### 8.7 Designation of Principal Contractor

Unless otherwise stated by the Tenant or their consultant/agent the Partitioning Company shall be considered the Principal Contractor, and must be totally responsible for works carried out during the alterations.



### **8.8 Consideration of Others**

Building works are not to affect other occupants of the building or neighbouring buildings during business hours (8:30am to 5:30pm, Monday to Friday) and at any time on a Saturday, Sunday or public holiday. Works such as drilling, coring and any works that cause or may cause offensive odours (such as painting and carpet laying) which may affect other building occupants must be done outside of normal office hours, and scheduled to be undertaken at a time authorised by MFM.

No penetrations of any kind must take place between the hours of 8.30 am - 5.30 pm Monday to Friday. This includes hammer type drills of any size.

If MFM is required to attend site out of business hours for any reason there will be a charge to the Tenant at current MFM rates. (Minimum 4 hours for weekends and public holidays)

### **8.9 Common Area Cleaning**

Common Areas must be cleaned prior to 8.00am and kept clean during the normal hours of business. Any additional cleaning required will be at the cost of the Tenant.

### **8.10 Redundant Equipment**

Under no circumstances are any equipment or materials presently installed within the building and which are made redundant or discarded through the course of tenancy alterations to be left in place above the ceiling grid, below false floors, on rooftops or in the car park. (ALL redundant cables, pipework, split systems, and other equipment and assets are to be removed)

### **8.11 Regulations & Certification**

On completion, the Principal Contractor must ensure that all council regulations and requirements are correct and that a certificate of occupancy or a completion certificate is issued by the designated authority.

The Tenant is responsible for providing a copy of the certificate of occupancy to MFM.

### **8.12 Plans & Manuals to be Supplied on Completion**

On completion the Tenant is required to issue MFM copies of "As Constructed Plans" showing any alterations made, specifications, and maintenance manuals along with any and all supporting documents.

### 8.13 Defect Periods & Warranty Follow-Up

On completion, the Tenant must ensure the Principal Contractor and each other Contractor provide a twelve-month defect liability period for materials and labour covering all works performed. The Tenant must follow up directly with the Contractor during the defect period informing MFM of any site attendances PRIOR to attendance.

Works requiring re-attendance need to be reviewed by MFM and determined Major or Minor and the associated process followed to suit.

Tenant is also to ensure that correct maintenance is performed during and after the defect period as detailed in the certificate of occupancy.

### 8.14 Failure to Comply

MFM reserves the right to request the following from Contractors working on site at any time:

- Evidence of safe work practices
- Compliance to regulations, standards, and implemented safe work practices
- Removal of any situation, person, or item from site that is deemed to be unsafe or unfit

Be aware that failure to comply may also result in:

- Service Contract penalties
- Ban from site for staff member(s) or company
- Work Safe inspection
- Police action

## 9 CONTRACTORS APPROVAL

### 9.1 Principal Contractor Requirements

The Principal Contractor must be approved by MFM prior to starting any work on site, via 21 APPENDIX B: 21.1 PRINCIPAL CONTRACTOR **DECLARATION**. Prior to starting work, the Tenant or Principal Contractor must submit the following:

- a) MFM Site Work Request form
- b) copies of Work Cover insurance or applicable certificate of currency
- c) copies of certificates of insurance confirming public & product liability cover for \$10million.
- d) copies of certificates of insurance for professional indemnity for any engineering or surveying Contractors and agents
- e) copy of Principal Contractor's building practitioners certificate
- f) Building permit (for Major Works)
- g) Complete Contractor's OH&S Induction manual

Failure to provide the above or reasonable circumstances related to the omission of any of the above will be seen as a failure to comply and acted in same.

### 9.2 Third-Party/Sub-Contractor Requirements

Any third party supplier or Contractor required by the Principal Contractor are deemed to be under direction and legal obligation to the Principal Contractor. If any are required the following must be submitted along with Site Work Request by the Principal Contractor:

- a) copies of Work Cover insurance or applicable certificate of currency
- b) copies of certificates of insurance confirming public & product liability cover for \$20million.
- c) copies of certificates of insurance for professional indemnity for any engineering or surveying Contractors and agents
- d) copies of relevant certifications and licenses
- e) Building permit (for Major Works)
- f) Complete Contractors OH&S Induction manual

## 10 CONTRACTOR ADVICE: STRUCTURAL LOADINGS & CORE HOLE DRILLING

Specific areas of the building floors are capable of supporting increased loads; normally these are near pillars and the building core. MFM can provide guidance if required. Due to the amount of materials that could be brought on to the floors at any time the following conditions are to be followed:

### 10.1 Heavy Building Materials

All heavy building materials such as a wall board must only be stacked in compactus areas and across beam lines at columns. Loading of access floor systems must only be done on approval by access floor manufacturers.

#### 10.1.1 Requirement for Structural Engineer Inspection

Some heavy items may require a structural engineer to inspect and provide details for an adequate location for the heavy item to be installed or required works that must occur to strengthen the structure to suit.

Below is a general formula that can be used for the initial assessment of heavy items to determine if an engineer is required:

$$\text{Weight} / \text{Length} \times \text{Width} = \text{kpa}$$

Note: If kpa > 300 involvement by a structural engineer is recommended.

Weight should be in Kg, length and width should be in meters.

### 10.2 Engineering Approval for Core Hole Drilling

Before drilling or coring of any slab, written approval must be obtained from the Owner's or the Owners Corporation's nominated structural engineer stating that the proposed work will not have a weakening or detrimental effect on the structure. Approval must be presented to MFM before any work commences. Fire retardants for penetrations must be included in the Building Permit application for approval.

### 10.3 Engineering Approval for Heavy Loads

Any system or equipment that may create undue load on the floor must not commence until load verification is received from a structural engineer, indicating the load does not exceed the structural integrity of the floor. This verification must also be included in the documentation for the fit out that is provided to MFM.

### 10.4 Sealing of Penetrations and Core Holes

See 'Fire Protection Services' section for further details.

Abandoned, new, and existing core holes must be filled with concrete or other approved fire stopping materials, not wood or insulating materials. This is to preserve fire separation between floors/slabs.

## **11 CONTRACTOR ADVICE: PASSENGER LIFT AND MATERIALS HANDLING**

### **11.1 Lift Use & Restrictions**

All building materials and equipment delivered to, or removed from the building, must be conveyed to the appropriate floor by a designated goods lift (passenger lift if no goods lift is available), these will be provided by MFM. The conveyance of equipment and materials in an unprotected passenger lift is strictly prohibited. The lift must be lined to protect all internal surfaces. Keys to lock off the lift can be provided by MFM.

No deliveries are to be taken which restrict access to the building during peak times as follows:

- 8.00 am - 9.30 am
- 11.30am – 1.00pm and
- 4.30 pm - 6.00 pm

A check measure of the lift is recommended prior to having large items transported to ensure weight restrictions are adhered to and that the item fits easily through the lift entry doors.

### **11.2 Lift Protection**

At all times lift car protective lining must be used if available. They will be supplied and installed upon request to MFM given 24 hours' notice. Delays can be expected if request for protection is received unprompted or on the same day protection is required.

### **11.3 Floor & Wall Protection**

Floor surfaces (and wall surfaces when required) must be protected with carpet runners or similar adequate protection to and from lifts during the transfer of materials.

Hoarding must be used for any external facing or public works. Specific details of hoarding location, installation, and appearance to be approved prior by MFM upon request.

### **11.4 Liability for Lift Repairs During Works**

Any costs associated with repairs to the lifts due to fit-out and alteration work must be the responsibility of the Tenant.

### 11.5 Transport of Materials via Car Park

Due to associated hazards, transport of materials via car park areas is not recommended. If large materials have a requirement for transport via car park areas this is to be authorised and scheduled with MFM staff and applicable car park attendants or staff 24 hours in advance.

### 11.6 Hazardous Substances

No hazardous substances are to be stored or kept on site. If hazardous substances are required, they are only to be left on site for the day of use and then removed. While hazardous substances are on site all applicable MSDS's are to be kept with the substance and staff adequately trained for its use.

### 11.7 Acceptance of Deliveries

MFM will not accept deliveries or be responsible for items delivered to site.

## 12 CONTRACTOR ADVICE: MECHANICAL SERVICES

### 12.1 Preliminary Approval

The Principal Contractor is responsible for balancing the affected air conditioning zones, if any duct work or register is modified, including other Tenant areas on the floor if they are impacted by the fit-out and/or alterations.

The Principal Contractor must carry out an investigation of available air conditioned air quantity, register and temperature sensor locations to match proposed layout and loads. This needs to be carried out in order to prepare Preliminary drawings (this must include all registers and sensors off the effected Air Handling Unit).

Drawings of all air conditioning works are to be sent to MFM prior to works starting, when Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST FORM, for approval. If not approved 20 APPENDIX A will be sent back with comments and will have to be resubmitted for approval prior to works proceeding.

### 12.2 Isolation of Systems

No electrical circuits, fans, AHU's, or pumps are to be turned off without the completion of an Isolation Permit with MFM.

### 12.3 Works by Nominated Contractors

Unless otherwise agreed with MFM, all mechanical and control services work must be carried out by the Contractors nominated in 22 APPENDIX C.

### 12.4 Balancing & Zone Demarcation

The Principal Contractor must ensure that all air-conditioning duct work and registers are connected and balanced to the correct air quantity, and to the correct zone. Air quantity figures are to be provided to MFM prior to works starting, when Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST FORM, with anticipated loads taken into consideration. E.g. number of workstations per room, location and load of the server, etc.

Actual figures are to be provided on completion of works as well as plans indicating all thermostats, sensors, and associated equipment are confirmed to be working, in the correct zone, labelled, and calibrated correctly.

NOTE: Drawings are to be submitted to MFM on completion, these are to be in PDF and CAD format, and must include all register locations and the Zone they are on, air quantity figures for each register, locations of walls/partitions, and sensor locations and associated zone. These details will be used so controls/graphics can be updated on the BMS. This is at the cost of the Principal Contractor and must be included in the Scope of Works. A provisional quote can be made available upon receipt of mechanical drawings.



## **13 CONTRACTOR ADVICE: MECHANICAL SERVICES ~ SUPPLEMENTARY AIR CONDITIONING**

### **13.1 Preliminary Approval**

In addition to Mechanical Services approval for the general use, the same diligence and care must be taken for supplementary air conditioning systems and requires MFM approval. Drawings of all air conditioning works are to be sent to MFM prior to works starting, when the Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, for approval. If not approved 20 APPENDIX A will be sent back with comments to be resubmitted for approval prior to works proceeding.

### **13.2 Isolation of Systems**

No electrical circuits, fans, AHU's, or pumps are to be turned off without the completion of an Isolation Permit with MFM.

### **13.3 Works by Nominated Contractors**

Unless otherwise agreed with MFM, all mechanical and control services work must be carried out by the Contractor/s nominated in 22 APPENDIX C.

### **13.4 Supplementary Air conditioning when a Tenant water loop is available:**

Prior to any works starting, the Tenant and each of the Tenant's consultants must ensure the building condenser (cooling) tower for Tenant use has sufficient capacity for the proposed installation (i.e. server room air con). Figures verifying this are to be included, prior to any works, when submitting 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**.

#### **13.4.1 Testing of Water Loop – Pre & Post Install**

All supplementary air conditioning systems are to be run off the Base Building condenser (cooling) tower for Tenant use. All flows to other Tenant systems to be checked and balanced before and on completion of the installation during full load conditions.

#### **13.4.2 Submission of Figures**

Copies of all compliance certification and balance figures are to be provided to MFM on completion.

### 13.5 Supplementary Air conditioning when NO Tenant water loop is available:

#### 13.5.1 Design Submission

Full details are to be provided to MFM including the purpose of the supplementary unit/s, the size (i.e. kilowatt), model and make and the total load of the area this unit is to be installed into.

#### 13.5.2 Drawing & Design Approval

Drawings are to be submitted to MFM showing where the unit is to be installed all pipe work locations including drains, and electrical cable locations. All core holing and penetrations are to be performed as detailed in the Section 0: 10 CONTRACTOR ADVICE: STRUCTURAL LOADINGS & CORE HOLE **DRILLING**.

#### 13.5.3 Server Room Design

If the supplementary unit is for a server room, all Base Building systems are to be removed from this area including registers and any temperature sensor. The area/tenancy will require balancing of air flows inclusive of other Tenant areas on the floor if they are impacted.

## 14 CONTRACTOR ADVICE: FIRE PROTECTION SERVICES

### 14.1 Preliminary Approval

The Principal Contractor must ensure that all fire service regulations and standards are adhered to (e.g. fire ratings, thermal and smoke detectors, exit signs, emergency lighting, speakers, sprinklers) where applicable and required by council permitting.

Sprinklers, smoke detectors and thermal alarms are to be relocated or installed to cover all areas formed as required by standards and regulations.

Drawings of all fire protection works are to be sent to MFM prior to works starting, when the Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, for approval. If not approved 20 APPENDIX A will be sent back with comments and will have to be resubmitted for approval prior to works proceeding.

#### 14.2 Isolation of Services

The smoke detector and sprinkler systems are to be left in a fully operable state whenever modification work is not being carried out. Under no circumstances are any areas within the building to be left unprotected overnight. Any isolation of fire services requires the completion of a Fire Isolation Permit, authorised by MFM prior to proceeding with the isolation.

NOTE: Any work that is likely to raise dust/smoke or excessive heat, may result in the activation of the fire alarm system. It is recommended that smoke detectors be isolated prior to the dismantling of partitions, cutting plasterboard, sanding, welding etc. Isolation permits to be obtained from MFM and returned 24hours prior to works (weekend works 48hours is needed) the Principal Contractor must satisfy themselves that the works will not cause the activation of the fire system. Any charges made by the Metropolitan Fire Brigade for call outs to false alarms caused by Contractors must be payable by the Tenant.

#### 14.3 Use of Nominated Contractors

Unless otherwise agreed with MFM, all fire detection and protection works must be carried out by the Contractors nominated in 22 APPENDIX C.

#### 14.4 Access Control & Installed Door Security

Any access control security systems installed to tenancy doors needs to be considered for the Building Permit application. Access control can drastically alter paths of egress and require proper consultation and certification to regulations and standards that apply.

#### 14.5 Sealing of Fire Penetrations

Abandoned, new and existing core holes must be filled with concrete or other approved fire stopping materials, not wood or insulating materials. This is to preserve fire separation between floors.

#### 14.6 Testing of Services

A test of smoke alarms (as per annual routine AS 1851-2005) and sound system for emergency purposes must be carried out prior to works starting to verify the current state of the systems, reporting any faults found to MFM. This test must then be carried out upon completion to satisfy Occupancy and Building Permit requirements if applicable.

## **15 CONTRACTOR ADVICE: ELECTRICAL SERVICES**

### **15.1 Preliminary Approval**

The Principal Contractor must ensure that all electrical service regulations and standards are adhered to where applicable and required by council permitting.

Lighting layout, switching, power outlets, switchboards and all other electrical details are to be indicated on drawings and plans where applicable.

Drawings of all electrical works are to be sent to MFM prior to works starting, when the Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, for approval. If not approved Appendix A will be sent back with comments and will have to be resubmitted for approval prior to works proceeding.

### **15.2 Isolation of Services**

Any isolation of electrical services requires the completion of an Isolation Permit, authorised by MFM, prior to proceeding with the isolation.

### **15.3 Use of Nominated Contractors**

Unless otherwise agreed with MFM, all electrical work must be carried out by the Contractor nominated in 22 APPENDIX C.

#### **15.3.1 Utilisation of Certified Trades**

No power and/or lighting circuits live or otherwise, shall be worked on by anyone other than a certified electrician.

### **15.4 Tagging & Lock Out**

All circuits being worked on must be tagged and locked out, with clear labelling if the lock out will be for any period longer than 24 hours.

### **15.5 Redundant Equipment**

All redundant electrical cable/equipment including communications cable must be removed from the ceiling/floor/wall spaces.

### 15.6 Cabling Requirements

All new and existing cabling must be suspended above false ceilings in cable trays, conduit, and Catenary etc. Under no circumstances are cables to be laid across the ceiling tiles and grids.

### 15.7 Update of Switchboard Legends

All modifications to electrical switch boards or installation of a new switchboard will have circuits updated as the work is carried out. On completion of modifications and installations, the electrical Contractor is responsible for providing a complete new electrical circuit legend for the distribution board for all new and existing circuits, (any circuit found not included in the new legend must be switched off and marked spare) and supply a copy for MFM records.

### 15.8 Labelling of Ports & Outlets

ALL new and existing power outlets, light switches, and associated equipment are to be labelled (E.g. Dyno), with the circuit number and distribution board it is fed from (i.e. DB1 – CB23).

### 15.9 Riser Housekeeping

Under no circumstances is the Electrical Riser to be used for construction storage or as an equipment backup or have Tenant equipment installed. The riser must be kept clear and clean of refuse at all times.

### 15.10 Statutory Approvals

All works to be the subject of all necessary statutory approvals. All fees and charges imposed by the approving authorities are to be paid by the Tenant.

### 15.11 Certification to be Supplied

A copy of the Certificate of Electrical Safety must be supplied to MFM on completion of ALL electrical works, as works are completed or in final document submission to MFM by Tenant.

### 15.12 Portable Generator Use

Any portable generators required for works to proceed are to be installed as per manufactures directions in a well-ventilated/public area. Any details of temporary generator use must be indicated when submitting Appendix A or in writing when required.

Council and building noise restrictions need to be adhered to for any generator use.

### 15.13 Installed Generators

Installations of generators are specialist items and need to be engineered and wired as such. Full consultation with specialist Contractors is required and all details of the generator size, drawings, specifications, and switching of all generator works are to be sent to MFM prior to works starting, when the Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, for approval. If not approved 20 APPENDIX A will be sent back with comments and will have to be resubmitted for approval prior to works proceeding.

## 16 CONTRACTOR ADVICE: COMMUNICATION SERVICES

### 16.1 Preliminary Approval

The Principal Contractor must ensure that all communication service regulations and standards are adhered to where applicable and required by council permitting.

Drawings of all communication service works are to be sent to MFM prior to works starting, when the Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST FORM, for approval. If not approved 20 APPENDIX A will be sent back with comments and will have to be resubmitted for approval prior to works proceeding.

### 16.2 Access to Communication Areas

The following conditions of entry are to be followed for all MDF Rooms, IDF Rooms, communication risers and electrical risers:

- Min. 24 hours' notice to MFM is required to gain access to any communications/electrical riser
- Notice given to MFM in writing
- Contractors are to be inducted to site before commencing work.
- Sign in and out of any specific site communication registers
- Sign in and out of any riser specific communication registers and any other applicable registers
- Riser doors are NOT to be left open when unattended.
- Riser doors are to be locked on completion of works each day, and the key returned to MFM.

### 16.3 New Cable Installations

Any new cables that are run into client suites or Common Areas need to meet the following requirements:

- Ensure no cables are hanging loose (i.e. lying on top of ceiling tiles, plaster ceilings, other services; they need to be on cable trays, in conduits or on Catenary wires.
- Data and power cables are to be kept separate

- ALL redundant cable(s) are to be removed
- All data/phone ports must be tested and labelled (Dyno) on both ends with matching numbers (i.e. 35E for suite 35 on that level)
- All distribution boards worked on must have schedules provided with ALL circuits recorded (new and existing) and MDF records books must be updated
- Any new penetration points are to be confirmed with MFM before commencing and have structural engineers authorisation
- Where possible use existing cabling
- Minimum standard of CAT5E cable must be installed (e.g. NO CAT3)
- If there are no free ports on existing patch panels, the cable MUST be fitted off on a new panel provided at the Tenants cost
- Jumping additional cables to the back of the patch panels over existing cables is not allowed (e.g. Splitting phone lines over 2 ports)
- Existing cabling and pairs are not to be modified or removed from patch panels

#### 16.4 Use of Risers & Common Areas

All hardware MUST be installed inside the Tenants leased space. Under no circumstances is Tenant equipment to be installed in riser, plant rooms, or Common Areas.

#### 16.5 Riser Housekeeping

ALL rubbish left in risers are to be cleaned up and taken off site or disposed of in the bin provided (if applicable). This is inclusive of old identifying tags and wire fragments.

All new or existing penetrations are to be sealed upon completion. Any penetration not sealed will be sealed by MFM at the Tenant's cost.

The riser must be locked and secured upon completion.



## **17 CONTRACTOR ADVICE: HYDRAULIC SERVICES**

### **17.1 Preliminary Approval**

The Principal Contractor must ensure that all hydraulic service regulations and standards are adhered to where applicable and required by council permitting.

Drawings of all hydraulic works are to be sent to MFM prior to works starting, when the Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, for approval. If not approved Appendix A will be sent back with comments and will have to be resubmitted for approval prior to works proceeding.

### **17.2 Isolation of Services**

Any isolation of hydraulic services requires the completion of an Isolation Permit, authorised by MFM.

### **17.3 Use of Nominated Contractors**

Unless otherwise agreed with MFM all hydraulic work must be carried out by the Contractors nominated in 22 APPENDIX C.

### **17.4 Under Sink Pumps, Drain & Pipework Installation**

No form of under sink pumps are to be installed unless given Preliminary Approval when submitting 20 APPENDIX A.

All drains are to be fed to the nearest sewer point.

All existing drains are to be rodded and cleaned prior to reuse and any existing drains not being used are to be removed and capped at the sewer point.

All pipework and equipment must be tested for leaks and correct operation prior to completion.

### **17.5 Isolation Valves**

Water shut off valves are to be installed wherever a new feed line is taken from the main line, and mini stop valves are to be installed before any equipment including tap ware.

Valves are to be labelled in all instances available.

### 17.6 **PVC Pipe Fire Rating**

All PVC pipe work taken through the slab must have approved fire rated collars fitted.

### 17.7 **Removal of 'Dead Legs'**

Any redundant pipe branch must be removed so no more than 20cms remains connect to the main branch. This applies to hot and cold water services, as well as waste drains and any other associated hydraulic plumbing.

### 17.8 **Certification to be Supplied**

A copy of the Plumbing Industry Commission Certification must be supplied to MFM on completion of all applicable hydraulic works, as works are completed or in final document submission to MFM by Tenant.

## 18 CONTRACTOR ADVICE: SECURITY SERVICES

### 18.1 Preliminary Approval

The Principal Contractor must ensure that all security service regulations and standards are adhered to where applicable and required by council permitting.

Drawings of all security works are to be sent to MFM prior to works starting, when the Tenant submits 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, for approval. If not approved Appendix A will be sent back with comments and will have to be resubmitted for approval prior to works proceeding.

### 18.2 Isolation of Services

Any isolation of electronic security services requires the completion of an Isolation Permit, authorised by MFM.

### 18.3 Electronic Access Control Requirements

Installation of electronic access control to a suite door must be done to required Building Codes and standards. Electronic access control can take the forms of maglocks, pin pads, card readers and/or electronic strikes.

It is important to note that:

- A 'break glass' or request to exit button are required for all security installations
- In the event of a power failure, the door must still be able to be opened
- Battery backups may NOT allow the use of pin-pads/card readers in the event of a power failure

## 19 CONTRACTOR ADVICE: FINAL CLEAN & REPAIR TO COMMONS

### 19.1 Final Clean of Tenancy

Final construction clean-up of the developed space must be done by the Principal Contractor before leaving site. This must be co-ordinated with MFM at the expense of the Principal Contractor.

### 19.2 Final Clean of Common Area

Cleaning of the Common Area must be organised following final inspection with MFM of areas accessed. The Principal Contractor is responsible for additional steam cleaning, wiping of surfaces, and cleaning of any fixture and fittings affected during the works.

### 19.3 Repair & Replacement of Common Fixtures

The Tenant, via the Principal Contractor, is responsible for repair or replacement of any and all Common Area fixtures damaged during the fit-out and alterations. If required, any instance of repair or replacement in the Common Area must be authorised by MFM, and if requested, use of MFM's authorised Contractors for the repair or replacement.

## 20 APPENDIX A

### 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST FORM

*For Completion and Submission to MFM by Tenant*

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**TENANT CONTACT:**

**DATE:**

**LOCATION/TENANCY/ADDRESS:**

**TENANT COMPANY NAME:**

**PH #:**

**MOBILE #:**

**EMAIL:**

**DESCRIPTION OF WORKS**

*(general description of works required)*

**DOCUMENTATION (PLANS & COUNCIL PERMITS)**

*(list documentation submitted with form)*

**OFFICE USE ONLY**

- **Approved (Site Work Request to be completed)**

**Conditions of Approval:**

- **NOT Approved**

**To be rectified prior to resubmission:**

## 21 APPENDIX B

### 21.1 PRINCIPAL CONTRACTOR DECLARATION

*For Completion by Principal Contractor and submission to by Tenant with Site Work Request*

**PC CONTACT:**

**DATE:**

**ADDRESS:**

**PC COMPANY NAME:**

**PH #:**

**MOBILE #:**

**EMAIL:**

**CONTRACTORS (company names if applicable)**

**Principal Contractor:**

**Sub-Contractor/s:**

#### **PRINCIPAL CONTRACTOR DECLARATION**

I/We ..... of (Principal Contractor)  
..... acknowledge that we have read and understood the Tenancy  
Fit-Out & Alterations Guide and will ensure that the works described herewith will be carried  
out in accordance with the submitted plans and specifications.

Signature: ..... Date: .....

#### **OFFICE USE ONLY**

· Contractor(s) Approved

**Conditions of Approval:**

· NOT Approved

**To be rectified prior to resubmission:**

## **22 APPENDIX C**

### **22.1 Nominated Contractors**

The following Contractors are required to be used unless otherwise approved by MFM.

Note that Contractors are nominated due to existing service contract arrangements or familiarity with MFM sites, process's, and procedures.

#### **Air Conditioning (KBP)**

Coolblast Air Conditioning

Tel: (03) 5941 5375

Contact: Mark Grining

#### **Air Conditioning (1QR & 530LCS)**

Environmental Control Services

Tel: (03) 9585 5111

Contact: William Oldjohn

#### **Air Conditioning Controls (KBP)**

Automated logic

Tel: (03) 9544 5411

Contact: Graeme Peter

#### **Air Conditioning Controls (1QR & 530LCS)**

Environmental Control Services

Tel: (03) 9585 5111

Contact: William Oldjohn

#### **Communications**

5GN

Tel: (03) 9863 8000

#### **Fire Detection System (All Sites)**

GH Fire Protection

Tel: (03) 8609 1278

Contact: Edward Geller

**Electrical (All Sites)**

Westwoods

Tel: (03) 9852 4377

Contact: Paul Wiedermann

**Plumbing (All Sites)**

Gallant Plumbing

Tel: 1300 830 956

Contact: Craig Folly

**Security (1QR & 530LCS)**

Nationwide Corporate Services

Tel: 1300 173 287

Contact: Tate Eagles

**Security (KBP)**

ESM Electronic Security

Tel: (03) 9758 7811

Contact: Ben Allen



## 23 APPENDIX D

### 23.1 Nominated Consultants

The following consultants are required to be used unless otherwise approved by MFM.

Note that Contractors are nominated due to existing service contract arrangements or familiarity with MFM sites, process's, and procedures.

#### **Structural Engineering**

Adams Engineering

Tel: (03) 9813-3122

#### **Building Surveyor**

Philip Chun Building Compliance

Tel: (03) 9662 2200

## 24 APPENDIX E

### 24.1 Short Checklist – Minor Works

- ☐ Works concept reviewed and deemed Minor Works
- ☐ Scope of works/quotes are obtained from Contractors for proposed works
- ☐ Scope of Works provided to Managing Agent for authorisation prior to works starting
- ☐ Site Work Request & 21 APPENDIX B: 21.1 PRINCIPAL CONTRACTOR **DECLARATION** submitted to MFM with Scope of Works/quotes for approval
- ☐ Approval received from MFM, if not approved, re-inspect and re-submit when new scope is available
- ☐ Contractors to perform MFM site induction and complete permits (daily as required)
- ☐ Fit out works or alterations begin, ALL Contractors to sign in and out of the site each day
- ☐ On completion drawings in CAD, PDF soft copies supplied to MFM (these must be full as built drawing with all the information requested)
- ☐ Final clean performed
- ☐ Copies of all certification (electrical etc.) and permits to be provided to MFM
- ☐ Tenant re-occupies workspace

## 25 APPENDIX F

### 25.1 Short Checklist – Major Works

- ☐ Works concept reviewed and deemed Major Works
- ☐ Scope of Works and preliminary drawings drafted and provided to Managing Agent for authorisation prior to works starting
- ☐ Submit 20 APPENDIX A: 20.1 TENANCY FITOUT/ALTERATIONS APPROVAL REQUEST **FORM**, along with Scope of Works and preliminary drawings provided to MFM for authorisation prior to works starting
- ☐ Approval received from MFM, if not approved re-submit revised drawings/scope
- ☐ Firm quotes received from suppliers and Principal Contractor selected
- ☐ 21 APPENDIX B: 21.1 PRINCIPAL CONTRACTOR **DECLARATION**, Contractor Approval documents, and Site Work Request Permit submitted to MFM for approval.
- ☐ Approval received from MFM, if not approved re-submit alternative Principal Contractor Declaration or Site Work Request Permit (as applicable)
- ☐ Contractors to perform MFM induction and complete MFM permits (daily as required)
- ☐ Fit out works or alterations begin, ALL Contractors to sign in and out of the site each day
- ☐ Progress inspections performed by MFM, Tenant, and Principal Contractor
- ☐ On completion drawings in CAD, PDF soft copies supplied to MFM (these must be full as built drawing with all the information requested)
- ☐ Final clean performed
- ☐ Copies of all certification (electrical etc.) and permits to be provided to MFM, including Certificate of Occupancy or Certificate of Final Inspection
- ☐ Tenant occupies new workspace