

Office Accommodation Management Framework

Guideline 2: Space



Sample document



Base Building Brief

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Part 1 - Introduction

1.0 Function

This brief has been prepared by the Accommodation Office on behalf of the Queensland Department of Public Works (DPW).

Its function is to provide a unified and consistent Base Building Brief for all new or refurbished buildings that are to be leased by DPW on behalf of Queensland Government departments and agencies. This document will be incorporated into the Agreement For Lease documentation for new and/or refurbished buildings.

This document refers to the building, its fabric, and services only. It is not intended to provide a brief detailing the tenant's requirements with respect to fitout. Fitout design and construction will be undertaken by others.

The Base Building Brief should be read in conjunction with the following additional documents:

- the Standard Government Agreement For Lease
- the Standard Government Lease (whole-of-land or part-of-land version, as appropriate).

Important note: The lease documentation to be utilised will be DPW's Standard Government Agreement For Lease, and Standard Government Lease. Minor amendments may be required to suit the particular circumstances of the overall lease terms and conditions of this particular dealing. However, it is envisaged that only limited amendment (if any) will be necessary. DPW will NOT entertain requests for any significant amendments to standard documentation. It is suggested that proponents seek legal advice regarding the standard lease documentation before submitting any expressions of interest. If proponents have any concerns about the standard lease documentation, or any part of it, then any such concerns MUST be highlighted in their expressions of interest, together with a brief outline of the proponent's preferred alternate wording or preferred amendment. This information is required so that all proponents' responses may be evaluated in a consistent and equitable fashion.

2.0 Standards

This document describes the minimum acceptable standards required by DPW for new leased accommodation. It does not relieve those who are developing or refurbishing buildings from their obligations to comply with all of the requirements of those authorities involved in approving such developments in the area in which the project is proposed.

Developments must comply with Building Code of Australia (BCA) standards, Standards Association of Australia (SAA) standards and local government regulations and by-laws current at the time of construction.

Where the requirements of this brief differ from standards, codes or relevant statutory requirements, the higher standard will apply.

Please advise DPW of any changes. Refer to '5.0 Documentation to be submitted with proposal', 'H: Part 2— Technical requirements' in Part 1 of this document.

Where reference is made in the text to a standard issued by the Standards Association of Australia, it shall be taken to apply to the latest issue of such standard unless otherwise qualified.

Where trade names or proprietary items appear in this document, they have been specially nominated by DPW to convey the required standards of design and performance. Alternative products submitted in response to contract documentation must, in all instances, be of equivalent standard in design and performance.

3.0 How to use this document

The format of this brief is intended to allow the ultimate lessee of a new or refurbished building to take the base standards and add to them the requirements that are unique or peculiar to that lessee. In this way the standards contained with this brief in regard to services, building efficiency, structural considerations etc., remain constant.

It is intended that the lessee will let a separate contract for fitting out of the building, however architectural, structural, mechanical and electrical design elements of the building should compliment the lessee's requirements, and a fitout plan will therefore be provided in due course for the successful developer's information.

Submissions made against this brief will be required to be submitted in a specific format, presenting information in a consistent manner, thereby allowing an objective of different proposals.

Any discrepancies in this brief are to be highlighted by proponents within the proposal.

4.0 Format and terminology

The majority of the requirements in 'Part 2—Technical requirements' of this manual can be answered by a simple 'tick' under the column headings 'Complies' or 'Does not comply'.

Answer all dot points in the brief.

In addition to the simple 'tick' response, an option to provide comments to a clause is available beneath each clause item. This is available to allow proponents space to explain the relevance of an apparent non-compliance.

Additionally some requirements are presented under the following headings: 'Consider' and 'Avoid' as opposed to the mandatory 'Provide' requirement. They are required to be answered with an explanation. The definitions of the headings mentioned are as follows:

'Consider'—This requirement can be included provided there is no additional cost for its inclusion.

'Avoid'—This requirement has presented problems in past applications and its inclusion shall be covered with an explanation in the 'Comments' space on how it will be incorporated to avoid any problems.

The Base Building Brief is available in hard copy or in electronic format and can be completed by hand or electronically. Apart from response fields, the document itself must NOT be altered in any way. Alterations without prior discussion with DPW may void a proponent's submission.

5.0 Documentation to be submitted with proposal

Sealed submissions shall be addressed and returned to:

'Expression of Interest'
Government Office Accommodation Unit
Leasing Group
Department of Public Works
Level 6B, 80 George Street
Brisbane Qld 4000

GPO Box 2457
Brisbane Qld 4001

Submissions should be marked 'PRIVATE AND CONFIDENTIAL' and are to be received in this office by _____ on _____.

In addition to a response to ‘Part 2— Technical requirements’ of this brief, all submissions are required to contain the following information, documentation or advice in relation to:

A. Proponent details

- Proponent’s name
- Proponent’s address
- Contact telephone number
- Facsimile number
- Email address
- Personal contact’s name (if different from proponent’s name)

B. Site details

- Address
- Land area (in m²)
- Classification
- Real Property Description
- Tenure (owned, under contract, optioned). Supporting documentary evidence is to be provided
- Easements and/or other encumbrances
- Local flood level information
- Details of site contamination
- Details of any asbestos on-site or in existing built premises, and proposed asbestos management treatment. If asbestos is present, a copy of the following is required:
 1. BMP (Building Management Plan) has to be implemented and an Access Permit issued before work commences
 2. Work Method Statement has to be approved for removal of asbestos and containment of airborne dust
 3. Copies of all dumping dockets to be obtained
 4. Workplace Safety Plan to be presented

C. Planning

- Town planning requirements applicable to the site and the building proposed
- Heritage and/or National Trust considerations
- Existing services and easements

D. General description

- Type of construction
- Visible external features and finishes
- Internal features and finishes
- Net lettable area and gross floor area
- Heavy floor load areas (_____)—(see ‘Part 2—Technical requirements’, ‘3.0 Structural’).
- Car parking bays (including staff, visitor and disabled parking bays and whether secured or unsecured and covered or uncovered).

E. Program

- Provide a Gantt chart and Pert chart identifying the main stages of the project development, approvals and implementation as required to achieve practical completion at the earliest possible date.

F. Sketch plans, elevations and sections, AutoCAD 14 or better

Location plan

- Showing the site in relation to the closest post office, shopping centres, bus stops, railway stations, significant public buildings, major roads etc. A marked up plan of the local area will generally suffice.

Site plan

- Indicating the building's position on the site and including a north point, contours, car parking (include location of staff, visitor, and disabled bays), paving, landscaping, easements, surrounding roads, neighbouring structures and access to site (including any access restriction strips that may exist) and any existing services. Sketch plan only—scale 1:200.

Floor plans

- Identifying office areas, core and common areas and design floor loadings. Sketch plan only—scale 1:100.

Basement Plan

- (If applicable) indicating undercover parking layout. Sketch plan only—scale 1:100.

Elevations

- Primary elevation(s) only indicating provision of sun screening/external awnings, signage and proposed external finishes. Sketch only—scale 1:100.

Sections

- Illustrating primary structural elements, floor-ceiling heights, buildings heights etc. Sketch only—scale 1:100.

G. Financial considerations regarding future lease

- The initial term of the lease is to be _____.
- The lease will provide _____ options each of _____.
- The net lettable area is to be _____ m² (measured in accordance with Property Council of Australia's (PCA) *Method of Measurement Guidelines—March 1997*). Please note that under clause 3.2.3 of that document, certain areas are to be provided in addition to the NLA (net lettable area) of _____ m². In the event that the developed building provides a NLA in excess of the required _____ m², the Lessee will pay rent only over the required area of _____ m². In the event that the developed building provides a NLA between _____ m² and _____ m² the lessee will pay rent only for the NLA actually provided.
- Note that rental will only be payable on the NLA as defined in the PCA guidelines. Rent will not be paid for toilets, corridors or other common and/or core areas.
- In the bid, the proponent is to specify the fully gross rental rate (expressed in a fully gross \$/m² /annum) that is to be payable upon commencement of the lease, together with the proposed method and timing of any reviews. The stated rent is to be fully inclusive of all outgoings throughout the term of the lease including air conditioning electricity consumption and

reasonable water consumption. The lessee will not make any contribution (over and above the stated gross rent) towards any outgoings or increases in outgoings.

- In the bid, the proponent is to specify the amount of any car park licence fees that are payable (over and above the stated gross rent) expressed in a dollar amount per bay per annum, together with the proposed method and timing of any reviews.
- On any market reviews, the ratchet clauses relate to the rent payable during the first year of the initial term of the lease and not the year immediately preceding the rent review.

H. Part 2—Technical requirements

The Base Building Brief is to be returned with the proposal and shall contain a response to each item indicating if the submission complies or otherwise. Proponents should note '4.0 Format and Terminology' of 'Part 1—Introduction' in relation to responses submitted electronically.

Space has been provided for any comments that may be required to clarify an item.

Any discrepancies between 'Part 2—Technical requirements' and the Building Brief are to be highlighted in the proponent's submission.

6.0 Upon receipt of proposals

Proposals will be assessed against predetermined criteria based on the standard brief and pre-commitment lease documents, plus our client's special requirements.

As soon as practicable after the lodgement date, proponents will be advised that their submissions have been short-listed or that they have otherwise been unsuccessful. A preferred proponent will be selected from the shortlist following further detailed evaluations of submissions.

7.0 Upon acceptance of offer

Final negotiations

On a 'without prejudice' basis, the preferred proponent will be notified of their preferred developer status in writing, and will be required to:

- attend final negotiation meetings, as necessary
- confirm their offer
- provide additional information as requested
- agree to any minor adjustments to the proposed building
- identify any adjustment to their offer resulting from additional client adjustments/requirements.

NB: The level of liquidated damages (or any other penalty) will be negotiated prior to the Agreement For Lease being finalised. The quantum of any liquidated damages or other penalty will be commensurate with the scale of the project and the particular circumstances of the dealing.

Documentation

Return of the documents to DPW and all subsequent negotiations, provision of responses, attendance at conferences and the like should take place within reasonable commercial timeframes.

Failure to maintain dealings within reasonable timeframes may result in termination of any negotiations.

Final documentation

Both parties will use their best endeavours to ensure that final documentation is completed and executed in accordance with the project program.

Binding agreement

It is emphasised that all negotiations will be on a strict 'without prejudice' basis until and if ministerial approval to any dealing is obtained, and the fact of ministerial approval is communicated to the successful proponent. Whilst DPW officers are authorised to negotiate suitable terms pertaining to the State's interest in leasing any premises, DPW officers do not have the authority nor capacity to bind the State of Queensland to an Agreement for Lease or Lease Agreement prior to ministerial approval being obtained.

Accordingly, no binding agreement will be reached with any party unless and until DPW notifies the proponent that such approval has been forthcoming.

Until execution of final documentation, the State may not accept any 'Expression of interest' or enter into any agreement with any proponent notwithstanding the extent of negotiations that may have taken place.

Final working drawings and specifications

By a specified date, the proponent will provide full working drawings and specifications, which illustrate full compliance with the requirements set out in this document.

Design and preparation of drawings and specifications

Design obligations

The proponent is responsible for the design of the works and will develop and prepare all documents, plans, details, calculations, specifications and other information necessary to develop and complete the design of the building in accordance with the building documentation and all other provisions of the Agreement For Lease.

Provision of drawings and specifications

By an agreed specified date, the proponent will provide the DPW Accommodation Office with:

- a) drawings and specifications
- b) drawings and other necessary documentation setting out such details of the systems and services and the location including:
 1. On a memory stick or CD in AutoCAD format, layered as follows:
 - building grid
 - building core and walls
 - ceiling tile layout
 - mechanical services ductwork layout
 - sprinkler piping and heads layout
 - emergency lighting layout on a floor by floor basis
 - fire detectors layout, hose reels and extinguishers
 - access and egress paths of travel to be identified
 - luminaire/s layout, including make and model
 - general purpose outlet layouts including switchboard location and distribution board
 - skirting duct layout including manufacturer and type
 - Telecom MDF distribution board layout.

2. One set of plastic negatives of architectural, mechanical, electrical, hydraulic and fire protection layout.
3. Three bound sets of paper prints of architectural, mechanical, electrical, hydraulic and fire protection layout.

At the request of DPW, the proponent will deliver all documents and other information which, in the reasonable opinion of DPW, are necessary in order to determine whether the documentation supplied is in accordance with the Building Documentation and the other provisions of the Agreement For Lease.

Acceptance of the submissions by DPW shall not relieve the proponent from any of its obligations to comply in all respects with this brief.

A detailed (and updated) development and construction program shall be provided showing key milestone dates.

8.0 Upon Practical Completion

Upon Practical Completion, the proponent, shall provide DPW with a copy of the Certificate of Classification within five working days and within 20 working days provide DPW with 'as built' drawings, handbooks, operational manuals and technical data as necessary for the correct operation, maintenance and repair of building services. Air conditioning maintenance contracts, equipment layouts and circuit drawings should be included in any handbooks. Warranties for any plant or equipment installed by the proponent on behalf of the Lessee shall also be provided.

9.0 Further information

Further information on the department's requirements may be sought from _____, _____, of DPW on telephone: (07) _____, fax: (07) 3224 6765.

The Accommodation Office within DPW has been established by the Queensland Government to coordinate and arrange all tenancy requirements for Queensland Government departments and agencies.

It is therefore in the interests of clear communication and minimum turnaround times that the proponent confines any discussions regarding the proposed development with DPW officers only, otherwise delays and misunderstandings may arise. DPW is in close and continuing liaison with the end user occupants of the premises, and will facilitate any discussions required with the occupants during the project.

Part 2—Technical requirements

1.0 Introduction

The technical requirements set out below are intended to describe the base building standards for all new and/or refurbishment projects where DPW (on behalf of the Queensland State Government) is the Head Lessee, regardless of any special requirements of the department/agency that may occupy the building.

DPW is committed to compliance with all relevant anti-discrimination legislation.

Technical requirement	Complies	Does not comply
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2.0 Architectural

2.1 Building profile

2.1.1 Energy Efficiency

- The building shall be designed to minimise energy use and operating costs without reducing accommodation standards, occupant health, safety or comfort. Passive energy conservation measures are to be implemented wherever possible.

Please indicate how this is to be achieved:

2.2.2 Compliance

- The building and all elements shall comply with the current Building Code of Australia (BCA), all current Australian Standards (AS) and any other statutory requirements. Any AS referenced in the BCA but not specifically mentioned here shall be applicable as referenced in the BCA.

Comments:

2.2.3 Design

The architectural style of the building shall:

- maximise the use of passive energy saving features
- with tilt-up slab construction, the inside walls are to be lined with furring channel and plasterboard to north and west facing walls
- minimise the consumption of energy
- conform with all compliance requirements
- minimise path of travel between different parts of the building, vertically and horizontally
- minimise dependence on artificial light
- maximum flexibility of floor use.

Comments:

Technical requirement	Complies	Does not comply
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2.2 Building envelope

2.2.1 Glazing

Glazing shall be provided:

• with a window sill height of 900mm above finished floor level	<input type="checkbox"/>	<input type="checkbox"/>
• with mullions that relate to the ceiling grid	<input type="checkbox"/>	<input type="checkbox"/>
• to comply with, <i>AS 1288 Glass in buildings—Selection and installation—</i> current edition	<input type="checkbox"/>	<input type="checkbox"/>
• with internal window furnishings (blinds or similar) providing 100 per cent block-out to all perimeter glazing (client to choose finish)	<input type="checkbox"/>	<input type="checkbox"/>
• with openable windows (as required in accordance with the BCA) to allow natural ventilation	<input type="checkbox"/>	<input type="checkbox"/>
• suitably secured locks to prevent unauthorised opening to all windows and doors	<input type="checkbox"/>	<input type="checkbox"/>
• with suitable tinting throughout, to avoid excessive glare and sun penetration	<input type="checkbox"/>	<input type="checkbox"/>
• with external awnings or similar to shelter all areas of perimeter glazing exposed to direct sun penetration.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2.2.2 Roof

• Membrane roofing systems are not acceptable.	<input type="checkbox"/>	<input type="checkbox"/>
• Roof slopes shall not be less than three degrees for metal deck roofs.	<input type="checkbox"/>	<input type="checkbox"/>
Provide:		
• To avoid air leakage, where metal deck roofing is combined with suspended ceilings, 'sisalation' (or similar) shall be provided to assist the performance of the air conditioning system and is to extend to the outside edge of all roofing material and must form a continuous vapour barrier.	<input type="checkbox"/>	<input type="checkbox"/>
• Side venting around perimeter of building into roof space.	<input type="checkbox"/>	<input type="checkbox"/>
• Gutters, downpipes and overflows designed in accordance with <i>AS 2180 Metal rainwater goods—Selection and installation.</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Any venting shall be suitably protected to prevent the entry of vermin.	<input type="checkbox"/>	<input type="checkbox"/>
Avoid:		
• Internal box gutters.	<input type="checkbox"/>	<input type="checkbox"/>
• Access from adjoining properties.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Technical requirement	Complies	Does not comply
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2.2.3 Doors

Provide:

<ul style="list-style-type: none"> Disabled persons' access as an integral part of the main entry. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Automatic sliding glass door(s) to front/main entry (minimum 1500mm clear opening) to be of heavy duty or commercial grade and fitted with a safety stop mechanism which activates on meeting an obstacle, and with a Lockwood 590 Series or similar lock to prevent forcing. Doors are to be controlled by a multi-functional control switch including 'Locked, Open, Exit Only,' and 'Secure'. The location and type of this switch is to be determined by DPW. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All other perimeter doors are to be solid core doors, hinged outwards. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A separate exit only door must be provided adjacent to the automatic doors. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Separate entry(s) are to be provided in locations to be agreed with DPW for staff access or egress. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All doors shall be minimum of 870mm clear opening. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All full height glass doors must have permanent marking at eye level. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 24-hour access adjacent to main entry point and from a doorway closest to the staff car parking area. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All fire doors should be provided with glass viewing panels (to be discussed with DPW representative). All fire doors are to comply with <i>AS 1904 Fire Door Code</i> and <i>AS 1905 Fire resistant door set</i>. Glass viewing panels are to be in accordance with <i>AS 1288</i> and <i>AS 1428 'Part 1'</i>. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All external door frames (other than fire door frames) must be fabricated from sheet steel. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Doors (other than fire doors) shall be of solid core constructions faced with marine ply and painted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Door furniture and fittings of a suitable commercial grade. 	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2.2.4 Doorway matting

Provide:

<ul style="list-style-type: none"> All main entrances with a minimum 1500mm wide x 2000mm long recessed matting as stipulated in <i>AS 1428 'Part 2'</i> and all other exterior building entrances with 1000mm wide x 900mm long similar doorway matting. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The matting should have a smooth texture so not to impede the passage of wheelchairs and prams, or people with walking frames, and if of a grated type, they should not have aperture that would ensnare high heeled shoes or tips of walking sticks and frames. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All matting to be placed on the inside of entrances to the building. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Mats are comply with <i>AS 1428</i> parts 1 and 2. 	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Technical requirement	Complies	Does not comply
-----------------------	----------	-----------------

2.2.5 Podium

Provide:

- | | | |
|---|--------------------------|--------------------------|
| • A clear and easily identifiable pedestrian entry point. | <input type="checkbox"/> | <input type="checkbox"/> |
| • A safe vehicular pick up/set down area located in close proximity to the main entry and which is accessible to the main entry for people with disabilities. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Easy/direct pedestrian access including disabled access without segregation from other users. | <input type="checkbox"/> | <input type="checkbox"/> |

Avoid:

- | | | |
|---|--------------------------|--------------------------|
| • Conflict between pedestrian and vehicular routes. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pedestrian exposure to high traffic flow. | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

2.2.6 External space

Provide:

- | | | |
|---|--------------------------|--------------------------|
| • The design of the main entry to the building, including pathways and outdoors furniture associated with the entry should be designed so that it is easily recognised by people with a vision impairment. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Well-lit surroundings utilising vandal proof light fittings. Fittings used externally shall be weatherproof, sealed against entry by insects and vermin and be designed with adequate heat dissipation to avoid damage and discolouration to the body, glass and lamp. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Non-slip paving to comply with AS3661 parts 1 and 2 —‘Slip resistance of pedestrian surfaces’. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Check on soil condition for tiles selection/finishes. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Street numbering to the external façade of the building easily identified from the street by pedestrian and vehicular traffic. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Allow for enclosed securable area to accommodation ___ wheelie bins or ___ industrial bins ___ x ___ m in size. | <input type="checkbox"/> | <input type="checkbox"/> |
| • an outdoor paved recreational area for use by staff, and one for public use are required. Provision of these amenities must be made in the building design, either on ground or upper levels. The outdoor areas are to be secure and fenced to the satisfaction of the Tenant Department. These areas are to be fully covered for all weather use. Suitable landscaping must be provided to the staff area only. The areas should be approximately 20m ² each. Exterior floodlighting must be provided in both areas. (These areas will not form part of the NLA). | <input type="checkbox"/> | <input type="checkbox"/> |

Avoid:

- | | | |
|---|--------------------------|--------------------------|
| • dark areas | <input type="checkbox"/> | <input type="checkbox"/> |
| • drainage grates, being a hazard for high heels, wheelchairs and crutch tips | <input type="checkbox"/> | <input type="checkbox"/> |
| • unexpected objects i.e. steps in the middle of pathways or ramps. | <input type="checkbox"/> | <input type="checkbox"/> |

Technical requirement	Complies	Does not comply
-----------------------	----------	-----------------

Comments:

2.3 Space planning

2.3.1 Floor module

Provide:

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> A floor module based on 1.2m centres or multiples thereof. This module should correlate floor, ceiling and other components (and especially glazing mullions) for ease of layout and to avoid or minimise the need for the relocation of services during fitout. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Column free areas, but where columns are necessary, a grid with an 840mm spacing (with increases in 1.2m increments) is the minimum acceptable. | <input type="checkbox"/> | <input type="checkbox"/> |

Avoid:

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Isolated columns that do not relate to a grid. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Diagonal ceiling grid layouts. | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

2.3.2 Office space

Office space is to be flexible to accommodate any of the following elements or any combination of them without undue cost, structural modification, major services alterations or reduction of floor efficiency:

- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Office space not less than 80 per cent primary space, secondary space 20 per cent of total area (Refer to definitions of 'primary space' and 'secondary space' immediately below). | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Customer service/reception areas. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> General office space. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Enclosed offices. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> If any office space requires sound rating, then utilise a 64mm stud wall with 600mm centres, lined with 13mm Gyprock or equivalent plasterboard flush joint set to achieve an STC45 rating. | <input type="checkbox"/> | <input type="checkbox"/> |

Primary space

The definition of primary office space should be in accordance with the following criteria:

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> not greater than 10m to a natural light source | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> minimum interruption from building elements to allow maximum utilisation of system furniture | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> suitable for accommodating workstations or similar. | <input type="checkbox"/> | <input type="checkbox"/> |

Technical requirement	Complies	Does not comply
Secondary space		
<ul style="list-style-type: none"> Secondary space is suitable for non-permanently occupied functions, such as conference areas, compactus areas, storerooms and other support spaces. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.3.3 Basement (if applicable)

Provide:		
<ul style="list-style-type: none"> A fully secured perimeter (refer to '2.6 Car parking'). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Controlled access during business hours. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Line marking to car park bays including bay numbers and directional signage. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 'Visitor' and 'Reserved' signage to car parking bays. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Heavy-duty electrically-driven roller shutter. Motor to have continuous rating. Access is to be via swipe/proximity card keys, or similar, which are required to be used to both enter and exit the car park. The card key readers must be so located that they can be operated by vehicle drivers without the need to leave their vehicles either on entering or exiting the car park. At the same point, provide an intercom system connected to a location within the building (to be specified by the tenant). At the same location within the building, controls are to be provided to allow for remote control of the roller shutter. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Disabled access from basement to all other levels (AS1428.1). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Disclaimer sign to the car park entry that reads as follows. 'It is a condition of entry for all vehicles to this car park that the Queensland Government does not accept responsibility for any loss or damage occasioned to any vehicle, article or things in or upon any vehicle, or injury to a person, howsoever such loss, damage or injury may arise or be caused.' 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4 Base building facilities and finishes

2.4.1 Internal finishes (office areas)

Provide:		
<ul style="list-style-type: none"> Cement rendered or plasterboard and paint finished walls. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Two channel ducted skirting for services reticulation to perimeter walls and all freestanding columns and perimeter walls (150mm x 50mm minimum). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Where channel ducted skirting is not required, 100mm x 6mm screw fixed aluminium skirting is to be fitted to all walls with rubber covering screw fixings. No plastic or vinyl stick-on skirting is to be used. 	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> Removable non-combustible, two way suspended acoustic ceiling tiles with a sound absorption coefficient of 0.65 (average of the four values in the 500Hz to 4000Hz octave bands) or above to all office areas. Ceiling tiles are to have an off-white matt finish with a minimum light reflectivity rating of 85 per cent. Ceiling tiles are to be durable, rigid and easily removed and replaced without damage. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Easy access to services in ceiling space (minimum 300mm). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Twenty replacement ceiling tiles are to be left on site at completion of construction for tenant use. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A set plasterboard ceiling (in the order of 15m²) with low voltage downlights is to be provided to the entrance area or in an agreed location. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Doors (other than fire doors) shall be of solid core construction faced with select veneer and with a painted finish. Provide stainless steel kick plates to full width of all doors to wet areas (except cubicle doors). 	<input type="checkbox"/>	<input type="checkbox"/>
If stairs are provided they should satisfy the requirements of AS 1428 parts 1 and 2 in particular and be designed to provide:		
<ul style="list-style-type: none"> Short flights with frequent landings. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Wide treads, width 275–300mm, low risers, height 150–165mm and constant dimensions in risers and treads in any one staircase. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Stairs to be covered with non-slip tiles. Where carpeted, non-slip stair nosings constructed of aluminium section with neoprene inlay. Nosing to be 100mm wide and cover entire width of step. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Handrails on both sides of stairs. All handrails in public space both internal and external are to be powder coated (prefer Matt Silver) and 50mm maximum diameter. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Emergency lighting for evacuation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Luminance contrast is to be provided at the leading edges of steps and stair treads as described in AS 1428 'Part 2'. The luminance contrast should be integrated with colour scheme for the building. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Where there is more than one set of steps or flights of stairs, these must be augmented either by a ramp complying with AS 1428 'Part 1', or a passenger lift complying with AS 1735 'Part 12', or a staircase mounted platform complying with AS 1735. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4.2 Floor coverings

Approximately ____ m² of the premises is to be carpeted, with approximately ____ m² to be vinyl flooring. The following minimum standards are to apply:

Carpet:

<ul style="list-style-type: none"> commercial grade with a minimum 8-year guarantee 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> non-static 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> pile fibre—woollen fibre to meet AS 1530-3 Fire Rating Index 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> carpet colour as selected by tenant 	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> a quantity of floor tiles and/or carpet to be left on site after completion of the project. 	<input type="checkbox"/>	<input type="checkbox"/>
Broadloom:		
<ul style="list-style-type: none"> Dual bond carpet <ul style="list-style-type: none"> underlay to be Bridgestone Sensi-slab 4.7mm thick or equal approved ensure moisture does not exceed AS2455 priming can be trowel or rolled to floor area, and adhesive can be trowelled only using a v notched trowel all underlay and carpet to be laid as per manufacturers' instructions. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Conventional carpet <ul style="list-style-type: none"> underlay shall be Higgins True Blue Step Heavy Wool, 10mm thick, 1200g/m² manufactured in Queensland or equal approved carpet gripper smoothedge shall be Roberts Architectural Smoothedge with a minimum 3 rows of pins. Roberts speed seam tape to be used all underlay and carpet to be laid as per manufacturers' instructions. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Direct stick carpet <ul style="list-style-type: none"> all concrete surfaces to be cleaned and primed with manufacturers' approved primer carpet to be directly stuck to the floor using low odour and solvent free adhesive in strict accordance with manufacturers' directions the adhesives spread rate shall be at the manufacturers recommendations all seams are to be liquid welded. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Wool carpet specification <ul style="list-style-type: none"> yarn weight—1,360g/m² or 40 oz level loop tufted sliding needle bar pattern of stock dyed wool / space dyed nylon accent with 90 per cent wool plus 10 per cent BCF (bulked continuous filament) Anti Static Nylon Accent Yarn primary backing 24 x 16 polypropylene with a jute 270g/m² secondary backing ACCS Grading CHD+S spread of Flame: 0 smoke Developed: 5. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Nylon carpet specification <ul style="list-style-type: none"> yarn weight—950g/m² or 28 oz level loop tufted pattern, solution dyed and yarn must be scoured for a twisted, air entangled or combination in accent for effect primary backing 24 x 16 Polypropylene with a secondary backing, Branded Action Bac 18 x 19 112g/m²—9 pick ACCS Grading: CEHD + S spread of Flame: 7 smoke Developed: 4. 	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
Carpet tiles:		
<ul style="list-style-type: none"> • A-Grade carpet tiles specification (generally for CBD and fringe use) <ul style="list-style-type: none"> – pile weight: 881g/m² or 26 oz – tiles shall be Ontera, Envisions or equal approved manufactured in Australia – vertically fusion bonded cut pile carpet tile with 100 per cent Dupont Antron XL (Stock Dyed) by heat set 3 ply – backing—Inertial Backing System (IBS); incorporating 2 fibreglass interlayers in a PVC matrix – curling and Squareness—no measurable change by AWTA using test T56 2000 – warranties of 15 years on loose lay, wear, static control, castors, chairs and dimensional stability – ACCS Grading: CEHDS – spread of Flame: 7 – smoke Developed: 7 – carpet tiles shall be laid on a pressure sensitive adhesive approved by manufacturer. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • B-Grade carpet tile specification (generally for other than CBD use). <ul style="list-style-type: none"> – pile weight: 750g/m² or 22 oz – carpet tiles shall be Ontera Modular Carpet, Colourweave or equal approved manufactured in Australia – tufted multi-height loop pile 100 per cent Dupont Nylon 6.6 BCF (Space Dyed) heat set 3 ply – backing—Inertial Backing System (IBS); incorporating two fibreglass interlayers in a PVC matrix – curling and Squareness—no measurable change by AWTA using test T56 2000 – warranties of 10 years on loose lay, static control, wear and dimensional stability – ACCS Grading: CEHDS – spread of Flame: 8 – smoke Developed: 8 – carpet tiles shall be laid on a pressure sensitive adhesive approved by manufacturer. 	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl:		
<ul style="list-style-type: none"> • Seamless Armstrong Accolade Plus range vinyl or approved equal in tenant’s choice of colour, properly sealed and finished to manufacturer’s specification. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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2.4.3 Ceiling height

Provide:

• Minimum finished floor to ceiling height of 2700mm to all office areas.	<input type="checkbox"/>	<input type="checkbox"/>
• A horizontal zone 150mm high directly above the ceiling level dedicated for lighting and clear of any intrusions from building elements, structural or other services.	<input type="checkbox"/>	<input type="checkbox"/>
• A building structure so designed to allow for the future installation in the ceiling space of a 600 x 300mm minimum air conditioning duct from the mechanical riser or plant room to any point on the floor.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2.4.4 Toilet facilities

Provide:

• Male and female toilet facilities on each floor. Access should be via an airlock and prevent clear line of sight for passers-by.	<input type="checkbox"/>	<input type="checkbox"/>
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Toilet facilities are to include:

• Dual flush cisterns.	<input type="checkbox"/>	<input type="checkbox"/>
• Urinal flushing to be controlled by separate adjustable movement or microwave detector or similar to minimise water usage.	<input type="checkbox"/>	<input type="checkbox"/>
• Toilets, hand basins and urinals to be made of vitreous china with pipework concealed.	<input type="checkbox"/>	<input type="checkbox"/>
• Cubicle doors which remain in the open position when unoccupied.	<input type="checkbox"/>	<input type="checkbox"/>
• Hot and cold water to all hand basins supplied through thermostatically controlled mixing valves. Taps are to be ceramic disk type.	<input type="checkbox"/>	<input type="checkbox"/>
• Mirrors over basins, minimum size 700 x 500mm.	<input type="checkbox"/>	<input type="checkbox"/>
• Stainless steel paper towel dispensers (one per four hand basins) plus one hot air hand dryer.	<input type="checkbox"/>	<input type="checkbox"/>
• Mirrors over basins, minimum size 700 x 500mm.	<input type="checkbox"/>	<input type="checkbox"/>
• One double GPO (general power outlet) for every two hand basins.	<input type="checkbox"/>	<input type="checkbox"/>

Finishes:

• Floor of non-slip glazed ceramic floor tiles.	<input type="checkbox"/>	<input type="checkbox"/>
• Walls with full height ceramic tiles.	<input type="checkbox"/>	<input type="checkbox"/>
• Coat hook with integral rubber bumper fitted to the inside face of each cubicle door.	<input type="checkbox"/>	<input type="checkbox"/>
• Vanity units with laminate HMR MDF cupboard underneath for storage of consumables. Vanity top to be of Corian or post formed laminate with no exposed PVC pipes. If pipes are exposed, the pipes and fitting should be fully chromed. Basins to be semi-recessed into vanity top.	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
Disabled Facilities:		
<ul style="list-style-type: none"> In a location to be determined, provide unisex toilet/shower facility suitable for persons with a disability in accordance with <i>AS 1428.1—2001 Design for access and mobility; General requirements for access—New building work 1—2001</i>. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Door closers to be Lockwood Arrow brand 714/726 Series with slide arm adjustable closer, or Dorma T.S. 93 series, or similar. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4.5 Showers

Provide:		
<ul style="list-style-type: none"> ___ male and ___ female shower cubicle/s to be a minimum of 900mm x 900mm with a shower screen to be 2100mm high made of 6mm laminated glass as per <i>AS 1428</i>. Full height wall tiles must be installed to all internal faces. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Fold-down bench in shower area. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Hot and cold water to be supplied through thermostatically controlled mixing valves. Taps are to be ceramic disk type. Shower head to be fitted with water saving shower heads. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Hand basin with mirror. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Soap holder to each cubicle. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Adequate clothes hooks and bench seating. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4.6 Lunch/Tea rooms

<ul style="list-style-type: none"> In position to be shown on tenant's plans, construct from floor to underside of ceiling STC 45 sound rated partition—64mm steel stud frame at maximum of 600mm centres. Line exposed face with one layer of 13mm 'Gyprock' or equivalent plasterboard flush joint finish, line other face with two layers of 13mm 'Gyprock' or equivalent plasterboard staggered joint finish 100mm high skirting to be clear anodised aluminium finish with grey vinyl inlay. Provide compressive foam tape between top rack and ceiling. Pack cavity with Tontine TSB4 or equivalent insulation and centre over partition in the ceiling cavity, 2400mm wide blanket of Tontine TSB4 or equivalent insulation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Minimum 3000mm of laminated bench cupboard with lockable doors and incorporating a stainless steel sink—minimum 1500mm long. Also provide lockable wall mounted laminated finished cupboards above benches with access for microwave and GPO (general power outlet) in top cupboard. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provision only for dishwasher (supplied by others) including plumbing and electrical connections. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Swivel spout outlet to sink flick master tap. 	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> Supply and install under bench unit with both boiling and chilled water (equivalent to Zip Hydrotap BC30/30F or BC60/60F for office of more than 1200m²). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> One x 16A outlet and six double GPOs to be located suitably for refrigerator, stovette, microwave, hot water urn and other small appliances. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Paper towel dispenser and tea towel rails to be provided. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Space for a refrigerator, minimum 700 x 700mm, with clear space to ceiling (supplied by others). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supply and install a freestanding oven with cooktop together with rangehood (allow 610mm clear opening for oven/cooktop) or a wall oven equivalent to Chef CUA MFMM (supplied by others). Additional ventilation will be installed to remove cooking smells and steam. DPW will decide on which of the two options will be installed. 	<input type="checkbox"/>	<input type="checkbox"/>
Finishes:		
<ul style="list-style-type: none"> Seamless Armstrong Accolade Plus range vinyl or approved equal in tenant's choice of colour, properly sealed and finished to manufacturer's specification. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Skirtings of ceramic wall tiles or vinyl (minimum 100mm high). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Semi gloss paint finish to cement rendered or plasterboard walls. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Splash back of ceramic wall tiles or plastic laminate to a minimum height of 450mm above bench top. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4.7 Conference room (construction by Tenant)

<ul style="list-style-type: none"> In position to be nominated by the Tenant, provide slab penetrations for water supply, waste and electrical. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4.8 Conference room (construction by Landlord)

If included in Landlord's Works, provide the following:

<ul style="list-style-type: none"> In position to be nominated by the Tenant, provide slab penetrations for water supply, waste and electrical. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In position to be shown on tenant's plans, construct from floor to underside of ceiling STC 45 sound rated partition—64mm steel stud frame at maximum of 600mm centres. Line exposed face with one layer of 13mm 'Gyprock' or equivalent plasterboard flush joint finish, line other face with two layers of 13mm 'Gyprock' or equivalent plasterboard staggered joint finish 100mm high skirting to be clear anodised aluminium finish with grey vinyl inlay. Provide compressive foam tape between top rack and ceiling. Pack cavity with Tontine TSB4 or equivalent insulation and centre over partition in the ceiling cavity, 2400mm wide blanket of Tontine TSB4 or equivalent insulation. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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2.4.9 Cleaner's room

• One cleaner's room per floor.	<input type="checkbox"/>	<input type="checkbox"/>
• Lockable door.	<input type="checkbox"/>	<input type="checkbox"/>
• Laminate finished built-in shelves minimum 200mm deep x 1500mm long.	<input type="checkbox"/>	<input type="checkbox"/>
• Double GPO at 1000mm above finished floor level.	<input type="checkbox"/>	<input type="checkbox"/>
• Floor waste.	<input type="checkbox"/>	<input type="checkbox"/>
• Stainless steel slop sink with bucket grating.	<input type="checkbox"/>	<input type="checkbox"/>
Finishes:		
• Seamless Armstrong Accolade Plus range vinyl or approved equal in tenant's choice of colour, properly sealed and finished to manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>
• Skirtings of ceramic wall tiles or vinyl (minimum 100mm high).	<input type="checkbox"/>	<input type="checkbox"/>
• Semi gloss paint finish to cement rendered or plasterboard walls.	<input type="checkbox"/>	<input type="checkbox"/>
• Splash back of ceramic wall tiles or plastic laminate to a minimum height of 450mm above bench top.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4.10 Laundry

• Lockable door/s.	<input type="checkbox"/>	<input type="checkbox"/>
• Laminate finished built-in shelves minimum 200mm deep x 1500mm long.	<input type="checkbox"/>	<input type="checkbox"/>
• Double stainless steel tubs.	<input type="checkbox"/>	<input type="checkbox"/>
• Washing machine space with appropriate plumbing and GPO.	<input type="checkbox"/>	<input type="checkbox"/>
• Wall mounted drier space, with appropriate GPO and secure, external mechanical heat exhaust.	<input type="checkbox"/>	<input type="checkbox"/>
• Additional GPO's to facilitate ironing etc.	<input type="checkbox"/>	<input type="checkbox"/>
• Splash back of ceramic wall tiles or plastic laminate to a minimum height of 450mm above bench top.	<input type="checkbox"/>	<input type="checkbox"/>
Finishes:		
• Non-slip glazed ceramic floor tiles.	<input type="checkbox"/>	<input type="checkbox"/>
• Skirting of ceramic tiles (100mm high).	<input type="checkbox"/>	<input type="checkbox"/>
• Semi gloss paint finish to cement rendered or plasterboard walls.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.4.11 Sick room/Carer's room

• This room is to be 10m ² .	<input type="checkbox"/>	<input type="checkbox"/>
• The room should be located in position advised by tenant	<input type="checkbox"/>	<input type="checkbox"/>
• Hand basin and tile splashback	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
• Hot and cold water via flickmixer tap	<input type="checkbox"/>	<input type="checkbox"/>
• Cupboard underneath	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate space for a couch or folding bed	<input type="checkbox"/>	<input type="checkbox"/>
• Floor to be finished in vinyl (as specified for lunchroom) and to include a floor waste (lighting to be controlled by dimmer switch).	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.5 Signage

• Signage is to be considered in conjunction with the building's colour scheme. Signage is to be constructed using vandal resistant materials.	<input type="checkbox"/>	<input type="checkbox"/>
Provide:		
• A flat vertical surface on the building facade, posts, columns or walls, suitably located to accommodate tenant signage.	<input type="checkbox"/>	<input type="checkbox"/>
• Should there be no flat surface available a pylon sign is to be erected adjacent to the building.	<input type="checkbox"/>	<input type="checkbox"/>
• Signage identifying the building name and street number to main front entry of the building. Signage to be easily visible from the street for both pedestrian and vehicular traffic.	<input type="checkbox"/>	<input type="checkbox"/>
• Disclaimer sign to the car park entry that reads as follows: 'It is a condition of entry for all vehicles to this car park that the Queensland Government does not accept responsibility for any loss or damage occasioned to any vehicle, article or things in or upon any vehicle, or injury to a person, howsoever such loss, damage or injury may arise or be caused.'	<input type="checkbox"/>	<input type="checkbox"/>
• 'No smoking' signage at all entry points to the premises, and at other appropriate locations inside the building or in common areas where smokers may tend to gather.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.6 Car parking

Provide:		
• ___ secure undercover numbered car parking bays in accordance with AS 2890.1.	<input type="checkbox"/>	<input type="checkbox"/>
• ___ secure undercover numbered high clearance car parking bays with a minimum clearance of ___ mm.	<input type="checkbox"/>	<input type="checkbox"/>
• Extractors to be used in enclosed car parks as per AS 1668.	<input type="checkbox"/>	<input type="checkbox"/>
• Electronic roller shutter/boom gate with proximity reader access (see '2.3.3 Basement') to secured parking so drivers do not have to leave vehicles. Parking access to be away from the main building pedestrian entry.	<input type="checkbox"/>	<input type="checkbox"/>
• Disabled parking bays in close proximity to the buildings front entrance to the requirements of the BCA. Ensure that gradients and cross falls are no greater than 1:40.	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
• Adequate visitor parking to council requirements.	<input type="checkbox"/>	<input type="checkbox"/>
• Non-slip surface treatment for all car parking area.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting, to conform to Australian Standards:		
• Switching at tenant entry points for both vehicular entry and staff lift/stairwell entry points.	<input type="checkbox"/>	<input type="checkbox"/>
• Switch to be within 500mm of these points.	<input type="checkbox"/>	<input type="checkbox"/>
• Motion sensors to give automatic switching may be considered for the vehicular entry. If used for pedestrians, a manual override switch with an adjustable 'time out' function shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
• Disclaimer sign to the car park entry that reads as follows: 'It is a condition of entry for all vehicles to this car park that the Queensland Government does not accept responsibility for any loss or damage occasioned to any vehicle, article or things in or upon any vehicle, or injury to a person, howsoever such loss, damage or injury may arise or be caused.'	<input type="checkbox"/>	<input type="checkbox"/>
• Provide mesh with a small grid pattern and strong enough to prevent objects being thrown through ventilation or other openings that may damage vehicles parked in this area.	<input type="checkbox"/>	<input type="checkbox"/>
• If an egress door is installed, the door must be tamper proof and secured against unauthorised entry.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

2.7 Storage areas

Provide:

- | | | |
|--|--------------------------|--------------------------|
| • Secure tenant storage areas with roller door or chain wire gate. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Types of wall finishes—chain wire, block work, plasterboard, off form concrete or tilt up slab finishes. | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

3.0 Structural

3.1 Design loads

3.1.1 Live loads

Provide:

- | | | |
|---|--------------------------|--------------------------|
| • Live loads in accordance with the latest or equivalent version of AS1170 parts 1, 2, 3 and 4 'SAA loading code: Dead and live loads'. | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

The following minimum loads shall be applied in the structural design of the building:

- | | | |
|-------------------------------|--------------------------|--------------------------|
| • office floors 4kPa | <input type="checkbox"/> | <input type="checkbox"/> |
| • basement (if provided) 5kPa | <input type="checkbox"/> | <input type="checkbox"/> |

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> compactus areas (6–10kPa) (provide building engineer certifies that this sufficient for 10 bay long x 2x1200mm bays deep compactus—otherwise 10kPa required) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> an area identified for compactus storage of approximately 10 per cent of the net lettable area on each floor and preferably in at least two separate locations but not less than 15m² provided in a single location. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

4.0 Mechanical services

4.1 Design standards

Mechanical services shall be provided in accordance with Building Code of Australia and referenced Australian Standards including the latest or equivalent version of:

<ul style="list-style-type: none"> AS 1668 <i>The use of ventilation and air-conditioning in buildings (Part 1 & 2)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> AS 2107 <i>Acoustics—Recommended design sound levels and reverberation times for building interiors</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> AS 3666 <i>Air-handling and water systems of buildings—Microbial control</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> AS 1670 <i>Automatic fire detection and alarm systems—System design, installation and commissioning</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> AS 3000 <i>Wiring rules</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> AS 4254 <i>Ductwork for air handling systems in buildings</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> AS 1324 <i>Air filters for use in general ventilation and air-conditioning</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> the preferred equipment shall be air cooled in an endeavour to reduce the possibilities of air borne contaminants and bacteria entering the conditioned space. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

4.2 Design temperatures and performance

Ensure:

<ul style="list-style-type: none"> outside ‘winter’ and ‘summer’ dry bulb design temperatures and other ambient conditions are to be determined in accordance with AIRAH (Australian Institute of Refrigeration, Airconditioning and Heating) published data including the <i>Air-conditioning Design Manual</i>. Process cooling shall use the AIRAH published data. 	<input type="checkbox"/>	<input type="checkbox"/>
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Technical requirement	Complies	Does not comply
The following temperature ranges are to be maintained during normal working hours (as detailed in the standard government lease):		
• Summer 22°C to 24°C (at 50 per cent relative humidity).	<input type="checkbox"/>	<input type="checkbox"/>
• Winter 20°C to 22°C (no humidity).	<input type="checkbox"/>	<input type="checkbox"/>
• Minimum ventilation air is to be designed in accordance with the latest or equivalent version of AS 1668.2.	<input type="checkbox"/>	<input type="checkbox"/>
• In variable air volume systems the minimum outside rate is to be provided at minimum supply air rates.	<input type="checkbox"/>	<input type="checkbox"/>
• Provide a filter for the outside air whilst ensuring the building's perimeter security is not compromised.	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure that sufficient space is provided to measure outside air quantity including a vane anemometer or flow hood.	<input type="checkbox"/>	<input type="checkbox"/>
Allow for zoning and/or separate mechanical services to service the following:		
• Reception/waiting (approx ____ m ²)	<input type="checkbox"/>	<input type="checkbox"/>
• Lunchroom/s seating ____ people (approx ____ m ²)	<input type="checkbox"/>	<input type="checkbox"/>
• Conference rooms/seating ____ people (approx ____ m ²)	<input type="checkbox"/>	<input type="checkbox"/>
• Interview room/s consisting of o x ____ person (approx ____ m ²) and x ____ person (approx ____ m ²)	<input type="checkbox"/>	<input type="checkbox"/>
• Enclosed office/s (each approx ____ m ²)	<input type="checkbox"/>	<input type="checkbox"/>
• Therapy room/s (approx ____ m ²)	<input type="checkbox"/>	<input type="checkbox"/>
• Sick room/s (approx ____ m ²)	<input type="checkbox"/>	<input type="checkbox"/>
• Data room/s Carer's room/s (provide thermostatically controlled air exhaust to data room—refer clause 6.9)	<input type="checkbox"/>	<input type="checkbox"/>
• other -	<input type="checkbox"/>	<input type="checkbox"/>
• other -	<input type="checkbox"/>	<input type="checkbox"/>
• other -	<input type="checkbox"/>	<input type="checkbox"/>
• Mechanical design is to assume that return air door grilles are not provided to any offices, interview rooms, therapy room or conference rooms, due to privacy requirements. Return air from such rooms shall be ducted via sound rated transfer ducts.	<input type="checkbox"/>	<input type="checkbox"/>
• Provide energy consumption control to match the type of plant supplied, to ensure maximum energy efficiency.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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4.3 Design load

• Office areas—one person per 10m ² .	<input type="checkbox"/>	<input type="checkbox"/>
• Allow 25W/m ² of distributed general office equipment load.	<input type="checkbox"/>	<input type="checkbox"/>
• Conference and meeting rooms—one person per 1.75 m ² .	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

4.4 Availability, positioning of plant, configuration and security

• The desired availability of air conditioning plant for comfort conditions is 100 per cent and for computer room applications is 100 per cent.	<input type="checkbox"/>	<input type="checkbox"/>
• Plant room position and layout must facilitate maintenance and removal of plant and equipment to satisfy the desired availability specified above.	<input type="checkbox"/>	<input type="checkbox"/>
• Plant shall be accessible by authorised personnel only. Indicate the form of method used to limit access.	<input type="checkbox"/>	<input type="checkbox"/>
• All switchboards/control panels to be enclosed in plant rooms or lockable cupboards.	<input type="checkbox"/>	<input type="checkbox"/>
Access and maintenance space not less than:		
• that recommended by the equipment manufacturer	<input type="checkbox"/>	<input type="checkbox"/>
• code and regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>
• that required by the latest occupational health and safety guidelines	<input type="checkbox"/>	<input type="checkbox"/>
• access door to plant rooms to be external where possible to minimise the need for maintenance staff to enter the office area	<input type="checkbox"/>	<input type="checkbox"/>
• the plant shall be fully ducted i.e. the plant room is not to be used as a plenum (e.g. return air or outside air)	<input type="checkbox"/>	<input type="checkbox"/>
• acoustic treatment as necessary for noise control	<input type="checkbox"/>	<input type="checkbox"/>
• plant room shall not be used for other purposes such as, storeroom	<input type="checkbox"/>	<input type="checkbox"/>
• preferable to avoid roof mounted plant units.	<input type="checkbox"/>	<input type="checkbox"/>
Plant such as air-cooled condenser units and exhaust fans may be used externally but when used shall:		
• use only weatherproof plant that is specially designed and recommended by the manufacturer for external use	<input type="checkbox"/>	<input type="checkbox"/>
• be sized to accommodate for high temperature that may be experienced, in locations such as exposed roof.	<input type="checkbox"/>	<input type="checkbox"/>
External plant shall:		
• use materials and fasteners that are corrosion resistant e.g. galvanised steel, exterior or marine grade aluminium alloy or equivalent. Plant installed within 1 kilometre of the sea/ocean shall have all metals treated to avoid corrosion due to the salt laden atmosphere	<input type="checkbox"/>	<input type="checkbox"/>
• provide steel or aluminium alloy security grilles or other effective means to prevent entry to the building via ventilation ductwork	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> have major items of plant grouped and screened when visible from street sight-lines or in open spaces 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> where accessible from public areas be provided, with a lockable enclosure complete with overhead protection to protect the plant against vandalism and thrown material (such as heavy stones or garbage) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> have plant acoustically treated where necessary to prevent all annoyance to neighbours. 	<input type="checkbox"/>	<input type="checkbox"/>
Roof-mounted external plant shall:		
<ul style="list-style-type: none"> limit use of the portable ladder to serve not more than 2.5m heights 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> be provided with a proprietary walkway across the roof and around condensers/condensing unit so that tradesmen do not walk on metal deck roof sheeting 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> be located on a structurally engineered platform that does not cause excessive stress, deflection or vibration of the roof or main structure or noise transmission to the internal space 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> have access that conforms with all acts, regulations, BCA and standards 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> have platforms, walkways, stairs, ladders, etc to comply with AS 1657 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> have platform sized to allow access to all sides of plant for maintenance unless height allows from roof walkways around platform 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> have all roof penetrations weatherproofed 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> be designed to ensure ponding of water on the roof does not occur from excess loading or distortion during construction and from any other cause 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> be provided with and access panel in ductwork immediately below the roof penetrations to allow inspection for moisture entry. 	<input type="checkbox"/>	<input type="checkbox"/>
Ground mounted plant shall be located:		
<ul style="list-style-type: none"> on a concrete plinth not less than 150mm above surrounding ground level 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> in a vandal proof enclosure. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

4.5 Supply air system

<ul style="list-style-type: none"> The air conditioning air rates shall accommodate the maximum cooling and heating loads without causing draughts or temperature fluctuations. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The air distribution system shall have an Air Diffuser Performance Index of not less than 80 per cent at minimum airflow. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Minimum supply air rates shall not be less than 6L/s/m². 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Temperature controls shall not shut off variable volume boxes in normal operation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Thermally insulate both supply and return air ducts. Supply air duct insulation to be 50mm minimum. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consider in high humidity areas internal insulation to duct to prevent formation of condensation on ducts. 	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
Limit:		
• Fan assisted VAV's (variable air volume).	<input type="checkbox"/>	<input type="checkbox"/>
Avoid:		
• Air boots and linear slot diffusers.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

4.6 Zoning

• Temperature control zones are to be limited to a maximum 150m ² for interior areas/zones and 100m ² for perimeter areas/zones.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

4.7 Filters

Provide:		
• High quality commercial grade tested filters classified in accordance with the latest or equivalent version of AS 1324.	<input type="checkbox"/>	<input type="checkbox"/>
• Main air filters equivalent to Type 2 Class B with a performance rating of F5.	<input type="checkbox"/>	<input type="checkbox"/>
• Coarse Type 2, class B pre-filters installed where appropriate.		
Comments:		

4.8 Controls

Provide air conditioning with the following features:		
• stop/start controls by time switch with 365 day or leap year programming capability and with the ability to skip a day/s	<input type="checkbox"/>	<input type="checkbox"/>
• manual bypass switch for each plant with after hours operation time clock control with adjustable time run period of one to 10 hours set to two hours	<input type="checkbox"/>	<input type="checkbox"/>
• integrated operation of air conditioning plant and fire protection system	<input type="checkbox"/>	<input type="checkbox"/>
• separate operation of air conditioning and ventilation on each level of the building	<input type="checkbox"/>	<input type="checkbox"/>
• after hours air-conditioning is to have separate metering.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

4.9 Economy cycle (Consider for larger buildings)

• Whenever outside air is below the set point temperature and where supply air rates exceed 500L/s, the outside air is to be utilised for air-cooling.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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4.10 Mechanical ventilation

<ul style="list-style-type: none"> All mechanically ventilated areas including toilets, tea rooms, cleaner's rooms and basement car parks under offices are to be ventilated in accordance with the latest or equivalent version of AS 1668.2. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Data room exhaust—A ceiling mounted exhaust fan shall be provided (for after hours use) in addition to air-conditioning. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A wall thermostat shall be suitably positioned in the data room to control the exhaust fan. The exhaust fan shall automatically operate when the temperature of the room exceeds 24°C. An overriding manual operated auto/on switch shall be provided outside the data room to enable the fan to be operated manually if necessary. The auto/on switch shall be identified with an engraved polished traffolyte panel (white/black/white) and shall be labelled 'Data room exhaust'. Provide a green neon run light labelled as 'Run.' Vent to outside. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Where data room is positioned on the western or north-western side of the building, provide 24/7 air-conditioning in addition to exhaust fan. 	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4.11 Condenser water system (Consider for larger buildings)

Provide:

<ul style="list-style-type: none"> a condenser water loop to all floors with a minimum total cooling capacity equivalent to: <ul style="list-style-type: none"> – 20W/m² for the whole building; and a minimum cooling capacity on any one floor of 50W/m². 	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

4.12 Outside air

<ul style="list-style-type: none"> The outside air supply rate for all office areas including conference, meeting rooms, interview rooms, therapy room and lunchroom shall be in accordance with AS 1668.2. If the required rate of outside air for any of these areas cannot be achieved, supplementary units are to be installed at the developer's expense. 	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Technical requirement	Complies	Does not comply
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4.13 Acoustics mechanical

<ul style="list-style-type: none">Control of noise generated by the mechanical plant is required. Plant is to be designed to minimise noise levels in the building, (other than plant rooms or unoccupied utility rooms,) not exceeding noise levels as prescribed in AS 2107.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Vibrations in buildings to be minimised by having equipment balanced.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Provide vibration isolation. Supply details.	<input type="checkbox"/>	<input type="checkbox"/>
Details:		
Comments:		

4.14 Commissioning

As a minimum provide:		
<ul style="list-style-type: none">Commissioning and test data comprehensive manuals covering operation and maintenance requirements. Manuals are to specifically include schedules and details of intake and diffuser air flow rates, proposed water treatment, plant inspection and cleaning of plant items (within 20 working days). Provide drawings.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

5.0 Fire services

General requirements:		
<ul style="list-style-type: none">provide fire services in accordance with BCA and QFRA (Queensland Fire and Rescue Service), with appropriate signage requirements	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">position hose reels and fire extinguishers in cupboard.	<input type="checkbox"/>	<input type="checkbox"/>
Compliance:		
<ul style="list-style-type: none">A building surveyor's report shall be provided on fire escape routes and its recommendations implemented within 5 working days.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

6.0 Electrical services

6.1 General

<ul style="list-style-type: none">The electrical installation includes three phase electrical supply, metering, distribution, and special purpose power.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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6.2 Design standards

Design and installation is to comply with all legislative requirements and the latest versions of the following Australian Standards including but not limited to:

• Building Code of Australia (BCA)	<input type="checkbox"/>	<input type="checkbox"/>
• Local supply authority regulations	<input type="checkbox"/>	<input type="checkbox"/>
• Local building regulations	<input type="checkbox"/>	<input type="checkbox"/>
• AS 1680 <i>Interior lighting</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 2293 <i>Emergency evacuation for buildings</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 1768 <i>Lightning protection</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 3000 <i>Wiring rules</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 3008.1 <i>Cables for alteration voltages up to and including 0.6/1KV</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 3439.1 <i>Type-tested and partially type-tested assemblies</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 3084 <i>Telecommunications installation</i>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>Telecommunications—Spaces for commercial buildings</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 3080 <i>Telecommunications installations—Integrated telecommunications</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Cabling systems for commercial buildings.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6.3 Metering and supply

• Provide three phase electricity supply at the lowest bulk metering rate offered by the electricity supply authority.	<input type="checkbox"/>	<input type="checkbox"/>
• Separate metering is to be provided to the demised area where the building is multi-tenanted. Separate metering of the air conditioning plant is also to be provided (refer to '4.0 Mechanical services').	<input type="checkbox"/>	<input type="checkbox"/>
• Metering and supply equipment should have adequate capacity to allow a minimum 50 per cent increase over initial load requirements for future expansion. Consumers mains shall be sized at 125 per cent of the maximum demand calculated using the information contained in this document.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6.4 Main switchboard

• Regardless of initial requirements, the main switchboard shall be designed to withstand the maximum prospective fault level to match the maximum transformer capacity that can be installed. This figure shall be obtained from the supply authority.	<input type="checkbox"/>	<input type="checkbox"/>
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Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> The main switchboard is to be designed in accordance with the appropriated requirements of <i>AS 3439—Low voltage switchgear and control gear assemblies</i>. The main switchboard shall be of metal construction; ‘dead front’ type and fitted with circuit breakers or switch-fuse units to control outgoings circuits and/or submains. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The main switchboard shall have spare capacity for additional switchgear to cater for future demand, i.e. initial installation to use only 50 per cent of main switchboard electrical capacity and space. The space and capacity shall be so configured that a shut down of the main switch board (MSB) allows a new circuit breaker or (switch fuse) to be fitted would be limited to one-hour duration. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In a multi-tenanted building the MSB shall be so designed such that the capacity and number of submains may be upgraded. Allow for three extra submains and doubling of capacity. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide fault current limiters for each circuit according to its rating. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Main switchboard to be enclosed in the plant room or in a suitable lockable cupboard. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

6.5 Distribution boards

<ul style="list-style-type: none"> Provide fault current limiters as required for each circuit according to its rating. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Distribution boards (as a stand alone item or as part of the main switchboard) shall be located in strategic positions to suit the area of the building controlled, with consideration for such factors as flexibility and voltage drop. The initial installation is to use only 50 per cent of each distribution board’s electrical capacity. Provide space for at least an additional 50 per cent of the circuits initially installed (in addition to the space required for the double GPOs per 7.5m² of office areas). Provide a full mounting chassis for circuit breakers. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Final sub circuits shall be protected by RCBO circuit breakers, with full busbars installed initially. Provide separate dedicated circuit for computers. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Allow sufficient space for large circuit breakers, contractor and relays to be mounted in the board. 	<input type="checkbox"/>	<input type="checkbox"/>
Allow for:		
<ul style="list-style-type: none"> three phase circuit breaker to feed additional air-conditioning plant 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> contactor for all lighting circuits with two contactors for external lighting circuits 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> relays to control lighting circuit 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> provide typed circuit schedule. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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6.6 Sub-mains

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Where required sub-mains shall be sized to cater for a minimum demand of 150 per cent of the maximum electrical capacity at the distribution boards served, plus voltage drop considerations. Refer '6.5 Distribution boards'. | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Comments:

6.7 Lighting

- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Provide recessed fluorescent lighting throughout the building. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Task lighting is to be provided in circumstances where hampers and/or shelving interferes with the lighting level. Refer also to 'Part 1—Introduction', '7.0 Upon acceptance of offer'. | <input type="checkbox"/> | <input type="checkbox"/> |

Lighting design should be in accordance with the following:

- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> AS 1680 Interior lighting | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> AS 1680.2.2 Office and screen based task—Interior lighting | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Initial illumination of 500lx is to be provided to all primary and secondary areas. | <input type="checkbox"/> | <input type="checkbox"/> |

Layout of luminaire/s:

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Layout of the luminaire/s shall be in rows parallel to the longest window wall and provide even lighting in accordance with Project Services Tenant Layout Plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Automatic on/off controls are to be provided in toilets. | <input type="checkbox"/> | <input type="checkbox"/> |

Luminaire/s used shall:

- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> be designed for ease of lamp changing | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> be fitted with 4000°K triphosphor lamps | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> be designed with adequate mechanical and electrical features to ensure durability | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> incorporate a flexible lead and plug top | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> have electronic ballasts | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> be power factor corrected to 0.85 | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> be fitted with K12 diffusers | <input type="checkbox"/> | <input type="checkbox"/> |

Circuiting switching and control luminaire/s shall be carried out as follows:

- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> provide unswitched active conductors to all luminaire/s | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> fixed wiring to each luminaire shall terminate at a suitable plug base in the vicinity of the luminaire | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> the plug base shall be securely fixed to the underside of the slab in the concealed ceiling space | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> provide contactors within the distribution board for control of the lighting | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> initially the circuits shall be loaded to no more than 67 per cent capacity | <input type="checkbox"/> | <input type="checkbox"/> |

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> provide localised circuits covering a maximum of 25 per cent of the floor 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> luminaire/s to be circuited/switched so that full and half levels of lighting are achievable 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> light switches shall be wall or column mounted to enable switching as required. Lighting design shall be based on the fitout drawings. Switching for as yet unconstructed partitions shall be terminated in the ceiling space ready for fitting off at fitout stage 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> each row of luminaire/s next to windows shall have its own switch 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> provide unswitched fittings for security purposes in the foyer, open plan areas and corridors, allow for eight unswitched fittings in the office area, three in the car park and two in the stairwell 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> adequate external lighting is required to deter vandalism. Provide a vandal resistant fitting adjacent to external doors. External lighting shall be controlled by a photocell and a programmable timer with manual override switch. Fittings used externally shall be weatherproof, sealed against entry by insects and vermin and be designed with adequate heat dissipation to avoid damage and discolouration to the body, glass and lamp (consider neighbours and other tenancies where external lighting is used). External lighting shall be in accordance with council by-laws 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> emergency evacuation lighting to conform with the current <i>AS 2293 Part 1, Emergency evacuation lighting in buildings</i>. Provide an emergency light in each toilet area and conference room. Issue a compliance statement within 5 working days of completion. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

6.8 Electrical power

<ul style="list-style-type: none"> Capacity and circuit breakers should be capable of handling installation of one double GPO (general power outlet) for each 7.5m² of net floor area calculated on the basis of 10 GPOs per circuit (5 double GPOs per circuit). 	<input type="checkbox"/>	<input type="checkbox"/>
Provide power outlets:		
<ul style="list-style-type: none"> Around perimeter walls—1 double GPO every 5 linear metres of wall. GPOs are to be mounted not less than 50mm above the finished floor level. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> On each face of a structural column (within office areas), provide one double GPO and data and telephone outlet. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In each amenities room. Provide one 16A and two double and 2 single 10A power outlets suitably located for refrigerator, microwave, other bench top appliances and dishwasher. Provide appropriately rated single GPOs for drink machines and chilled water drinking fountain. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In each toilet wash room, locker room, storeroom and plant room. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Circuit identification numbers should be located on each power outlet with matching number system at each sub-board. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide separate circuit for computer equipment including data rack. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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6.9 Telecommunications/computer cabling

Provide:

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> a data room of approx 6m² in a position acceptable to Tenant. For those sites above 450m² provide a 10m² service room. The room to have thermostatically controlled air exhaust while 10m² rooms to have 24/7 air conditioning. The building distributor for telecommunications shall be provided and installed in data room. Supply and install 39RU 19" data equipment rack minimum size complete with four fixed perforated shelves, flat top, levelling feet and 10 outlet channels. Provide lockable GPO (HPM DR 738/CP or equal) adjacent to each rack and wire plugs to suit. | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Where data cabling is required provide:

- | | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> integrated voice data category six enhanced system | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> rack of either RJ or PDS frames | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> cable at the rate of one data outlet per 7.5m² | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> installation by certified installer | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> 15-year warranty on the cabling system | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> building cabling and products by a single vendor | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> cabling products and service suppliers to be signatories to the GITC (Government Information Technology Conditions). | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> cabling for communication and computer equipment is to be unshielded twisted pair (UTP) of appropriate specification, supplemented by fibre optic cabling and/or cabling systems as required. Installation will be in accordance with Australian Standards and The Queensland Government Information Standard IS 32 | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> MDF for telecommunication near the entry point to the building | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> the number of lead in pairs into the site shall be calculated as one pair for every 7.5m² of NLA (net lettable area) floor space but not less than 30 pairs. Provide lead-in conduits, sized to accept cable 40 per cent greater than the size calculated above. | <input type="checkbox"/> | <input type="checkbox"/> |

For multi-level buildings:

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Provide and IDF on every floor near the core area, sized at one pair for every 7.5m² NLA floor space. | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Comments:

6.10 Cable support

Provide:

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> 300mm cable tray in the ceiling from the data communications closet running the length of the building i.e. the longest axis to be used to carry data cabling. At other points provide catenary wire to support the cabling. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Two-channel inline ducted skirting minimum 150mm high by 50mm minimum depth for services reticulation to perimeter walls and all free standing columns in office areas. All outlets to be mounted in line. | <input type="checkbox"/> | <input type="checkbox"/> |

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> Access conduits/paths form the ceiling space to the skirting duct every 6m. Size duct/conduit to accept the data required for one data outlet per 7.5m² of floor area. As a minimum, provide 25mm conduit for power and 32mm conduit for data. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

6.11 Lightning protection

Provide:

- A lightning protection system where required by AS 1768.

Include:

- Detailed drawings of the system and earth resistance measures.

Comments:

6.12 Television aerial

Provide and install:

- An MATV aerial and System to AS 1367 and AS 1417. Aerial is to be of high commercial quality capable of receiving all UHF and VHF and digital available channels and FM radio.

- Trunk (Backbone) cable to be RG11 with four way directional couplers on each level.

- Allow the cable to four locations on each level. Locations to be advised by DPW. Double GPOs will be required adjacent to each aerial point.

Comments:

6.13 Security

6.13.1 Regulations

- The design and installation shall be based on Australian Standards. The Proponent will provide an integrated building access control, fixed and radio duress and intruder detection security system, which must be designed and installed by a licensed specialist security installer who possesses manufacturers accreditation. (Australian Communications Authority (ACA) licence mandatory).

The work shall comply with the requirements of:

- Australian Standard AS 3000 Wiring Rules

- the Electrical Supply Authority

- Australian Standard AS 2201, parts 1 and 2. Comply with the requirements of AS 2201 to the extent that they are relevant and that they are not overridden by the Specification; and ACA standards

- Telstra for connection to their communication network

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> State Government Protective Security Service commissioning and monitoring procedures. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

6.13.2 Scope

The scope of works includes:

<ul style="list-style-type: none"> A fully operational proximity card based access control system for a minimum of ten doors, including all external doors to the tenancy and some internal doors. Allow to complete installation of internal readers after fitout. All security doors are to be connected via intelligent four door controllers. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The garage door (if required) shall be connected to an intelligent single door controller. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All door hardware, wiring, switches and control panels necessary for the system to be fully functional. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The duress system shall comprise both a radio and fixed system. Duress alarms are not to be monitored rather connected to a local ceiling mounted enunciation panel. Enunciation panel shall be designed and installed to provide a ready differentiation as to the location of the duress alarm. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The building will need to be fully protected by a number of passive infra-red (PIR) detectors along with perimeter door reed switches. The number will be dependent on the actual coverage required to completely secure the office areas. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The access control system will also be required to monitor any additional PIRs as well as tamper and duress alarms systems. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The system will be monitored by a security company nominated by the Tenant. The Proponent shall pay for the first twelve months of monitoring, including the cost of Telstra Security connection and Security line rental. If a Security connection is not available use the standard Telstra dial up telephone line. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Security line to be in the name of the Tenant. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Costs arising from false alarms caused by the malfunctioning of component parts or programming faults will be met by the proponent. 	<input type="checkbox"/>	<input type="checkbox"/>

6.13.3 Control panel

<ul style="list-style-type: none"> The access control panel shall be a TECOM challenger version 9/Concept 4000 panel or approved equivalent with expanded panels and 128kb memory capacity. The control panel requires battery back up of 8 hours minimum. All equipment will be housed in the equipment room/data room. 	<input type="checkbox"/>	<input type="checkbox"/>
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Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> If the building has an elevator the system will control elevator access to all floors. The elevator control module must be included as part of the base building works. The installation of any modifications to the elevator controls including wiring, should be included as part of base building works. The installation of any modifications to the elevator controls including wiring, should be included as part of base building works. The responsibility for the modifications will lie with the Proponent (this includes any documentation and coordination). 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.4 Remote arming station (keypad)		
<ul style="list-style-type: none"> A remote arming station (RAS) is to be supplied to perform all programming alterations locally. The RAS is to be located adjacent the rear pedestrian access to the building. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.5 Proximity cards		
<ul style="list-style-type: none"> Supply ____ (____) programmed proximity access cards. The total number of cards shall be evenly divided between 'key fob' type and plain proximity cards. The installer is to program the proximity cards into the system. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.6 Electronic door latch release		
<ul style="list-style-type: none"> The door latch release for single leaf doors shall be Padde ES 2000 door strike or approved equivalent. The door latch release for multi leaf including glass doors shall be electromagnetic locks. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.7 Local duress system		
Provide:		
<ul style="list-style-type: none"> A local duress system comprising fixed and radio actuators. All duress alarms are to be connected as individual alarm points. Fixed duress buttons shall be covert and under counter mounted in a concealed location. The push button shall be an Ademco 269. Radio duress buttons shall be an Innovonics 900MHz system. It shall comprise all receiver equipment and connectivity to the alarm panel. An allowance of five Innovonics FA203D duress radio transmitters shall be made. The system shall be designed to ensure complete coverage of the tenancy with the radio transmitters. An enunciation panel comprising a piezo alarm and different coloured strobe lights to determine duress location is to be provided. Design of the enunciation panel is to be submitted with design documentation. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.8 Passive infra-red detectors		
Install:		
<ul style="list-style-type: none"> Aritech, dual tech, wide angle, and 360 degrees PIR detectors. 	<input type="checkbox"/>	<input type="checkbox"/>
The devices shall comply with the following:		
<ul style="list-style-type: none"> have an adjustable detection field 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> dual element pyroelectric sensor 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> mirror optics 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> capable of detecting a target to background temperature differential of 2°C or less over the total operating range of the detector 	<input type="checkbox"/>	<input type="checkbox"/>

Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> tamper alarms as separate output contact 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> LED alarm indication which is latching in alarm mode, and auto resetting for commissioning and testing 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> the walk test LED shall be disabled on completion of testing 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> use detectors with non-latching contacts 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ensure that the internal elements of the detector, and in particular the pyroelectric element and focusing apparatus, are protected from the ingress of insects 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> incorporate the latest technology to reduce the incidence of false alarms caused by vibration, voltage, spikes, radio frequency interference, etc. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> have facilities to allow all cable entry and mounting holes to be sealed after installation to prevent ingress of insects, etc. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> be designed for wall or ceiling mounting 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> removal of the lens cover shall result in the generation of a tamper condition 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> the numbers and placement of detectors and door reed switches must compliment the internal fit out layout and include all perimeter areas, public amenities and computer/communication areas of the office. All detectors shall be installed in accordance with the manufacturers recommendations. 	<input type="checkbox"/>	<input type="checkbox"/>

6.13.9 Tamper alarms

<ul style="list-style-type: none"> The access control panel monitors the tamper alarms. Tamper alarms shall be installed on all control panels, detectors and equipment boxes. 	<input type="checkbox"/>	<input type="checkbox"/>
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6.13.10 External satellite siren

<ul style="list-style-type: none"> An external strobe light and enunciator shall be installed on the perimeter wall nearest the street frontage and is to be activated by the intruder alarm only. 	<input type="checkbox"/>	<input type="checkbox"/>
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6.13.11 Cabling

<ul style="list-style-type: none"> All cables must be neatly terminated and clearly identified on both ends. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All wiring shall be concealed where possible. If this is not possible the tenant should be advised. Where surface mounted external conduit is agreed to by the Tenant, it must be constructed from steel and painted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The required cable to be used is two pair individually twisted screened 0.5mm cable. This is to be installed between all modules and terminals. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Damaged surfaces shall be required and painted to match existing surfaces. 	<input type="checkbox"/>	<input type="checkbox"/>

6.13.12 Documentation

<ul style="list-style-type: none"> The Proponent's contractor shall provide, for each installation 2 operators manuals and one maintenance manual containing sufficient detail to effectively operate, program and maintain the entire system and one maintenance log. 	<input type="checkbox"/>	<input type="checkbox"/>
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Technical requirement	Complies	Does not comply
<ul style="list-style-type: none"> A copy of the master, installer's and programmer's codes must be given to the Tenant. The contractor is to supply a detailed drawing of the security installation, including a legend. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.13 General		
<ul style="list-style-type: none"> Laminated plans indicating locations of all detectors, alarms, control panel, etc. in relation to the floor plan are to be provided on the wall adjacent to the control panel. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.14 Defects liability		
<ul style="list-style-type: none"> A defects liability period of 12 months will apply and the Proponent is responsible during this period for all maintenance costs for the security system. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.15 Staff training		
<ul style="list-style-type: none"> The Proponent's contractor is required to provide staff training on the use of the system. This will include training for the fortnightly testing of the system and the programming of the system. It shall also comprise of giving access codes to new staff. The trainer shall provide a record of all attendees. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> This training will include on-site 'hands-on' training of at least twenty per cent of office staff and instruction in the use of the manuals. In-depth training of two key personnel, nominated by the office manager shall be required to ensure that they have full working knowledge of the system and any programming required. This will require at least one full day's training. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.16 Licence		
<ul style="list-style-type: none"> The Proponent's contractor and all its employees and agents must be in possession of a current ACA licence or any other relevant licence required for such work and be a specialist security design and installation firm. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.17 Handover		
<ul style="list-style-type: none"> Prior to acceptance of the system, all documents and staff training is to have been completed. The system must be tested through to the monitoring station in the presence of the Tenant's representative. Call back passwords should be established and monitoring response guidelines implemented prior to handover. 	<input type="checkbox"/>	<input type="checkbox"/>
6.13.18 Duress alarms		
<ul style="list-style-type: none"> In addition to the radio duress facilities, make provision within the control panel to accept duress alarms, which will be incorporated by the Tenant in the fit out. Provide for 10 duress points or as nominated by the Tenant. 	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Technical requirement	Complies	Does not comply
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7.0 Lifts

7.1 General

Provide:

• Lift services suitable for good quality commercial office accommodation and which, demonstrate proven reliability and performance.	<input type="checkbox"/>	<input type="checkbox"/>
• Vertical lift access to all levels of the building including the basement (if provided).	<input type="checkbox"/>	<input type="checkbox"/>
• Lift to be installed, certified, and operational prior to issue of Certificate of Classification.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7.2 Standards

Design and installation is to comply with the requirements of the BCA (particular reference shall be given to Clause E3.6), local statutory authorities, the standard building regulations and the latest or equivalent versions of Australian Standards including but not limited to:

• AS 1735 <i>Lift code</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 1735.1 <i>General requirements</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 1735.3 <i>Passenger and goods lifts—Electro-hydraulic</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 1428.2 <i>Enhanced and additional requirements—Buildings and facilities</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 1735.12 <i>Facilities for persons with disabilities</i>	<input type="checkbox"/>	<input type="checkbox"/>
• AS 3000 <i>Wiring rules.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7.3 Design parameters

Lifts are required to meet the following minimum requirements:

• Equipment Type: Direct acting electro-hydraulic lift with a side mounting ram	<input type="checkbox"/>	<input type="checkbox"/>
• Minimum Contract Load: 18 people	<input type="checkbox"/>	<input type="checkbox"/>
• Minimum Rated Speed: 0.60m/s	<input type="checkbox"/>	<input type="checkbox"/>
• Control: Microprocessor based	<input type="checkbox"/>	<input type="checkbox"/>
• Features: Disabled person's facilities. Exclusive service control, particular reference shall be given to AS 1735.12 Sections 5 and 7.	<input type="checkbox"/>	<input type="checkbox"/>

Comments: