



Equus Commercial Fitout Guide

1 BUILDING MANAGER

Please direct any queries on site to the building manager,
David Deverell M 0409 300 679 Email david@equusperth.com.au

2 ELECTRICITY CONNECTION

It is not permitted to use common power for any part of the fitout.
Premises which do not have power connected will not be permitted to commence the fitout.
Ensure that power is connected and an account established with Synergy before attending site to commence work.

3 INDUCTION

An On-site Induction with the Building Manager is required before any Fit-out work can commence

4 SIGN IN DIARY

All contractors must complete the Contractors sign in diary with the Building Manager **prior** to commencing work and each day of attendance at site, prior to commencing work each day.
The diary is situated in the basement car park and is accessible by Elevators 1 and 2.

5 TOILETS

Contractors and tradesmen must **NOT** use the common commercial level toilets. Basement toilets **MUST** be used, access by Elevators 1 and 2

6 OH and S REQUIREMENTS

Contact detail including Principal Contractor's Name, Mobile Telephone Number, Building License Number, Project Manager Name and Mobile Number, Site Supervisor Name and Mobile Number must be displayed so as to be clearly visible from outside the tenancy from the commencement of the fitout..

7 SITE ACCESS

The Building Manager **will not** hold keys for contractors during construction.
Please make appropriate arrangements for site access for all tradespersons.

8 NOMINATED CONTRACTORS

Contractors are required to use the Strata Nominated Contractors for any changes to the base building provisions. No slab cutting or coring is permitted without prior approval from the Building Managers. A floor scan is required and the Certificate must be sited prior to penetration beginning.



NOTE :- All drain downs and recommissioning of Sprinklers MUST be done by Chubb Fire and Security at the Contractors expense.

Fire Sprinklers and Fire Alarm Services

Chubb Fire Services 08 9499 6900
Chubb Fire and Security
After Hours 13 15 98
Email service.westau@chubb.com.au

Mechanical Services

MJM Airconditioning
Mark McAleese 0423 528 714
Email mjmaircon@hotmail.com

Plumbing

Property Plumbing & Gas Pty Ltd
Email propertyplumbing@hotmail.com
Email admin@propertyplumbing.com.au
Ben 040 4481 484
Office 040 1939 332

Structural Engineers

Wood and Grieve Engineers
Ground Floor, 226 Adelaide Terrace,
Office (08)6227000
Email perth@wge.com.au
Web www.wge.com.au

Mechanical Engineer

Harris Design & Engineering
Tony Harris
Office (08) 9335 5209
Mobile 0411 423 940
Email tharris@nettrek.com.au

9 COMMON AREAS

All common areas must be covered before commencing to prevent damage. Hallway carpets leading out of the Suite must be covered with plastic to prevent the builders dust being transmitted throughout the building. Coverings must be secured so as not to present a trip hazard to persons using the thoroughfare.



10 **LIFTS**

**Contractors must only use the Commercial lifts, Lift 1 and Lift 2
Contractors are not permitted to use Lift 3, including on Level 6.**

Lift 3 is a residential lift and strictly for the use of Residents.

Lifts must be booked with the Building Manager at least 24 Hours prior to use for deliveries, to enable appropriate arrangements to be put in place.

If the lift is not booked you will not be permitted to use it for deliveries.

Holding lift doors open or placing objects in front of them will cause lifts to default to **"OUT OF SERVICE"** for which a call-out fee of currently between \$600 and \$900 will be charged to the Contractor.

11 **DELIVERIES**

A maximum clearance of **2.1 metres** applies to the ceiling height in the car parks. We will assist where possible with allowing vehicle access for the purpose of loading/unloading of materials and disposal of rubbish and debris from the site by facilitating reserved parking spaces for that purpose only.

It is obligatory to contact the building manager for this purpose.

Persons not complying will have their access card expired.

12 **PARKING**

NO !!!!! ON SITE PARKING is available except for the Park Bay for the tenancy.

Contractors will require a tenancy swipe card from the Commercial Suite owner and are cautioned against unauthorized parking as wheel clamping is employed on site.

Persons not complying will have their access cards Expired.

13 **RUBBISH**

Contractors are **not** permitted to deposit rubbish on site.

All construction debris must be removed from the site by the fit out contractor.

Skip bins cannot be accommodated on site.

It is **not permitted** to use Equus' rubbish bins.

14 **BUILDING LICENSE AND INSURANCE**

Copies of the contractors insurance certificates of currency (Contract Works, Public Liability, Workers Compensation, Plant and Equipment) and the City of Perth Building Permit must be submitted to Strata Managers and the Building Manager **prior** to fit-out works commencing.

These can be Emailed in PDF format if desired.

No site work is permitted to commence without the appropriate certificates of currency being sighted.

15 **WORKING HOURS AND NOISE**

Shop fitting works can be undertaken between the hours of 7:00am - 7:00pm Monday - Saturday and 8:00am - 5:00pm Sunday.

No **noisy** works can be done outside of the following hours. Any slab cutting, drilling coring grinding, hammering or noisy works must be done at a time arranged with the building manager between 7:00am - 9:00am Monday to Friday; 8:30am to 5:00pm Saturday with **at least** 24 hours notice required.



16 **RUBBISH**

Contractors are **not** permitted to deposit rubbish on site.

All construction debris must be removed from the site by the fit out contractor.

Skip bins cannot be accommodated on site.

It is **not permitted** to use Equus' rubbish bins.

17 **RESPONSIBILITY FOR DAMAGE**

Tenancy owners and their contractors are responsible for making good any damage to the common property caused as a result of the tenancy fit-out. Approval must be obtained from the Strata Manager prior to any rectification works

being undertaken. Any damage that is unsafe or uncontrolled may be repaired immediately by the fit-out contractor without prior notification and at the contractors expense.

18 **SUBJECT TO CHANGE**

These conditions are subject to change at any time