

The Eureka Tower Fitout Guide

(Version: 5 – 28/07/2011)

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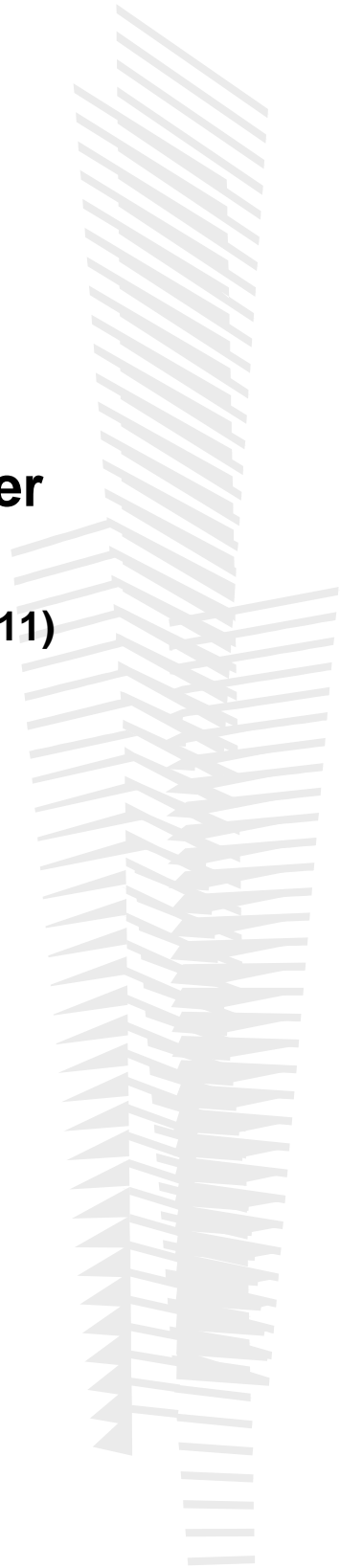


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1. General

1.1 Introduction

This document has been prepared by Eureka Tower to guide the fitout design and construction to be carried out as efficiently as possible, within the areas which were handed over as “shell and core” stage of the main building construction. It is also required by Eureka Tower that such fitout constructions do not endanger the building and are compatible with overall services to the building and individual floors and areas.

This document should be read in conjunction with relevant Contract of Sale or Lease and also the “Eureka Contractor Agreement”.

1.2 Disclaimer

This document and all information contained herein or subsequently provided in relation to this document by Eureka Tower and its employees, agents and consultants, is referred to in this section as “the Information”.

All descriptions, dimension statements and other particulars in the Information are provided in good faith and are believed to be correct at the time of publication, but any intending fitout owners, designers and contractors should not rely on them as statements or representations of fact or as any warranty and must satisfy themselves by inspection or otherwise as to the correctness of each of them.

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2. Documentation

2.1 Contact Details

The Building Manager	Owners Corporation	Peter Jones	03 9685 0188
Operations Manager	Owners Corporation	Krystal Johnson	03 9685 0115

Eureka Tower Base Building Design Consultants

Architect	Fender Katsalidis	Michael Fazzino	03 8696 3888
Building Surveyor	Philip Chun	Shane Leonard	03 9662 2200
Services Engineer	Norman Disney Young	Will Chapman	03 9862 6800
Fire Safety Engineer	Norman Disney Young	Sam Aloï	03 9862 6800
Structural Engineer	Aurecon	Peter Chancellor	03 9697 8333
Acoustic Engineer	Marshall Day	Martin Butyn	03 9416 1855

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2.2 Letter of Indemnity

A letter of indemnity must be forwarded to the Building Manager. The format of this letter is in Appendix 1.

2.3 Insurances

The owner or the tenant of the fitout area or the fitout works contractor shall indemnify and keep indemnified the Eureka Tower and all other parties affected by the works, from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, costs, losses and expenses of any nature whatsoever which they may suffer or incur in connection with the works. The owner or tenant of the fitout area or the fitout works contractor is responsible to ensure that Public Liability Insurance cover for a minimum of \$20,000,000.00 is held by all contractors and or consultants before they are allowed to commence work in the building. Certificates of Currency are to be forwarded with the list of contractors.

2.4 Base building drawings and specifications

Copies of the base building drawings and specification including design criteria can be arranged by the base building design consultants through the Building Manager or the Coordinator. Any cost associated with the base building design consultants fees and expenses shall be borne by the owner/designer/contractor of the fitout area.

2.5 Review of proposed works

During the early planning stage of any works, we require that a representative from your organization meet with the Building Manager and the Coordinator to review the proposed works and the below mentioned Conditions of approval. Programme shall be submitted to clarify documentation and construction periods of the works. At the first meeting, an outline of the fitout works shall be presented by response to the Pre-commencement questionnaire in Appendix 2.

2.6 Drawings and specifications

The following drawings and specifications must be submitted to Eureka Tower.

Concept drawings, including but not limited to architectural, structural and building services drawings shall be prepared for initial discussions.

Design development drawings and specification of service alterations including, but not limited to, air conditioning, mechanical ventilation, electrical, EWIS speakers, emergency lighting, exit signs, fire protection, hydraulics, security, voice and data communications, structural and architectural.

Final documents of the above shall be submitted to the Eureka Tower's base building design consultants for approval, which costs shall be borne by the owner/tenant/designer/contractor of the fitout work area.

2.7 Fire safety engineering

Confirmation of the incorporation of all required measures to align the fitout with the requirements of the fire safety engineering for Eureka Tower base building is to be obtained.

2.8 Statutory approvals

All necessary Statutory and /or Local Authority applications are to be lodged and approvals are to be obtained by the owner / tenant / consultants / contractors of the fitout works, with copies submitted to the Building Manager, before commencement of any works.

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3. Consent to carry out works

3.1 Condition of approval

- All works are to be carried out entirely at the owner/designer/contractor of the fitout area. Eureka Tower will not meet the cost of any expense unless previously agreed to in writing.
- All documentation, detailed in Section 2 shall be forwarded to, and approved by the Eureka Tower.

Depends on size and nature of fitout works, Eureka Tower may require additional requirements.

Approvals granted by Eureka Tower are given in good faith but under no circumstances shall such approval represent a warranty that the works fully comply with the requirements of Statutory, Local Government or any other relevant Authority, Body or Organisation.

All fitout work consultants and contractors should be issued with copies of the conditions of approval and instructed to read them carefully, so as to avoid any costly delays and unfortunate misunderstandings.

All works completed by contractors not recommended by Eureka Tower will require a signoff, this to ensure all works comply to the building standards, this will incur a service fee.

3.2 Form of approval

A formal approval will be issued by Eureka Tower. This will enable the fitout works or alterations (including demolition) to commence.

3.3 Progress inspections

Eureka Tower and its representative reserve the right to periodically inspect the work if the work is not being carried out in accordance with the approved documentation, or if the work is unduly affecting the ability of other members of the Owners Corporation, tenants or residents to continue their normal activities.

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4. Construction

4.1 Site access to the building

- Please refer to the separate document, “The Eureka Contractor Agreement” with regard to access to building, work hours, movement of material/rubbish, use of lifts, noisy or disruptive works, use of building facilities, cleaning requirements and emergency procedures. Normal hours of access are - Monday to Friday 7am to 5pm. Work outside these hours will require authorisation from Eureka Tower Management with a minimum of 1 days notice.
- No noisy works before 09:00am
- No Work Sunday's
- No Work Public Holiday's
- All Contractors must complete a Building Induction prior to access.
- You will be required to sign in and sign out whenever you arrive or depart site. Access cards will be issued on an 'as required' basis.

4.2 Inspection of works by Eureka Tower's consultants

Should, in the opinion of Eureka Tower, any aspect of work require verification by the base building design consultants or a specialist consultant, the cost incurred in such verification shall be borne by the owner/designer/contractor of the fitout work area.

4.3 Amendments to approved design

Any amendments made to the design which were accepted by Eureka Tower under Section 3 above, shall be submitted to Eureka Tower for further approval.

4.4 Completion of works

On completion of fitout works, prior to the occupying the fitout area, following items shall be submitted to Eureka Tower. Contact: Krystal Johnson – Operations Manager.

- Certificates of Compliance issued by relevant competent authorities or contractor.
- Certificate of Occupancy by the Building Surveyor

On completion of fitout works, a mutually acceptable time should be arranged for Eureka Tower and/or its consultants to inspect the works, including any and all services modifications and connections to the base building services.

After these final inspections, within 2 weeks from a date of Certificate of Occupancy, the following items shall be submitted to Eureka Tower.

- A full set of accurate as installed drawings detailing all works performed. In Auto Cad (dwg) format, and on B1 size paper.
- Full set of signed commissioning test results for relevant building services.