

Centre Name _____

Tenancy Name _____

Mechanical Exhaust

Description Include location and usage	Ventilation rate Litres / sec (L/S)	Hood length Metres	Hood width Metres	Hood size Metres ² (m ²)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	Ventilation rate total (L/S)		Total hood size (m ²) ?	

Is your ventilation rate total (L/S) more than agreed in tenancy lease documentation or existing tenancy? Yes No N/A

Has the type of A/C grill and colour been noted on the drawings? Yes No N/A

Are there any sections of open/no ceiling that require rigid ductwork? Yes No N/A

Will your equipment or nature of business produce dust or fumes? If yes describe below Yes No N/A

Nail bar usage is there extraction provided? Yes No N/A

Hydraulic Services

Have all the hydraulic points been identified on the tenancy drawings? Yes No N/A

Will you install a hot water unit? Yes No N/A

Will you install other hydraulic fixtures? Yes No N/A

Have you submitted the tenancy hydraulic drawings to local authorities for approval (BEQLD only)? Yes No N/A

Do you require a trade waste point and how many locations?

Gas

Is it your intention to utilise equipment that requires natural PS-(gas)? Yes No N/A

Have you applied for a gas meter from the local authorities? Yes No N/A

Is the total megajoules more than agreed in tenancy lease documentation or existing tenancy? Yes No N/A

Gas Equipment	Megajoules
_____	_____
_____	_____
_____	_____
	Total megajoules

Structural Elements

Do you have any equipment or units which are excessively heavy (e.g. safe or compact units)? Yes No N/A

If yes, please indicate these items on tenancy drawings. Describe below the dimensions and live weight.

Have you attached a structural engineer certification for the structural design of tenancy fit out (e.g. glazing, bulkheads, ceilings, signs, shopfronts, doors)? Yes No N/A

External Shopfronts

If part of the building's external cladding, has UIFDMBEE been reviewed by relevant authorities? Yes No N/A

Fire Services Sprinklers

Will the tenancy have any high piled storage, either free standing or on shelving? Yes No N/A

Will the tenancy have items below the ceiling that will have a bearing effect on the sprinklers? Yes No N/A

Will the tenancy have any rooms or equipment with extreme temperatures e.g. freezers, ovens ect? Yes No N/A

Will the tenancy have any cooking exhaust? Yes No N/A

Has the colour of the sprinkler escutcheon plates been noted on the drawings? Yes No N/A

Will there be flammable materials stored within the tenancy? If yes, provide description below Yes No N/A

Completed by

Name _____

Company _____

Telephone _____

Email _____

Concept Design Submission Checklist

Centre Name

Tenancy Name

Subsequent drawing submissions by the Tenant's Retail Designer shall address the comments from the Design Review by the Landlord's Retail Design Manager.

Drawings

- Coloured shopfront perspective @ A3 format.
- Coloured internal perspective @ A3 format.
- All drawing submissions are to be electronically emailed in A3 PDF format.
- All revisions to be clouded and cross reference to a revision number on the drawing.
- 1:50 floor plan showing: All joinery locations, fixtures, fittings and floor finishes.
- 1:50 articulated RCP showing: All ceiling heights to be nominated with finishes.
- 1:50 coloured shopfront elevation and section @ A3 format.

Joinery

- Photographs of units if available.

Finishes

- PDF colour version of materials and finishes board in A3 format.
- All finishes to be nominated on the drawings.
- Ensure availability of materials and lead times are allowed.

Signage

- Proposed finishes, dimensions and form of illumination.
- 3D conceptual drawing of signage.

Graphics

- Graphic concept drawings.

Imagery

- Conceptual imagery to support the Concept Design.

Tenancy Services Checklist

- To be completed and included with Preliminary Design submission.

Preliminary Design Submission Checklist

Centre Name

Tenancy Name

Subsequent drawing submissions by the Tenant's Retail Designer shall address the comments from the Design Review by the Landlord's Retail Design Manager.

Drawings

- Drawing Schedule/Transmittal Form listing all pages submitted. All drawings submissions are to be electronically emailed in A3 PDF format. All revisions to be clouded and cross references to a revision number on the drawing.
- All drawings submissions are to be electronically emailed in A3 PDF format.
- All revisions to be clouded and cross reference to a revision number on the drawing.
- 1:50 Floor Plan showing:
 - All joinery locations, fixtures, fittings and floor finishes
 - Mall gridlines on all drawings.
- 1:50 Floor Finishes Plan showing all fully dimensioned floor penetrations/services from gridlines including:
 - Floor wastes
 - Tundishes
 - Silt-buckets
 - Proposed core hole penetrations (locations to be approved)
 - Mall tile to tenancy floor threshold/junction detail.
 - Any other below floor services
 - The Tenancy Delivery will forward Tenancy Variation Request.
- 1:50 Reflected Ceiling Plan including:
 - Lighting layout and images of all light fittings. Please note: tenancy lighting must comply with current BCA requirements.
 - A/C linear slot grille locations.
 - Location of ceiling access panels
 - No exit signs if approved by building surveyor
 - The Tenancy Project manager will forward Tenancy Variation Request.
- 1:50 Coloured shopfront Elevation
- 1:50 Coloured shopfront Section.
- 1:50 Internal Elevations.
- Coloured shopfront perspective.
- Lux level diagram of the tenancy.

Joinery

- 3D images of wall and floor display units and sales counter.
- Photographs of units if available.
- Finishes
- Hard copy of materials and Finishes Board (max A3 format)
- PDF colour version of Materials and Finishes Board.
- Ensure availability of materials and lead times are allowed.

Signage

- 1:20 detail and specification showing all proposed finishes, dimensions, form of illumination, construction and installation detail.
- Section detail through signage and mall bulkhead, showing fixings to main structural elements within the ceiling if applicable.

Graphics

- Graphic print specifications and installation detail.
- Graphic locations to be nominated on the drawings.

Structural Engineering

- Submit copy of Certified Structural Engineer's drawings as a reference only as to be supplied to relevant Building Surveyor for approval.
- Structural Engineer's drawings for any bulkheads or similar elements and signage are required for the shopfront construction. All connection details of these elements to the base building are to be submitted.

Shopfront and Glazing Engineering

- Glazing Engineer's documentation to be carried out by a qualified Structural Glazing/Façade Engineer.
- Tenancy Delivery Manager to forward Landlords' consultants for review.

Essential Inclusion

- Tenancy Services Checklist

Final Design Submission Checklist

Centre Name

Tenancy Name

Subsequent drawing submissions by the Tenant's Retail Designer shall address the comments from the Design Review by the Landlord's Retail Design Manager.

Drawings

- Drawing Schedule/Transmittal Form listing all pages submitted. All drawings submissions are to be electronically emailed in A3 PDF format. All revisions to be clouded and cross references to a revision number on the drawing.
- All drawings submissions are to be electronically emailed in A3 PDF format.
- All revisions to be clouded and cross reference to a revision number on the drawing.
- 1:50 Floor Plan showing:
 - All joinery locations, fixtures, fittings and floor finishes
 - Mall gridlines on all drawings.
- 1:50 Floor Finishes Plan showing all fully dimensioned floor penetrations/services from gridlines including:
 - Floor wastes
 - Tundishes
 - Silt-buckets
 - Proposed core hole penetrations (locations to be approved)
 - Mall tile to tenancy floor threshold/junction detail.
 - Any other below floor services
 - Incorporation of the Landlords' Consultants review.
- 1:50 Reflected Ceiling Plan including:
 - Lighting layout and images of all light fittings. Please note: tenancy lighting must comply with current BCA requirements.
 - A/C linear slot grille locations.
 - Location of ceiling access panels
 - No exit signs if approved by building surveyor
 - Incorporation of the Landlords' Consultants review.
- 1:50 Coloured shopfront Elevation
- 1:50 Coloured shopfront Section.
- 1:50 Internal Elevations.
- Coloured shopfront perspective.
- Lux level diagram of the tenancy.

Joinery

- Wall and floor display unit details 1:20 scale.
- Sales counter details @1:20 scale.
- Photographs of units if available.

Finishes

- Finishes specification
- Hard copy of materials and Finishes Board (max A3 format)
- PDF colour version of Materials and Finishes Board.
- All finishes to be nominated on the drawings.

- Ensure availability of materials and lead times are allowed.

Signage

- 1:20 detail and specification showing all proposed finishes, dimensions, form of illumination, construction and installation detail.
- Section detail through signage and mall bulkhead, showing fixings to main structural elements within the ceiling if applicable.

Graphics

- Graphic print specifications and installation detail.
- Graphic locations to be nominated on the drawings.
- Final graphics documentation.

Structural Engineering

- Submit copy of Certified Structural Engineer's drawings as a reference only as to be supplied to relevant Building Surveyor for approval.
- Structural Engineer's drawings for any bulkheads or similar elements and signage are required for the shopfront construction. All connection details of these elements to the base building are to be submitted.
- Incorporation of the Landlords' consultants review.

Shopfront and Glazing Engineering

- Glazing Engineer's documentation to be carried out by a qualified Structural Glazing/Façade Engineer.
- Tenancy Delivery Manager to forward Landlords' consultants for review.
- Incorporation of the Landlords' consultants review.

Essential Inclusion

- Tenancy Services Checklist

Pre Handover Checklist

Centre Name

Tenancy Name

To be completed and submitted to Landlord's Tenancy Delivery Manager prior to Handover by the Tenant or the Tenant's Contractor.

Drawings

- The RDM has granted the FDA;
- Receipt of Authority approvals e.g. Building Approval, Council Hydraulic Approval (QLD/ACT) Health/Food Application lodged etc.;
- The Tenant's Contractor's Insurances and WHS documentation is in place and the TDM has granted approval for works to commence;
- The Shopfitter and all Subcontractors' inductions have been completed;
- The Shopfitter bond has been lodged with the Centre Management;
- 48 hours notice for hoarding installation and removal provided;
- Lodgement of applications with the relevant providers for electricity, telephones, gas, water, etc. to their Premises;
- The Lease is properly executed and returned to the Landlord's solicitors with the correct number of copies; and
- The Tenant's agreement to Category One Works so the Landlord can proceed with site alterations.

Pre-Trade Checklist

Centre Name

Tenancy Name

The Certificate of Occupancy or equivalent and all building certificates are to be provided to Landlord's Tenancy Delivery Manager prior to Handover by the Tenant or the Tenant's Contractor. The required certification is specific to the Fitout Works undertaken and may include:

- Certificate of Occupancy or equivalent.

Essential Services Certificates

- Structural Engineer's Certificate;
- Structural Glazing/Glazing Certificate;
- Automatic Fire Detection and Alarm Certificate;
- Fire Sprinkler Certificate;
- Fire Fighting Equipment Certificate (Fire Extinguisher);
- Lighting and Exit Sign Certificate;
- Electrical Installation Certificate;
- Plumbing, Drainage and Gas Certificates;
- Council Plumbing and Drainage Certificate;
- Gas Compliance Certificate; and
- Supplementary Exhaust and Make Up Air Certificates.

Other

- Shop Closure Installation Certificate;
- Waterproofing Membrane Certificate;
- Floor Slip Testing;
- Acoustic Certification (STC rating);
- Council Food/Health Assessment; and/or
- Liquor Licence.

Menu and Menu Board Design Checklist

Food Tenancy

Centre Name

Tenancy Name

Menus

- Engage a professional graphic designer to create the tenant's brand and all the associated signage, collateral and environmental graphics.
- Printed menu cards shall be used as an alternative to conventional menu boards.
- If the tenant's concept requires food photography to communicate the menu, incorporate this within durable, printed cards to avoid excessive photographic displays throughout the tenancy.
- For food tenancies with dine-in, consider the alternative of digital menus at the table, which may be integrated with an ordering functionality and allows for easy updates to the menu.

Menu Boards

- If menu boards are an essential element of the tenant's business, they are to be simple in design, clearly categorised, with single colour text on a single block colour background and shall be easily updated.
- Menu boards shall be fully integrated and consistent with the tenancy design and be either typographic, digital or hand-written.

Typographic

- Ensure that the typographic style is evocative of the tenant's cuisine and demonstrates a high level of creative finesse within the presentation of your tenancy. If adopted, ensure consistent implementation across all the tenant's printed collateral and menu boards, as applicable.
- Ensure clear printed text that is easily read on approach to the front counter with minimum 60pt font size.

Hand Written

- If the tenant's design includes hand written menu boards, ensure that they are professionally executed and easily allow for changes in the menu and pricing.
- Ensure clear text that is easily read on approach to the front counter with minimum 60pt font size.

Digital

- Incorporating food photography within a digital menu board requires professional food photography produced by a food stylist. A limited number of food images may be approved.
- Adopt a single colour background occupying a minimum of 50% of screen for food photography

Entry Menu Display

- For dine-in food tenancies consider a purpose-built display of menus at the entrance of the tenancy

Other Food Tenancy Considerations

- Where counter seating and a dining retreat forms part of the tenant's plan, personalise the table setting with custom designed and integrated table numbers as applicable to the tenant's service style.
- Liquor license certificates form part of the signage package and shall be fully integrated into your Tenancy design.

Tenancy Variation Request Quotation

CENTRE:	[Insert Centre Name]		
TRADING NAME:	[Insert Shop Name]	TENANCY NO.:	0

TO:	[Insert Tenant Company Name]
Address:	Attention: [Insert Tenant Contact Name]
CC:	

TVR No.:	0
Revision:	01
Tenancy Area:	Operational
Tenancy Type:	Retail

DESCRIPTION	Amount (Aus\$)
Variations to Tenancy Fitout Guidelines	\$ -
Technical Services Engineers Review	\$ -
Services Trades	
Mechanical Services	\$ -
Fire Protection	\$ -
Electrical & Comms	\$ -
Hydraulic Services	\$ -
Hoarding	\$ -
Misc & Builders Works	\$ -
Cost Plus Items	\$ -
	Variation Subtotal \$ -
	Owners margin 10% \$ -
	Variation Total c/f \$ -
Subtotal	\$ -
Add: GST	\$ -
TOTAL PRICE (INCLUSIVE OF GST)	\$ -

PLEASE NOTE: BY SIGNING THIS TENANCY VARIATION, YOU ARE INSTRUCTING THE WORKS TO PROCEED AND CONFIRM YOUR ACCEPTANCE OF THE ASSOCIATED COSTS ITEMISED ABOVE.

Print name: _____
(Print) (Authorised Person)

Signature: _____

Date: _____
(Day / Month / Year)

