

# Westpoint

## Fitout Guidelines

# Westpoint

Fitout Guidelines

2020

# Welcome

Welcome to QICGRE. Our vision is to design and create vibrant destinations at the heart of our communities.

The QICGRE Team will guide the Tenant's team through the Design and Fitout Process to a successful shop opening. The Fitout Guidelines outline each stage of that process to ensure that the Tenant's team understands what is required of it to join our communities.

This document is to be read in conjunction with:

- The Tenancy Documentation;
- Design Guidelines (Centre/Project Specific);
- Tenancy Plan (Tenancy Specific); and
- Relevant Building and Authority Codes.

Should there be any inconsistency between the Fitout Guidelines, Design Guidelines and the Tenancy Documentation, the Tenancy Documentation, will prevail to the extent of inconsistency.

Should there be any inconsistency between the Fitout Guidelines and the Design Guidelines, the Design Guidelines, will prevail to the extent of inconsistency.

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# Part A: The Seven Stages of the Design & Fitout Process

# Landlords' Team

TEAM MEMBER	THE QICGRE TEAM'S RESPONSIBILITIES
Retail Design Manager (RDM)	The RDM facilitates the design process with the Tenant and the Tenant's Retail Designer to ensure that the proposed design for the Tenant's Works aligns to the Design Guidelines and Fitout Guidelines for the Centre/Project.
Tenancy Delivery Manager (TDM)	The TDM facilitates the delivery process of the Fitout and is the point of contact for authority approvals and construction. The TDM co-ordinates any base build modification works to suit the Tenant's Design Drawings and liaises between the Tenant, Shopfitter, and RDM to ensure that the Tenant's Works run smoothly and within the agreed timeframe.
Centre/Project Management Team (C/PMT)	The C/PMT is responsible for the day-to-day management of all Centre/Project activities including inductions, the authorisation of site specific permits and for monitoring against the Centre/Project's operational requirements.
Landlord's Consultants/ Services Consultants	The Landlord will engage experienced consultants to undertake a review of the Tenant's Design Drawings, Tenancy Services Checklist and other relevant technical/services information where the Tenant's Works impact on the Base Building or services.
Landlord's Contractors	The Landlord will engage experienced contractors to undertake the agreed Landlord's Works and Tenancy Variations.

# Tenants' Team

TEAM MEMBER	THE TENANT'S TEAM'S RESPONSIBILITIES
Retail Designer	<p>The Tenant must engage a Retail Designer who must be a qualified Interior Designer or Architect. The Retail Designer must be engaged for the duration of the Design and Fitout process. They are to complete the required Design Drawings in accordance with the Design Guidelines and Fitout Guidelines and ensure that the Tenancy is built in accordance with the Final Design Approval.</p> <p>The Retail Designer must meet the following minimum criteria:</p> <ul style="list-style-type: none"> <li>- Be able to display a minimum of five years' retail design experience in a comparable Centre/Project;</li> <li>- Hold a degree in Interior Design or Architecture disciplines;</li> <li>- Have a thorough knowledge of the relevant Building and Authority Codes and - Regulations and any other statutory requirements; and</li> <li>- Hold a requisite licence or Authority to submit drawings for building certification.</li> </ul>
Shopfitter	<p>The Tenant is to engage the Shopfitter who is a contractor the Tenant nominates to construct and complete the Tenant's Fitout. They are to ensure that the Tenancy is built in accordance with the FDA. A Shopfitter can also be referred to as a Builder or Project Manager. The Tenant's Shopfitter must:</p> <ul style="list-style-type: none"> <li>- Hold the relevant State licence for the nature of works being undertaken and be a commercial registered builder; and</li> <li>- Have a proven ability to execute high-quality work on Projects of a similar scale.</li> </ul>
Building Surveyor/Certifier	<p>The Tenant is to engage a qualified Building Surveyor/Certifier to assist and manage all statutory Authority, public, local or supply Authority approvals and certification. They are also responsible for undertaking an assessment of the Tenants Design Drawings in accordance with the BCA/NCC and Centre/Project Specific requirements.</p>
Structural Engineer	<p>The Tenant may need to engage a qualified Structural Engineer to review and certify elements of the Tenant's Works including, but not limited to, shopfronts and suspended elements.</p>
Services Consultants	<p>The Tenant may need to engage Services Consultants to review and certify elements of the Tenant's Works. Consultants will include, but are not limited to, acoustic, mechanical and hydraulic Engineers.</p>
Lighting Consultant	<p>The Tenant is to engage a qualified Lighting designer to produce a comprehensive lighting scheme and design package, including lux diagrams and complete the lighting section of the Tenancy Services Checklist which will form part of the Tenant's Preliminary Design submission.</p>
Graphic Designer	<p>The Tenant is to engage a qualified Graphic Designer to design all the graphic elements that accompany the Tenant's Works, which may include the design of brand, logo, signage, menu board, brochures, aprons, containers, bags and pricing tags. Brand, logo and signage design are to form part of the Final Design Submission. The Tenant is required to provide all other information at, or prior to Handover.</p>
Visual Merchandising Consultant/Stylist	<p>The Tenant is to engage a Visual Merchandising Consultant/Stylist to produce a detailed merchandising scheme prior to the commencement of trade.</p>
Kitchen/Food Design Consultant	<p>Food Tenants may need to engage a qualified Food Design Consultant to work in conjunction with the Retail Designer. A Kitchen/Food Design Consultant will focus on the Tenancy's kitchen layout, service flows, presentation and functionality.</p>

# The Seven Stages of the Design & Fitout Process

## Summary

- 1 Briefing & Planning
- 2 Design
- 3 Design Approval
- 4 Ready for Handover
- 5 Fitout
- 6 Open for Trade
- 7 Post Trade

# Process Chart

## Specialty Tenancies and Specialty Kiosks

STAGE	WEEK	ACTION	NOTES
1 Briefing & Planning	W1	Retail design manager (RDM) will make initial contact with Tenant to confirm key dates and discuss tenancy design	The RDM will be available to assist the tenant through the design review process and provide suggestions for qualified designers, if one has not already been selected
	W2	Tenant to engage qualified retail designer and provide details to RDM	
2 Design	W3	Tenant's retail designer to prepare concept design drawings	From concept design review to final design approval the RDM will work with both the tenant and their retail designer to ensure that the design aligns with the centre/project design guidelines and fitout guidelines while maintaining the essence of the tenant's design
	W4	Tenant's detail designer to submit concept design drawings to RDM for review and feedback	During the process the tenant's retail designer will be required to update their drawings to respond to the RDM's review and notes
	W5	Tenant to engage building certifier, hydraulic consultant and structural engineer to obtain relevant building approvals	It is important to engage early with specialist consultants to ensure that your design complies with all authority and building requirements as these can impact on your proposed design and layout
	W6	Tenant's detail designer to submit services (preliminary) design drawings to RDM	To enable the landlord to prepare the tenancy for handover, the tenant's team is to provide the following information as part of the preliminary design submission: <ul style="list-style-type: none"> <li>* floor plan;</li> <li>* reflected ceiling plan with services (PDF and DWG format)</li> <li>* sections and elevations;</li> <li>* hydraulics consultant's plan with all plumbing, drainage and water reticulation works; (PDF and DWG format)</li> <li>* structural information with any heavy, load-bearing items shown; and</li> <li>* completed tenancy services checklist.</li> </ul>
3 Design Approval	W7	Tenancy variations / category 1 costs (landlord's works at tenant's cost) will be issued to the tenant by the tenancy delivery manager (TDM) for the tenant's approval. It is important that the tenancy variation request is approved in a timely manner to ensure that the landlord can coordinate the works within the required timeframe.	The tenant is to lodge for council hydraulic approval (where applicable). Now is a good time to issue drawings to the tenant's nominated shopfitter for pricing.
	W8	Tenant's retail designer to submit final design drawings to RDM for review and if acceptable, approval.	
	W9	RDM will issue final design approval to tenant	The tenant will receive: <ul style="list-style-type: none"> <li>* final design approval</li> <li>* owner's consent letter</li> </ul> The tenant is now able to send the final design approval drawings and owner's consent letter to their chosen certifier to obtain building approval/permit/cc
4 Ready for Handover	W10	Tenant to finalise tender price with Tenant's shopfitter and appoint	<ul style="list-style-type: none"> <li>* beauty and health tenants (i.e. pet shops, nail bars, hair salons) may require council health approval and the tenant is to lodge application 4-6 weeks prior to intended trade date</li> <li>* the tenant should ensure that the tenancy documentation has been provided to the landlord and is acceptable. Possession of the tenancy may be delayed if any requirements are outstanding</li> </ul>
	W11	Shopfitter to complete all centre/project inductions and requirements	Shopfitter to provide their proposed construction programme to the TDM for review and approval
Handover		Handover of the tenancy	Shopfitter to attend a pre-start meeting with the RDM and TDM
5 Fitout		Shopfitter to undertake tenant's works and adhere to all centre/project requirements	Throughout the tenant's works the shopfitter is to accommodate the landlord and variations, co-ordinated through the TDM
6 Open for Trade		Tenant's shopfitter to provide TDM with all required compliance and occupancy certification and organise pre-opening inspection	The tenant is to ensure that they have met all obligations required under the tenancy documentation prior to the TDM being permitted to arrange the removal of the hoarding
7 Post Trade		Defects notice will be issued to the tenant and defects are required to be completed within 14 days of receiving notice	

# Process Chart

## Food Tenancies and Food Kiosks

STAGE	WEEK	ACTION	NOTES
1 Briefing & Planning	W1	Retail Design Manager (RDM) will make initial contact with tenant to confirm key dates and discuss tenancy design	The RDM will be available to assist the tenant through the design review process and provide suggestions for qualified designers, if one has not already been selected
	W2	Tenant to engage qualified retail designer and provide details to RDM	
2 Design	W3	Tenant's retail designer to prepare concept design drawings	From concept design review to final design approval the RDM will work with both the tenant and their retail designer to ensure that the design aligns with the centre/project design guidelines and fitout guidelines while maintaining the essence of the tenant's design
	W4	Tenant's retail designer to submit concept design drawings to RDM for review and feedback	During the process the tenant's retail designer will be required to update their drawings to respond to the RDM's review and notes
	W5	Tenant to engage building certifier for building approval and hydraulic consultant/structural engineer (if required).	It is important to engage early with specialist consultants to ensure that your design complies with all authority and building requirements as these can impact on your proposed design and layout
	W6	Tenant, tenant's retail designers/consultants to continue working on preliminary design drawing submission	To enable the landlord to prepare the tenancy for handover, the tenant's team is to provide the following information as part of the preliminary design submission: <ul style="list-style-type: none"> <li>* floor plan;</li> <li>* reflected ceiling plan with services (PDF and DWG format)</li> <li>* sections and elevations;</li> <li>* hydraulics consultant's plan with all plumbing, drainage and water reticulation works; (PDF and DWG format)</li> <li>* structural information with any heavy, load-bearing items shown;</li> <li>* completed tenancy services checklist.</li> </ul> The tenant is required to submit drawings to council for health/food design approval.
3 Design Approval	W7	Tenant's retail designer to submit services (preliminary) design drawings to RDM	The tenant is to lodge for council hydraulic approval (where applicable). Now is a good time to issue drawings to the tenant's nominated shopfitters for pricing
	W8	Tenancy variations / category 1 costs (landlord's works at tenant's cost) will be issued to the tenant by the tenancy delivery manager (TDM) for the Tenant's approval	It is important that the tenancy variations request is approved in a timely manner to ensure that the landlord can coordinate the works within the required timeframe
	W9&10	Tenant/tenant's retail designers/consultants to continue working on final design drawing submission and submit final design drawings for review and if acceptable, approval	
	W11	RDM will issue final design approval to tenant	The tenant will receive: <ul style="list-style-type: none"> <li>* final design approval; and</li> <li>* owner's consent letter.</li> </ul> The tenant is now able to send the final design approval drawings and owner's consent letter to their chosen certifier to obtain building approval/permit/cc
4 Ready for Handover	W12	Tenant to finalise tender price with tenant's shopfitter and appoint	The tenant is to lodge health/food licence application to council 4-6 weeks prior to intended trade date
	W13	Shopfitter to undertake site induction tenant's shopfitter to provide TDM with all required authority approvals prior to starting on site	The tenant should ensure that the tenancy documentation has been provided to the landlord and is acceptable. Possession of the tenancy may be delayed if any requirements are outstanding
Handover		Handover of the tenancy	Shopfitter to attend a pre-start meeting with the RDM and TDM
5 Fitout		Shopfitter to undertake tenant's works and adhere to all centre/project requirements	Throughout the tenant's works the shopfitter is to accommodate the landlord and variations, co-ordinated through the TDM
6 Open for Trade		Tenant's shopfitter to provide TDM with all required compliance and occupancy certification and organise pre-opening inspection	The tenant is to ensure that they have met all obligations required under the tenancy documentation prior to the TDM being permitted to arrange the removal of the hoarding
7 Post Trade		Defects notice will be issued to the tenant and defects are required to be completed within 14 days of receiving notice	

## 1

# Briefing & Planning

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## Tenant Briefing Meeting (Week 1)

To start the design process, the Tenant and the Tenant's Retail Designer will meet the RDM and TDM to discuss the design and delivery process.

The purpose of the meeting is to discuss:

- the design vision for QICGRE and the Centre/Project;
- the proposed Retail Designers and Shopfitters the Tenant may wish to appoint;
- the Tenant's usual design and delivery process;
- any site-specific conditions, Tenancy plans, Design Guidelines and Fitout Guidelines, Sustainability vision and requirements, and Authority approvals;
- the Landlord's Works program; and
- the Landlord's Tenancy Design and Fitout Process and timeline.

## Engaging a Retail Designer (Week 2)

The Tenant will engage a qualified Retail Designer and provide their details to the RDM.

In addition to the Retail Designer, Food Tenants may also need to engage a qualified Kitchen/Food Design Consultant.

The Tenant is required to submit details of the Tenant's proposed Retail Designer, including a link to the designer's website or portfolio of recent work and demonstrate their ability to prepare the Design Drawings to meet the requirements of the Design Guidelines and Fitout Guidelines.

If the Tenant does not have a qualified Retail Designer in mind, the RDM can provide the Tenant with a list of designers QICGRE knows and the Tenant may wish to consider engaging one of the designers. The Tenant is not obliged to engage any of the listed designers. It is the Tenant's responsibility to make their own enquiries, carry out their own negotiations and formally engage the designer. If the Tenant chooses to do so, the Landlord will not be liable in any way for any loss or damage suffered as a result of choosing to procure services from that designer.

## 2

# Design

## Design Review & Approval Process (Week 2-9)

The process involves 3 milestone submissions:

- Concept Design;
- Preliminary Design; and
- Final Design.

The RDM will work with the Tenant and the Tenant's Retail Designer to ensure the Design Drawings align with the Design Guidelines and Fitout Guidelines, while maintaining the essence of the Tenant's brand and design. During the process there may be ongoing submissions in addition to these 3 milestone submissions. The RDM will provide a design review/feedback for every submission throughout the process.

## Concept Design (Week 3)

The Tenant's Retail Designer is to submit the Concept Design to the RDM.

These drawings should communicate and establish the intended look and feel of the Tenancy through the provision of the items listed in **Part F: Concept Design Submission Checklist**. The Tenant's Retail Designer is to submit the Concept Design Drawings to the RDM for review and feedback. The RDM will provide a design review as soon as possible. This review will contain comments and recommendations on the Design Drawings submitted.

## Engage Tenant's Team (Week 5)

In addition to the Tenant's Retail Designer, the Tenant will be required to engage other specialist consultants as outlined in the **Tenant's Team**. The Tenant is to engage a Building Surveyor/Certifier, Structural Engineer and Services Consultants to obtain relevant building approvals. Suitable qualified professionals, with the relevant current Registered Building Practitioner Registration, are to prepare the Preliminary Design Submission.

Any services modifications to the Base Building are to be assessed by the Landlord's Consultants and the works are to be undertaken by the Landlord's Contractor at the Tenant's cost as a Variations. **Refer to Part D: Schedule of Works.**

The Tenant's Team includes other specialists, Lighting Consultant, Graphic Designer, Visual Merchandising Consultant/Stylist and Kitchen/Food Design Consultant.

## Preliminary Design (Week 6)

The Tenant's Retail Designer is to submit the Preliminary Design to the RDM. This submission must also include information provided by the Tenant's Team including, but not limited to, the Lighting Consultant.

The Preliminary Design submission is required so that the Landlord's consultants can assess the information and can carry out designs for the required Tenancy Variations and Category 1 works within the required timeframe.

The Preliminary Design submission should include the items listed in **Part F: Preliminary Design Submission Checklist** and should include all Services requirements for the Tenancy and the completed Tenancy Services Checklist.

Once the Preliminary Design submission is assessed by the Landlord's Consultants, the assessment will be provided to the Tenant's Retail Designer to be addressed in subsequent Design Drawing submissions

## Structural Design (Week 6)

The Tenant is to engage a qualified Structural Engineer to provide structural certification where a Certificate is required, that the ceiling, shopfront, signage and any other part of the Tenant's Works have structural adequacy; have been properly affixed to the Tenancy; and are supported independently of the Landlord's bulkhead, in-ceiling services and IT walls.

Any structural modifications to the Base Building are to be assessed by the Landlord's Consultants. Any works undertaken by the Landlord's Contractors at the Tenant's cost are considered Tenancy Variations. Refer to **Part C: Schedule of Works.**

## 3

# Design Approval

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## **Final Design** (Weeks 7-9)

The Tenant's Retail Designer is to submit the Final Design to the RDM. This submission must also include information provided by the Tenant's Team including, but not limited to the Lighting Consultant and Graphic Designer.

The RDM will provide the Final Design Approval when the Tenant's Retail Designer has addressed the RDM's previous design reviews and feedback and has provided the items listed in the **Part F: Final Design Submission Checklist**.

When the Tenant receives the FDA, the Tenant will be able to lodge for appropriate Authority approvals. The Owner's Consent letter is issued with the FDA to allow the Tenant to lodge for Building Approval/Construction Certificate/Building Permit.

If the FDA contains notations or conditions of approval, the Tenant's Retail Designer or Shopfitter must address these prior to the Pre-opening Inspection and/or the commencement of trade.

A copy of the FDA is to be kept behind the Tenancy Hoarding for the duration of the Fitout Period.

Note: Any changes to the Design Drawings after receiving the FDA must be provided to the RDM prior to commencement of works. Failure to submit changes after the FDA is issued may result in works being deemed defective and the Tenant will be responsible to rectify and pay for these works.

Changes due to Base Building conditions during the Fitout Period do not require Design drawing re-submission. Any changes to FDA drawings during the Fitout Period will be documented by the RDM in an RDM advice email.

## 4

# Ready for Handover

## Introduction

It is the Tenant's responsibility to obtain and pay for all Authority approvals. The Tenant must also ensure all required Authority approvals are in place prior to crucial milestones such as beginning work on site or before trading. Authority approvals include, but are not limited to, local Authority approvals; Development Approvals; Construction Certificates; Occupation Certificates and licenses.

## Engagement of a Certifier

The Tenant is to engage a qualified Building Surveyor/Certifier to assist and manage all statutory Authority, public, local or supply Authority approvals and certification. They are also responsible for undertaking an assessment of the Tenant's Design Drawings in accordance with the BCA/NCC and Centre/Project Specific requirements.

The Building Approval or Construction Certificate is required prior to the commencement of Tenant's Works. It is the Tenant's responsibility to ensure that its Design Drawings comply with relevant building regulations and codes of practice and must also obtain all necessary approvals, at the Tenant's cost, prior to the Handover of the Tenancy.

Approvals required prior to Handover may include the Building Approval Permit, Construction Certificate, Council Hydraulic Permit (ACT & QLD) and approval of the Food Design Layout.

These approvals are relevant to the scope of the proposed works. Consult the TDM if unsure as to which approvals are required for the Tenancy.

## Town Planning & Heritage Consent (Development Approval)

A Town Planning Consent may be necessary (generally where external works are proposed, including externally facing signage). If it is required, the Tenant is responsible to lodge for a Planning Application at the Tenant's cost for any associated fees. The Tenant must lodge, at the Tenant's cost, any planning application and any fees payable with the relevant Authority.

Any external Tenancy Design Drawings that includes signage may require Heritage endorsement in addition to the Landlord's consent. Where required, the TDM will contact heritage advisors relevant to the Centre/Project.

## Food Safety and Health Requirements

The Tenant is responsible to contact the local council Authority to lodge the Food Health application, and to pay for all relevant fees and charges and to obtain relevant approvals prior to required dates. The Tenancy must meet the requirements of the local council/authorities.

## Liquor Licensing

The Tenant will apply for and secure liquor licenses applicable to the intended usage for the Tenancy at the Tenant's cost.

## Utilities Connections

The Tenant is responsible to make applications to Services providers and appropriate Authorities and pay all relevant fees and charges for all utilities' connections in preparation for trade. These services may include:

- Electricity supply and metering (where not part of the Centre's embedded network);
- Telephone and Internet services installation and connection utilising the available services type (fibre optic network or copper cabling);
- Heating and cooling connection;
- Kitchen exhaust testing and commissioning;
- Trade waste connection;
- Gas metering for food related Tenancy in accordance with Authority requirements;
- Water metering for all Tenancy types; and
- Any other services required for the Tenancy.

## 4

# Ready for Handover

## Shopfitter Engagement

The Tenant's Works are to be carried out in accordance with the Tenancy Documentation and must be carried out by a reputable and licenced Shopfitter under the Tenant's own contract arrangement. The quotes the Tenant receives must be based on the FDA documentation.

It is also important that the Shopfitter engaged, is available to meet the negotiated Tenancy Documentation programme milestones, including Handover and commencement of trade.

As soon as the Tenant appoints a Shopfitter, the Tenant is required to notify the TDM. The TDM can also provide a list of reputable Shopfitters, if required. The Tenant is not obliged to engage any of the listed Shopfitters. It is the Tenant's responsibility to make their own enquiries, carry out their own negotiations and formally engage the Shopfitter. If the Tenant chooses to do so, the Landlord will not be liable in any way for any loss or damage suffered as a result of choosing to complete the Fitout with that Shopfitter. The Landlord reserves the right to dismiss any Tenant's Contractor that fails to comply with the Centre/Project's House Rules or is disrupting the Centre/Project's activity or operation in any way.

The Centre Team will manage all contractor inductions and will issue an induction package to the Tenant's appointed Shopfitter. In the event of a Project, the same process will be coordinated through the Project Builder or nominated party.

The contractor nominated by the Tenant to carry out and manage Tenant's Works is responsible for the induction of the Tenant's subcontractors. To be eligible for the site-specific induction, the Shopfitter is to complete the online and onsite inductions required by the Landlord's builders as the case may be and provide a copy of their licences, company insurances and all necessary Tenancy specific Safe Works Method Statements (SWMS).

A security bond (at the amount required by the Centre/Project) is to be provided to Centre/Project Management prior to the Tenant's Works commencing, covering any damages or losses incurred by the Centre/Project during the Tenant's Works.

The Tenant must ensure their Shopfitter complies with the stamped approved FDA, all notations on the drawings and with all directions and instructions from the TDM.

## Pre-Handover Requirements

Before the Tenant takes possession of their Tenancy, the Landlord will issue a Pre-Handover Notice to advise the Tenant its Tenancy will be ready as per the agreed Handover Date.

The Tenant must fulfil the conditions and requirements outlined in **Part F: Pre-Handover Checklist** and issue to the Landlord prior to commencement of works.

## Pre-Start Meeting

Prior to the Handover and Tenant's Works commencing, a pre-start meeting is required between the Tenant, Shopfitter TDM and RDM to review the FDA drawings in detail to ensure clarity and understanding of drawings and identify any notations that may require resolution prior to the Tenant's Works commencing on site. Other items to be discussed may include:

- Proposed Tenant's Works Program and any potential long lead-time items; and
- Tenancy services requirements and any queries regarding the Landlord's Building and Services.

## 5

# Fitout

## Introduction

The Tenant and Shopfitter will be given an opportunity to inspect the site on or before Handover and attend a Handover meeting with the Landlord. The Landlord will deem the Tenancy handed over on the Handover Date, irrespective of whether the Tenant or nominated representative attend the Handover meeting (unless advised otherwise).

## Handover Date

The Tenant/Shopfitter must be ready to commence works on the agreed Handover Date. Before the Tenant commences works the Tenant must satisfy all pre-Handover requirements outlined in **Part F: Pre-Handover Checklist**. The TDM and the RDM will meet the Tenant/ Shopfitter at the Tenancy on the Handover Date to exchange keys where applicable.

## Contractor Rules

The Centre/Project Management Team or the Project Builder will issue the Tenant the Work Health and Safety Manual with all site-specific information including hours of work, deliveries, loading docks, waste management, storage, the Centre/Project's emergency procedure information, first aid facilities, amenities, permits and forms.

The TDM and RDM will closely monitor the progress and timeline of the Tenant's Works to ensure that they are being carried out in line with the FDA and that the execution of Tenant's Works is to a professional standard.

The Tenant is responsible to remove from the Centre/Project rubbish generated from the Tenancy's onsite works. Centre/Project bins and compactors must not be used. The Landlord may at its discretion allocate an area in the Centre/Project for the Tenant to temporarily house a rubbish skip for the duration of the Tenant's Works.

All contractors working on the Landlord site are to observe the following rules:

- Works are always to be carried out within the Tenancy Leaseline;
- Hoarding doors are always to be closed;
- Work areas are to be secured including but not limited to plant and equipment;
- Work areas are to be kept clean and free of dust and rubbish;
- Noisy works are to be undertaken outside of Centre/Project core trading hours or hours stipulated in the Work Health and Safety Manual provided; and
- Behave in a courteous, non-disruptive and professional manner.

## Stocking & Merchandising

Retailers and stockists are permitted to enter the Tenancy once the Certificate of Electrical Safety has been provided to the TDM. The Tenant remains responsible for providing all floor staff with a copy of the Work Health and Safety Manual and the Centre/Project House Rules which explain assembly points in an emergency, fire corridors and exits, closest amenities and procedures for energy, water, recycling and waste management.

## 6

# Open for Trade

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<b>Pre-opening Inspection</b>	The TDM and RDM will undertake a pre-opening inspection prior to the commencement of trade. The Tenant is to provide all relevant Fitout Certificates and Tenancy Documentation to the Landlord prior to Hoarding removal or commencement of trade.
<b>Certification</b>	<p>Once the Fitout is nearing completion, it is the Tenant/Shopfitter's responsibility to provide copies of all relevant building certifications to the Building Surveyor/Certifier and the TDM. The Tenant is to contact the council Authority or Building Surveyor/Certifier to arrange for a final inspection of the Tenancy and upon all requirements being met, the council Authority or Building Surveyor/Certifier will issue a Certificate of Occupancy or equivalent to the Tenant.</p> <p>The Tenant is to provide the Certificate of Occupancy or equivalent and all building Certificates to the TDM. The required certification is specific to the Fitout undertaken and must include the items <b>Part F: Pre-Trade Checklist</b>.</p>
<b>Pre-Trade Design Presentation Requirements</b>	<p>The Tenant must prepare for the display and presentation of their product within the Tenancy and must provide the following to the Landlord prior to the commencement of trade:</p> <ul style="list-style-type: none"> <li>• All branding, graphic and signage information prepared by a qualified Graphic Designer; and</li> <li>• Detailed merchandising scheme prepared by a Visual Merchandising Consultant/Stylist.</li> <li>• For food usage Tenants, the items listed in <b>Part F: Menu Checklist</b>.</li> </ul>
<b>Pre-Trade Requirements</b>	<p>The Tenant must fulfil the following conditions and requirements and provide to the Landlord prior to the commencement of trade:</p> <ul style="list-style-type: none"> <li>• The Tenant's Certificate of Occupancy or equivalent;</li> <li>• Essential Services Certificates;</li> <li>• Copies of all Authority Certifications;</li> <li>• The Tenancy Documentation;</li> <li>• Settlement of any rental arrears and any relevant fees/levies;</li> <li>• All Tenant's Works trade and Services certifications;</li> <li>• Tenancy Variations/Category 1 Works costs paid to the Landlord with proof of payment; and</li> <li>• Evidence of major defects rectification to the Tenant's Works as outlined in the pre-opening Inspection.</li> </ul>

# Post Trade

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**Introduction**

Once the Tenant has commenced trading, the TDM and RDM will inspect the Tenant's completed Tenant's Works and note any defective or incomplete works as a result of poor workmanship or non-compliance to the FDA and will issue a Defects Inspection Notice accordingly. The Tenant is to resolve all defects noted within 14 days of receiving the Defects Inspection Notice.

**Rectification of Defects**

Once defects have been rectified, the Tenant is required to notify the TDM to complete a further inspection. Once all items have been completed to the Landlord's satisfaction, the Shopfitter bond can be returned to the Shopfitter.

Should the Tenant not complete defects as identified in the Defects Inspection Notice within the 14-day period, the Landlord may exercise its right and issue a notice of breach.

# Part B: Sustainability

Sustainability is now considered more important than ever by QICGRE's clients, customers, retail partners, community partners, governments and the public.

Sustainable practices can no longer be considered a bonus in our plans, outputs and operations – they must be embedded in everything we do.

# Sustainability

## Our Commitment to Sustainability

QICGRE is committed to the long-term sustainability of all its properties. The most sustainable outcomes, in terms of energy, water, waste and occupant health, are achieved when both the building Owner and its occupants commit to key sustainability practices.

To achieve this unified objective, we encourage healthy work practices and the use of eco-friendly materials, resulting in more vibrant, long-lasting Fitouts that use less energy and water, reducing long-term outgoings charges.

We encourage the Tenant to register with the Green Building Council of Australia to become “Green Star-certified”.

<https://new.gbca.org.au/green-star/rating-system/interiors/>

Green Star is Australia’s mark of quality for the design, construction and operations for sustainable buildings, Fitouts and communities

Member benefits - GBCA Membership gives access to a range of benefits, from discounts on education and Green Star certification, to access to an industry-wide network and a range of member-exclusive promotional opportunities.

This is a fantastic way to promote the Tenant’s brand’s contribution to the environment and to become certified on a national platform. The Tenant is encouraged to adopt environmentally-friendly practices to contribute towards the overall Centre/Project Sustainability initiative.

A few ways of doing this are:

- Use environmentally-safe cleaning products;
- Use eco-friendly shopping bags and eliminate plastic bags;
- Recycle, reuse or repurpose all Tenant’s materials;
- Reduce disposable packaging of goods;
- Consider recyclable customer packaging and the end point for packaging issued to customers; and/or
- Promote the sustainability of the Tenant’s Works as a reflection of the Tenant’s overall brand objective and ethos.

## Selection of Materials and Furnishings

Where possible, consider the use of recycled and recyclable materials in the Tenancy design to ensure the air quality is of a high standard for all occupants. The Tenant is encouraged to seek furnishings and products that achieve Good Environmental Choice Australia (GECA).

## Lighting Selection

Consider using LED fittings where possible. Halogen and incandescent lighting is not permitted. LED lighting generally has a greater life cycle with lower heat loads and offers greater control over light quality and colour.

Tenants are also encouraged to incorporate lighting controls and timers linking into the Tenant’s Design Drawings. e.g. back of house sensors, dimming, scene setting and daylight.

## Paints, Sealants & Adhesives

The Tenant is to use low-emission paints, sealants and adhesives at all times.

### **Recycling & Waste Management**

- The Tenant's waste is to be separated into streams including co-mingled recycling, general waste, cardboard, soft plastics, organics and crushed glass. Divided collection stations are to be incorporated within the Tenancy and the Tenant is to work with the on-site Centre/Project/Project Management Team to clearly identify collection needs and waste collection services;
- Tenants should work with its suppliers to identify opportunities to reuse, recycle or repurpose packaging, to significantly reduce waste to landfill and waste management costs;
- All Tenants selling glass bottles are required to install a glass crusher within their Tenancy and install provision to transport the resultant waste to the central waste management facility;
- Spent cooking oil must be syphoned into a central collection tank and associated tins compressed in the facility provided in the central waste management room;
- All organic waste must be transported free of contamination to the central processing point in the waste management facility.

Where possible, the Landlord will aim to provide regular waste reports to show the Tenant's contribution to the environment. QICGRE is providing central organics waste processing in the waste room together with central collection for cooking oil, cooking oil cans and crushed glass.

### **Air Conditioning Regulation**

- Air conditioning is to be designed efficiently with sufficient controls to minimise energy use and provide optimum air quality.
- The Tenant should have interlocks installed between openable façade elements and air conditioning units to ensure that units are not running while the Tenancy is open to the external environment.

The building's central plant provision increases overall system efficiency over individual heating and cooling units.

### **Energy Efficiency**

- The Tenant should use energy efficient appliances. Where possible, appliances must be within 0.5 stars of best available in the category.
- The Tenant should develop an energy management plan to ensure equipment, lights and air conditioning are switched off at the end of every day and when not in use. By saving energy the Tenant will reduce their greenhouse gas footprint and energy costs.

### **Water Efficiency**

- The Tenant should use water efficient appliances. Where possible appliances must be within 0.5 stars of best available in the category.
- By saving water the Tenant reduces their environmental footprint and utility costs.

# Part C: Schedule of Works

The Schedule of Works outlines the respective responsibilities of the Landlord and Tenant with respect to provision and cost of Works.

To be read in conjunction with the:

- Tenancy Documentation;
- Design Guidelines (Centre/Project Specific);
- Tenancy Plan (Tenancy Specific);
- Relevant Building and Authority Codes; and
- Part F: Appendices - Schedule of Works (Centre/Project Specific, if any).

Should there be any inconsistency between the Part C: Schedule of Works and the Part F: Appendices - Schedule of Works; the terms of the Part F: Appendices - Schedule of Works will prevail to the extent of inconsistency.

Should there be any inconsistency between the Part C: Schedule of Works, Part F: Appendices - Schedule of Works and the Tenancy Documentation; the Tenancy Documentation will prevail to the extent of inconsistency.

Should there be any inconsistency between the Schedule of Works and the Tenancy Plan; the contents of the Tenancy Plan will prevail to the extent of inconsistency.

# Schedule of Works

Shopfront	Works by Tenant at Tenant's Cost	Works by Landlord at Tenant's Cost	Works by Landlord at Landlord's Cost
Shopfront	<p>Shopfront inclusive of all elements including structural support.</p> <p>Incorporate 3 dimensional, vertical elements to a minimum of 1000mm across the shopfront width.</p> <p>Must be clad with minimum 5mm thick, architectural grade, durable and authentic finishes.</p> <p>Laminate, plasterboard, cork, wallpaper, vinyl, acrylic and carpet will not be permitted.</p> <p>Painted surfaces will only be considered when the component is layered or textured or applied to a glazing frame. Any painted component must include a base of 150mm minimum high comprised metal or stone finish, flush with the face of cladding and with a shadow line detail junction.</p> <p>All exposed edges to solid shopfront elements must include a fixed and permanent protective corner detail.</p> <p>Incorporate a minimum 20mm shadow line detail between solid shopfront material and base build Mall finishes.</p> <p>One digital screen or fabric light box permitted per elevation and must be set back 150mm from the shopfront and behind glass. These must not exceed 30% of the shopfront. They must be framed, set flush or part of a display.</p> <p>Open shopfronts must contain a permanent, customized, fixed feature display at the entry.</p>	No provision.	No provision.
Shopfront Structure	The Tenant's Structural Engineer must design, engineer and certify the shop front, inclusive of all above-ceiling structure that is fixed to the Base Building Structure	No provision.	No provision.
Shopfront Closure	<p>Provide an integrated and permanent shopfront closure inclusive of all other ancillary and structural items.</p> <p>The door finish must match the finish of the shopfront.</p> <p>Sliding and folding doors must be top-hung without any floor track. The tracks and housing must be fully recessed and set flush. All closures are to be self-supported and non-load bearing.</p> <p>Roller shutter and dynamic/accordion door closures must be set back a minimum 500mm from the Leaseline.</p> <p>Roller shutters are to be fully automated with a recessed track. Dedicated bulkheads for roller shutters are not permitted.</p> <p>For tenancies above 1000m2 consideration needs to be given to the requirement for smoke baffles under the BCA as well as perforation to the shopfront closure for the purpose of make up air for smoke extraction systems.</p>	No provision.	No provision.
Shopfront Glazing	<p>Conceal all glazing channels ensuring channels are fully recessed into surrounding finishes, frame or structure.</p> <p>Glazing fins, spider fixings and exposed channels are not permitted.</p> <p>Glazing panels to be maximum size and have minimal, clear silicone joins.</p> <p>Standard residential framed glazing suites will not be permitted.</p>	No provision.	No provision.

Shopfront	Works by Tenant at Tenant's Cost	Works by Landlord at Tenant's Cost	Works by Landlord at Landlord's Cost
Shopfront Signage	<p>Secondary or sub-framing to affix signage must be installed to support load.</p> <p>One main sign is permitted per elevation or per 10 metres of shopfront width.</p> <p>Must be individual letter form, three-dimensional, unique, and sculptural; a representation of the brand and limited to the trading name only.</p> <p>Maximum 400mm letter height unless otherwise specified.</p> <p>Any framing, cabling or fixings must be fully concealed.</p> <p>Application of any advertising material and third-party branding is not permitted on the shopfront.</p> <p>Illuminated and snap frame, lightboxes, strobing, pulsating, perpetually moving, rotating, plastic, foam, vinyl, vacuum-formed, cartoon, caricatures, lifestyle images, clip art and hand-written signage or ticketing are not permitted.</p> <p>Signage and shopfront illumination must have a time clock set to Mall hours.</p> <p>Kiosk: Refer to Design Guidelines for one main sign location.</p> <p>Food Kiosk: Refer to Design Guidelines for one additional location for Menu.</p>	No provision.	No provision.
Counters and Display Cases	<p>Counters to be clad with a minimum 10mm thick solid surface of durable and authentic finishes. Counters must present a clear and uncluttered appearance to customers with all equipment and elements to be fully integrated with any cabling to be concealed.</p> <p>All food and drink displays shall be fully integrated in to counter design. Display cases to be square-set frameless UV bonded glass and where appropriate and possible with integrated LED illumination.</p> <p>Drinks and display fridges located behind the counter must be integrated below a counter or within a full-height partition and complement the Tenant's design. It must not have of any secondary supplier branding.</p> <p>Refrigeration motors must be remotely located. Should this not be possible vents must be located behind the counter fully concealed and not visible to the customer.</p> <p>Under-counter glass washers and waste containers including coffee grounds containers must not be visible to customers.</p> <p>Kiosk: Maximum counter height of 1000mm. Maximum glass/product display and equipment height of 1400mm. Maximum height of walls to conceal equipment and preparation 1400mm to maximum 30% of Kiosk elevation. Signage and graphics not permitted to counter fronts unless noted in Design Guidelines.</p>	No provision.	No provision.
Inter-Tenancy Capping	Refer to the TP.	No provision.	IT wall capping detail is as indicated in the TP.
FHR Cupboard (on shopfront Leaseline)	Refer to the TP.	Any modification or relocation of the FHR or cupboard	FHR cupboard cladding as indicated in the TP.

	Works by Tenant at Tenant's Cost	Works by Landlord at Tenant's Cost	Works by Landlord at Landlord's Cost
Mall Tile Extension	No provision. Typical Mall tile extension beyond the Leaseline is to be cut and removed as required.	Extension of Mall tile.	No provision.
Floor	<p>Provide high-quality durable, solid, architectural grade floor finishes to all front of house areas. Suitable finishes include natural or reconstituted stone, solid timber, terrazzo and/or fully vitrified tiles. These finishes must be applied to the entry threshold including a minimum of 500mm from the Leaseline. Where a building expansion joint/construction joint dissects the Tenancy, the Tenant is required to manage the same throughout the retail Fitout. The Tenant is to provide an appropriate mechanical joint that can absorb any potential building movement. Treatment of movement joints must be consistent and integrated with the design. Please note: floors, walls, ceilings and shopfronts may be affected.</p> <p>Unfinished concrete floors will not be accepted unless otherwise specified in Centre/Project Design Guidelines. Where the Mall and Tenancy floor finish meet and where adjacent floor finishes meet within the Tenancy, the Tenant must install a 3mm metal separation strip recessed and flush. This strip must be installed prior to the installation of the adjacent finish.</p> <p>Kiosk: Tenant's floor finish not permitted. Licenced seating areas: Refer to TP.</p>	Any required chasing or core holes due to the Tenant's Design Drawings are subject to the Landlord Engineer's review.	<p>A smooth structural floor will be provided with a 25-50mm set down from Mall FFL.</p> <p>The Tenant is to confirm the condition and exact set down on site prior to commencing any Works.</p>
Waterproofing	<p>Provide a waterproof membrane to any/all wet areas, inclusive of kitchens, food preparation areas, laundries, bars and associated wet store rooms. The membrane is to be coved into the wall at floor junction and finished 300mm up the wall above the FFL.</p> <p>All coving must comply with Local Health Authorities requirements and in accordance with AS3740.</p>	No provision.	No provision.
Walls (internal)	<p>Provide all internal walls/partitions/screens and associated finishes, cladding, lining or acoustic treatments.</p> <p>Electrical cables are not to be run within IT walls. The wall separating the front of house and the back of house must be full height to the ceiling.</p> <p>Tenants with a void in their Tenancy must provide a shopfront to the void perimeter which must adhere to the shopfront requirements outlined in this table.</p>	Any IT wall extensions required to facilitate an open ceiling design and Engineer's design and certification.	<p>IT walls will be provided as indicated in the TP and will consist of flush lined plasterboard, fibre cement sheet, un-rendered masonry block work, un-rendered concrete, or unfinished proprietary wall panel system/s ready for Tenant finishes.</p> <p>All walls are unpainted/unfinished.</p> <p>Wall heights suit site conditions. All IT walls are non-load bearing and any shop fittings which are fixed to these walls must be self-supporting. Ensure all live and dead loads are imparted to the slab and overhead structures only. Where applicable, some IT walls are smoke/ fire walls which extend full height for smoke control purposes.</p>
Columns	<p>Provide all finishes, lining or cladding to columns within the Tenancy Leaseline.</p> <p>Any column that is located within the shopfront zone must be fully integrated in to the shopfront design and finished in high-quality, durable and authentic materials. Minor column preparation Works may be required by the Tenant at the Tenant's cost prior to the installation of the Landlord-approved cladding or lining.</p> <p>Kiosk: Any column that is located within a Kiosk, provide cladding to match the height of adjacent joinery to a maximum height of 1400mm above FFL.</p>	No provision.	<p>Columns consist of either off form concrete, masonry, blockwork or primed/fire rated structural steel as indicated on the TP.</p> <p>All columns will be unpainted/unfinished with no chasing allowed.</p>

	Works by Tenant at Tenant's Cost	Works by Landlord at Tenant's Cost	Works by Landlord at Landlord's Cost
Doors	Provide all internal doors and associated finishes, lining or acoustic treatments and all hardware. All doors leading to the back of house require a self-closer.	No provisions.	Where applicable rear doors will be provided as per the TP.
Ceiling	<p>Provide at a minimum, a set flush plasterboard ceiling at the maximum achievable height throughout the entire Tenancy and as required by the local health or other Authority.</p> <p>All ceilings are to be suspended and are not to be supported by the Landlord's Mall bulkhead, ductwork or services pipework.</p> <p>Provide for the provision and installation for the air conditioning supply air frames, that will be supplied by the Landlord.</p> <p>All ceiling surfaces are to be painted including all structure, services and soffit.</p> <p>Ceiling tiles are not permitted when visible to customer.</p> <p>Where an open ceiling or no ceiling is proposed, the following criteria must be met:</p> <ul style="list-style-type: none"> <li>• Solid plasterboard ceiling to the first 1500mm of the Tenancy;</li> <li>• Entire ceiling to be painted out including all structure, services and soffit;</li> <li>• Inter-Tenancy walls to be extended to full-height (refer to Walls); and</li> <li>• All electrical cables are to be contained within cable trays or conduits.</li> </ul> <p>All food preparation and open food display areas must be located under a smooth and impervious ceiling area as required by the Local Health or other Authority.</p>	Where an open ceiling or no ceiling is proposed mechanical ductwork to be converted to rigid ductwork (exposed flex or externally lagged ductwork not permitted) and all air conditioning registers are to be converted to circular jet diffusers, where suitable.	Provision and installation of air conditioning and supply air frames.
Ceiling Access Panels	Trip tight, low profile set bead, conceal hinged, fully-integrated, keyed and flush-mounted access panels to be installed in locations nominated by the Landlord. The access panels' location is to allow sufficient access for maintenance. Paint to match ceiling.	No provision.	No provision.
Lighting	<p>Provide all lighting, including emergency and exit lighting.</p> <p>The lux level at the shop entry is to be a minimum of 320 lumens.</p> <p>Emergency lighting with the ability to be centrally monitored on the Centre/Project's Base Building power line carrier system.</p> <p>Illuminated slim blade style 'EXIT' signage to store where required by the Tenant's Building Surveyor/Certifier.</p> <p>Low energy recessed lighting and designer light-fittings are encouraged. LED lighting is preferred.</p> <p>Halogen downlights and incandescent lighting are not permitted due to their high energy use.</p> <p>Signage and shopfront illumination must have a time clock set to Mall hours.</p>	No provision.	No provision.
Roof/Slab Penetrations	No provision.	Any required penetrations to the Tenancy over and above the base build provisions including fire rating of same.	No provision.
Rubbish Removal	The Tenant's nominated Shopfitter is responsible for the removal of all rubbish from the Tenancy site and the Centre/Project during the Fitout Period. If this is not completed, the Tenant may incur additional costs.	No provision.	No provision.

	Works by Tenant at Tenant's Cost	Works by Landlord at Tenant's Cost	Works by Landlord at Landlord's Cost
Mechanical – General	<p>Any other exhaust or venting requirements of the Landlord's usage and/or Design Drawings.</p> <p>All diffusers must be painted to match the Tenant's ceiling design.</p>	<p>Any required upgrade above the Landlord's Base Building supply, inclusive of register type (round, linear or other), or requirement for supplementary air and associated duct and registers due to the Tenant's Design Drawings or heat load exceeding the agreed allowance. Refer to Part F: Tenancy Diffusers Options.</p> <p>Any required roof penetrations or platforms.</p> <p>Any required rebalancing/commissioning due to the Tenant's Design Drawings or heat load exceeding the agreed allowance.</p>	<p>Air conditioning plant consisting of rigid main and flexible secondary duct work together with square registers will be provided to an open plan layout.</p> <p>The air conditioning system is designed for:</p> <ul style="list-style-type: none"> <li>• people load of 3.5m<sup>2</sup>/p applied to 70% of the lettable area; and</li> <li>• lighting and equipment load 40W/m<sup>2</sup>.</li> </ul>
Mechanical – Nail, Beauty, Pet	<p>All diffusers must be painted to match the tenancy ceiling or wall design.</p>	<p>Any required upgrade above the Landlord's Base Building supply, inclusive of register type (round, linear or other), or requirement for supplementary air and associated duct and registers due to the Design Drawings or heat load exceeding the agreed allowance. Refer to Part F: Tenancy Diffusers Options.</p> <p>Any required roof penetrations or platforms.</p> <p>Any required rebalancing/commissioning due to the Design Drawings or heat load exceeding the agreed allowance.</p> <p>Reticulation of general exhaust ductwork and wall grills throughout the tenancy.</p>	<p>An general exhaust connection within the ceiling void with a maximum capacity of 2000l/sec.</p> <p>The air conditioning system is designed for:</p> <ul style="list-style-type: none"> <li>• people load of 3.5m<sup>2</sup>/p applied to 70% of the lettable area; and</li> <li>• lighting and equipment load 40W/m<sup>2</sup>.</li> </ul>
Mechanical – Food Catering	<p>Supply and installation of compensating style exhaust hoods as approved by the Landlord's Mechanical consultant.</p> <p>This must comply with AS 1668 Part 2.</p> <p>Provide for the provision and installation for the air conditioning supply air frames, that will be supplied by the Landlord.</p>	<p>Any required upgrade above the Landlord's Base Building supply, inclusive of register type (round, linear or other), or requirement for supplementary air and associated duct and registers due to the Tenant's Design Drawings or heat load exceeding agreed allowance. Refer to Part F: Tenancy Diffusers Options.</p> <p>Make up air beyond the base build provision.</p> <p>Any required roof penetrations or platforms.</p> <p>Any required rebalancing/commissioning due to the Tenant's Design Drawings or heat load exceeding the agreed allowance.</p> <p>Any kitchen exhaust and make up air upgrades beyond the base build provisions.</p>	<p>A kitchen exhaust and make-up air connection in the ceiling void with a maximum capacity of 2000l/sec with make-up at 80% where required.</p> <p>The air conditioning system is designed for:</p> <ul style="list-style-type: none"> <li>• people load of 3.5m<sup>2</sup>/p applied to 70% of the lettable area; and</li> <li>• lighting and equipment load 65W/m<sup>2</sup>.</li> </ul>

	Works by Tenant at Tenant's Cost	Works by Landlord at Tenant's Cost	Works by Landlord at Landlord's Cost
Mechanical - Restaurant	<p>Supply and installation (including connection to provided point) of compensating style exhaust hoods as approved by the Landlord's Mechanical consultant.</p> <p>This must comply with AS 1668 Part 2.</p> <p>Provide for the provision and installation for the air conditioning supply air frames, that will be supplied by the Landlord.</p>	<p>Any required upgrade above the Landlord's Base Building supply, inclusive of register type (round, linear or other), or requirement for supplementary air and associated duct and registers due to Tenant's Design Drawings or heat load exceeding agreed allowance. Refer Part F: Tenancy Diffusers Options. Make up air beyond the base build provision.</p> <p>Any required roof penetrations or platforms.</p> <p>Any required rebalancing/ commissioning due to the Tenant's Design Drawings or heat load exceeding agreed allowance.</p> <p>Any kitchen exhaust and make up air upgrades beyond the base build provisions.</p>	<p>A kitchen exhaust and make-up air connection in the ceiling void with a maximum capacity of 4000l/sec with make-up at 80% where required.</p> <p>The air conditioning system is designed for:</p> <ul style="list-style-type: none"> <li>• people load of 3.5m<sup>2</sup>/p applied to 70% of the lettable area; and</li> <li>• lighting and equipment load 65W/m<sup>2</sup>.</li> </ul>
Fire services	<p>Provide finishes to internal hydrant/hose reel cupboards, provisions and installation of any fire extinguishers or fire blankets as required by the BCA.</p>	<p>Any required upgrade or amendments above the Landlord's Base Building supply due to the Tenant's Design Drawings including the draining down and recharge of the system and reprogramming of the fire indicator panel.</p> <p>Any required upgrade or amendments above the Landlord Base Building supply due to Tenant's Design Drawings of smoke detection required to satisfy Authority regulations due to the Tenant's Design Drawings.</p> <p>Cool room, kitchen exhaust or deep fryer sprinkler heads as required and in accordance with the Centre FER and the BCA.</p>	<p>Sprinkler and smoke detection to open plan layout satisfying AS2118.1 and AS3786 to a level nominated by the Landlord and Centre FER requirements.</p> <p>Fire egress doors other than the shopfront doors where required by the BCA and or relevant FER.</p> <p>Hose reels where required by the NCC/BCA/FER to suit an open plan layout only.</p> <p>No provision for cool room, kitchen exhaust hood or deep fryer sprinkler heads.</p>
Electrical	<p>All wiring throughout the Tenancy, light and power outlets, light fittings inclusive of emergency and exit lights as required.</p> <p>Hot water unit, other electrical installations, circuit breakers, etc.</p> <p>All power supplier applications, metering charges and fees.</p> <p>All point of sale, speakers, security devices, alarms, and other devices to be fully integrated to ensure seamless interaction.</p> <p>Speakers to be commercial standard, fully recessed and finished flush with the ceiling and interfaced with the Centre fire system. Domestic systems are not permitted. All permitted sound systems are to be fitted with a sound leveller set at 75db maximum, to be located 2500mm from the store entry and not fixed to Tenancy walls.</p> <p>Electrical poles and cables suspended from the ceiling and in customer view are not permitted.</p>	<p>Any cable upgrades required above the Landlord's Base Building supply including upgrade of meter panel (if required) and subject to Landlord review and approval.</p> <p>Any relocation of the power supply due to the Tenant's Design Drawings.</p>	<p>Refer to the Tenancy Documentation terms for the specific agreed power supply to be provided in a location as nominated in the TP.</p> <p>As a minimum, the Tenancy will be supplied with a 63amp Single Phase 18-pole switchboard for Specialty tenancies and 63amp 3phase 36-pole switchboard for food tenancies. Provisions may vary for Projects.</p>
Communications and data	<p>Connections and distribution including wire and field outlets, PABX, handsets, co-ordination and applications of telephone and data services to suit the Tenant's design and requirements.</p> <p>All Authority applications and associated fees.</p> <p>Data poles and cables suspended from the ceiling and in customer view are not permitted. Cover colour to match wall.</p>	<p>Additional works at the Tenant's option: Additional ONT. Additional ONT facilities and including relocations.</p>	<p>The Tenancy will be provided with either ONT supporting voice and data services over optic fibre or a copper network connection located within the Tenancy, as indicated in the TP.</p>

	Works by Tenant at Tenant's Cost	Works by Landlord at Tenant's Cost	Works by Landlord at Landlord's Cost
MATV System	Where available, any subscription to Pay TV. Provision and connection of display devices including RF distribution cabling within the Tenancy.	Where available, additional works at the Tenant's option: <ul style="list-style-type: none"> <li>• Upgrade of ONT to provide Free to Air TV channels;</li> <li>• Upgrade of ONT to provide Pay TV signal but excluding provision of decoding unit.</li> </ul>	No provision.
EWIS	No provision.	Any additional EWIS speakers required to satisfy Authority regulations, to suit the Tenant's Design Drawings. Additional works at the Tenant's option: extension of the Centre/Project's BGM system to provide background music coverage in the Tenancy (except Kiosks already located in a BGM zone).	EWIS speakers to suit an open plan layout to satisfy AS2118, AS1670, AS4428 of the BCA and the Centre/Project's FER.
Gas – Food Catering	All internal reticulation, regulators, inspection points, testing, approvals, certification and gas meter connection, where required by relevant authorities. All Tenancy gas equipment must be Australian Standard-approved and have a 100% flame failure device.	Any required upgrade, amendment or modification above the Landlord's Base Building supply due to Tenant's Design Drawings.	An unmetered gas supply point will be provided with a capacity of 500 Megajoule per hour as indicated in the TP.
Hydraulic services	Provide all plumbing and drainage connections above floor level including but not limited to hot water supply, reticulation, venting, connection of air conditioning, condensate lines, traps, sinks, basins, toilets, fittings and fixtures. All Authority applications and associated fees to obtain Authority approvals where required. Any alterations to condensate drain to suit Tenancy hydraulic layout by Tenant. Meters to be in accordance with local council requirements.	Any required upgrade, amendment or modification above the Landlord's Base Building supply due to Tenant's Design Drawings inclusive of under slab drainage works subject to Landlord's Engineer approval.	One unmetered cold-water supply point fitted with a control valve will be provided at a high-level in a position. Food tenancies will be provided with a single 2000L trade waste connection. Non- food tenancies will be provided with a single sanitary drainage point and associated venting, as nominated in the TP.
Refrigeration	Refrigerators, cool rooms, square set glass display systems and/or heating systems including condenser units. All refrigeration lines and associated builders works. Condenser units are to be positioned in the Landlord approved location. All food and drink displays etc. shall be fully integrated into the design.	Any additional core holes to facilitate condenser lines to suit the Tenant's design/layout. Any plant decks to accommodate refrigeration equipment, as required.	No provision.
Security	Provide the security system within the Tenancy. All security devices and alarms must be concealed within the shop front structure and located behind the Leaseline. The system location must be nominated and the cables to be concealed within the surrounding shopfront cladding, structure and floor finish and not the Base Building. Mini-Major or Major Tenants: visible security pylons are permitted only for these Tenancies. Kiosks: Overhead security cameras are not permitted.	No provision.	No provision.
Temporary Power	No provision	No provision.	A 10amp double socket GPO will be provided for use during the Tenancy Fitout.

# Part D: Glossary of Terms

# Glossary of Terms

Term	Definition
Authority	Any court, local, state or federal government, statutory or public Authority or utility or other person with a right to impose a requirement or charge a fee in connection with the Tenancy, the Centre/Project or the Land, the Services or the Technology Services and having jurisdiction over the Centre/Project.
Base Building	The basic elements of the built structure, including floor, walls, ceiling and services.
BCA	Building Code of Australia
Category 1 Works	<p>Category 1 Works means alterations or upgrades to any of:</p> <p>(a) the fire Services (including relocations of sprinklers, smoke detectors and associated fire programming systems but excluding upgrades to specialised sprinkler heads or fire hose reel coverage and installation of exit signage and emergency lighting);</p> <p>(b) the mechanical Services (including relocations of standard air conditioning diffusers but excluding upgrades to or replacement of lineal or other specialised and/or coloured air conditioning diffusers, any reconfigurations or upgrades required as result of an approved open ceiling design, any supplementary air conditioning systems or upgrades necessary due to the Tenant's heat loads exceeding the capacity allowed under the Design Guidelines and Fitout Guidelines for premises with a similar permitted use as the Premises);</p> <p>(c) the hydraulics (including slab hydraulic works but excluding preparation of hydraulics plans, applications to any Authority and associated fees (where applicable), along with any relocation of the base build drainage point and any required water reticulation); and</p> <p>(d) the electrical Services from the Base Building supply allowed under the Design Guidelines and Fitout Guidelines for premises with a similar permitted use as the Premises,</p> <p>to suit the Final Design Approval of the Landlord for the Tenant's Works.</p>
Centre	The shopping centre described in the Tenancy Documentation.
Certificate	All Licences, approvals, certificates and permits required for the Permitted Use or the Tenant's Works.
Mall	The areas of the Centre/Project the Landlord provides at any time for common use with the Landlord, other Tenants, licensees and their customers and employees.
Defects Inspection Notice	A notice given by the Landlord in respect of the Tenant's Works listing omissions to be completed or defects to be rectified.
Design Drawings	Any Drawings prepared by the Tenant's Retail Designer and/or Tenant's Team.
Design Guidelines	The provisions contained in the document entitled Design Guidelines to be read in conjunction with the Fitout Guidelines.
Essential Services Certificates	Certifications from appropriately qualified persons for items including fire protection systems (sprinklers), emergency exit and warning signs, emergency exit lights and any items related to the mechanical exhaust system included as part of the Tenant's Works or any other items for which an Authority may require certification from independent persons.
EWIS	Electrical wiring interconnect system
Fitout	Includes anything built, installed and/or placed in or on the Tenancy of the Centre/Project by or for the Tenant (financed or not) and includes the Tenant's stock, fixtures, fittings and signage.
Fitout Period	The agreed period during which the Tenant must complete the Fitout Works, commencing on the Handover Date
FDA	Final Design Approval
FER	Fire engineering report
FFL	Finished floor level
GPO	General purpose outlet
Green Star	The Green Building Council of Australia green building rating tool
Handover Date	<p>The earlier of:</p> <p>a. the day the Landlord notifies the Tenant that the Tenancy is available for the Tenant or the Tenant's Contractors to commence the Tenant's Works; and</p> <p>b. the date on which the Tenant or the Tenant's Contractors commence the Tenant's Works.</p>
Hoarding	The hoarding is a temporary wall installed to block visibility and/or access into your Tenancy whilst it is being constructed. Landlord installs the hoarding, at your cost, to ensure it meets our standards of safety and appearance.
Inter-Tenancy (IT)	Delineation between two Tenancies.

Term	Definition
Kiosk	A Tenancy which is nominated by the Landlord as a kiosk and is situated in the Mall.
Landlord	The Landlord as named in the Tenancy Documentation, its agents and any other person or company appointed by it to exercise any or all of its rights or functions relating to the Centre/Project, the Tenancy or the Lease.
Landlord's Works	The Works to be carried out by the Landlord described in the Tenancy Documentation and the Schedule of Works.
Leaseline	The line that defines the extent and shopfront of the Tenancy.
LED	Light-emitting diode
MJ/hr	Megajoule per hour
Mm	Millimetre
NCC	National Construction Code
ONT	Optical network terminal
Owner's Consent	The landowner must provide their consent to the development. The Landlord issues the Owners Consent to the Tenant with the Final Design Approval, so the Tenant can apply for the necessary building permit with council Authorities.
Project	The building site where construction works are undertaken.
Project Builder	The Principal contractor awarded to the Project to undertake construction.
QICGRE	Queensland Investment Corporation Global Real Estate.
RDM	Retail Design Manager.
Retail Designer	A qualified Interior Designer or Architect with professional Retail Design experience engaged by the Tenant.
Restaurant	This is a Tenancy nominated by the Landlord to be a restaurant. It does not include food court, fresh food and café tenancies.
Schedule of Rates	The site-specific document containing rates that will be charged to the Tenant for works carried out by the Landlord and at the Tenants cost for Tenancy design and building works as quoted by the Landlord's preferred contractors and consultants described in Part E: Schedule of Rates
Schedule of Works	The schedule of Tenancy design and Fitout works undertaken by the Landlord and Tenant and associated cost responsibility.
Shopfitter	The Shopfitter is the Tenants nominated contractor to complete the Tenant's Works. The Shopfitter can also be referred to as a builder or project manager.
TDM	Tenancy Design Manager
Tenancy	The part of the Centre/Project as described in the Tenancy Documentation which is to be leased or licensed to the Tenant or otherwise occupied by the Tenant. Also defined as Premises.
Tenancy Documentation	Means the Agreement for Lease, Works Deed, Fitout Agreement (or similar), the Lease and any related documentation and requirements, including, but not limited to, bank guarantee and evidence that the Tenant has complied with its insurance obligations under the lease.
Tenancy Plan (TP)	This drawing represents the Tenancy in its bare shell. The drawing typically consists of plans and elevations provided to the Tenant by the Landlord.
Tenancy Services Checklist	The purpose of the checklist is to ensure your services work effectively and comply with the Base Building services, whilst also aligning with the Landlord's sustainability requirements.
Tenant's Contractors	The Tenant's agents, staff, contractors, consultants or workmen and any others involved in the carrying out of the Tenant's Works.
Tenant's Works	Works specified in the Schedule of Works set out in the Tenancy Documentation and any other works to be carried out by the Tenant as set out in the drawings and specifications approved or amended by the Landlord. The Fitout Works include all works that are not Landlord's Works.
Variations	Variations means the Landlord will carry out: <ul style="list-style-type: none"> <li>(i) the Category 1 Works;</li> <li>(ii) any other changes or modifications to the configuration of the Premises or the Services that are required as a result of the Tenant's plans for the Tenant's Works (as approved by the Landlord), that the Design Guidelines and the Fitout Guidelines provides are to be carried out by the Landlord; and</li> <li>(iii) any of the Tenant's Works that the Tenant requests in writing and the Landlord agrees (in its absolute discretion) to carry out on the Tenant's behalf, (Variations) at the Tenant's cost.</li> </ul>

# Part E: Schedule of Rates

# Schedule of Rates

## Westpoint

Mechanical – Air Conditioning	Quantity	Rate
Square internally insulated rigid duct work to open ceilings	m2	\$ 220
Square rigid duct work to open ceilings - no insulation	m2	\$ 140
External blanket insulation R1.5 to nude ductwork	m2	\$ 110
Square 4-way 600x600mm ceiling diffusers, including flex, cushion head box, damper and spigots.	ea	\$ 630
Square swirl 600x600mm ceiling diffusers, including flex, cushion head box, damper and spigots.	ea	\$ 650
Round ceiling diffusers, including 6m of flex, damper and spigots	ea	\$ 450
Linear ceiling diffusers, including 6m of flex, cushion head box, damper and spigots	ea	\$ 610
Change existing diffuser to new round using existing flex.	ea	\$ 220
Change existing diffuser to new linear cushion head box using existing flex.	ea	\$ 510
Door grilles up to 600x400mm - Supply Only	ea	\$ 135
Egg-Crate return air grille 600x600mm venting to ceiling.	ea	\$ 145
Egg-Crate 600x600mm return air grille, including flex, cushion head box, damper and spigots.	ea	\$ 505
Relocate temperature/thermostat controller (using existing cable)	ea	\$ 260
Acoustic transfer boxes - 250x250 egg-crate with 1m flex	ea	\$ 700
Remove and patch existing spigot including insulation.	ea	\$ 205
Commissioning and balancing of existing diffusers	ea	\$ 120
BMS programming	hr	\$ 150
Kitchen Exhaust	Quantity	Rate
Kitchen extract ductwork including clear outs	m2	\$ 242
Kitchen supply air ductwork	m2	\$ 140
New kitchen exhaust connection to existing ductwork including VCD installed into existing common system.	ea	\$ 950
Kitchen Exhaust Fan 2000L/s fitted to roof with 1m ductwork dropper. Wired to tenant's board including time clock and afterhours button.	ea	\$6,500
Kitchen Exhaust Fan 4000L/s fitted to roof with 1m ductwork dropper. Wired to tenant's board including time clock and afterhours button.	ea	\$7,500
Kitchen Exhaust Fan 6000L/s fitted to roof with 1m ductwork dropper. Wired to tenant's board including time clock and afterhours button.	ea	\$8,500
Kitchen Supply Fan 1500L/s fitted to roof with 1m ductwork dropper. Wired to tenant's board and linked to KEF.	ea	\$6,000
Kitchen Supply Fan 2500L/s fitted to roof with 1m ductwork dropper. Wired to tenant's board and linked to KEF.	ea	\$6,500
Kitchen Supply Fan 4000L/s fitted to roof with 1m ductwork dropper. Wired to tenant's board and linked to KEF.	ea	\$7,000
Dry Fire	Quantity	Rate
Supply and installation of smoke detector inc. naming at FIP	ea	\$ 260
Supply and installation of Thermal detector inc naming at FIP	ea	\$ 260
Relocate existing detector up to 10m	ea	\$ 175
Supply and installation of horn EWIS speaker	ea	\$ 225
Supply and installation of surface mounted EWIS speaker plus 10m cable in conduit	ea	\$ 235
Update EWIS as installed to Fire Control Panel block plan	ea	\$ 410
Wet Fire	Quantity	Rate
Semi-recessed sprinkler head	ea	\$ 305
High temperature sprinkler head	ea	\$ 575

Stainless steel deep fryer sprinkler head including dropper pipe	ea	\$ 750
Anti-freeze cool room sprinkler head	ea	\$ 780
Sprinkler & Hydrant Mains	m	\$ 205
Sprinkler Range Pipework	m	\$ 155
Sprinkler Dropper Hard Pipework	m	\$ 110
Drain down and recharge system	ea	\$ 420
Relocate existing sprinkler head including 2m of pipework	ea	\$ 275
Delete existing head and dropper back to range	ea	\$ 120
Plug off existing head at ceiling height	ea	\$ 90
Electrical Services	Quantity	Rate
<b>Power Supply Upgrade</b>		
Relocation of EDB within tail length	ea	\$ 665
EDMI single phase smart meter	ea	\$ 700
EDMI three phase CT/WC smart meter	ea	\$1,550
<b>Supply/installation of Electrical Distribution Boards</b>		
Three Phase - 250 amp 72 pole	ea	\$2,067
Three Phase - 100 amp 48 pole	ea	\$2,015
Three Phase - 63 amp 36 pole	ea	\$2,005
Single Phase - 80 amp 48 pole	ea	\$1,500
Single Phase - 63 amp 36 pole	ea	\$1,325
Single Phase - 63 amp 18 pole	ea	\$1,250
Single Phase - 63 amp 18 pole - Kiosk Board (small body)	ea	\$1,050
Hydraulic Services	Quantity	Rate
<b>Suspended sewer drainage including rates for;</b>		
Pipework up to 100mm inclusive of all hangers, fixings, materials, connections and elbows.	m	\$ 320
<b>In ground sewer drainage including rates for;</b>		
Pipework up to 100mm inclusive of all materials, connections and elbows. Saw cutting (up to 200mm thick) including trenching, backfilling, removal of spoil and reinstatement of concrete slab as per Engineers detail (Allow full clean and protection of mall floors as required).	m	\$ 750
<b>Suspended trade waste drainage including rates for;</b>		
Pipework up to 100mm inclusive of all hangers, fixings, materials, connections and elbows.	m	\$ 360
<b>In ground trade waste drainage including rates for;</b>		
Pipework up to 100mm inclusive of all materials, connections and elbows. Saw cutting (up to 200mm thick) including trenching, backfilling, removal of spoil and reinstatement of concrete slab as per engineers' detail (Allow full clean and protection of mall floors as required).	m	\$ 800
<b>Water</b>		
Suspended 20mm copper pipework inclusive of all hangers, fixings, materials, connections and elbows	m	\$ 83
Suspended 32mm copper pipework inclusive of all hangers, fixings, materials, connections and elbows	m	\$ 86
20mm AS compliant water meter	ea	\$ 725
32mm AS compliant water meter	ea	\$ 775
Miscellaneous	Quantity	Rate
Slab Scanning (X-Ray) per site visit including mark-up on site and issue of report for structural engineer's review.	ea	\$ 600
Core holing - up to 150mm dia.	ea	\$ 300
Cap and seal existing drainage point at floor level	ea	\$ 150
Fire rate penetrations up to 150mm	ea	\$ 550
Roof Penetration up to 1m2 to existing colourbond/deck roof including flashings	ea	\$ 1,300
Floor waste and bucket trap to suit vinyl or tiled floor	ea	\$ 550
Installation of Rhondo panther flush set 600x600mm access panel to ceiling including paint	ea	\$ 620

Supply install and finish mall terrazzo in selected finish (charged as full m2)	m2	Cost Plus
Cutting of lease line terrazzo including removal beyond lease line	m	Cost Plus
<b>Other Works</b>		
Any item not listed above that is required to be undertaken by the Landlord and at the Tenants cost, will be carried out on a cost-plus basis (cost-plus 10%)		
<b>Technical Services Review</b>		
Where the Tenant's Design Drawings require a review by a specialist consultant or engineer, a technical services review fee will apply on a cost-plus basis (cost-plus 10%)		

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# Part F: Appendices



Centre Name \_\_\_\_\_

Tenancy Name \_\_\_\_\_

### 3.0 Mechanical Exhaust

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

- 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

### 4.0 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 (ACT and QLD only)?  Yes  No  N/A
- Do you require a trade waste point and how many locations? \_\_\_\_\_

### 5.0 Gas

- Is it your intention to utilise equipment that requires natural or LPG 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

### 6.0 Structural Elements

- Do you have any equipment or units which are excessively heavy (e.g. safe or compactus 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 fitout (e.g. glazing, bulkheads, ceilings, signs, shopfronts, doors)?  Yes  No  N/A

### 7.0 External Shopfronts

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

### 8.0 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 baffling 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

QIC|GRE

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

QICIGRE

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

QICIGRE

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

QICIGRE

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.

### 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.

### 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

**Tenancy Variation Request Quotation**

<b>CENTRE:</b>	[Insert Centre Name]		
<b>TRADING NAME:</b>	[Insert Shop Name]	<b>TENANCY NO.:</b>	0

<b>TO:</b>	[Insert Tenant Company Name]
<b>Address:</b>	Attention: [Insert Tenant Contact Name]
<b>CC:</b>	

<b>TVR No.:</b>	0
<b>Revision:</b>	01
<b>Tenancy Area:</b>	Operational
<b>Tenancy Type:</b>	Retail

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

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)

