



Curtin University

TENANT FITOUT WORKS GUIDELINES

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INTRODUCTION

WELCOME TO WORKING AT CURTIN

The purpose of this guideline is to explain the requirements and process for undertaking **Tenant Fitout Works** at Curtin.

For the design and fitout works to be done safely and effectively, Consultants and Contractors must read and comply with:

1. requirements in this Tenant Fitout Works Guideline;
2. requirements in the *Contractor Safety Handbook*;
3. obligations in the lease; and
4. any instructions issued by Curtin during the Tenant Fitout Works.

DOCUMENT STRUCTURE

The document is divided into four parts.

- Part One: How to Get Started**
- Part Two: Tenant Fitout Works Process**
- Part Three: Design Requirements**
- Part Four: Definitions**
- Part Five: Attachments**



PART 1: HOW TO GET STARTED

WORK REQUEST NUMBER

To undertake Tenant Fitout Works, you will need to submit a Tenant Works Request via the Tenant Information tab on our Properties website.

i **Tenant Works Request:**
<https://properties.curtin.edu.au/working-with-us/tenant-information/works-request/>

You will be issued a **Work Request Number** that must be used when contacting Curtin about your Tenant Fitout Works.

IS THERE A CURTIN CONTACT?

Once you have submitted a Works Request you will be assigned a Curtin Responsible Officer (**Curtin RO**).

They are your contact until you have achieved Practical Completion. Their role is to:

- Meet with you to clarify the process;
- Direct you to relevant documents and information;
- Address design and fitout works inquiries or issues; and
- Provide direction and approvals.

If documents are contradictory, your Curtin RO will clarify which requirement prevails.

Remember to use your Work Request Number when liaising with your Curtin RO.

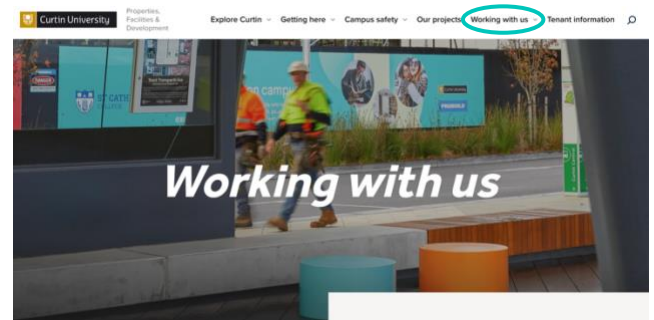
At the commencement of the Tenant Fitout Works process, you must meet with the appointed Curtin RO to clarify Curtin’s process and design requirements as necessary, and to also establish any site specific needs.



WHERE TO FIND INFORMATION

Curtin has a webpage called ‘Working with Us’ to host relevant documents and forms.

You can find it by visiting properties.curtin.edu.au and click on the ‘Working with us’ tab.



Understanding relevant information and completing necessary inductions will streamline the process of creating an effective partnership and providing you with a safe and compliant working environment.

This section applies to staff, contractors and consultants that Curtin works with on campus.

Permits to work

Health and safety policies
We want to make sure that you are always working in a safe environment and have a number of obligations that apply to those working at Curtin.

Guidelines for consultants and contractors
Curtin has developed a number of guiding documents that provide instructional information for those providing design based services.

IT systems
PFSD has a number of IT systems that are used to support the planning, acquisition, operation and disposal of the University's physical facilities.

Company registration and inductions
Learn the process

Tenant information
Information specifically for the tenants of Perth campus. It will assist you in becoming familiar with people, guidelines and processes.

Request to initiate project
Drone / remotely piloted aircraft services
Building and services data support
Specific recruitment information at Curtin University

CONTRACTOR SAFETY HANDBOOK

The *Contractor Safety Handbook* is an essential document for Consultants and Contractors. It is located on our Health and Safety website.

i **Contractor Safety Handbook:** <https://www.curtin.edu.au/healthandsafety/documents/>

Also ask your Curtin RO about obtaining the **Technical Guidelines** that apply to your Tenant Fitout Works.

! Curtin asks the Tenant, their Designers, and Head Contractors to read this document and the **Contractor Health & Safety Handbook** before inception meetings.

IS CURTIN DIFFERENT TO OTHER PLACES?

Curtin is a physically large and complex 'mini-city' with many diverse people working and studying in different ways.

Bentley Campus is the main campus but:

- we own property in Midland, Kalgoorlie and Perth CBD.
- we are a tenant in other locations including Cockburn, Joondalup and Nedlands.

Regardless of our location, we need Tenants and their Contractors to help minimise their impact on anyone else.

To do that:

- when delivering the Tenant Fitout Works, the approach should be consistent with working in a CBD environment, not a suburban location;
- accommodate the operational needs that may make Curtin different from other places. The sub-headings below give you information about this.

The CBD approach together with other information provided by Curtin must be incorporated (as relevant) into your contract preliminaries, works programme and submission of a site-specific *Construction & Site Logistics Plan*.



Attachment Four provides you the (minimum) template required for a **Construction & Site Logistics Plan**.

EXAM AND STUDY PERIODS AND SPECIAL EVENTS

Exam Periods and Special Events such as Curtin Open Day or Graduations must be protected against any impacts associated with Tenant Fitout Works.

The calendar for these dates is located at:



Academic Calendar: <https://students.curtin.edu.au/essentials/academic-calendar/>

Reconfirm exact dates and hours with your Curtin RO as they are subject to change. During exams or special events:

- No heavy construction work including demolition, excavation, continuous mechanical hammering or drilling or excessively noisy deliveries and the like may be made during these times.
- Dusty or smelly works that may affect exam venues or scheduled events are not permitted. Your Curtin RO will confirm if there are additional considerations depending on the location of works.
- Fitout work outside of 'normal' working hours during published examination dates must also be approved by your Curtin RO.

Study Periods may also need to be considered when developing your programme depending on the location of the Tenant Fitout Works.

CONTRACTOR WORKING HOURS

The Bentley Campus includes residential, educational, recreational and community uses.

This means that typical thinking about 'normal business hours' and 'after hours' may not always apply. For instance, Curtin's 24/7 library, sporting facilities and research labs are still highly used on weekends.

Because of this, the Contractor's working hours must be approved by the Curtin RO when the programme is submitted.

For information only, the *Contractor Safety Handbook* nominates normal business hours between 6.30am – 5pm Monday to Friday.

NOISE

Contractors must comply with noise limits as follows or as directed by their Curtin RO:

TIME OF DAY	SOUND LEVEL DECIBELS (A)	EXAMPLE
Monday - Friday 7am - 7pm	80	Busy intersection / Vacuum Cleaner
Saturday 7am - 7pm	70	Noisy Restaurant
Evening 7pm - 10pm	65	Normal conversation
Night 10pm to 7am	55	Quiet Office / Light traffic

VIBRATION

Contractors must check with their Curtin RO if the location of Tenant Fitout Works may affect sensitive research equipment. If relevant, mitigation for this would need to be included in the Contractor's *Construction & Site Logistics Plan*.

VEHICLE ACCESS, PARKING AND BUILDING ACCESS

The *Contractor Safety Handbook* contains information about this. It specifies when various access permits are required and general campus rules.

COMMUNICATING (COMMS) WITH STAKEHOLDERS

This aspect of Tenant Fitout Works and programming is important to Curtin. Contractors must:

- include approval timeframes and timing for Comms in programmes;
- advise the Curtin RO of fitout works impact to others;
- work closely with the Curtin RO to identify and inform stakeholders as needed including other tenants;
- comply with lead times for issuing Comms to stakeholders about fitout works impacts; and
- provide timely and good quality information about fitout works impacts.

Typical impacts that must be considered by Contractors include access (including disability access), excessive noise, vibration, dust, and odour.

Part of effective Comms at Curtin also means complying with the standards of Conduct outlined in the *Contractor Safety Handbook*.

HEALTH & SAFETY AT CURTIN

Curtin's priority is to keep everyone safe and we require Consultants and Contractors to:

- be particularly aware that their works are being conducted in a live University environment; and
- make safety a priority when planning and delivering Tenant Fitout Works.

The Contractor must comply with:

- all legal requirements including current Occupational Safety and Health Act and Regulations, and Building Industry Safety Codes;
- the *Contractor Safety Handbook*;
- obligations in the AFL or lease; and
- all reasonable requirements of Curtin, including any instruction by Curtin to stop work if Curtin identifies an Occupational Safety and Health issue.

The sub-headings below are addressed in more detail in the *Contractor Safety Handbook*.



PPE

The following Personal Protective Equipment (PPE) is the minimum required for all Contractors and visitors to the site:

- ✓ Safety helmet
- ✓ Safety glasses / eye protection
- ✓ High visibility vest or clothing
- ✓ Fully enclosed, non-slip steel capped footwear
- ✓ Long sleeved shirts and trousers
- ✓ Gloves if required by the relevant SWMS

INDUCTIONS

All Consultants and Contractors (*) and any of their employees who will work at Curtin must complete Curtin's online induction before they can commence work.



For Inductions Go To: <https://properties.curtin.edu.au/working-with-us/registration-inductions/>

Additional inductions may be required where Curtin is a Tenant. Check with your Curtin RO.

Hint: Inductions require the organisation to register and complete a company pre-qualification before each individual worker can complete their induction (these last for 2 years).

(*) For convenience, reference to a Contractor also assumes reference to a Consultant.

PERMITS TO WORK

Contractors must submit **Permits to Work** for Access, Isolations and High-Risk activities.

Information about permits is included in the *Contractor Safety Handbook*.

Contractors must check the link below to assess which permits are required for their proposed works.



Permits to Work: <https://properties.curtin.edu.au/working-with-us/permits/>

Works cannot start until a required permit has been approved. Your Curtin RO is the Permit Manager.

Allow enough time to get permits approved. Depending on the complexity of the works and location, permit preparation and approval may take up to 10 business days.

Hint: Permits and Spotters

Several of Curtin's high risk activity permits require spotters. This is sometimes overlooked by Contractors undertaking Tenant Fitout Works.

For example, any hot works e.g. cutting / sawing / welding will require a spotter with an appropriate fire extinguisher with them at all times.

Please check make sure you adhere to permit requirements to protect people and property, and to avoid stop work notices.

Hint: Isolation Permits

Isolation Permits need to be planned in advance and comply with required notice periods.

Unfortunately, where the Contractor's works or failure to properly isolate the fire detection system results in a fire brigade call out, the invoice will be sent to directly to the Tenant for payment. This call out fee is in excess of \$1,000.

Dusty works without dry fire isolations are often a reason for call outs.

EMERGENCY MANAGEMENT

All Contractors and their staff must comply with the requirements in the *Contractor Safety Handbook*.

Table 1 below is a quick reference for who to call in an emergency.

TABLE 1: Emergency Quick Reference

WHAT'S HAPPENED?		
Emergency / Immediate Help Needed	Potential Serious Risk	Property Incident / Potential Risk
e.g. heart attack, fire, assault	e.g. suspicious activity, break-in, significant flooding	e.g. fallen tree, trip or slip hazard, significant flooding
WHO TO CALL?		
Emergency Services 000 <u>Then</u> Safer Community Team 9266 4444 who help Emergency Services find you	Safer Community Team 9266 4444 All hours	Service Coordination Centre 9266 2020 7.30am-4.30pm After hours 

INCIDENT REPORTING

Contractors must report all hazards or incidents through Curtin's online reporting system, CHARM.

Upon completion of the Curtin online induction, Contractors will be issued with their CHARM login details via email and text message. There are further instructions in the *Contractor Safety Handbook*.

WASTE AND CLEANING

Contractors must maintain their works and site in a clean and tidy manner throughout the fitout period as stated in the *Contractor Safety Handbook*.

The Contractors must note:

- Placing rubbish in campus bins is not be permitted.
- Contractor bins must be sorted inside the tenancy unless otherwise agreed by the Curtin RO when approving the *Construction & Site Logistics Plan*.

FITOUT PLANNING AND DELIVERY

USE OF EXISTING UTILITIES

The Contractor has use of the existing utilities within the tenancy (i.e. water, power). The cost for consumption will be invoiced to the Tenant.

It is the responsibility of the Contractor to:

- obtain necessary Permits to Work;
- ensure any existing services it uses are not overloaded by the Contractor's activities;

- ensure existing services are turned off at the end of each Business Day; and
- notify the Curtin RO of connection, disconnection or interference with existing services.

BASE BUILDING STRUCTURAL OR SYSTEMS MODIFICATIONS

No base building structural or systems modification work is to be carried out by Tenant Contractors without prior written approval from the Curtin RO.

This includes but is not limited to the following:

- Cutting floor slabs
- Cutting or welding any structural steel
- Fixing into or cutting into any fire walls
- Modifying fire systems and fire indicator panels
- Cutting holes in walling and roof sheeting
- Hanging any materials from the roof structure

PROTECT EXISTING WORKS

The Contractor must allow to protect finished areas, existing works, common areas, the Base Building and all areas used or accessed during the Tenant Fitout Works such as delivery docks, pathways and gardens. For example:

- Any loads travelling over paved areas may require plywood protection to be laid over the paving before access is granted.
- Paints, epoxies, liquid materials and the like must be delivered and moved within the site within sealed containers.
- Before disposal, refix the manufactured lids onto disused containers for paint, epoxy, and other liquid materials and place in heavy duty rubbish bags to eliminate leakage.
- Clean and/or repair property damage caused during fitout works at the Contractor's cost.

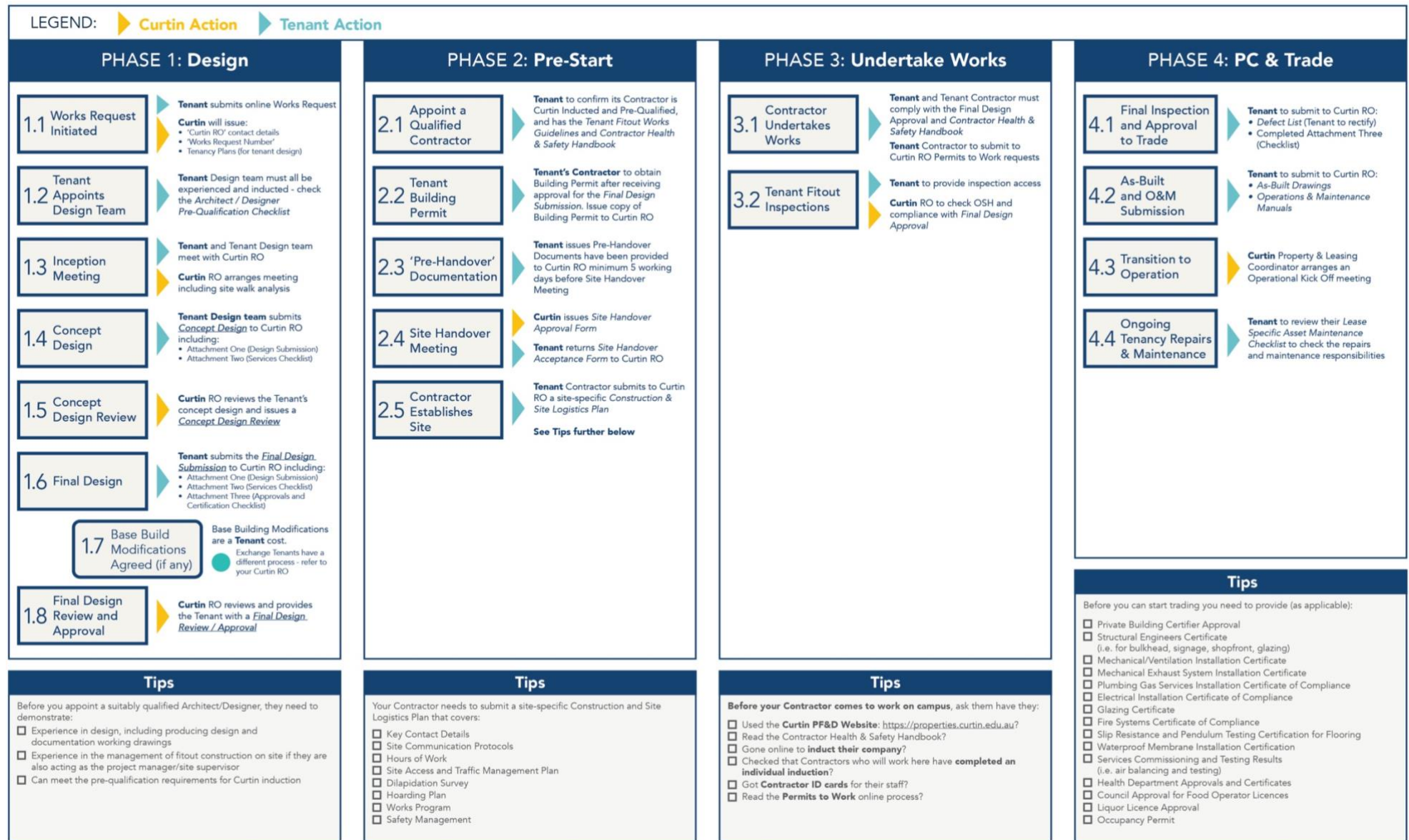
LOADING AND UNLOADING

The Contractor must:

- Liaise with the Curtin RO to understand site loading operations.
- Conduct all loading, transport, off-loading and handling (horizontal and vertical) of all materials in accordance with the endorsed *Construction & Site Logistics Plan*.
- Safely store all materials only within the confines of their own allocated tenancy.
- Ensure other campus users are not impeded.

PART 2: TENANT FITOUT WORKS PROCESS

TENANT FITOUT PROCESS – OVERVIEW



TENANT FITOUT PROCESS - DETAIL



The Tenant Fitout Works process is divided into four phases:

1. **Design**
2. **Pre-Start**
3. **Undertake Works**
4. **Practical Completion & Trading**

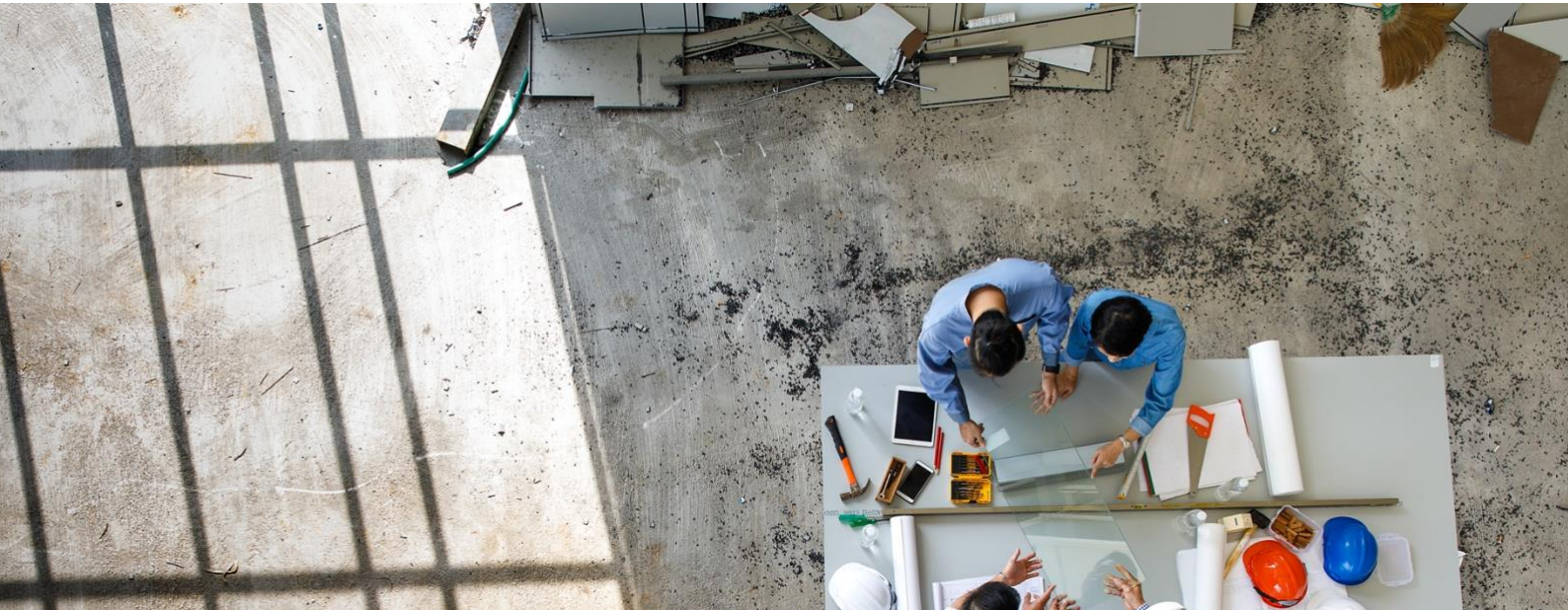
The Tenant Fitout Works process requires that the Tenant and its Consultants and Contractors must:

- complete and comply with all requirements specified in the process below;
- submit all documentation to the Curtin RO accurately and completely, including drawings, forms, approval and checklists;
- comply with Curtin’s **Contractor Safety Handbook** which predominantly applies to Phase 3; and
- request clarification from the Curtin RO if the process is unclear or contradictory.

PHASE 1: DESIGN	MEET	TENANT DELIVERABLE	CURTIN DELIVERABLE
1.1 Works Request Initiated			
<p>Tenant must initiate a Tenant Works Request to be assigned a unique Work Request Number (i.e. WRXXXXX) which is to be used when liaising with Curtin regarding the proposed works.</p> <p>The Tenant will receive an email with:</p> <ul style="list-style-type: none"> • The Work Request Number. • Contact details of the nominated Curtin RO. • Relevant Design Guidelines • Tenancy Plans relevant to your premises which may include: <ul style="list-style-type: none"> ○ Site Plan/Location Plan, showing relevant common areas. ○ If available, Tenancy Plans such as: <ul style="list-style-type: none"> ▪ Shopfront and internal elevations; ▪ Ceiling plan internal sections; ▪ Tenancy Mechanical and Services Provision. <p>Tenancy Plans will be issued in Autocad (DWG) and PDF format. Consultants need to undertake their own investigations as Tenancy Plans (including services) may not be current or comprehensive.</p>		<p>Submit Tenant Works Request via Tenant Portal</p>	<p>Work Request Number</p> <p>Curtin RO details</p> <p>Relevant Design Guidelines</p> <p>Tenancy Plans</p>
1.2 Tenant Appoints Design Team and Project Team			
<p>Tenant must nominate a suitably qualified and commercially experienced Architect/Designer able to demonstrate capability in:</p> <ul style="list-style-type: none"> • producing design and documentation working drawings; • managing fitout construction on site if they are also acting as the project manager/site supervisor. <p>The process for selecting Tenant Consultants and Contractors is described in the lease, and Tenants must work with their Curtin RO to finalise their appointments and ensure they are Curtin inducted.</p> <p>Before selecting their Consultants, the Tenant must ask if they are required to engage specific Consultants to complete the design of works that impact the Base Building (see Item 1.7).</p> <p>Upon request, the Curtin RO can assist by providing a list of preferred Consultants and Contractors, and a list of pre-qualified Consultants and Contractors.</p>		<p>Architect / Designer Capability Documents (if not pre-qualified)</p>	<p>List of preferred Consultants and Contractors, or pre-qualified Consultants and Contractors (upon request)</p> <p>Clarify Green Star Requirements</p>
1.3 Inception Meeting			
<p>Curtin RO to contact Tenant and Tenant Design Team to:</p> <ul style="list-style-type: none"> • Arrange site walk with Tenant’s Consultants to review tenancy, and any project impact on Curtin operations (e.g. protection of existing assets, access, noise etc). • Discuss the Tenant Fitout Works programme, process requirements, locational specific requirements (e.g. Green Star Rating Requirements) and Permits to Work. • Confirm Tenant can access and obtain necessary documents. • Confirm Tenant has received Tenancy Plans, Design Guidelines, Technical Guidelines as applicable. • Establish communication protocols and confirm Tenant’s Representative. 	Meet		

1.4 Concept Design Submission			
<ul style="list-style-type: none"> Issued by the Tenant’s Design Team to the Curtin RO. It must comply with the requirements specified in: <ul style="list-style-type: none"> Attachment One - Design & Construction Submission Requirements; and Attachment Two - Services Checklist (Draft Submission Only). Submitted drawings must comply with our Documentation Deliverables Guidelines (hint: under ‘Project Delivery Guidelines’). https://properties.curtin.edu.au/working-with-us/guidelines/ 		Concept Design Submission including Attachments One & Two	
1.5 Concept Design Review			
<ul style="list-style-type: none"> The Curtin RO will review the Concept Design Submission and issue a Concept Design Review that assesses compliance with Part Three: Design Requirements. The Concept Design Review will either: <ul style="list-style-type: none"> <i>Accept</i> the submission if it meets the Design Requirements. or <i>Require changes</i> to the submission, including the following review considerations: <ul style="list-style-type: none"> variation or non-compliance to the Design Requirements potential Base Build Modifications feedback on the draft Services Checklist impact to adjacent tenancies or areas outside the tenancy or <i>Reject</i> a submission if it is incomplete or does not meet the Design Requirements. The Curtin RO may require a meeting to discuss the Concept Design Submission or the Concept Design Review. <p>The Tenant is responsible for any costs associated with design re/submissions.</p>	Meet		Concept Design Review
1.6 Final Design Submission			
<ul style="list-style-type: none"> Issued by the Tenant’s Design Team to the Curtin RO. It must comply with the requirements specified in: <ul style="list-style-type: none"> Concept Design Review; Attachment One - Design & Construction Submission Requirements; Attachment Two - Services Checklist; and Attachment Three - Approvals & Certification Checklist. Prior to making the Final Design Submission and at the Tenant’s cost, the Tenant or the Tenant’s Design Team must have obtained approval from a Building Certifier. 		Final Design Submission including Attachments One, Two & Three	
1.7 Base Build Modifications (BBM) – if applicable			
<p> Exchange</p> <ul style="list-style-type: none"> The Tenant cannot use its Contractors to complete Base Build Modifications. They can only be completed by the Landlord’s nominated Contractor. The Tenant’s drawings must use revision clouding to clearly highlight where the Tenant Fitout Works impact on the Base Building. The Curtin RO and the Landlord’s Contractor will confirm the scope of the BBM during review of the Final Design Submission. The Curtin RO will issue a BBM cost breakdown. The cost breakdown will include costs associated with the works including changes to services, design review coordination fees if applicable and additional Consultant fees. The Tenant must confirm in writing that they will accept the BBM costs before Curtin can approve the Final Design Submission. The Curtin RO will issue an invoice to the Tenant, and the Tenant must pay the full costs of the BBM to the Landlord prior to the Tenant receiving approval for their Final Design Submission. <p> Campus Core</p> <ul style="list-style-type: none"> If the building is within a defects liability period, the Tenant cannot use its Contractors to complete Base Build Modifications. They can only be completed by the Landlord’s nominated Contractor. The process described above for Exchange applies; <p>OR</p>		Final Design Submission uses review clouding Accept BBM costs Pay BBM invoice	Confirm Base Build Modifications and issue BBM cost breakdown Issue BBM invoice Issue list of preferred Contractors

<ul style="list-style-type: none"> If the building is not within a defects liability period, the Base Build Modification works will be completed by the Tenant using the Landlord's preferred Contractors. The Curtin RO will confirm and issue this list. 			
1.8 Final Design Review and Approval			
<ul style="list-style-type: none"> The Curtin RO will review the Final Design Submissions and issue a Final Design Review that assesses compliance with Part Three: Design Requirements, the Concept Design Review and any other submitted drawings, documents, schedules or checklists. The Final Design Review will either: <ul style="list-style-type: none"> Accept a Final Design Submission if it meets the Design Requirements and will include stamped approved drawings; or Accept a Final Design Submission as outlined above subject to special conditions, and Tenant payment of Base Build Modifications; or Reject a Final Design Submission if it is incomplete or does not meet the Design Requirements. The Curtin RO may require a meeting/s to discuss the Final Design Submission prior to issuing the Final Design Review. <p>The Tenant is responsible for any costs associated with design re/submissions.</p>	Meet		Final Design Review



PHASE 2: PRE-START	MEET	TENANT DELIVERABLE	CURTIN DELIVERABLE
2.1 Appoint a Qualified Head Contractor (or Builder)			
<p>Tenant must confirm it has appointed a Curtin Inducted and Pre-Qualified Head Contractor who is a suitably qualified, commercially experienced, and able to demonstrate capability in construction within the relevant industry sector (e.g. commercial office, service retail fitouts, food and beverage fitouts etc).</p> <p>The Tenant must provide to its Contractor a copy of this <i>Tenant Fitout Works Guidelines</i> and the <i>Contractor Safety Handbook</i>.</p> <ul style="list-style-type: none"> • If the Tenant’s Contractors are not pre-qualified to work at Curtin then the Tenant must liaise with their Curtin RO to obtain approval of the new Contractors. After this, the Contractor must register and complete the pre-qualification necessary for their employees to complete their individual induction. Contractors or Consultants who have not completed an induction are not permitted to work at Curtin. • The Tenant is not permitted to take on or project manage any part of the Tenant Fitout Works. • All Tenant Fitout Works must be completed by the Tenant’s appointed qualified and inducted Head Contractor. • The Tenant must submit a detailed programme that demonstrates the Contractor can complete the Tenant Fitout Works in accordance with the Curtin RO’s stamped approved drawings and any obligations contained in the Agreement for Lease/Lease. 		<p>Contractor Confirmation / Capability Documents (if not pre-qualified)</p> <p>Detailed Programme</p>	
2.2 Tenant Building Permit			
<ul style="list-style-type: none"> • The Tenant’s Contractor can proceed with obtaining their Building Permit after receiving approval for the Final Design Submission. • A copy of the Building Permit must be issued to the Curtin RO. 		<p>Building Permit</p>	
2.3 Pre-Handover Documentation			
<p>Handover of the tenancy will occur only after the Pre-Handover Documents listed below are submitted to the Curtin RO a minimum of 5 working days before the Site Handover Meeting.</p> <ul style="list-style-type: none"> • Final Design Approval • Approved Fitout Works Programme • Building Permit approval • Tenant appointed Contractor approved and inducted. • A site-specific <i>Construction & Site Logistics Plan</i>. • Insurance Certificates of Currency <p>The Site Handover Meeting will be rescheduled if the documents haven’t been received.</p> <p>The Curtin RO will require confirmation from the Curtin Property team that the Tenant has:</p> <ul style="list-style-type: none"> ○ Executed the Agreement for Lease and/or Lease ○ Supplied the Bank Guarantee or paid a Deposit if applicable 		<p>Pre-Handover Documents</p> <p>Construction & Site Logistics Plan</p>	
2.4 Site Handover Meeting			
<ul style="list-style-type: none"> • The Curtin RO will schedule a Site Handover Meeting to walk through the tenancy and identify site-specific requirements including impacts. The following attendees are required: <ul style="list-style-type: none"> ○ Tenant ○ Tenant’s Architect/Designer ○ Tenant’s Contractor ○ Curtin RO • If the Tenant or their nominee is not available, the Curtin RO will inspect the tenancy and issue a Site Handover Approval Form to the Tenant that requires the Tenant’s signature that: <ul style="list-style-type: none"> ○ the tenancy is suitable for handover; or ○ the tenancy cannot be handed over to the Tenant as there are material defects, and the form will specify the defects and the remedy. The Curtin RO will organise another Site Handover Meeting after the defects are remedied. 	<p>Meet</p>	<p>Signed Handover Approval Form response</p>	<p>Site Handover Approval Form issued</p>
2.5 Contractor Establishes Site			
<ul style="list-style-type: none"> • Tenant and Contractor to comply with all Curtin requirements which are summarised in the <i>Contractor Safety Handbook</i> and this document. 			

<ul style="list-style-type: none"> These requirements will also be reviewed at the initial Site Handover Meeting. 			
PHASE 3: UNDERTAKE WORKS	MEET	TENANT DELIVERABLE	CURTIN DELIVERABLE
3.1 Contractor Undertakes Tenant Fitout Works			
<p>The Contractor must:</p> <ul style="list-style-type: none"> undertake Tenant Fitout Works in accordance with the Final Design Approval and <i>Contractor Safety Handbook</i>; implement and comply with the endorsed <i>Construction & Site Logistics Plan</i>. comply with the Permits to Work process as specified by Curtin, including communication protocols and notice periods for all permits. Curtin to notify affected stakeholders. nominate disruption / permits that may be required and advise Curtin RO. Required permits may include but are not limited to: <ul style="list-style-type: none"> access permits confined spaces working at heights hot works isolations (HV electrical, LV electrical, gas, hydraulics, fire, mechanical) road closure/traffic impact dig/excavation cranes asbestos removal <p>It is the responsibility of the Tenant and Contractor to comply with the requirements contained in the <i>Contractor Safety Handbook</i>.</p>		Permit Requests	Permit Approvals Notify affected stakeholders
3.2 Tenancy Fitout Inspections			
<p>Curtin will:</p> <ul style="list-style-type: none"> inspect the tenancy during the Tenant Fitout Works period to ensure: <ul style="list-style-type: none"> the Tenant Fitout Works are in accordance with the Final Design Approval; a copy of the Building Permit / Construction Certificate is displayed on-site; a hard copy of Approved Final Design Drawings / Issued For Construction drawings showing any Curtin RO comments and mark-ups is available on-site. stop all Tenant Fitout Works if: <ul style="list-style-type: none"> non-compliance with the above is identified, or an Occupational Safety and Health issue or risk is identified; and issue written approval to recommence Tenant Fitout Works when all issues are satisfactorily resolved. 		Documents available on site	



PHASE 4: PRACTICAL COMPLETION (PC) & TRADE	MEET	TENANT DELIVERABLE	CURTIN DELIVERABLE
4.1 Final Inspection and Approval to Trade			
<ul style="list-style-type: none"> • Tenant must issue to their Curtin RO: <ul style="list-style-type: none"> ○ Defect List (Tenant to rectify); and ○ Completed Attachment Three – Approvals & Certification Checklist. • Tenant to coordinate a final inspection attended by: <ul style="list-style-type: none"> ○ Tenant; ○ Tenant’s Contractor; ○ Curtin RO; ○ Curtin Property & Leasing Coordinator. • The Curtin RO will accept or amend the Defect List including identifying additional defects or design departure from the Final Design Approval. • The Curtin RO will be responsible for issuing written confirmation of Practical Completion. • Upon reaching Practical Completion and after the Tenant obtains an Occupancy Certificate from the relevant Authority, the Tenant may commence trading (subject to any limitations or additional requirements in the Lease). 	Meet	Defect List Attachment Three: Approvals & Certification Checklist Occupancy Certificate	Written approval of Practical Completion
4.2 As-Built and O&M submission			
Tenant to provide to Curtin RO: <ul style="list-style-type: none"> • Complete and accurate set of ‘As Built’ Drawings supplied in DWG and PDF format complying with the Curtin CAD Standards, via the Curtin Construction Documentation Portal (CDP). This is required prior to occupation or within 21 days after completion of Tenant Fitout Works. • Operations and Maintenance (O&M) Manuals where there is an interface with the Base Building, via the Curtin CDP. https://properties.curtin.edu.au/working-with-us/using-our-it/. <p>If the above documents are not submitted, Curtin will arrange for the documents to be prepared at the Tenant’s cost.</p>		As-Built Drawings Operations and Maintenance Manuals	
4.3 Transition to Operation			
<p>You are now ready to open!</p> <p>Curtin’s Property & Leasing Coordinator will arrange an Operational Kick Off meeting with you.</p> <p>Refer to the <i>Tenant Campus Guide</i> or <i>Working with Us</i> website for information about operating at Curtin.</p> <p>Note: In Tenant marketing or communication material Tenants can include reference to Curtin University as a location without requesting Curtin University’s approval. All other references to Curtin University will require Curtin’s approval. This includes Tenant’s Contractors or Consultants referring to Curtin University within their marketing material.</p>			
4.4 Ongoing Tenancy Repairs & Maintenance			
Tenant to refer to their <i>Lease Specific Asset Maintenance Checklist</i> which outlines the repairs and maintenance responsibilities between the Tenant and Curtin specific to your tenancy.			

PART 3: DESIGN REQUIREMENTS

Curtin's ambition is to create a distinctive experience and great place for a variety of people – not just for students and staff but for local residents, visitors, and the employees of industry partners.

Campus buildings are part of this vision. It is why we need Tenants to develop design outcomes that deliver exciting, high quality and innovative fitouts.

GENERAL REQUIREMENTS

The Tenant and/or their Consultant must:

- appoint a suitably experienced Consultant to coordinate the Tenant's Design and Fitout Works. Depending on the type and complexity of the Tenant Fitout Works, the Consultant may be a Project Manager, Lead Design Consultant or potentially the Head Contractor.
- appoint a suitably qualified and commercially experienced Architect/Designer with demonstrated capability in:
 - design, including producing design and documentation working drawings
- ensure that the tenancy is inspected, and all dimensions and site conditions are verified prior to commencing design and/or Tenant Fitout Works.
- drawings and schedules submissions are complete and accurate, and comply with Curtin drawing standards.
- ensure that all designs and specifications:
 - meet code and regulatory compliance;
 - be safe, durable and fit for purpose;
 - meet certification and licensing requirements;
 - comply with Section J of the National Construction Code (NCC)
 - comply with accessible use in association with the Disability Discrimination Act (DDA).

The Tenant is responsible for all the costs of the design and Tenant Fitout Works including services provided by the Project Manager, Architect/Designer, Contractor / Shopfitter, costs or charges due to Authorities, and the cost of any Base Build Modifications.

YOUR LOCATION ON CAMPUS

This document applies to Tenants located in the **Campus Core** and **Exchange**. Unique requirements for tenancies located in these areas will be indicated by these symbols:

- Curtin Bentley Campus
- Campus Core
- Exchange



PART THREE STRUCTURE

This Part Three: Design Requirements is separated into:

- Internal Design Requirements;
- External Design Requirements; and
- Tenancy Specific Requirements.

Individual elements are listed in these sections, and with compliance specified as follows:

- **must** – is a *mandatory, positive obligation* on the Tenant and their Consultants to meet this criteria.
- **must not** – is a *mandatory obligation* on the Tenant and their Consultants to meet this criteria by ensuring this element is absent from the design.
- **should** – is an *expectation* that the Tenant and their Consultants will strive to include the intent of this criteria in the design.

INTERNAL DESIGN REQUIREMENTS

BASE BUILDING: WALLS AND COLUMNS

The Tenant **must**

- preserve in total the integrity of all 'feature' Base Building walls such as face brick, block work, and boarded facing concrete walls or columns, and therefore **must not**
 - chase, make saw-cuts, holes or fixings (including conduits); or
 - cover or clad 'feature' base building walls; unless this is expressly approved in writing when the Final Design Submission is approved.

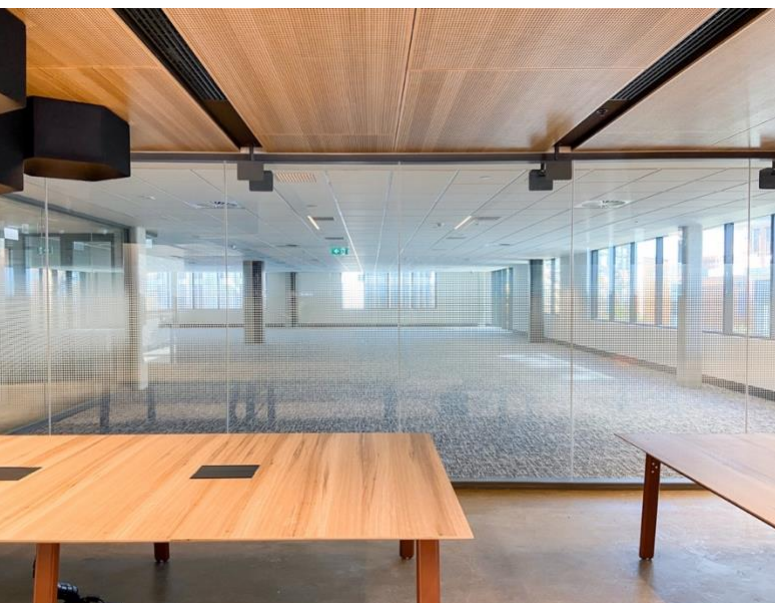
TENANCY: WALLS AND COLUMNS

The tenancy walls and columns **must**

- be self-supporting.
- be full height to conceal Back of House (BOH) areas from Front of House (FOH) areas.
- allow for integration of any Base Building construction movement joints (where applicable).
- allow for adequate bracing or additional structural supports, noting inter-tenancy walls may not be load-bearing.

The tenancy walls **should**

- consider internal sight lines (for example in a retail setting from the entry door and point of sale).
- consider the use of screening, low walls, and openings in walls to zone spaces without losing overall connection.



TENANCY: FLOORING

The flooring **must**

- be of high quality commercial grade with durable finish that is non-absorbent and is easily cleaned.
- be slip resistance and pendulum test certified.
- achieve a seamless transition between public areas/foot paths and tenancy entry floor finish.
- be appropriate for the area.
- be laid according to relevant standards to prevent ponding of water and harbouring of pests.
- finish at the lease line, and include a flush metal transition strip at the junction between Tenant's floor finish to Landlord floor finish. No "outgos" will be permitted beyond the lease line.
- allow for appropriate ramp/s or level changes to meet code compliance between internal tenancy floor area and external Landlord floor area.
- integrate the Tenant's flooring expansion joints to match the base building's construction movement joint detailing and colour where applicable.
- include a waterproof membrane underneath the final floor finish if the tenancy has a wet area or food wash-down preparation area. The membrane must be turned up 300mm along the perimeter/inter-tenancy walls.
- take cognisance of the Base Building floor slab set-down to allow for tenancy flooring. The Tenant is responsible for build-up screed as well as tenancy floor finish to achieve final levels.
- take into consideration any potential heavy loading to floor areas. The Tenant must provide specifications of any heavy items within **Attachment Two: Services Checklist**.
- allow for skirtings/kickboards within the tenancy design.

The flooring **should**

- integrate fully recessed, removable entry floor mats with flush perimeter metal trim for ease of cleaning and/or replacement.
- use carpet floor tiles (if carpet to be used) with the tenant to store sufficient spare tiles to enable ease of replacement of damaged, marked, worn areas.
- use low fume water-based floor sealant products.

BASE BUILDING: UNDERSIDE OF SLAB/CEILINGS

The Tenant **must not**

- chase, make saw-cuts, holes or fixings to Base Building underside slab/soffit without prior approval from the Curtin RO.

TENANCY: SUSPENDED CEILINGS & BULKHEADS

The suspended ceilings and bulkheads **must**

- be of a high standard of quality and finish.
- be articulated, incorporate design elements such as profiles, coffers and feature lighting.
- incorporate access panels secured with an allen key lock to access Base Building services. Final locations, sizes and specification of access panels subject to approval of Final Design Submission.
- access panels must be flush and frameless.
- integrate service requirements such as air-conditioning vents into the design.
- be fixed to structural elements and must not be fixed to mechanical ductwork, hydraulic or fire sprinkler lines.
- be designed and certified by the Tenant's structural engineer.
- allow for associated emergency lighting and wet and dry fire safety design by the Tenant's Services Consultant.
- allow for rigid mechanical ducting and adjustments to fixed sprinkler rod system where an open ceiling design is proposed by the Tenant and approved by the Landlord in the Final Design Submission. This will be at the Tenant's cost. Flexi ducting must not be used where open ceiling designs are contemplated.
- Consider the junction of the Tenant ceiling/bulkhead to the Landlord provided shopfront at the front lease line, as junctions must not be visible through the shopfront. Design and detail is subject to Concept and Final Design Approvals.

The ceilings/bulkheads **must not**

- cater for general power outlets (GPOs) exposed or suspended directly from ceilings/bulkheads.
- cater for power poles between floor and ceiling/bulkhead unless approved in the Final Design Submission.

The ceilings/bulkheads **should**

- be integral and reflect the overall design of the interior fitout.
- consider scale, warmth and acoustics.
- consider treatment of exposed services and structure.
- consider materials that are improvement on plasterboard.

MATERIALS GENERALLY

The materials **must**

- be carefully selected and detailed to maintain a high level of quality.
- incorporate Environmentally Sustainable Design and building Green Star requirements.

The materials **should**

- be inventive in use.

- be natural where possible and not require an applied finish.
- minimise the use of digitally reproduced 'natural finishes' on manufactured substrates.

FIXTURES AND EQUIPMENT

The fixtures and equipment **must**

- be self-supporting and not impede on the structural integrity of the Base Building.

The fixtures and equipment **should**

- be new - use of second-hand FOH equipment is to be noted in Concept and Final Design Submissions.

SERVICES AND EQUIPMENT

The services and equipment **must**

- be supported from the ceiling slab (or roof structure) above to approved Engineering design.
- ensure all kitchen exhaust hoods must be fabricated in stainless steel and externally flumed.

LIGHTING

The lighting **must**

- be energy efficient.
- ensure emergency lighting and exit signs are clearly visible to staff and patrons.
- be designed for during trading hours and after trading hours ambience and security.
- include a timer programmed to the agreed operating hours.
- include types/specifications for Landlord's approval.
- aim towards the tenancy interior and minimise glare to passers-by.

The lighting **should**

- create ambience and if the tenancy is on the ground plane, also create a memorable identity.
- other than office use which should generally be uniform in lighting style and output:
 - be task specific, highlight the entry, product display and provide visual interest.
 - provide a clear contrast between different areas.
 - use spotlights to ensure focused and deliberate illumination.
- use a colour temperature consistent with the ambient lighting of the building.

FIXED JOINERY

The fixed joinery **must**

- be durable and fit for purpose.
- not encroach into paths of travel, egress or fire equipment.

The fixed joinery **should**

- incorporate unique forms, texture and finishes.
- develop a distinctive experience.

LOOSE FURNITURE

The loose furniture **should**

- be coordinated and incorporate a varied selection.
- consider a range of colours, finishes, styles, new or recycled furniture.
- be designed to align with the aesthetic of the tenancy and surrounding area.
- be durable, fit for purpose and easy to maintain and clean.

PRODUCT DISPLAY / MERCHANDISING

The product display/merchandising **must**

- be located inside the tenancy.

The product display/merchandising **should**

- be stimulating and engaging to attract potential customers.
- promote key products, new services and seasonal offerings.
- be flexible in configuration.
- be appropriately well lit.
- consider security/locking capability.



POINT OF SALE

The point of sale **must**

- be located inside the tenancy.

The point of sale **should**

- be located to allow ease of pedestrian movement through the tenancy, entry and egress.
- be set back a min. 1.5 – 2m from the front tenancy lease line within the tenancy space.
- be carefully designed and positioned to maximise sales.
- consider customer queuing.
- discourage sightlines to the rear view of the point of sale / counter from the shopfront.
- consider security while remaining sympathetic to views from the exterior of the tenancy.
- consider integration of POS equipment, cash registers etc. into the joinery, away from customers' view.
- consider design which complies with the Disability Discrimination Act (DDA).

BRANDING, SIGNAGE AND GRAPHICS

The shop front glazing **must**

- comply with the Landlord's requirements if the tenancy is located within the Campus Core, which will depend on building location and will be clarified by your Curtin RO.
- comply with any Development Approval Condition that requires glazing remains fully translucent and not obstructed by tint, signage or other such material for the life of the development, if the tenancy is located within Exchange.

The branding, signage and graphics **must**

- be relevant, unique, and creative to support the brand.
- only use the Tenant's brand.
- ensure graphics are to be fully integrated into the overall concept design of the tenancy.
- be designed by a professional Graphic Designer and include all graphic elements including logo, signage, uniforms, menus etc. Hand-written signs or stick-on signage **must not** be used.
- not obstruct sightlines to emergency exit signs and/or impede emergency lighting.
- consider day and night e.g. illuminated and non-illuminated primary signage. If primary signage is illuminated it should be linked to a timer set to the agreed operating hours.

The branding, signage and graphics **must not**

- permit any tint, signage or other visual material/obstruction to the translucent glazing to external-facing shopfronts (besides safety decals to meet compliance). This is a specific DA condition associated with the Exchange project's Development.
- permit any flashing or neon signs.

PROMOTIONAL SIGNS AND BANNERS

The promotional signs and banners **must**

- be approved in the Final Design Submission.
- be integrated into the overall design concept.

SECURITY

The design must retain and preserve the functionality of any Landlord security systems or devices installed on the tenancy perimeter and/or servicing the building or public spaces.

The internal security design, supply and installation is the responsibility of the Tenant.

The internal security **must**

- allow Curtin Safer Community Team access to all tenancies and internal rooms in case of emergency or fire.
- be installed behind the tenancy lease line.
- integrate cameras, alarms, security posts etc. with associated concealed cabling feeds.
- have no visual impact on shopfronts or facades.
- consider type, colour and fixings of security cameras in line with the overall tenancy design.

INFORMATION TECHNOLOGY AND WI-FI

The Tenant **must**

- be responsible for the supply and installation of their own Information Technology and Telecommunication requirements including installing their own Wi-Fi within their tenancy.
- design their system so it does not extend beyond their tenancy boundary, nor adversely affect the Landlord's wider Wi-Fi provision.
- if upon deployment the Tenant's Wi-Fi is found to be causing interference with the Landlord's Wi-Fi network, the Landlord can request the Tenant:
 - a. reconfigure the Tenant's Wi-Fi network to an alternative Wi-Fi channel and/or reduced power settings; or
 - b. relocate the Tenants' Wireless Access Point(s) (WAP) to an alternate location within the tenancy space.

EXPOSED SERVICES

Exposed services **must**

- be considered and coordinated in terms of material selection and finish.
- refer to Ceilings & Bulkheads section above for more detail on open ceiling design.



ACOUSTICS

The acoustic design **must**

- integrate appropriate acoustic treatments to limit noise transfer to an adjacent area and occupants, and provide a desirable ambience for customers.

The acoustic design **should**

- integrate acoustic wall, ceiling, floor and suspended ceiling features.
- use acoustic treatments in innovative ways.

AUDIO & NOISE

An Audio system **must**

- be included in Concept & Final Design Submissions to ensure that the noise/music emanating from the tenancy complies with the Landlord's restrictions.

An Audio system **should**

- consider recessed speakers and concealed wiring.
- be considered by retail tenancies to add ambience.

DISABILITY DISCRIMINATION ACT (DDA)

The Tenant **must**

- consider door widths.
- consider circulation, access and egress paths of travel.
- consider accessible counters.
- consider designing their tenancy for everyone.

EXTERNAL DESIGN REQUIREMENTS

EXTERNAL DOORS AND WINDOWS

External doors and windows are integrated as part of the Base Building and cannot be modified.

Doors and windows **must not**

- permit any tint, signage or other visual material/obstruction/signage to the translucent glazing to external-facing shopfronts or facades besides safety decals to meet compliance.

Doors and windows **should**

- maintain a clear vision to the interior.
- complement the architectural palette of the building and/or precinct.
- use high quality products.
- consider ease of use.

EXTERNAL SIGNAGE

All external signage **must**

- only use the trading name as it appears in the Lease / Agreement for Lease in all advertising mediums.
- be approved by the Landlord and be certified for structural and electrical engineering for both fabrication and installation as required by the Landlord's signage design approval.

The external signage **must not**

- include third party branding or advertising.
- indicate the sign fabricator or manufacturer's name, stamps or decals.
- use any Curtin University Logo unless prior approval in writing has been provided by the Landlord.
- be audible or noise making.
- use strobe or pulsating lighting.
- be neon.

The external signage **should**

- be three-dimensional and incorporate lighting.
- allow ease of lighting replacements and maintenance without requiring lift machinery.
- identify and improve exposure of the tenancy and complement the building and/or precinct.

EXTERNAL SIGNAGE - EXCHANGE

In addition to the requirements under External Signage, Exchange tenancies should note external signage is integrated as part of the Base Building. This is in the form of a 'sign box' which will be supplied with an electrical power feed (see Tenancy Plans). The Tenant must use the 'sign box' provided, and variation to the integrated external signage is not permitted.

EXTERNAL SIGNAGE - CAMPUS CORE

In addition to the requirements under External Signage, Campus Core tenancies should note:

- A single extruded sign is acceptable, with size and location (wall or soffit mounted) to be approved at the discretion of Curtin.
- Window signage may be acceptable subject to the design, and the principles of activation being maintained, to be approved at the discretion of Curtin.
- Signage strategy and concepts are required as part of the Tenant's Concept & Final Design Submission.
- Directory signage is subject to the tenancy location and is at Curtin's sole discretion.

EXTERNAL UMBRELLAS - EXCHANGE

External umbrellas are integrated as part of the Base Building and cannot be modified.

EXTERNAL UMBRELLAS - CAMPUS CORE

Tenant or supplier branded umbrellas may be considered subject to their design and impact to public areas, and proposals are to be submitted to Curtin for approval prior to installation.

Detail regarding how umbrellas will be stabilised and secured is essential and must be part of any proposal.

EXTERNAL HEATERS

External heaters are not provided as part of any Base Building. External heaters must be included in equipment schedules submitted as part of the **Attachment Two: Services Checklist**, and are subject to Landlord approval.

EXTERNAL OUTDOOR FURNITURE (LOOSE & FIXED)

External outdoor furniture is provided as part of the Base Building. Changes to external outdoor furniture will not be permitted by the Tenant.



LICENSED AREAS OUTDOOR FURNITURE

Licensed Area outdoor furniture is limited to seating and wind breaks or other appropriate outdoor furniture that creates place, space and amenity, to be approved in the Tenant's Final Design Submission.

The Tenant is responsible for obtaining and providing evidence to the Landlord of any associated regulatory authority approvals necessary in respect of Licensed Area outdoor furniture.

Licensed Area outdoor furniture **must**

- be removed and stored within the tenancy (or tenancy storeroom if applicable) after trading hours.
- maintain a clear pedestrian footpath of 2.0 metres and adequate access to each tenancy.
- be self-supporting with appropriate anchoring.

Licensed Area outdoor furniture **should**

- be individually selected to respond to functional requirements and add diversity.
- be innovative and complement the streetscape.

EXTERNAL CAFÉ WIND BREAKS - EXCHANGE

External café wind breaks are provided as part of the Base Building. Requests for Variation or additional café wind breaks must be included in Tenant Concept & Final Design Submissions.

EXTERNAL CAFÉ WIND BREAKS - CAMPUS CORE

Tenant or supplier branded windbreaks may be considered subject to their design and impact to public areas, and are to be submitted to Curtin for approval prior to installation.

Detail regarding how wind breaks will be stabilised and secured is essential and must be part of any proposal.

MAINTENANCE AND SAFETY

Design consideration of maintenance and safety **must**

- reduce use of ladders / safe access height.
- **not** stack stock/items on high-level shelving in close proximity of ceilings which may inhibit functionality of fire sprinklers.
- provide adequate storage to ensure all escape routes/passages are kept clear of tenant stock/items at all times.

WASTE / RECYCLING

The waste/recycling design **must**

- ensure adequate space within the tenancy for temporary storage of waste containers for recyclables and waste to landfill, prior to moving to the Tenant's back of house bin store for collection by the waste Contractor.
- coordinate access to bin stores.

TENANCY SPECIFIC REQUIREMENTS

CAFÉS, RESTAURANTS & BARS

Restaurants and Bars **must**

- be designed from Concept Design stage to include all requirements and obtain necessary approvals or licenses from the Health Department and if applicable the Department of Racing and Gaming.

FIXTURES AND EQUIPMENT

The fixtures and equipment **must**

- recess drinks refrigerators into walls and design as an integral part of the tenancy.
- install refrigeration motors in remote locations.

The fixtures and equipment **should**

- conceal extraction or ventilation grilles from public view.
- allow for exhaust and extra ventilation where required, to be ducted through the roof/pathway but this will be subject to the Base Building Modification process.
- ensure wash-down hoses have a trigger nozzle attached.

POWER AND DATA

The power and data **must**

- be freely provided in adequate supply to encourage customers to dine, dwell and study.
- be concealed and integrated into the design.

COUNTER DISPLAY/FOOD DISPLAY

The counter display/food display **should**

- clearly label and show the price of displayed items.
- be a coordinated experience from presentation, menu board, to purchase and cutlery etc.

MENU BOARD

The menu board **must**

- be professionally prepared, mounted and positioned so it is clearly visible to customers.
- clearly describe and show the price of items.

The menu board **should**

- convey product and logo and promote first impressions to the customer.
- ensure graphics, colour palette and text are in keeping with tenancy branding.
- consider 'Specials boards' to communicate brand.
- consider the use of digital menus, and/or easy to use phone apps and on-line ordering.

FOOD PREPARATION AREAS

The food preparation areas **must**

- be screened and physically separated from front of house areas.
- be designed from Concept Design stage to include the necessary requirements to obtain approvals from the Health Department.

The food preparation areas **should**

- only consider open kitchen areas where the activity of cooking and display of equipment provides viewing interest, with all storage and wash-up areas concealed from view.

BRANDING, SIGNAGE AND GRAPHICS

The branding, signage and graphics **should**

- promote the retail offering to attract customers.
- locate Occupational Health and Safety or Work Practice notices where they are not visible to customers.
- clearly display signage if required as a directive of Curtin or a government agency (such as Covid capacity or QR sign-in notices). Such signage should be placed in a practical and visually appropriate location relevant to its function.

HAIR & BEAUTY

Hair and Beauty retail **must**

- be designed from Concept Design stage to include all requirements and obtain necessary approvals or licenses from the Health Department.
- consider extra ventilation and exhaust of noxious fumes where required and ensure this is detailed in the tenancy services design drawings.

BANKS & FINANCIAL SERVICES

Banks and Financial Services Tenancies **must**

- ensure additional security measures are in place to reduce risk of trespass and theft, including both physical and visual deterrents.
- limit cash kept on premises or where unavoidable such as Bank and ATM tenancies, ensure the storage of large volumes of cash is appropriately (highly) secured.

PART 4: DEFINITIONS

These definitions are included to assist understanding within this Tenant Fitout Works Guidelines document.

AFL	Agreement for Lease, sometimes used to document agreed commercial terms as a preliminary document until a formal Lease document is agreed and executed.
Base Building	The building's structure, including the building envelope, roof, foundations and external façade, and the building's primary supply and services systems such as mechanical, fire and electrical.
Base Build Modifications	Works to the existing Base Building and/or Base Build Services which are required to accommodate the Tenant Fitout Works design. Completed at the Tenant's cost in accordance with this document and/or the Agreement for Lease/Lease.
Base Build Services	Also called CAT 1 services (Category 1), including but not limited to electrical, fire, hydraulic and mechanical services.
Construction & Site Logistics Plan	A document for Contractors specifying site requirements during Tenant Fitout Works, including how Contractors access the site, laydown areas for equipment and materials, amenity provision, waste management, hours of works etc. See example at Attachment Four.
Consultant	An independent specialist within a chosen field of expertise.
Contractor	Company appointed by the Tenant to be responsible for the Tenant Fitout Works.
Curtin Responsible Officer (Curtin RO)	Landlord representative responsible for managing coordination with Tenants on behalf of Curtin in relation to Tenant Fitout Works.
Handover	Tenant accepts the tenancy from the Landlord, to commence Tenant Fitout Works.
Landlord's Contractor	Company appointed by the Landlord to undertake works on behalf of the Landlord.
Practical Completion	Fitout works are substantially complete and reasonably fit for use.
Services	The plant and equipment including pipes, wires, ducts and meters that are required to supply services to the tenancy that may include but are not limited to: power, water, drainage, heating, air conditioning, gas, mechanical services, and fire. Telecommunications services are not directly supplied by the Landlord, and IT requirements should be clarified prior to commencing Concept Design.
SWMS	Safe Work Method Statement. A SWMS is a document that sets out the high risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.
Tenancy Plans	Scaled architectural and service drawings including general arrangement floor plans, sections and elevations (as available) provided in Autocad DWG and PDF format.
Tenant Fitout Works	The fitout works to be carried out by the Tenant as approved in the Final Design Approval.
Working Hours	As specified in the Lease or as approved by the Curtin RO. Standard Curtin University working hours are 7.30am to 4.30pm Monday to Friday (excluding WA Public Holidays or Campus closure).

PART 5: ATTACHMENTS

ATTACHMENT ONE

TENANCY FITOUT: DESIGN & CONSTRUCTION SUBMISSION REQUIREMENTS							
DESIGN SUBMISSIONS	PHASE 1. DESIGN		PHASE 2. PRE-START		PHASE 3. UNDERTAKE WORKS	PHASE 4. PRACTICAL COMPLETION (PC) & TRADE	
	CONCEPT DESIGN (Step 1.4)	FINAL DESIGN (Step 1.6)	Step 2.1	Step 2.3	Step 3.1	Step 4.1	Step 4.2
All drawings must state: <ul style="list-style-type: none"> Tenancy Location/Room Number Issued for Concept/Final Design Submission Date of Issue Revision Issue 	X	X					
3D rendered shopfront and/or internal presentation drawings showing: signage, finishes, display zones, notes etc.	X	X					
Branding, display, signage and graphics proposal	X	X					
Indicative material finishes/mood board	X	X					
Operational waste management strategy/plan	X	X					
Completed Services Checklist (to ensure Base Building services are suitable for your proposed tenancy use) and/or identify if any Variations are required	X	X					
Construction Preliminaries that incorporate the Landlord Preliminaries requirements		X					
Tenant Fitout Works program		X					
Hoarding Plan		X					
ARCHITECTURAL							
1:50 scale Floor Plan: showing all usages, fixtures, fittings, finishes, dimensions, new interior walls / partitions, notes etc.	X	X					
1:50 scale Reflected Ceiling Plan: showing all proposed lighting, ceiling finishes, ceiling heights, air condition bulkheads and images of light fittings.	X	X					
1:50 scale Reflected Ceiling Plan as above, with schedule of lighting references, exit signs and emergency lighting and access hatches.	X	X					
1:50 scale Internal Elevations and Sections: detailing all interior fittings and fixtures, including all notes, dimensions etc.	X	X					
1:50 scale Shopfront Elevation and sectional details: showing all signage details, dimensions, closures, openings, display fixtures, structures etc.	X	X					
Finishes sample board including finishes schedule with references/specification.	X	X					
1:20 scale signage details and finalised graphic design artwork.		X					

	PHASE 1. DESIGN		PHASE 2. PRE-START		PHASE 3. UNDERTAKE WORKS	PHASE 4. PRACTICAL COMPLETION (PC) & TRADE	
	CONCEPT DESIGN (Step 1.4)	FINAL DESIGN (Step 1.6)	Step 2.1	Step 2.3	Step 3.1	Step 4.1	Step 4.2
DESIGN SUBMISSIONS							
1:20 display and fixture details including sectional details, junction details, fixture specifications etc.	X	X					
1:50 scale structural plan dimensioned with locations of all floor penetrations, floor chases and abnormal floor loadings i.e. safes or other heavy objects.		X					
SERVICES							
1:50 scale coordinated services layouts and details, covering mechanical, fire, electrical (including security and communications), hydraulics (including water, sewer and gas.) Include all dimensions and set out points from grid lines or structural columns for floor chasing, penetrations etc.		X					
CONSTRUCTION SUBMISSIONS							
Contractor Capability Documents (if not pre-qualified)			X				
Contractor confirmation			X				
Detailed Tenant Fitout Works Programme			X				
Executed Agreement for Lease or Lease				X			
Insurance Certificates of Currency, such as: <ul style="list-style-type: none"> Public Liability Professional Indemnity Vehicle Insurance Workers' compensation or Personal Accident Cover (if sole trader or partnership) 				X			
Bank Guarantee & Deposit lodgements				X			
Final Design Approval				X			
Tenant Fitout Works Programme Curtin RO approved				X			
Copy of Building Permit				X			
Tenant appointed Contractor approved and inducted				X			
<i>Construction & Site Logistics Plan</i> including: <ul style="list-style-type: none"> <i>Site Access & Traffic Management Plan</i> <i>Dilapidation Survey</i> <i>Hoarding Plan</i> <i>Tenant Fitout Works Programme</i> <i>Safety Management</i> <i>Environmental Management</i> 				X			
Tenant Fitout Works Permits					X		
Defect List						X	
Approvals & Certification Checklist						X	
Occupancy Certificate						X	
As-Constructed drawings							X
O&M Manuals (If applicable)							X

ATTACHMENT TWO

TENANCY FITOUT: SERVICES CHECKLIST

The purpose of this document is to assess the Tenant services load forecast to ensure the Base Building infrastructure has the capacity to meet Tenant requirements. The Tenant / Tenant's Contractor is to tick the options provided and insert specifics that quantify requirements.

IMPORTANT:

Ensure you refer to your Agreement for Lease / Lease, Services Provisions Schedule and Tenancy Plans specific to your tenancy to identify what Base Building provisions/services are being provided by the Landlord for your Tenancy, prior to completing this form.

This completed Services Checklist must:

- Clearly indicate the required services (and other important information) in respect of your specific fitout design
- Be completed fully, duly signed and dated
- Be submitted as a draft version together with your Concept Design Submission
- Be submitted as a final version together with your Final Design Submission
- Be submitted to the Curtin RO

DOCUMENT VERSION – tick the most appropriate section below

DRAFT:	
FINAL:	

TENANCY DETAILS – complete the sections below

Work Request Number:		
Tenancy Name:		
Tenancy Building:		
Tenancy Number / Room ID:		
Tenant Contact Name:		
Tenant Contact Details:	Tel/Mob:	Email:
Designer/Architect Name:		
Designer/Architect Contact Name:		
Designer/Architect Contact Details:	Tel/Mob:	Email:
Contractor Name:		
Contractor Contact Name:		
Contractor Contact Details:	Tel/Mob:	Email:

ELECTRICAL SUPPLY – Tick & complete the appropriate sections below

I accept the existing power supply (both non-food and food tenancies)

OR

I require additional power supply at: _____ amps (Three Phase) *

I accept the location of the EDB (**Electrical Distribution Board**)

OR

I require the EDB relocated to a new location as shown on the fitout design drawings

*** Any variations/revisions to the standard supply/location to suit the fitout design will incur a Variation Cost to the Tenant.**

LIGHTING & SIGNAGE – Tick to confirm compliance and add comments (if any)

The total tenancy lighting (incl. signage) power input supply is compliant with the latest NCC Section J requirements and the Watts calculations are indicated on the fitout design drawings and this checklist.

Additional Comments (if any):

All lighting must be LED

Additional Comments (if any):

Shopfront ceiling/display lighting and illuminated signage is separately switched, and linked to a timer which is programmed to Curtin-approved operating hours.

Additional Comments (if any):

Display cabinet lighting (where this occurs) is separately switched.

Additional Comments (if any):

Motion sensors (where these occur) are installed.

Additional Comments (if any):

Emergency and exit lighting is on a separate circuit and has an associated test switch installed.

Additional Comments (if any):

ELECTRICAL REQUIREMENTS – complete the below sections

LIGHTING SPECIFICATION TYPE (eg: LEDs.)		Quantity:	Wattage:	Sub-Total Watts:
A	Total lighting heat input in watts per square meter			

ELECTRICAL APPLIANCES SPECIFICATION		Quantity:	Wattage:	Sub-Total Watts:
<i>Plug-in appliances eg: refrigerator, kettle, toaster etc.</i>				
<i>Hard-wired appliances eg: cool room, remote condenser, deep fryer, bain marie, oven, extraction hood etc.</i>				
B	Total equipment power input in watts per square meter			

TOTAL TENANCY POWER INPUT (section A + section B) in watts per square meter				
--	--	--	--	--

COMMUNICATIONS & DATA – Tick & complete the appropriate options below

The tenancy location on campus will determine the Internet Service Provider (Internet Provider) available, the performance of your internet, and the scope and cost to connect. Before selecting your Internet Provider, review the below based on your tenancy location and Wholesaler(s).

	Exchange	Campus Core	
Connection Type (Fibre or Copper)	Fibre	Fibre	Copper
Wholesaler(s)	NBN	Telstra, Optus, Vocus, TPG	NBN
Internet Provider(s)	Any	Speak to your Internet Provider	Any

Your internet connection will come from one of the following three Points of Presence (PoP) on campus:

- Exchange B433, B431, B420, B418
- Campus Core B103 (NBN & Telstra have a PoP)
- Campus Core B105

Steps to connect.

1. Tenant reviews location of tenancy to determine Wholesaler(s) and Internet Provider(s) availability.
2. Tenant identifies preferred Internet Provider and contacts them to request a service.
3. Tenant to send Internet Provider the Tenancy Plans
4. Internet Provider will be required to undertake a site survey which will establish the scope and cost to connect.

Do this early in your fitout design process so you are not delayed!

5. Your Internet Provider and associated subcontractors must be Curtin inducted.
6. Tenant to contact Curtin RO to arrange for the site survey which will either be:
 - a. Invasive i.e. need to lift survey pits and access infrastructure
 - b. Visual

The site survey may be attended by the Curtin ICT Infrastructure Manager.

If you are undertaking an invasive survey, the Tenant Contractors must arrange for the relevant Permits to Work via the Curtin RO.

7. The survey will determine the type of service your Internet Provider will offer and any works that may be required:

Copper Connection (typically lower cost):

- Copper cable is operated by NBN, allowing multiple Internet Providers to operate over (provide internet services).
- There are copper cables to every building on campus.
- At B105 NBN PoP, Curtin Contractors may be needed to provide the link via Curtin’s network infrastructure to enable a service connection route to the tenancy, at Tenant cost.

Fibre Connection (typically greater cost):

- Fibre cable is owned by listed wholesalers in above table but can be leased to other Internet Providers depending on commercial agreements.
 - From the PoP Curtin install new fibre link to tenant location at Tenant cost.
 - Cost of link from PoP to tenant location will depend on the length of the installation and will be based on labour and materials.
8. Curtin will provide a quote for any works required to Curtin Infrastructure to make your connection.
 9. Once Tenant accepts quote, Curtin will proceed with works (allow min 4 weeks) and will advise once works are complete.
 10. Tenant to arrange for Internet Provider to confirm connection and issue confirmation of an active service to the Curtin RO.

I acknowledge the above and will establish direct and early contact with an Internet Provider of my choice.

MECHANICAL: AIR CONDITIONING – complete the below sections

Note: Ensure you clarify all Landlord-approved services pathway routes and locations of plant and equipment early on in your tenancy fitout design.

AIR CONDITIONING TYPE: (eg: split-unit, ducted, FCU etc)	Quantity:	Condenser Size:	Condenser Location:
CEILING REGISTER TYPES: (eg: circular, linear, square)	Quantity:	Colour:	Size & Location:

MECHANICAL: EXHAUST – complete the below sections

Note: Ensure you clarify all Landlord-approved services pathway routes and locations of plant and equipment early on in your tenancy fitout design.

Agreed exhaust capacity in Litres/sec			
EQUIPMENT LIST: (eg: heat extraction hood, odour extraction, steam hood etc.)	Quantity:	Litres / sec:	Size & Location:

REFRIGERATION, & COLD/COOL ROOMS – complete the below sections

Note: Ensure you clarify all Landlord-approved services pathway routes and locations of plant and equipment early on in your tenancy fitout design.

EQUIPMENT LIST: (eg: freezer room, cool room, refrigerators etc.)	Condenser size:	Condenser Location:

GAS – complete the below sections

Required gas provision in MJ/hr			
LIST OF GAS FITTINGS: (eg: hot water system, waterless woks, 4-burner cooker etc.)	Quantity:	Litres / sec:	Size & Location:

FIRE – complete the below sections

Note: Any variations/revisions to the existing Base Building fire services to suit the fitout design may incur a Variation Cost to the Tenant eg: sprinklers, smoke detection, EWIS, emergency exit signage, emergency lighting.

CEILINGS / BULKHEADS:	Yes	No
Does the fitout design have an open ceiling design (ie: exposed slab soffit)?		
Does the fitout design have any dropped ceilings (plasterboard/ceiling grid) or bulkheads?		
INTERNAL WALLS:	Yes	No
Are all internal walls within the tenancy full-height?		
Are any internal walls within the tenancy below ceiling height?		

HYDRAULICS – complete the below sections

FITTING/FIXTURES: (eg: dishwasher, washing machine, kitchen hand wash tap, kitchen sink tap, high pressure wash tap, toilets etc.)	Quantity:	Type:	Core Diameter:

COLD WATER SUPPLY POINT – Tick & complete the appropriate sections below

YES I accept the cold water supply point in the existing location

OR

NO I require the cold water supply point relocated to a new location as shown on the fitout Design drawings*

* Any variations/revisions to the standard supply/location to suit the fitout design will incur a Variation Cost to the Tenant.

WATER WASTE POINT – Tick & complete the appropriate sections below

YES I accept the waste water point in the existing location

OR

NO I require the waste water point relocated to a new location as shown on the fitout Design drawings*

* Any variations/revisions to the standard supply/location to suit the fitout design will incur a Variation Cost to the Tenant.

TRADE WASTE (GREASE TRAP / ARRESTORS) – Tick & complete the appropriate sections below

Note: The Tenant must ensure they make their own direct applications to, and receive the necessary approvals from the relevant Regulatory Authorities (eg: Health Department) and Watercorp for any connections related to trade waste.

YES I will require a connection to the Base Building/Landlord’s Grease Arrestor and;

I accept the capped trade waste point within the Tenancy in its existing location

OR

I require the capped trade waste point relocated to a new location as shown on the fitout Design drawings*

* Any variations/revisions to the standard supply/location to suit the fitout design will incur a Variation Cost to the Tenant.

NO I will not require a connection to the Base Building/Landlord’s Grease Arrestor

HEAVY EQUIPMENT/FIXTURES & STRUCTURAL LOADING – complete the below sections

Note: Ensure you highlight any heavy equipment/fixtures on your fitout design drawings in addition to completing this section of the checklist.

EQUIPMENT LIST: (eg: storage units, compactus, safes, bi-fold doors etc.)	Quantity:	Size:	Loading – total weight / kg per m2:

OCCUPANCY LEVELS – complete the below sections

Number of staff (full-time) in the tenancy during trading hours

What is your anticipated customer occupancy?

ACKNOWLEDGED, COMPLETED AND UNDERSTOOD BY THE TENANT:

Note: This form needs to be completed, signed and dated by the Tenant or their Nominated Representative.

Company:	
Name:	
Signature:	
Date:	

ATTACHMENT THREE

APPROVALS & CERTIFICATION CHECKLIST

To be completed and submitted at the various process stages as identified in **Part Two: Tenant Fitout Works Process**.

Other approvals or certification may be identified during the fitout process, and these will be submitted at the appropriate time.

TENANCY DETAILS	INSERT DETAILS
Work Request Number:	
Tenancy Name:	
Tenancy Building:	
Tenancy Number / Room ID:	
Completed by: Name of Architect/Designer/Contractor: Company Name: Contact Details: Signature:	
Date Completed:	

All required certificates must meet regulatory requirements and codes as required under law.

APPROVAL AND CERTIFICATES REQUIRED (as applicable to the Tenant's fitout)	Phase 2	Phase 3	Phase 4
Private Building Certifier Approval	Final Design		X
Building Permit Approval	X		
Structural Engineers Certificate (ie. For bulkhead, signage, shopfront, glazing)			X
Mechanical/Ventilation Installation Certificate			X
Mechanical Exhaust System Installation Certificate			X
Plumbing Gas Services Installation Certificate of Compliance			X
Electrical Installation Certificate of Compliance			X
Glazing Certificate			X
Fire Systems Certificate of Compliance			X
Slip Resistance and Pendulum Testing Certification for Flooring			X
Waterproof Membrane Installation Certification			X
Services Commissioning and Testing Results including Air balancing and testing			X
Planning Permit (Development Application Approval)	Discuss with Curtin RO		
Health Department Approvals and Certificates			X
Council Approval for Food Operator Licences			X
Liquor Licence Approval			X
Occupancy Permit			Pre-Trade

ATTACHMENT FOUR

CONTRACTOR CONSTRUCTION & SITE LOGISTICS PLAN

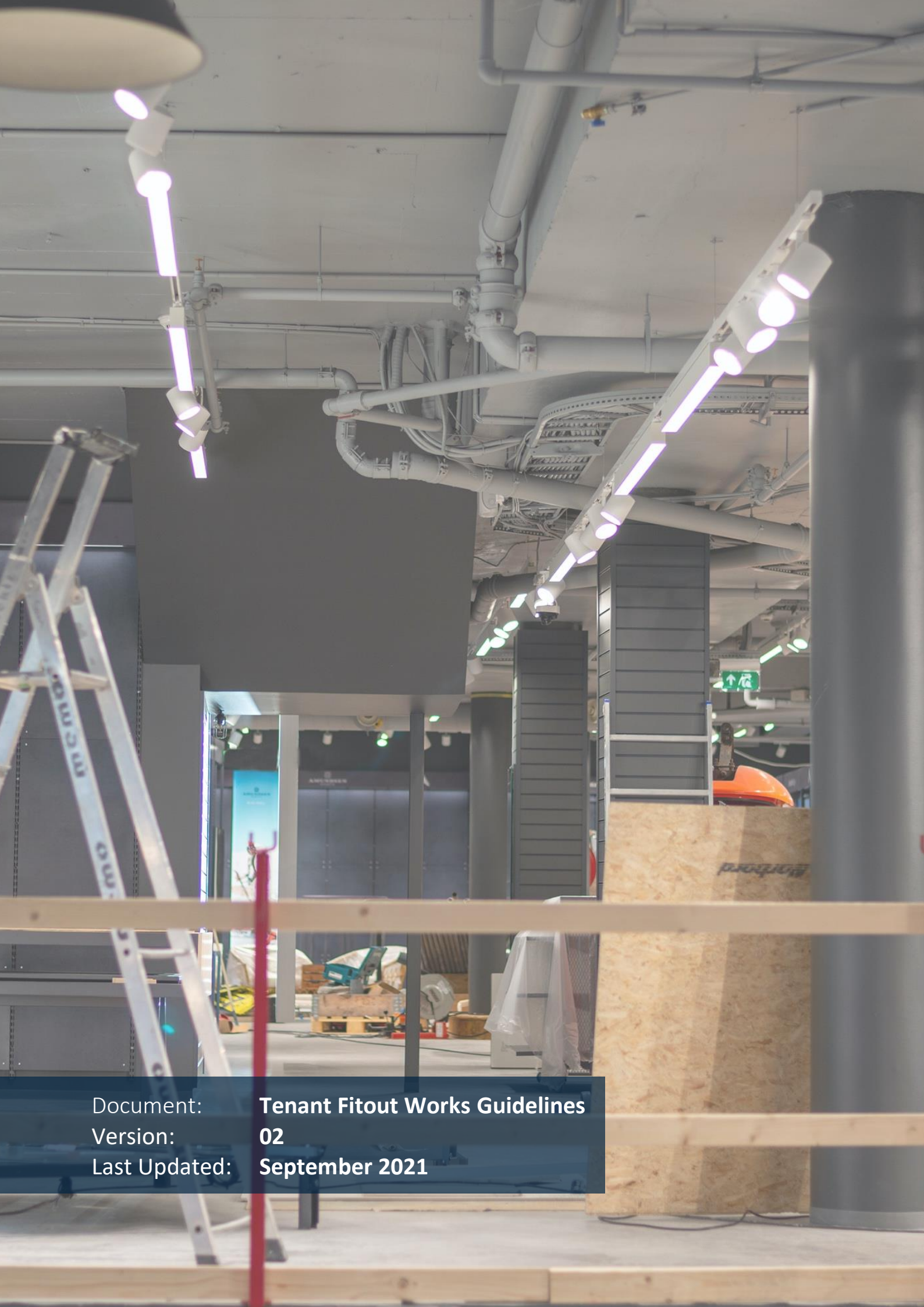
This plan communicates how the Contractor will manage and minimise impacts to the Campus with a copy to be maintained on site.

The Contractor must submit the following plan 2 weeks before the works commencement date for endorsement by the Curtin RO.

Please use this template as the minimum requirement.

ITEM	SECTION	CONTENTS
1.	Site Communication Protocols	<ul style="list-style-type: none"> Key Contact Details Site Specific Rules Hours of Work / Availability
2.	<i>Site Access & Traffic Management Plan</i> that must:	<ul style="list-style-type: none"> address site access and traffic management including how safe access will be maintained for the public and any adjoining tenancies, drop up / pick up of deliveries, Contractor parking, work zones and access points
3.	Dilapidation Survey that must:	<ul style="list-style-type: none"> be a comprehensive survey, including a photographic record, of the existing premises, site area, adjacent buildings, proposed Contractor amenities, roads, access paths and footpaths around about the Site
4.	Hoarding Plan that shows:	<ul style="list-style-type: none"> external temporary fences, hoardings and walkways any Temporary Works, including but not limited to barricades, guards, fencing, shoring, temporary roadways, footpaths, signs, lighting, watching and traffic flagging necessary for the protection of the work under the Contract, other property and for the safety and convenience of the public and other It is noted that any hoardings and/or fences must not obstruct way-finding, CCTV cameras or any other essential operational items of Curtin not obstruct exit routes from any adjacent facility in case of an emergency evacuation
5.	Works Programme that must include:	<ul style="list-style-type: none"> The commencement date (Site Handover Date) and completion date (Final Inspection Date) and any other key meetings Dates for various stages of work including: <ul style="list-style-type: none"> Large deliveries Exam period (if relevant) Loud disruptive works Painting Works impacting on building services and other tenants Works impacting on exams and semester student attendance in high foot traffic areas Completion dates for various stages Planned inspections Submission of As-Con and O&M documentation
6.	Commissioning Plan that must be:	<ul style="list-style-type: none"> developed in conjunction with the Curtin RO as both parties will need to exchange information and test results.
7.	Safety Management Plan that must be:	<ul style="list-style-type: none"> Prepared by a competent person suitably experienced and qualified in safety matters in accordance with the Occupational Safety and Health Regulations 1996 that must: <ul style="list-style-type: none"> identify each person on the Site who has a specific occupational safety and health responsibility in relation to the Site and describes how those responsibilities are coordinated describe the arrangements for managing occupational safety and health incidents on the Site describe what occupational health and safety induction training will take place in respect of construction work on the Site Address emergency management, incident reporting and injury management protocol Outline the requirements in relation to Inductions and Permits to Works Identify all hazards associated with the works such as: <ul style="list-style-type: none"> the Site itself, including its location, layout, condition and accessibility Working at heights Excavation

		<ul style="list-style-type: none"> ○ Asbestos ○ Plant including the on-site transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant ○ manual handling, including the potential for occupational overuse injuries; and ○ the physical working environment - for example, the potential for electrocution; drowning; fire or explosion; slips, trips and falls; people being struck by moving plant; objects or structures falling on people; exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere; and the presence of a confined space ● include all relevant safe work method statements, risk assessments and/or job safety analyses, and procedures for establishing safe work method statements, risk assessments and/or job safety analyses
8.	Environmental Management Plan that must:	<ul style="list-style-type: none"> ● include methods and/or procedures for: <ul style="list-style-type: none"> ○ Waste management and recycling ○ Removal litter and minimising wind-blown and water born litter ○ Vegetation protection ○ Managing and minimising noise
9.	Other as required by the Tenant Fitout Works	<ul style="list-style-type: none"> ● developed in conjunction with the Curtin RO



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