Shop Fitout Manual
July 2012
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INTRODUCTION

The Campus Hub provides a quality retail service, featuring specialty retail and food.

Each individual tenancy has its role to play in adding value to the overall shopping experience for the customer and while each tenancy is unique, their design and fit-out contribute collectively to define the area. The role of this Fitout Guide is to help support this vision.

This Fitout Guide has been prepared to assist Lessees, their designer and fitout contractors in the upgrade or establishment of a new tenancy in the Campus Hub Food court and surrounding precincts. It sets out the Campus precinct constraints and variables applicable, while allowing the flexibility required encouraging new and creative fitouts. The Fitout Guide provides detail on the following:

- The design criteria for tenancy fitouts
- The fitout approval process
- The scope and extent of the both Lessee and Lessors Works
- The conditions to be satisfied before the Lessee will be granted access to the shop to commence trading
- Service alterations which must be carried out by the Lessors contractors at the Lessee’s cost
- The certificates and other approvals, which must be in place before the Lessee, may commence trading at the Premise

This Fitout Guide must be read in conjunction with your Agreement for Lease and/or Lease. These documents contain detailed provisions describing your legal rights and obligations. In the event of any inconsistency, the provisions contained in the Agreement for Lease and the Lease will prevail over this Fitout Guide.
LESSEE’S OBLIGATION SUMMARY

Appointment of Lessee’s Designer

Lessees must familiarise themselves and comply with all directions and conditions in this Fitout Guide and in the first instance must appoint and brief a reputable designer. The appointed designer is required to develop your tenancy’s design concept and assist you in obtaining design approval from both the Lessor and certifying authorities. The drawings and finishes provided by this appointed designer must include sufficient documentation allowing for tender and construction of the fitout.

Lessor’s Approval of Fitout Design

The Lessee must obtain the Lessor’s approval of the proposed fitout design prior to any work being allowed to commence on site. Approval is gained through the Infrastructure Support Manager

Access Conditions

Before being granted access to the shop to commence the Lessee’s Works, the Lessee must satisfy the Access Conditions required by the University – see Contractor OHS Site Induction

Approval of Lessee’s Fitout Contractor

Before appointing a Fitout Contractor, the Lessee must obtain the approval of the Lessor regarding the Lessee’s proposed fitout contractor.

Completion of Fitout

The Lessee must complete the fitout during the fitout period as stipulated in the Lease in accordance with:

- the approved Final Design Documentation
- the requirements of all relevant laws and permits, and
- in a good and workmanlike manner

Rectification of Defects

The Lessee must rectify any defects in the Lessee’s Works as notified by the Infrastructure Support Manager who can be contacted on 9850 7706 within the period, agreed with and specified by the Lessor’s Nominee.
Sustainability

The decisions you make in the design, construction and occupation of your tenancy will impact the environmental sustainability of your business. There is an opportunity to reduce energy use, water use and waste, therefore saving valuable resources, lowering greenhouse gas emissions and creating a healthy indoor environment for your customers and staff. Smart decisions now will lower your business operating costs, cushion the impact of increasing energy and water prices and enhance your corporate image. Your key areas of consideration should be Energy, Water, Materials and Waste.
FITOUT APPROVAL PROCESS

Appointment of Lessee’s Designer

Your designer must be an architect or reputable Infrastructure Support Manager, with the following qualifications:

- The designer must have obtained professional qualifications in Architecture, Interior Design or similar fields
- Have relevant recent experience (within the past 5 years) in the designing and fitting out of a retail shop
- Sufficient knowledge of the Building Code of Australia
- The ability to liaise with the Lessor’s Nominated Service Contractors in relation to any services alterations required to accommodate the Lessee’s Works
- The ability to monitor the Lessee’s Works on site and to ensure quality assurance and compliance with the Lessee’s tender documentation

The designer appointed by the Lessee is responsible for the following:

- Concept Design (including colored 3 dimensional drawings)
- Detailed drawings which include but are not limited to all Services information
- Undertaking site visits and monitoring of the fitout works to be in accordance with the approved drawings

The Lessee must seek the Lessor’s approval of the proposed Designer prior to commencing the preliminary concept drawings. The Lessee’s Designer is responsible for contacting the Infrastructure Support Manager prior to their commencement of the concept drawings, to discuss the general design criteria and any Campus specific requirements. The Lessor may at its discretion ask to review the Lessee’s Designers portfolio and experience prior to granting approval.
Understanding the tenancy category

Understanding your tenancy category is an important step in commencing the design process. This Fitout Guide outlines the various types of tenancy categories and their specific requirements. Your tenancy may fall into one or more categories, and if unsure please contact the Infrastructure Support Manager for clarification.

Your tenancy type needs to be identified as one of the following categories:

- Food tenancy
- Kiosk
- Specialty retailer
- ATM
- Other

Concept Design Stage

The concept design stage involves the Designer presenting conceptual sketches, photographs, and materials in keeping with the intent of the tenancy design. The Concept Design must include:

- A perspective sketch and elevations of the shop. The shop front elevation or perspective must be colored. The shop front elevation must be to a 1:20 scale in A3 format and within the design intent of the master plan,
- A floor plan, a reflected ceiling plan, and a section through the shop front (1:50 scale in A3 format),
- Indicative samples of materials and finishes
- Graphics/signage concepts to work alongside the master plan.
- Your Concept Design drawings must be submitted to the Lessor’s Infrastructure Support Manager within 14 days of receiving the Lessor’s approval of your offer to lease the premises.
Working Drawing Stage

Once the design development drawings have been approved, the Lessee’s designer is to prepare the following working drawings at 1:50 or larger in A3 format:

The Working Drawing documentation must include:

- A Key Plan showing the location of the tenancy within the Campus
- A Floor plan indicating the lease line, gridlines, and expansion joints, all floor penetrations, floor chasing (where acceptable) locations and dimensions, abnormal floor loadings dimensioned off gridlines for clarification, all partitions heights and doors
- Overall sections and interior elevations
- Reflected ceiling plan including ceiling heights, lighting layout, preferred location of A/C diffusers and sprinklers
- Finishes plan showing extent of any tile ingo and zones of finishes
- Furniture and equipment plan — all fixtures and equipment (both permanent and movable) are to be indicated, including proposed display and merchandising systems
- Shop front elevation, section and details in association with the master plan.
- Construction details, including shop front/mall floor connection, shop front mall ceiling connection, inter-tenancy wall detail and structural support method, structural support method for glazing (glazing panel break-up and finished location to be indicated), security grille / roller shutter location (specification and details of the method of Structural Support), shutter housing and guides, materials and finishes noted and integrated with joinery and to closely match colour of fascia.
- Internal joinery and fixture drawings and details
- Electrical Plan and Details
- Signage details
- Finishes schedule and materials sample board
- Graphics
- Coloured scaled samples of graphics to be provided, with all graphic locations to be indicated on the drawings
- Services drawings - showing plumbing fixtures, floor wastes, penetrations, gas requirements, refrigeration, food prep areas, exhaust requirements and hood details, hot and cold water points, electrical switchboard location, telephone outlet location, speaker locations and essential services positions nominated.

campuslife.mq.edu.au
• Additional information related to Ticketing, Uniforms, Branding, and menu boards may be requested by the Lessor

• Queue barriers layout (if required)

The Lessee’s Final Design Documentation must be submitted to the General Manager at Campus Hub for approval within 21 days of receiving the Lessor’s approval of the concept drawings.

Upon receipt of the Working Drawing documentation, the Infrastructure Support Manager will review the submission and will notify the Lessee’s Designer in writing that the Working Drawing documentation is either:

(a) Approved, or

(b) Conditionally approved subject to changes. This approval may be subject to comment or changes, which must be complied with by the Lessee, or

(c) Not approved

If the Final Design Documentation is approved it will be endorsed with a stamp by the Lessor marked “Approved”. Should the working drawings not be approved, the Lessee’s Designer must make such changes as are required to obtain the Lessor’s approval.

**Services Review**

Alterations to the building services and structures to suit your tenancy design layout must be carried out by the consultants and contractors nominated by the Lessor. Payment for this is the responsibility of the Lessee.

Once the Final Design Documentation has been completed to a satisfactory standard the Lessor will issue a copy of the approved working drawings to the Lessor’s nominated services consultant for review and approval on the services work required. The services review cost is to be paid by the Lessee.
These building services may include:

- Drainage
- Water mains
- Power mains
- Air conditioning upgrading and ductwork distribution
- Mechanical ventilation
- Fire services
- Telephone mains
- Any related building works and support structures

The purpose of the services review is to enable the Lessor’s Nominated Services Contractors to cost any alterations to the Base Building Services and any structural alterations required to meet the Lessee’s approved working drawings.

The Lessee may be required to make changes to the approved working drawings in order to incorporate any changes required by the Lessor’s Nominated Services Consultants. The fees of the nominated service consultants for carrying out the review are payable by the Lessee prior to the Lessee being approved to commence the fitout works.

The scope of works as prepared by the Lessor’s nominated services consultants will be forwarded to the Lessor’s nominated service contractors, who will cost the works for the Lessee. A quotation for the cost of the service alterations will be forwarded to the Lessee for approval. It is The Lessee’s responsibility to commission the Lessor’s nominated service contractors to undertake the works in conjunction with the Lessee’s fitout works, and provide the Lessor’s Nominee (Infrastructure Support Manager) with evidence that this has occurred. It remains the responsibility of the Lessee to ensure that the fitout services works comply with the Building Code of Australia and any relevant permits.

The cost of services alterations to suit the Lessee’s Final Design Documentation, including any additional consultant’s fees incurred by Lessor in supervising the alterations or carrying out a site inspection to check that the installed works comply with the design criteria, are payable by the Lessee. Payment is to be made prior to any works being undertaken in the premises.

**Shop fitter Appointment**

The Lessee’s fitout works must be carried out by a reputable shopfitter or project manager. The selected fitout contractor is to be engaged directly by the Lessee. Details of the Lessee’s shop fitter are to be provided to the Lessor for review and approval.
It is the Lessee’s responsibility to ensure that the Lessee’s shop fitter has a complete set of the latest revision of the approved working drawings (endorsed with the Lessor’s Approval) and that the shop fitter complies with all the notes and changes marked by the Lessor. The shop fitter is to ensure that a copy of the approved working drawings is clearly displayed at the premises (a copy is to be fixed to the inside face of the shop hoarding for reference).

A program schedule outlining all trades (and the dates those trades will be on site) must be provided to the Lessor’s Nominee by the Lessee’s fit-out Contractor.

Any changes made to the approved working drawings without the approval of the Infrastructure Support Manager may result in the demolition or removal of the unapproved elements.

To enter a Campus Experience venue to commence works, it is expected that all contractors and suppliers, undertaking physical work, must complete the following checklist and return the relevant completed documents to a Campus Experience Facilities Coordinator. These returnables must be received 14 days prior to the commencement of works for permission to be given to enter a Campus Experience site.

**Checklist and Authorisation**

- Contractor OHS Site Induction received
- Contractor OHS Site Induction Log received
- Safe Work Method Statements (SWMS) received
- Permits to Work received (if required)
- Risk Assessments Received
- Workers Compensation Certificate received
- Public Liability Policy received
- Work Cover Registration records received (if required)

**Contractor OHS Site Induction**
**Office of Facilities Management Site Induction Handbook**
**Access Request to Campus Experience Operated Locations**
**Contractor Induction Log**
**Hazardous Works Permit**

The necessary forms may be found on the Macquarie University website via the following link: [http://www.campuslife.mq.edu.au/about-us/contractors](http://www.campuslife.mq.edu.au/about-us/contractors)

**Authority Requirements**

The Lessee must comply with the requirements of the Building Code of Australia and with the requirements of all other Authorities and applicable laws, including without limitation any anti-
discrimination legislation. Particular attention must be paid to the requirements of the Disability Discrimination Act and AS1428.2 1992 part 2- Design for Access and Mobility. Provision should include but are not limited to:

- Door widths
- Circulation space
- Accessible counters
- Ramped Entries
ECOLOGICALLY SUSTAINABLE DEVELOPMENT (ESD)

Macquarie University is committed to the principles of Ecologically Sustainable Development (ESD). Our ESD initiatives are aligned with the Building Code of Australia and are designed to address the ecological impact of our overall resource consumption when we design, construct and operate buildings.

Designs submitted should consider the ecological impact of the tenancy fitout during the design phase and reference this against the minimum ESD standards outlined by the Building Code of Australia. Areas to consider include:

- **Hydraulic** - specify tap ware and sanitary ware that complies with minimum performance standards
- **Energy** — detail anticipated combined lighting and power loads
- **Materials** — Macquarie University encourages careful design and selection of sustainable and or eco-certified building materials within tenancy fitouts
- **Waste** — fitouts to nominate on their plans waste and recycling method
FITOUT ACCESS/COMMENCEMENT CONDITIONS

The Lessee must satisfy all the following “Access Conditions” before the Lessee’s Fitout Contractor will be entitled to commence the Lessee’s Works:

1. The Lessor’s Works must have been Substantially Completed

2. The Lessee must have obtained the written approval of the Infrastructure Support Manager to the Lessee’s Final Design Documentation

3. The Lessee must have furnished a copy of all necessary Authority Approvals to the Lessor

4. The Lessee must have returned the Lease Documents duly executed by the Lessee, the Bank Guarantee required under the Lease, a cheque for all legal fees and associated costs or receipt of payment and a copy of the Lessee’s Public Liability insurance

5. In the case of a new tenancy the Lessee must deposit cheques with the Lessor for the first month’s Base Rent, Lessee’s Contribution to Marketing Levy payable under the Lease Documents plus GST;

6. The Lessee must have paid to the Lessors Nominated Service Contractors all costs payable for service alterations (if any) and the cost of the Lessor’s Nominated Service Contractors for reviewing the Final Design Documentation.

7. The Lessee must pay to the Lessor the nominated “Shop fitters Deposit”. This is to be held by the Lessor. The Deposit will be returned to the Lessee, or the Lessee’s Fit-out Contractor, upon completion of the Lessee’s Works, including all defects, to the satisfaction of the Lessor.

8. The Lessee’s Fit-out Contractor must have furnished to the Lessor’s Nominee evidence that the Lessee has taken out the following insurances:

   - A public risk insurance in an amount of not less than $20,000,000;
   - Contractor’s all risk insurance policy; and
   - Worker’s Compensation in respect of all of employees engaged in carrying out the Lessee’s Works.
FITOUT CONSTRUCTION

Prior Work

By commencing construction of any part of the Lessee’s Works, the Lessee is taken to have accepted that any prior work carried out by the Lessor or its predecessor in title is suitable for the execution of the Lessee’s Works.

Environment Health and Safety Requirements

1. The Lessee must comply with all applicable laws relating to safety, environment and health matters (OH&S), statutes, regulations and by-laws and all applicable codes of practices, standards and the recommendations or instructions of relevant manufacturers/suppliers.

2. The Lessee must ensure that personnel involved in the Lessee’s Works do not undertake work activities, which might be detrimental to the environment or create a risk to the health, safety or welfare of themselves or others.

3. Without limiting the Lessee’s obligations, prior to starting the Lessee’s works the Lessee must ensure that:
   
   (a) An appropriate written OH&S management system for the Lessee’s Works has been established and implemented, which must include at least the following:

   - The Lessee’s OH&S policy;
   - Details of Lessee’s OH&S consultation arrangement with persons included in the carrying out of the Lessee’s works;
   - An OH&S risk assessment specific to the Lessee’s Works;
   - The Lessee’s safe work practices and operating procedure specifically designed for the carrying out of the Lessee’s Works;
   - The Lessee’s program for the training of all persons involved in the carrying out of the Lessee’s Works and the operation of the OH&S management system, including records showing that such persons have received Lessee’s training and retraining (if required);
   - The Lessee’s audit procedure of the OH&S management system for Lessee’s Works;
   - The OH&S roles and responsibilities of all persons involved in the carrying out of the Lessee’s Works;
   - Emergency response from the Premises and provision for first aid facilities;
   - Rehabilitation policy and implementation program;
   - Occurrence investigations and reporting; and
   - any other documentation the Lessee may consider necessary;
(b) All persons engaged in carrying out the Lessee’s Works have been instructed and trained regarding OH&S requirements of the Authorities;

(c) All incidents/accidents which are required to be notified to the Authorities are reported to the Authorities and the Lessor immediately.

4. Prior to commencement of the Lessee’s Works, the Lessee must provide to the Lessor a statement certifying that an appropriate OH&S management system has been established and implemented for the Lessee’s Works. The statement is to advise that all workmen engaged in the Lessee’s Works have been instructed in the OH&S management system.

5. The Lessee must ensure a copy of the OH&S management system for the Lessee’s Works is provided to those who are to execute the Lessee’s Works.

6. The Lessor will provide the Lessee with a guide to Health and Safety on site. The Lessee acknowledges that this is a guide only.

7. The Lessee must ensure that the Lessee’s Fitout Contractor accepts the appointment as principal contractor under the relevant State based or National Occupational Health and Safety Acts.

Progress of Lessee’s Works

The Lessee must:

- Ensure that the Lessee’s Fitout Contractor commences the construction of the Lessee’s Works as soon as is reasonably practicable after the Handover Date of the Premises and after the Lessee satisfies all Access Conditions;

- Proceed with the construction of the Lessee’s Works regularly and diligently so as to ensure that the Lessee’s Works (including the stocking of the Premises) are completed during the Fit-out Period;

- If the Lessee’s Fit-out Contractor fails to commence construction of the Lessee’s Works or fails to proceed with all due diligence, then the Lessor may terminate the license of the Lessee’s contractor to enter the Premises.
Inspections

The Lessor may at any time inspect the Lessee’s Works to monitor compliance with the Fitout Requirements.

Inspection by Infrastructure Support Manager

Once the Lessee considers that the Lessee’s Works are near completion, the Lessee must, with five-(5) days notice, notify the Infrastructure Support Manager so that the Lessee’s Works can be inspected.

Following the initial pre trade site inspection, the Infrastructure Support Manager will issue a Preliminary Defects Inspection Notice specifying in what respects the Lessee’s Works have not been completed or are defective. Any significant defect, will be noted, and will need to be rectified prior to the Approval to Trade being granted by the Lessor. Should the defects be of a minor nature Approval to Trade may be granted, subject to these defects being rectified within the nominated time frame.

Approval to Trade based on the compliance with the Lessor Approved Final Design Documentation, is at the discretion of the Lessor.

After the Lessee has commenced trading the Infrastructure Support Manager will undertake a further Defects Inspection.

Should the Lessee’s Works still not be satisfactorily completed, a Final Defects Notice specifying in what respects the Lessee’s Works have still not been completed or are defective will be issued.

If the works have been satisfactorily completed in accordance with the Approved Final Design Documentation, a Statement of Completion (SOC) will be issued noting that the Lessee’s works have been completed.

A certificate from the Infrastructure Support Manager will be conclusive as to whether or not completion of the Lessee’s Works has occurred and as to the extent of any omissions to be completed or defects to be rectified.

If the Lessee receives a Defects Notice, then the Lessee must complete any work listed in the Defects Notice promptly and must notify the Infrastructure Support Manager when the work has been completed so another inspection of the Lessee’s Works can be organised. When all the works in a Defects Notice have been completed, the Infrastructure Support Manager must issue a certificate that all works in the Defects Notice have been completed.

Despite this clause, the Lessee acknowledges that it is responsible to ensure the Lessee’s Works are carried out in accordance with the requirements of all relevant legislation and permits.
Cleaning Up

The Lessee must keep the Premises clean and tidy at all times. The Lessee is to ensure that any damage, marking or staining etc, to the Lessor’s structure or finishes or the adjacent tenancies are to be rectified prior to the Lessor granting Approval to Trade.

Completion

Upon completion of the Lessee’s works and prior to the Lessee trading at the Premises the Lessee must deliver to the Lessor the certificates referred to beginning on page 46 and any other outstanding documents and monies required by the Lessor under the Lease Documents.
DESIGN CRITERIA FOR FOOD TENANCIES

Shop front

The shop front is the first impression your customers have of your tenancy and products on offer. The shop front treatment must be an integral part of the style and imagery of the tenancy to attract the attention of customers and be important to the master plan concept.

Signage

The tenancy signage is one of the most important elements in the fitout design, and requires special attention. It is strongly recommended that each lessee employs a reputable graphic designer to assist in creating a signage concept for the tenancy.

The shop front signage must be an integral element in the shop front architecture and add value by emphasizing the identity of the tenancy and product offer. All signage and graphics must be approved by the Infrastructure Support Manager prior to manufacture and installation.

The basic requirements for shop front and internal signage include:

- Signage to be three dimensional with individual internally illuminated letters as a minimum requirement. Illuminated flat box signs will not be acceptable.

- Only horizontal signage is acceptable for use. The design of the signage and the location is to be carefully considered to increase the perception of the shop front height.

- The content of the Lessee’s signage must be limited to the tenancy logo, crest or trade name, and not used to advertise the services offered.

- No exposed neon is permitted, and where neon is approved for installation it shall be in accordance with the relevant Australian Standards.

- The average height of all letters shall not be greater than 400mm, and will be reviewed in relation to the proportion of the tenancy shop front and visibility from the mall.

- No animated, flashing, illuminated box signs, chalk written signs, painted or audible signs will be permitted.

- No advertising place cards, banners, or signs other than those specifically approved by the Infrastructure Support Manager shall be affixed to any part of the shop front.

- Apart from shop front signage, other forms of graphics can be added to embellish the shop front and interior fitout, (eg.) Text, images, photos, etc.
• All wiring, clips, transformers, lamps, holders, labels, plates and attachment devices must be concealed from view.

• Any proposed vinyl letters or graphics are to be fixed to the internal glazing only

• The shop front is not permitted to have visible screw caps or pop rivets on the shop front, signage boxes, soffits or bulkhead

• Menu boards must be internally illuminated

• Painted, vinyl clad, polystyrene signs, and vacuum formed light box signs are not permitted

• Hand written specials and sales posters are not permitted.

The use of television screens as part of the fitout will only be at the Lessor’s discretion based on suitability of tenancy operation and design. The visual content and sound of any approved televisions as part of the fitout will require Lessor approval.

Illumination of signage should be carefully considered to ensure that glare is prevented when externally illuminated. Goose neck type light fittings to illuminate signage will not be permitted. Ensure no dark spots or uneven illumination.

Non-illuminated signs will be allowed in certain instances at the discretion of the Lessor. These will only be approved provided that they are an integral part of the design concept and a high degree of imagination is displayed.

Price boards, list of services, supplier branding and specials must not be directly applied to the external face of the shop front. These items are to be integrated into the tenancy design and sit within the tenancy display zones.

Structural Certification to be provided to certify that all signage is adequately supported and is independent of the Mall bulkhead.
Flooring

The Lessee shall install all floor coverings within the tenancy. The floor finishes are to be of high commercial quality, durable and contemporary. It is the Lessee’s responsibility to ensure that the floor finish complies with the required slip resistance requirements, while still being easy to clean and maintain. Any carpet proposed as part of the fitout must be a low volatile organic compound product.

Tenancy fitouts are required to use hard floor finishes of a minimum 1000mm from the lease line. High quality vinyl floors such as Amtico finishes will only be accepted provided the common area floor finish or a hard floor finish is carried into the shop for a minimum of 1000mm.

The tenancy floor finish is to allow for all transitions to the finished mall floor. Where the finished tenancy floor meets the mall floor, flooring material must finish flush, no cover strips, rubber in-fill or unfinished edges will be acceptable. A stainless steel flat bar insert or junction strip approved by the Lessor must be utilised.

In situations where the shop front, as part of the design, is set back from the nominated lease line the Lessee shall finish the flooring between the lease line and the shop front with the mall floor finish. The Lessee’s floor is to finish on the inside face of the shop entrance doors or closure system. Under no circumstances is the shopfloor finish to be visible when the shop entrance is closed.

It is the Lessee’s responsibility to provide allowance in the finishes for expansion and construction joints in the floor. The Lessee will be required to provide written acknowledgment of these expansion joints and all necessary preventative works have been provided in the front fitout construction. The Lessee must allow for movement through these joints in their tenancy design and finishes. Details are to be approved by Lessor.

The Campus’s structural floor loadings have been generally designed to accommodate a wide range of fittings and equipment in the shops, however some limits may have to be imposed on the extent and location of heavy loads on the structure. The Lessor must be advised of all structures or items that will constitute a heavy load (such as walls, any heavy equipment, safes, etc) and specification for these items (dimensions, weight) so that the Lessor’s Structural Engineers may approve them.

No penetrations in the slab will be permitted unless agreed in writing and carried out by the Lessor’s contractor. Chases or saw cuts into the structural floor slab are not permitted unless approved in writing by the Lessor’s Structural Engineers.

In specific tenancies where water is used for the purpose of washing down food preparation areas or similar, the Lessee shall install a waterproof membrane between the concrete floor slab and the finished floor. The membrane shall return a minimum 300mm up the wall faces within the tenancy. All penetrations shall be sealed and treated with a waterproof membrane. The membrane will be to a specification satisfactory to the lessor and a 10 year written warranty for material and workmanship must be provided, to the Lessor, on completion.

Walls

The Lessee is responsible for installing all walls and partitions within the tenancy and line all blockwork inter-tenancy walls. All walls visible to the customer including the rear storeroom or staff areas must be full height. All walls installed must be constructed and finished in accordance with the
current health codes and regulations. Any paint finishes proposed for the fitout must be a low volatile organic compound product.

Inter-tenancy walls are not designed to support fixtures and fittings. Wall shelving and fittings must be self-supporting and walls must not have fixtures or fittings secured to them unless additional bracing is provided.

The fitout design is to ensure that any wall openings to back of house areas are concealed. A solid door to back of house is to be installed — no plastic flap doors or beaded curtains are to be used. The back of house doors must have an automatic door closer installed.

The fitout wall shall not incorporate the following:

- Painted blockwork wall which are unrendered (visible from trading area)
- Exposed shelving used for storage items
- Pegboard type display systems
- Excessive areas of unbroken slat wall fixtures.
- Low height walls to staff or storage areas
- Open storage above or below fixtures.

Ceiling

The Lessee must install as a minimum a set plasterboard ceiling. Drop in tiles will not be acceptable to retail areas. The height of the tenancy ceiling is to align with the mall ceiling where possible. The balance of the ceiling should be specified at the maximum height possible within the tenancy shell.

All ceilings are to be suspended from purlins, joists, beams, decking, (and one or other structural elements). In no case shall the Lessee’s ceiling or shop front be supported from the mall soffit, bulkhead, ductwork or services pipework.

The ceiling treatment must form an integral part of the design. The use of creative ceiling systems is encouraged, subject to ceiling space and services limitations. Access panels must be provided at points nominated by the Lessor for access to Lessor’s services such as gas, water, fire sprinklers and air conditioning. Ceiling access panels must be flush fitting with ceiling plane, provided with concealed hinges and Allen key locks. If alternatives are to be used, a sample must be submitted for approval prior to installation.

An open ceiling may be approved at the discretion of the Lessor. This will be assessed on the merits of the concept design of the store. Where no ceiling is utilised, inter-tenancy walls are to be extended by the Lessee to the underside of slab or roof. All cable trays are to be boxed to the underside, no loose cabling is permitted, all visible services are to be tidied up at the Lessors discretion, rigid ductwork is to be installed and the underside soffit to be treated and painted if required.

Fixtures and Equipment

The Lessee must install all shop fixtures, fittings, special facings, claddings counters, gondolas, display stands, platforms and sanitary fittings within the tenancy. The tenancy fixtures are to be co-ordinated and consistent, supporting the overall tenancy design concept.
It is important to create an open and inviting entry to the tenancy.

The service counters are to be designed to meet the requirements of the Building Code of Australia 1428.2 part 2 and Disability Discrimination Act, to allow access by disabled and ambulant persons. Sales counter and fixtures locations may not be closer than 1000mm from the tenancy lease line.

Tenancies which feature ATM’S and services counters such as news agencies, etc. must have the location within the tenancy pulled back from the lease line and located so as not to create queuing in the mall.

All fixtures must be designed for the tenancy and specifically for a retail purpose. Trestle tables, fabric covered tables, spinners displaying company logos are not acceptable to the Lessor. All spinners and off the shelf items such as dispenser racks display cases and fridges must be built into the fitout joinery and design.

Fixtures are to be finished in timber veneer, 2-pak finish, laminate or other hardwearing material. Melamine and laminate with “iron on” plastic edging will not be acceptable. Edges must be protected by utilising a SS flat bar in the corners or a reverse SS angle.

Only unbranded fridges, drinks display and associated merchandising will be acceptable. Only silver or white Coke fridges will be accepted. These need to be built into the Lessee’s design.

Plasma screens will only be approved if they are integrated into the design. Display content is to be approved by the Infrastructure Support Manager.

All fixtures within the fitout are to ensure that no power poles or exposed cabling is utilised. All power must be fed from the floor and cable managed through joinery or floor boxes. In addition, the Lessor’s Structural Engineer must approve any floor chasing and core holes proposed as part of the fitout.
Lighting

Lighting is an essential feature of a tenancy in order to highlight merchandise and create the desired image of the tenancy. It is an important facet of shop design that is often overlooked. It is recommended that the Lessee uses a Lighting Consultant or seeks expert advice when selecting lighting fittings for merchandise display. A mixture of ambient general lighting and task lighting should be utilised.

The Lessee is to ensure that adequate lighting is provided at the shop front line.

Variation in light fittings is encouraged to highlight the different areas of the tenancy fitout for the use of recessed light fittings and designer light fittings are encouraged. All tracks must be fully recessed and adjustable. Fluorescent troffer or long tube lighting systems will not be approved in areas viewed by the customer all light fittings proposed for use in the tenancy must comply with the current health codes and regulations, including Section J of the Building Code of Australia.

All shop front display areas must have adequate and suitable lighting, which shall be controlled to provide glare free illumination at the shop front line.

Where shopfronts have an external shop front, consideration of day/night solutions and maximum lux levels determined by Council must be considered. The lighting for such tenancies is to be set on a timer to Campus and Council approved hours.

Additional requirements for Food Tenancies

The creative use of colours and materials in the design of food tenancies is encouraged to assist in representing the personality of the products on offer, while conforming to specific food design guidelines. Although the design of the food tenancies follows the general guidelines already outlined, there are additional special issues which need to be recognised and addressed.

Food tenancies should be designed to encourage retail theatre on the lease line to highlight that food is freshly prepared and cooked on the premises. The design of food tenancies must effectively showcase the merchandised food as the “hero” or main focus of the tenancy and must be designed to face the main travel path and create maximum visual impact.

Food tenancies must meet the following requirements:

- Materials should be hard wearing, durable and suitable for food retailing. All materials and construction are to meet the relevant food preparation and health codes;
- Use of colour backed glass, high gloss 2pak polyurethane and similar durable materials is strongly encouraged;
- Finishes are to be appropriate for food retail use in durability and level of professional presentation;
• No traditionally used wall tiles will be accepted to front of house. Colour backed glass, graphics behind glass, stainless steel or similar suitable material are to be utilized;

• Floor finishes are to be high quality with the appropriate BCA slip rating for food retail and finished to meet the food preparation code. No vinyl floor is to be installed to the front of house;

• Where the shop front or counter, as part of the design, is set back from the nominated lease line the Lessee shall finish the flooring between the lease line and the shop front with the mall;

• Floor finish or a floor finish approved by the Lessor;

• The Lessee’s floor is to finish on the inside face of the shop entrance doors or closure system. Under no circumstances is the shop floor finish to be visible from the shop entrance. The shop floor is to be non-slip;

• All walls to kitchen, prep rooms and storeroom or staff areas must be full height;

• Minimise size of openings and pass through. Openings to back of house areas are to be concealed where possible and should not be visible from the public space unless approved;

• Where the openings cannot be concealed, back of house is to be designed so that it presents in an appropriate manner. An alternative, a solid door is to be utilised — no plastic flap doors or beaded curtains are to be utilised. Doors from front of house to rear need to be swing doors with viewing panels included. A glass-viewing window can be installed. An automatic door closer must be added to all doors to back of house;

• All equipment (fridges, display cases, equipment, condiments) etc are to appear built in flush with the surrounding wall and joinery;

• All stainless steel used in the fitouts are required to be of suitable grade for commercial use;

• Walls in food preparation areas need to be fully tiled;

• Ceilings to be detailed so as not permit harborage as per the Food Preparation Code;

• All exhaust hoods are to be constructed from stainless steel;

• Fixtures must be designed for the shop and specifically for a retail purpose, i.e. no off the shelf systems permitted;
• All exhaust hoods and cooking facilities need to be commercial grade, and clad in stainless steel or equivalent finishes. Exposed galvanised hoods will not be approved;

• Only unbranded stainless steel, black or white fridges, drinks display and associated merchandising will be acceptable. These need to be built into the Lessee’s design;

• Service counters are to meet the requirements of the Building Code of Australia 1428.2 part 2 and Disability Discrimination Act to allow access by disabled and ambulant persons;

• Displays above bench height are to be frameless glass, square edged profile with recessed glazing channels and be 1350mm total in height including bench. Again, these type of elements to be integrated into slot design master plan;

• Service counter design should consider, display formats, percentage of hot and cold display, display quantities and counter flow. Counters should be continuous to allow for continuous display of product and should be integrated into the slot design master plan;

• All display lighting is to be concealed;

• Cash registers to be recessed into counter;

• All equipment including coffee machines and fridges shall be set down to ensure that the top of the equipment is max 1350mm high;

• No surface mounted fridges, past mix machines or equipment will be approved on the top of front counters. Any equipment on the back counter is to be built-in;

• Counters are to be custom made and specific to the use and type of product. Off the shelf counters will only be approved if they are clad and built-in to appear integral with the design;

• Particular attention needs to be paid to the counter top material — durable materials such as stone, stainless steel, Conan or similar are to be utilised. No laminate finishes to the countertop or front face will be approved;

• Tenancies forming part of the food court are to use the wall separating the back of house from the front of house as a signage and menu opportunity;

• Graphics are to appear integrated and reinforce the tenancy identity. A professional graphic designer is to be engaged for all graphics, signage, ticketing and menu boards. Consideration should also be given to including uniforms as part of this overall branding package to ensure they complement the tenancy design;

• All graphics including menu boards are to be submitted to the Infrastructure Support Manager Consultant for approval prior to installation. Only high
resolution graphics will be approved. Pixilated, low resolution graphics will not be approved;

- Appropriateness and quality of graphics, in particular for food photography should be considered. At all times possible it is recommended that images of food used relate to the food typically produced within the tenancy;

- Menu boards should not be crowded with too much information. In order to provide for ease of reading all menu lettering and prices should be a minimum of 15mm in height. Menu boards where appropriate to the category should incorporate clearly structured category or sub category headings (e.g. noodle soups etc) to allow for ease of customer selection;

- All menu boards are to be built in flush with finishes so that they are art integral pad of the design. The uses of slim line light boxes such as interim and even lighting are strongly encouraged. All fixings are to be concealed and shadow angles provided;

- Handwritten, non-illuminated and changeable menu-board systems will not be approved;

- Off the shelf menu boards will only be accepted provided they are of a high quality of construction and imagination and if they are built into the wall subject to the Lessor’s approval;

- No third party branded (eg.”Coke” and “Pepsi”) menu boards will be accepted. Supplier menu boards may be approved at the discretion of the Lessor, provided that they compliment the design of the tenancy, the food product is dominant and discrete supplier branding is in the background;

- Food tenancy lighting should consider the separate distinct needs for overhead lighting, product and cabinet lighting, food preparation area lighting and drink fridge or open sell fridge lighting. All product and cabinet lighting should be appropriate to allow for maximising and enhancing the visual appearance of the respective food categories within each food tenancy;

- All product and cabinet lighting should be concealed and well detailed and provide accent lighting over all products and merchandising display;

- Counterfronts are encouraged to incorporate concealed lighting to create dimension to the counter structure;

- Remote refrigeration units and condensers are to be used. Units can be housed in the ceiling or storerooms or a location as nominated by the Lessor. Vents are not to be installed on the customer side of the counter front.

A waterproof membrane is required to all tenancies where wash down and food preparation may occur. A membrane is to be installed over the Lessor’s floor and under the Lessee’s floor finish in accordance with Manufacturer’s specification. This membrane is to extend up the
walls a minimum 300 mm and have a 10 year warranty provided. All penetrations, expansion joints are also to be treated, In the case of a kiosk, the inside of the cupboards underneath a sink should also be tanked.

The Lessor may require the Lessee to install exhaust ventilation. Any requirements for exhaust ventilation or excessive heat loads should be raised both during Lease negotiation and in the design interview with the Infrastructure Support.

The Lessee must provide the exhaust hood, grease filters, make-up air fittings, balancing dampers, and ductwork up to the Lessor’s ductwork in the ceiling space. The final connection and balancing of the exhaust and make-up air systems will be carried out by the Lessor’s nominated contractor at the Lessee’s cost.

The Lessee is required to ensure that adequate access is provided to the hoods for balancing and future maintenance. The Lessee must install access panels in the ceiling every 3m of horizontal length of exhaust ductwork, from the exhaust hood in accordance with AS1668.

The Lessee must ensure that any exhaust system complies with the relevant codes, standards and authorities.

If as part of your Lease agreement you have a storeroom, any works required in your storeroom which are required to be performed as part of your tenancy fitout should be included in the fitout budget, and any plans submitted as part of the tenancy fitout review.

Food storerooms must have solid construction walls, sealed floors and a smooth cleanable ceiling. Any works required in the storeroom must comply with the relevant food codes. Food preparation storerooms in addition to the tenancy must have water supply, a floor waste and drain point, solid construction walls, sealed and covered walls and a smooth cleanable ceiling. Any works required in the food preparation storeroom must comply with the relevant food codes.

Food Display Standards must be considered as part of the design process. This entails appropriate usage of uniform display platters, baskets, bowls and serving utensils which are functional in a high volume environment and which also relate to the style of food and image of the tenancy.

Any promotional material should be branded, professionally printed and in good condition. It is preferable to have locations for promotional material designed into the tenancy in order to avoid the need for counter top display of promotional material. Food storerooms must have solid construction walls, sealed floors and a smooth cleanable ceiling. Any works required in the storeroom must comply with the relevant food codes. Food preparation storerooms in addition to the tenancy must have water supply, a floor waste and drain point, solid construction walls, sealed and covered walls and a smooth cleanable ceiling. Any works required in the food preparation storeroom must comply with the relevant food codes.

Food Display Standards must be considered as part of the design process. This entails appropriate usage of uniform display platters, baskets, bowls and serving utensils which are
functional in a high volume environment and which also relate to the style of food and image of the tenancy.

Packaging and crockery locations should be designed into the tenancy to avoid situations where this ends up being located on counter tops.

Where seating areas are nominated as part of the demised premises or license area, the Lessee is to provide to the Infrastructure Support Manager a detailed seating layout nominating all seating and table specifications. Samples, finishes boards and or images are to be submitted for Lessor approval. This includes bench, banquette and general cafe areas of the tenancy. The seating must be located so as not to obstruct traffic or sight lines, and be designed so that they do not present a safety risk, and must remain in the demised area at all times.

The extent of demised seating areas is to be defined by fixed seating or appropriate barriers. Where this is not suitable, stainless steel dots are to be fixed to the mall floor by the Lessee. All floors are to be made good upon vacation of the Tenancy by the Lessee. Note that supplier branding or barriers will not be accepted by the Lessor.
LESSOR’S WORK AT LESSOR’S COST

Floor
Floors will be the existing floor finish.

Walls
Tenancy walls will be provided and will be either:

- Hollow concrete block,
- Concrete or;
- Metal stud framed, lined with flush set plasterboard, taped and set.

The Lessee will be required to clad or finish all tenancy walls and columns.

Columns
Columns will be as constructed and the Lessee will be required to clad and finish all columns within the leased area.

Electrical
As a minimum a single phase (240 volts 6SAor 80A) electrical supply to an EDB (Electrical Distribution Board) will be provided in the tenancy. For existing Premises the electrical supply as currently exists, will remain “as is” within the Premises.

Telephone
(1) A telephone connection point will be provided on the rear or side of the Premises.
(2) It is the responsibility of the Lessee to contact the relevant authority and arrange for activation of this connection.

Plumbing Drainage & Sink
(1) One drainage connection point and a water supply terminated at a single control valve will be provided.
(2) A capped trade waste connection point will be provided (for Food Tenancies Only).

Sprinkler
For existing Premises the Lessor will provide a wet pipe fire sprinkler service to the tenancy “as is”. For new Premises the Lessee will provide a wet pipe fire sprinkler service to open plan layout.
EWIS (Emergency Warning Intercom System) & Smoke Detectors

The Lessor shall provide speakers and smoke detectors at a location nominated to code requirements to an open plan layout, fixed to underside slab.

Natural Gas Supply (Food Tenancies Only)

Where natural gas supply is made available and or is specifically required by the Lessee, gas supply complete with isolated valve located above ceiling level will be provided at the appropriate mj/hr provision depending on location.

Mechanical/Ventilation and Kitchen Exhaust Systems (Food Tenancies Only)

A central kitchen exhaust system will be provided by the Lessor. A branch duct will be extended to the Premises above ceiling level and terminated for the Lessee to connect (where applicable).

All Other Works

All works necessary for the completion of the shop fit-out additional to the works specified in the preceding paragraphs will be at the Lessee’s cost except where otherwise agreed.
Note: the Lessor will not carry out any additional works, on behalf of the Lessee, unless paid for by the Lessee.
LESSEE’S WORK AT LESSEE’S COST

General Description of Lessee’s Works

The Lessee’s Works will comprise all works other than the Lessor’s Works required to complete the fit-out of the shopfront and the interior of the Premises, to the occupational requirements of the Lessee in accordance with the Final Design Documentation approved by the Lessor. It will generally include, but not be limited to, the work described in this Section.

Specific Elements of Lessee’s Works

Floors

All floor finishes are to be installed by the Lessee’s Contractor. Floors must not be chased or penetrated by the Lessee (refer Lessor’s Works at Lessee’s Cost) without the approval, in writing of the Lessor.

In specific tenancies where water is used for the purpose of washing down food preparation areas or similar, the Lessee shall install a waterproof membrane between the concrete floor slab and the finished floor. The membrane shall return a minimum 300mm up wall faces within the leased premises. All penetrations shall be sealed and treated with a waterproof membrane. The membrane will be to the specification of the Lessor, and a written warranty for material and workmanship provided by the Lessee on completion. Expansion and construction joints may be required within the Premises. Where these are located within Premises (site inspection required to identify), the Lessee must allow for movement within their finishes.

Floor strip, as agreed with the Infrastructure Support Manager, to delineate the transition between the tenancy floor finish and the Lessor’s common area finish.

Where necessary the Lessee’s floor must be gradually ramped to match the mall floor finish level.

Walls

The Lessee must install all walls and partitions within the leased premises and line all exposed work and concrete inter-tenancy walls. All walls installed by the Lessee must be full height. Wall shelving and fittings must be self-supporting and walls must not have fixtures or fittings secured to them unless additional bracing is provided.

Columns

All columns cladding and finishes are to the Lessors approval, by the Lessee’s Contractor.

Ceiling

Ceiling height may vary subject to the site condition and the Lessees design intent. The Lessee shall install a set plasterboard ceiling as a minimum within the Premises. All ceilings are to be suspended from purlins, joists, beams, decking, and / or other structural elements. In no case shall the Lessee’s
ceiling or shopfront be supported from the mall soffit, bulkhead pipe work, ductwork or Lessor’s services.

Ceiling access panels must be installed as required by Lessor’s consultants by the Lessee to ensure access to all relevant services.

Ceiling access panels shall be Trafalgar APC/WW or equal, flush flung with ceiling plane, provided with concealed hinges and Allen key locks. If alternatives are to be used, a sample must be submitted for approval prior to installation.

**Doors**

It is the responsibility of the Lessee to change locks on any doors provided by the Lessor, after the Handover Dates. These doors may be locked from the inside but must be operable in the event of an emergency and comply with the requirements of all Authorities Exit signage shall be installed and maintained by the Lessee as required under the BCA.

**Electrical & Lighting**

The Lessee must supply and install:

- all electrical wiring throughout the Premises
- light and power outlets
- light fittings
- other electrical equipment
- hot water system. (if required)
- electrical service to shop front sign
- time switch to the shop front sign electrical installation to allow illumination of the sign during the Campus Experience trading hours, if required by the Lessor
- stand-by lighting, if required. Installation will be inclusive of wiring, controls, light fixture and switches
- all emergency light fittings and wiring as and if required by the local Authority in accordance with the BCA
- all electrical works will comply with AS3000 wiring rules and will be designed to the approval of the Lessor
- No power poles or exposed cabling is to be utilised. All power should be fed from the floor and cable managed through joinery or floor boxes. No exposed leads will be acceptable
- General lighting levels to be 550 lux m2 or greater with 1,000 lux required for shopfronts.

**Note:** The Lessor’s Structural Engineer must approve chasing and core holing of the Lessor’s floor.

**Telephone**

The Lessee is responsible for the installation and connection of telephone services it is the responsibility of the Lessee to contact the relevant authority and arrange for activation of this connection.
**Plumbing & Drainage**

The Lessee must carry out all plumbing and drainage services (other than those provided by the Lessor as part of the Lessor’s Works) within the Premises to meet all local and statutory approvals inclusive of:

- Hot and cold water reticulation serving all fixtures
- Plumbing and drainage service between all fixtures and the drainage point as provided by the Lessor
- All venting
- Installation of sinks, basins, fittings and fixtures.

**Note:** The Lessor’s Structural Engineer must approve chasing and core holing of the Lessor’s floor. All work’s under slab and outside the demised premises will be undertaken by the Lessor’s Nominated Contractor at the Lessee’s cost.

**Air-conditioning**

Alterations to the existing plant, ductwork, registers, return air, grilles and thermostat to suit the Lessee’s design will be by the Lessor’s Nominated Service Contractor at the Lessee’s cost.

**Sprinklers and Fire Services**

The Lessee shall provide a manual call point on one of the walls in the Premises if required by Statutory Authorities. Alterations to the sprinkler layout, to suit the Lessee’s design will be by the Lessor’s Nominated Service Contractor at the Lessee’s cost.

All works are to comply with all appropriate codes. Certification to be provided by the Lessee to the Lessor prior to commencement of trade.
Shop front and Shop front Signage

The Lessee must install a shop front inclusive of doors, glazing, display areas, joinery, selected finishes, and cladding and shop front signage, in accordance with the Final Design Documentation approved by the Lessor.

Information content of the Lessee’s sign shall be limited to the Lessee’s logo, crest and / or trade name. Lessee shall not include any specification of merchandise offered for sale. One primary sign or other graphic treatment will be required for each shop front elevation.
The Premises is to be identified by numbering order to comply with the requirements set by Campus Experience. The number of the Premises must be located at the top left hand corner of the shop front.
The Lessor will advise the Lessee of the shop number. The lettering must be 50mm high in “Helvetica” font style.

Structural certification to be provided by the Lessee’s engineer to certify that all shop front elements and signage is adequately supported and is independent of the Mall bulkhead.

Fixtures

The Lessee must install all shop fixtures, fittings, special facings, claddings counters, gondolas, display stands, platforms and sanitary fittings within the Premises.

Finishes

The Lessee must complete all painting, cladding, and other decorative finishes within the Premises.
Finishes are to be appropriate for retail use in durability and level of professional presentation.

Graphics

A professional graphic designer is to be engaged for all graphics, signage and menu boards.
All graphics are to be submitted to the Lessor for approval prior to installation.
Where graphics are to be utilised on a shop front they should be protected under non-reflective glass or similar. Vinyl graphics to the external face of a shop front will not be accepted. All vinyl is to be applied to the inside face of glazing.

Mechanical Ventilation and Kitchen Exhaust System (Food Tenancies Only)

The Lessee must supply and install mechanical, make up and kitchen exhaust to suit the Approved Final Design Documentation within the tenancy, inclusive of but not restricted to, all ducting, all electrical wiring, fans, motors and exhaust hoods. Any roof penetrations required by these works are to be completed by the Lessor’s Nominated Contractor at the Lessee’s cost.
Security

Where the Lessee requires a security system for its business the Lessee must install the same within the Premises inclusive of wiring, lights, alarms and locks.

Incidental Structural Work

The Lessee must carry out incidental structural work and support systems required for correct installation of partitions, shop front fixtures, signage and mechanical equipment.
LESSOR’S WORK AT LESSEE’S COST

General Description of Lessor’s Work at Lessee’s Cost

The Lessor’s Nominated Service Contractors at the cost of the Lessee must carry out any alterations to the building structure or to the Lessor’s Building Services. Those alterations will include the specific items set out in this section.

Air Conditioning (Location dependant)

1. The Lessor must carry out any alterations or additions to the registers and flexible ductwork provided by the Lessor that may be required to suit the Lessee’s Final Design Documentation or which may be required because the Lessee does not install a ceiling.

2. Should the Lessee’s design not require a ceiling, all exposed ductwork will be the rigid type with no flexible ductwork to be visible in the retail area of the tenancy. **Note:** If the Lessor is of the opinion that the internal cooling loads are exceeding the maximum loads of the Premises, the Lessor may install, at the Lessee’s cost, an independent air conditioning system or boost the existing system to achieve compliance with ASIO68 Part I and Part 2.

Fire Protection

1. The Lessor must carry out all alterations or additions, to sprinkler branch lines and sprinkler heads that may be required by the relevant Authority, to suit Lessee’s Final Design Documentation.

2. The sprinkler layout will be installed in accordance with the current sprinkler code to suit the tenancy layout by the Lessor’s contractor at the Lessee’s cost.

Natural Gas Supply (Food Tenancies Only)

1. Should a Food Tenancy require gas the cost of providing a supply point within the tenancy will be subject to supply and at the Lessee’s cost.

2. Gas supply will be at the appropriate mj/hr. Gas is not provided for water heating or premises heating.
Mechanical Ventilation and Kitchen Exhaust Systems (Food Tenancies Only)

A mechanical exhaust system may be provided to any other tenancy, as may be required. All works by the Lessor will be at the Lessee’s cost.

Penetrations

The Lessor will perform all work in relation to cutting and opening of the surfaces of the building structure to accommodate Lessee’s services, and any penetrations required in metal roof decking or concrete suspended slabs (floor or ceiling) and exterior walls.

**Note:** All penetrations must have the Lessor’s Structural Engineer’s approval. This approval is granted or refused solely at the Lessor’s discretion.

Plumbing & Drainage

The Lessor will carry out the installation of all plumbing and drainage works required to suit the Lessee’s layout where these works occur outside the Premises including the area below or in the floor slabs.

Electrical

When specifically required by the Lessee, the Lessor will carry out all work to provide an upgrade to the existing power supply to an appropriate 3 phase power supply, to the Premises. Should the Lessee require the installed EDB to be relocated the Lessee must engage the Lessor’s Nominated Contractor to complete these works.

Hoarding

The Lessor must erect a hoarding to the approved Lessor’s standards around the Premises. The Lessee will be responsible for the cost of installing and removing the hoarding.

The Hoarding will be constructed from MDF board which is fully supported. The Hoarding will be floor to ceiling construction, include double locking doors and be painted white.

You will be required to supply your own lock for security purposes once the tenancy has been handed over. You will also be required to supply some form of carpet or other material to assist in maintaining cleanliness outside the hoarding doors.

Should the hoarding need to be relocated or moved during the Fitout Period to accommodate the Lessee’s Contractor, the works will be carried out by the Lessor’s Nominated Service Contractor at the Lessee’s cost.

The hoarding should be built one (1) metre from the Lease line.
DEFINITIONS

In this Fitout Manual the following expressions have the following meanings:

(1) **Authorities** mean any government, semi or local government statutory or other body.

(2) **Base Building Services** means the services provided to the Premises and comprises electrical, plumbing and drainage, fire protection, air conditioning, water, gas, telephone.

(3) **Certificate of Completion** means the certificate issued by the Infrastructure Support Manager certifying that the Lessee’s Works have been completed.

(4) **Preliminary Concept Drawings** means the preliminary drawings describing the Lessee’s proposed fit-out. The expression encompasses all documents described in Section 3 under the heading “Submission of Preliminary Concept Drawings”

(5) **Defects Notice** means the certificate issued by the Infrastructure Support Manager or Consultant specifying the extent of any omissions or defects in the Lessee’s Works.

(6) **Final Design Documentation** means the drawings, plans and graphics describing the Lessee’s Works in detail. The expression encompasses all documents described in Section 3 under the heading “Submission of Final Design Documentation”.

(7) **Fit-out Period** means the period stipulated by the Lessor within which the Lessee is to complete the Lessee Works. This period will be specified in the Lease Documents.

(8) **Handover Date** means the date that the Premises are available to the Lessee for the Lessee to commence the Lessee’s Works.

(9) **Lease Documents** means the Agreement for Lease or the Lease relating to the Premises.

(10) **Lessee’s Approvals** means the approvals required by the Authorities in connection with the Lessee’s Works and all changes to those approvals agreed to by the Lessor and the Authorities.

(11) **Lessee’s Designer** means the person appointed by the Lessee to design the Lessee’s Works.

(12) **Lessee’s Fit-out Contractor** means the person appointed by the Lessee to carry out the Lessee’s Works. It includes any sub-contractors appointed by the Lessee’s head contractor.

(13) **Occupation Certificates** means any certificate that may be required by a relevant Authority before the Lessee may lawfully commence to trade at the tenancy

(14) **Lessee’s Works** means all works, other than the Lessor’s Works, required to complete the fitout of the Premises to the occupational requirements of the Lessee.
(15) **Lessor’s Drawings** means the drawings issued by the Lessor in connection with the Lease Documents. The drawings identify the position of the Premises in the Campus Hub Building and the size and shape of the Premises.

(16) **Lessor’s Nominated Services Consultant** means the contractors appointed by the Lessor to review the Lessee’s Final Design Documentation and to cost any alterations required to the Base Building Services, in order to accommodate the Lessee’s design or to carry out those alterations.

(17) **Lessor’s Nominated Services Contractor** means the Contractor nominated by the Lessor to carry out alterations to the Base Building Services.

(18) **Lessor’s Nominee** means the person nominated by the Lessor to carry out the functions of the Lessor’s Nominee described under this Fitout Manual.

(19) **Lessor’s Works** means the works carried out by the Lessor at the Lessor’s cost to the Premises.

(20) **Infrastructure Support Manager** means the person appointed by the Lessor to review the Lessee’s Preliminary Concept Drawings and Final Design Documentation and to make recommendations to the Lessor in connection with the approval of that documentation.

(21) **Shop fitter Deposit** means the amount (normally $2,000) nominated by the Lessor, to be held as security against the satisfactory completion of the Lessee’s Works, including defects. Should the Lessee’s Works not be completed satisfactorily the Lessor reserves the right to use these monies to pay contractors nominated by the Lessor to complete the Lessee’s Works. This money may also be used to rectify any damage caused by the Lessee’s to the Lessor’s property (eg) damage to floors.

(22) **Site Conditions** means the conditions contained in any agreement between the Lessor and relevant Trade Unions regulating the execution of work at the Campus where the Premises are situated.

(23) **Substantial Completion** means the Premises have reached the stage where the Lessee’s Fitout Contractor may be licensed to enter the Premises to carry out the Lessee’s Works without any substantial interference or restriction from the Lessor’s builder.
FITOUT CERTIFICATES

Certificates required prior to opening:

The Lessee must obtain at its cost all certificates required by the Authorities in connection with the Lessee’s Works. A copy of all required certificates including the Occupation Certificate must be forwarded to Campus Management prior to commencement of trade. Depending on the scope of the Lessee’s Works the following certificates may be required.

Structural Engineers Certificate

This certifies that all overhead structures are adequately supported from the building structure, including, but not limited to, shop front, ceiling, bulkheads and signage. Engineers contact details to be forwarded to the Infrastructure Support Manager before the fitout commences. Please note that your structural engineer needs to clearly list all the elements inspected on the certificate. Shopfronts and signage must be supported independently of the Lessor’s bulkhead.

Electrical Certificate of Compliance

This must be supplied by the fit-out electrical contractor and should certify that the installation of electrical services within the tenancy meets all regulatory requirements and codes and is safe for energising as required under law.

Exhaust Canopy Installation (Food Tenancies Only)

This must be supplied by the exhaust contractor and should certify that the installation of any exhaust canopies within the Premises by the Lessee meets all regulatory requirements and codes and is safe for energising as required under law.

Plumbing/Gasfitters Certificate

The contractor who carried out any plumbing work in the Premises must provide this. It must certify that the plumbing complies with the relevant Australian standard.

Waterproof Membrane Installation

A waterproof membrane is required for any wet area within the Premises (including hairdressers, florists, food kiosks etc.) It is not required for a standard hand basin within a storeroom. The fit-out contractor must supply written confirmation that all aspects meet Australian Standards for all Food Service areas. All penetrations and inside of joinery in kiosks must be tanked.
Health Department Certificate (if required)

All premises handling food must supply written confirmation and approval from the Health Department confirming that all relevant food regulations relating to the Lessee’s Works have been complied with.

OR:
Where the Lessee carries out acupuncture, body piercing, ear piercing, electrolysis, tattooing, cosmetic enhancement, hairdressing or beauty treatments, the Lessee must provide a Certificate of Registration of the Premises under the Health Act.

Fire Extinguisher certificate (Food Tenancies Only)

This can be obtained from a fire protection contractor.
## LESSEE/LESSOR WORKS SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Who Designs</th>
<th>Who Constructs</th>
<th>Who Pays</th>
<th>Who Owns</th>
<th>Who Maintains</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Premises Services</strong></td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
</tr>
<tr>
<td><strong>Shop front</strong></td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
</tr>
<tr>
<td><strong>Shop front/Signage</strong></td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
</tr>
<tr>
<td><strong>Internal Fitout</strong></td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
</tr>
<tr>
<td><strong>Floor Finishes</strong></td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
</tr>
<tr>
<td><strong>Ceiling – New</strong></td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessor</td>
<td>Lessee</td>
</tr>
<tr>
<td><strong>Ceiling – Existing</strong></td>
<td></td>
<td></td>
<td></td>
<td>Lessor</td>
<td></td>
</tr>
<tr>
<td><strong>Alterations and additions to main Building Services</strong></td>
<td>Lessee</td>
<td>Lessor</td>
<td>Lessee</td>
<td>Lessor</td>
<td>Lessee (inside tenancy)</td>
</tr>
<tr>
<td><strong>Bulkhead Canopy</strong></td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessee</td>
<td>Lessor</td>
<td>Lessee</td>
</tr>
</tbody>
</table>
ACCEPTANCE OF CONTENTS OF THIS MANUAL

Please photocopy, sign and return this portion of the Tenancy Fitout Manual to the Campus Experience Office along with your preliminary documentation.

I................................................................................................................................................

of and

representing............................................................................................................................

have read and do hereby agree to all the conditions contained within this Macquarie Campus Experience Tenancy Fitout Manual.

Signed:........................................................................................................................................

Date: ..........................................................................................................................................
Macquarie University Disclaimer

The Shops Fitout Manual and any subsequent information provided in relation to Macquarie University are referred to as “the information”. All descriptions and other particulars in the information are provided in good faith and are believed to be correct at the time of publication. However, any intending or existing Tenant should not rely on them as statements of fact.

Building Industry Regulations and Requirements

The Tenant must ensure that all Building Code of Australia, Australian Standards, Local Government approvals, Food Handling Codes (where applicable), Disabled Access Codes etc are complied with as a part of its tenancy design and fitout works. The Tenant must ensure that all design and fitout works adhere to State Commercial Building requirements, Occupational Health & Safety requirements and all other relevant legislation.