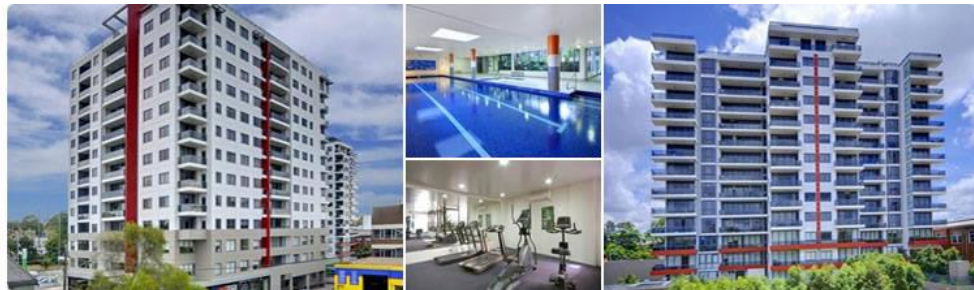


AVANTI APARTMENTS



Information for Lot Alterations

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1. Overview

The purpose of this document is to provide a structured and standard approach to information to assist with the Avanti Apartments approvals process for Alterations to Lots.

Formal approval by the Avanti Apartments Owner's Corporation must be sought by any owner, occupier, tenant or other stakeholder prior to undertaking any works to alterations inside residential and commercial lots.

The information supplied to the Owners Corporation will be used by the Owners Corporation to determine if the proposed alterations are acceptable. Work must not commence until approval to proceed is given by the Owners Corporation.

2. Essential information

The essential information that **MUST** be provided to the Owners Corporation is:

- Name, contact number, role and email address of the nominated contact/representative who will be responsible for overseeing the work.
- The Alterations to Lots Application form/checklist must be completed in full and signed by the person responsible for engaging ¹PCBUs who will undertake the required work.
- Scope of Works – outlines work to be undertaken. Include sketches, drawings, plans and any other relevant information.

The following needs to be checked in relation to the scope of the works. Will common property be affected by the alterations? This includes any of the following:

1. Emergency lighting? YES / NO
2. Sprinkler head locations and their effective operation? YES / NO
3. Fire extinguishers, location and associated signage? YES /NO
4. Drilling or affixing into concrete floor? YES /NO
5. Drilling or affixing into concrete above suspended ceilings? YES /NO
6. Change location of intercom handset? YES /NO
7. Electrical work, re-wiring? YES / NO
8. Alterations to suspended ceiling heights? YES / NO

If **YES** to any of the points outlined above include specific details in the scope regarding these items.

- Name of organisation/s engaged to undertake the work and nominated contact person/s. Include phone numbers and email address/s
- Define the proposed commencement and completion dates.
- Define each phase/stage of the works and the estimated timeframe for each phase/stage.
- Copies of Insurances for each PCBU/organisation conducting work
- Work, Health and Safety Information; including Safe Work Method Statements, copies of trade skills and relevant competencies.

¹ A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader. More information on PCBUs can be found at the following web page; <http://www.workcover.nsw.gov.au/media/publications/health-and-safety/whs-pcbus,-workers-and-officers-fact-sheet>

- An undertaking that all workers will be inducted through the Avanti Apartments Induction Process prior to commencing any work on site. (The Avanti Apartments Contractor Induction Booklet will be provided in conjunction with this booklet.)

3. Fire safety

Fire Safety is an extremely important and must be addressed to ensure compliance with the fire safety legislation.

Essential fire safety measures include, but are not limited to the following:

- fire mains and water supply services
- fire hydrants
- fire shutters and windows
- fire doors
- fire dampers
- fire hose reels
- fire extinguishers
- smoke detectors and alarms
- automatic sprinkler systems
- emergency lighting
- stand-by power systems
- exit lighting and signs

3.1 Fire safety installation certificate

At the completion of the work the Avanti Apartments' Fire Services Contractor must inspect the fire safety measures and provide a Fire Safety Installation Certificate to the lot occupant and Owners Corporation. Any fees associated with this service are the responsibility of the applicant.

NOTE: Any work that requires access to the Main Fire Panel or alterations to sprinkler head locations must be undertaken by Avanti Apartments' Fire Service contractor with all fees paid by the organisation requesting the work.

4. Inspections

4.1 Pre-work Inspection

Requirement: Walk through and inspection of common areas of all trafficable zones to be used during the defined work period.

In attendance: Project manager or representative overseeing the works in conjunction with Owners Corporations nominated representative.

Outcome: Dilapidation report to confirm any existing damage or wear and tear to common areas. All parties to receive a copy.

4.2 Post work Inspection

Requirement: Walk through and inspection of common areas of all trafficable zones used during the defined work period.

In attendance: Project manager or representative overseeing the works in conjunction with Owners Corporations nominated representative.

Tools for assessment: Reference to pre-work dilapidation report.

Outcome: Report to confirm any damage or wear and tear to common areas as a result of work conducted.

5. Times / work hours

Work is permitted only during the following times:

Monday to Friday from 7am until 5pm

Saturdays from 9am until 3pm

No work is permitted on Sundays or Public holidays.

6. Noise

The organisation must provide details of any potential noise and volume levels likely to be generated by the work.

Outline what measures will be undertaken to minimise noise and disruption to other occupants within the complex.

Distribution of noise notices may be required to alert other occupants to disruptions. This is the responsibility of the person overseeing the work in consultation with the Owners Corporation's representative.

7. Intercom handsets

Any alteration, removal, re-location or exchange of the intercom handset must be undertaken by the Avanti Apartments preferred service provider as this item forms part of common property. Any fees associated with this service are the responsibility of the applicant.

8. Protection of common area surfaces

All trafficable areas must be protected from dust and wear and tear. Systems used for protection must not create possible hazards to other building occupants.

An outline of suitable measures must be submitted for approval.

9. Dust

Containment of air borne pollutants must be planned for by the organisation undertaking the works. Containment of Hazardous Materials and a contingency plan to protect all people from exposure must be submitted.

Any isolation to fire services to prevent accidental alarm activation must be undertaken by the Avanti Apartments authorised Fire Services contractor at a cost to the organisation undertaking the work. This includes the isolation of smoke detection units which may be affected by dust and air borne particles.

10. Cleaning

All common areas must be kept clean and free of dust and other materials throughout the duration of the defined work period. A cleaning plan should be considered.

Any complaints raised must be addressed immediately. Any cleaning required which is not promptly attended to that is resolved by the Avanti Apartments on-site cleaning staff will result in charge back to the organisation responsible.

11. Trade waste and rubbish

A plan for the removal of trade waste and other rubbish must be submitted.

No disposal of trade waste or other materials relating to the works being carried out is permitted to be disposed of in the Avanti Apartments garbage bins or garbage rooms.

The approval for placement of a skip bin within the complex is at the discretion of the Owners Corporation and must be specifically requested along with a proposed location and timeframe for the placement.

12. Communication

Definition: Relates to methods of communication that must exist between Avanti Apartments Owners Corporation representative and the nominated representative overseeing the work being conducted.

Methods for communication between the parties must be agreed upon prior to the commencement of work. Email correspondence should follow any verbal discussions relating to changes of schedules, plans, scope or other items which may affect the outcome of the approved works.

13. Riser cupboard access

Access to the riser cupboards for water meter access, electricity meters or telecommunications is to be arranged with the on-site Building Manager.

14. Signage

Adequate signage and notifications must be determined and distributed accordingly to alert all occupants of the complex about proposed works.

15. Bond Payment

In some cases a bond may be payable to the Owners Corporation prior to the requested works being approved. This is subject to review and discussion by the Owners Corporation with a specific set of Terms and Conditions to accompany any such request.

16. Lift use and bookings

Use of lifts for transportation of equipment and materials is strictly limited to the following times

Mon – Fri 9am -4pm

Saturday 9am-1pm

Lift bookings must be made via email at the earliest to confirm availability.

Use of the lift must be limited to the duration of actively transporting goods and materials.

The lift can be isolated for exclusive use by calling the Avanti Apartments' office at the time the lift is required.

Once exclusive use of the lift is no longer needed, the nominated representative must call to advise the Avanti Apartments' office. This minimises the inconvenience to other building occupants.

The lift carpets must be cleaned after each use.

17. Car park and vehicle access

The car park maximum height is 3.4 meters in the loading dock. The loading dock may be used for temporary parking to unload but should be booked in advance to confirm availability.

Off street parking is also available for trade vehicles in P3. The maximum height for access to this area is 2.1 meters. Workers wishing to use the visitor parking must register with Avanti management.

18. Approval by the Owners Corporation to commence work

Please allow at least 30 days to receive formal approval from the Owners Corporation.

19. Checklist and Declaration

1. Details of nominated representative for all contact	<input type="checkbox"/>
2. Essential Information including Scope of Works	<input type="checkbox"/>
3. Details about PCBU's	<input type="checkbox"/>
4. Proposed Commencement date and completion date / Duration	<input type="checkbox"/>
5. Outline of each stage	<input type="checkbox"/>
6. Copies of insurances for each PCBU	<input type="checkbox"/>
7. Work Health and Safety Information	<input type="checkbox"/>
8. Noise minimisation plan	<input type="checkbox"/>
9. Containment of air borne pollutants plan	<input type="checkbox"/>
10. Protection of common property plan	<input type="checkbox"/>
11. Application Checklist and signed Declaration	<input type="checkbox"/>

The undersigned assumes all responsibility for ensuring the criteria outlined in this guideline is adhered to throughout the defined period of the work.

I _____ (full name) am the appointed representative and contact point for all matters relating to this application. I agree to adhere to each item outlined in the guideline.

Signed _____ Date _____