

LOT FOURTEEN TENANT FIT OUT GUIDE

Version 5
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1 Purpose

This document shall be used as a guide during the planning of any tenant fit out or when any building changes occur within a tenancy.

All tenancy alterations and/or fit out are to be approved by the Lessor and/or their representative in writing prior to any works commencing. In accordance with the lease, **any costs associated with such approvals shall be borne by the Lessee.**

2 Documentation Required

2.1 Review of Proposed Works

During the early planning stage of any proposed Lessee works, it is recommended that a representative from the Lessee's organisation and any retained specialist consultants (including the Architect/Interior Designer and Project Manager/Builder), meet with the Property Manager and the Facilities Manager to review the proposed works and understand the below mentioned Consents and Permit to Work. *Building Management reserves the right to invoice the Lessee for Consultancy Fees for these preliminary discussions and review on a time cost basis.*

No works (including demolition) will be permitted to commence before Lessor's permission has been sought and given by the Property or Facilities Manager.

2.2 Occupancy Density

Unless otherwise approved by the Lessor's Consultants, it would be expected that proposed fitouts have been planned with general Commercial occupancy density considered, in line with the National Construction Code. The Lessor reserves the right to have a proposed fitout plan reviewed by their Consultants at the Lessee's expense, in line with Section 2.4.

2.3 Drawings and Specifications

The following drawings and specifications must be submitted to the Property Manager and Facilities Manager prior to any works commencing on site:

- The Lessee will prepare plan layouts along with any works specification documents.
- The Lessee should produce specifications and drawings of service alterations including, but not limited to, air conditioning, electrical, EWIS speakers, emergency lighting, exit signs, fire protection, hydraulics, security, workstations, finishes, voice and data communications, structural and architectural.

2.4 Review of works by the Lessor's Consultants

Should, in the opinion of the Lessor or their Property Manager or Facilities Manager, any aspect of the Lessee's works require verification by a specialist consultant, the costs incurred in such verification are to be borne by the Lessee as required under the Lease.

2.5 Insurances

The Lessee is responsible to ensure that if required, all contractors and or consultants hold the following insurances:

1. Professional Indemnity
2. Industrial Special Risk
3. Workers Compensation Insurance

Certificates of Currency are to be forwarded with the list of contractors prior to the commencement of the Lessee works.

The Lessee is to ensure that their contractors have their own WH&S policy and program including training and Job Risk Assessments and to provide evidence of such.

The Lessee shall indemnify and keep indemnified the Lessor and all other parties affected by the works, from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, costs, losses, and expenses of any nature whatsoever which the Lessor may suffer or incur in connection with the works.

2.6 Statutory Approvals

All necessary Statutory and/or Local Authority approvals are to be obtained at the Lessee's cost and copies submitted to Property Manager before commencement of any works.

All work shall be carried out in accordance with Work Cover recommendations and the Work Health and Safety Act 2012 (SA) (SA Health and Safety Acts and associated Regulations)

2.7 Heritage Listed Buildings

Lot Fourteen includes the following State Heritage Listed Buildings:

- Bice Building
- McEwin Building
- Marniri-Apinthi Building
- Sheridan Building
- Womens Health Building
- Margaret Graham Building

Most works conducted in a state heritage building will require state heritage approval. The Lessor's representative can provide contact details for a heritage consultant if required.

Once approval has been obtained, this will need to be forwarded to the Property Manager.

2.8 Change to approved works

Details of any proposed alterations to the works following acceptance of the documentation by the Lessor and prior to completion of the works, must be submitted to the Property Manager and Facilities Manager for approval prior to such alterations being implemented.

3 Consents and Permit to Work

3.1 Conditions of approval

All Lessee works are to be carried out entirely at the Lessee's cost. The Lessor, the Property Manager nor any Lessor Consultant will not be responsible for the cost of any expense associated with the Lessee works unless previously agreed to in writing.

Whilst approvals granted by or on behalf of the Lessor are given in good faith to the Lessee or their representative, under no circumstances shall such approval represent a warranty that the works fully comply with the requirements of Statutory, Local Government or any other relevant Authority, Body or Organisation.

3.2 Form of approval

The Property Manager will issue approval in writing (email) on behalf of the Lessor. An invoice for reviewing all documentation (if applicable) will be sent to the Lessee for payment by the property manager.

3.3 Lot Fourteen Permit to Work (PTW)

The Lessor has a Permit to Work (PTW) procedure. The PTW is used to control hazardous and potentially hazardous activities undertaken at Lot Fourteen (refer attached PTW form). The PTW form together with SWMS / JSEA and any other relevant documentation is to be submitted to KBR Principal Specialist HSE.

- Gary Pridham
- KBR | Principal Specialist HSE, Infrastructure Services
- Mobile: 0403 413 029
- Email: gary.pridham@kbr.com

3.4 Works to commence

All works or alterations will be able to commence two weeks after the above steps have been completed to the Lessors satisfaction, this is to ensure adequate time to notify adjoining tenants.

3.5 Progress Inspections

The Lessor or its representative reserves the right to inspect the work to ensure the work is carried out in accordance with the approved documentation, and should the work unduly affect the ability of other tenants to continue their normal business activities or the Lessor's ability to operate the building in a correct and proper manner, the Lessor reserves the right to stop such works.

4 Design Considerations

4.1 Air Conditioning

Any addition or alteration of partition walls may impact the performance of the base building air conditioning. The air conditioning air and load balance must be maintained on each floor. All air conditioning modifications must allow for equivalent levels of comfort conditions throughout all areas affected by the modifications to that provided by the Lessor in the base building works. Modifications including air balancing, BMS, and control changes are the responsibility of the Lessee, and should comply with all relevant standards.

Supplementary air conditioning units shall be suspended from the underside of slab via suitable anti-vibration mounts.

Once the modifications have been made, in accordance with the Lessor's approval, the following commissioning procedures associated with the base building system must be completed by the Lessee:

- Retest stairwell pressurisation systems to ensure compliance
- Retest all dampers in fire affected and non-fire affected modes
- Re-establish the floor supply air static pressure and air quality for each zone at full cooling
- Check floor differential in fire affected mode
- Minimum and maximum volume settings of each VAV box
- Provide Form 2's stating all work has been undertaken in accordance with the approved documentation and Australian Standards

4.2 Greenstar

The following buildings are 6 Star Greenstar rated:

- Bice Building
- McEwin Building
- Marniri-Apinthi Building
- Womens Health Building
- Margaret Graham Building

The fit out design must be fitted out in accordance with the Greenstar fit out requirements attached.

4.3 Electrical Services Requirements

Work on the Lessee's distribution boards is to be carried out only by licensed electrical contractors. All works are to comply with the relevant and current Australian Standard and local legislation.

The Lessee is not permitted to install any electrical or communications equipment in the electrical and communications risers, without the prior written approval of the Lessor, following the provision of adequate details by the Lessee.

The Lessee must ensure that any alterations made to the tenancy that are linked to the BMS are to be compatible with the BMS (e.g. emergency light fittings).

All Lessee's light and power are to be connected to the Lessee's switchboard located in the electrical riser cupboard located on each floor and metered through the tenant's meter (if applicable). This includes any supplementary air conditioning units serving the tenancy.

Installation of additional emergency and exit lights are to be the same as the base building system.

All wiring must be run neatly and must not prevent access or interference to other services.

All cables, cable trays, pipes etc must be securely fixed. Cables must not be laid on ceiling tiles or hung on sprinkler pipes.

The proposed fit-out electrical load shall not exceed the capacity of the tenant's switchboard.

4.4 Signage Policy

Internal Signage

The Lessor will include the Lessee's business name on the building's internal directory board. Any additional signage is to be at the cost of the Lessee, and must be approved by the Lessor in writing prior to installation. The Lessee must provide a proof/mockup with the proposed signage superimposed at scale on the proposed surface. Please note the following when applying for additional signage:

- No signage is permitted to external facing surfaces i.e. windows/doors.
- Internal signage:
 - Limited to the name of the organisation and/or business logo at no more than 15% of total window space for the tenancy.
 - 50% of the window must remain clear of signage and graphics.
 - Supplementary graphics and design elements may be used to enhance the design.
 - No advertising content or messaging
 - No third party or commercial brands other than approved tenant name
 - Design must compliment the surrounding architecture and built environment.
 - Signage must be installed by professional signwriter, using commercial grade materials.
 - Must not include the signage manufacturer's name, stamps or decals.
 - Must not include Lot Fourteen branding.
 - Graphics package to be approved by Lessor prior to production and installation.

External Signage

There is an obligation to protect the heritage fabric of the Lot Fourteen State Heritage District so there are limited opportunities for external signage within the District. To ensure consistency across the Heritage District a suite of external building signage has been designed and approved in consultation with relevant planning and statutory authorities.

Lot Fourteen Strategic Anchor Tenants (Government, research industry or university institutions), and commercial tenants with 30% building occupancy or more will have the opportunity to be included on the designated external building signage. Smaller tenancies will be identified on internal directory boards. Tenants will also have the opportunity for branding on internal tenancy entrance doors in accordance with the internal signage policy.

4.5 Other Considerations

- **Obstruction of Services** - Under no circumstances are light fittings, air conditioning outlets/return air inlets and access panels to service ducts to be obstructed. Should the Lessee works necessitate relocations of any of these items, such relocation will be carried out in accordance with the instructions of the Facilities Manager and at the cost of the Lessee.
- **Partitioning Requirements to External Windows** - Where an internal wall meets an external window wall, the internal wall should be in line with a window mullion or column and should at no time prevent any window assembly from being repaired, or from being properly cleaned. No material should be attached in any way to the external facade of the building.
- **Penetrations of Floor Slabs, Spandrels and Fire Rated Partitions** - Penetrations of fire rated partitions, spandrels or floor slabs must be separately listed or highlighted on drawings to ensure that the integrity of the fire rated structure is maintained. Certification must be provided for all fire rated materials or equipment including but not limited to fire dampers, fire stopping or fire collars. **Prior to any penetrations being made, consultation and written approval must be obtained from the Structural Engineer at the Lessee's cost.**
- **Installation of Heavy Equipment** - Heavy equipment must not be installed without prior approval in writing from the Lessor. Full details must be submitted before approval can be given and must include dimensions, weight, details of supports and proposed location giving dimensions from a fixed point of building structure (excluding partitions). Details must also be provided, explaining how damage to walls, floors and finishes is to be avoided. The building's Structural Engineer shall provide written confirmation and approval for the installation before any works commence. The cost of the Structural Engineer shall be borne by the lessee.
- **Fixing to ceiling grid** - Materials may be attached to the ceiling grid only if they do not impose any load on the grid or do not reduce the structural integrity of the grid. The ceiling grid must not be damaged under any circumstance. No work relating to this clause may be carried out prior to the issuing of amended fit out plans.

5 Contractor Access and On-Site General Requirements

5.1 Security and Access

3 x Contractor access passes will be available to the contractor to access the tenancy and contractor facilities for the duration of the works. It is the responsibility of the Tenancy's **Tenant Administrator** to request the contractor access passes via the Individual Access Pass form available on the [Tenant Portal](#). The Contractor must sign in and out the access pass from Lot Fourteen Security located within the basement of TechCentral. Refer to the Lot Fourteen Site Map.

It is the responsibility of the Lessee to inform the Facilities Manager and Lot Fourteen Security of the contractors before works commence.

5.2 Contractor Inductions

All contractors undertaking works at Lot Fourteen need to undertake the Lot Fourteen Contractor Safety Induction via KBR Specialist HSE, Gary Pridham (see contacts page). The induction generally takes no more than 30 minutes.

5.3 Noisy & Vibration works

As the works will be undertaken within an occupied building, the Contractor is responsible taking all practicable precautions to minimise noise and vibration resulting from work under the Contract. The Contractor must fit all construction equipment with noise suppressors so that noise is minimised. All noisy works that involve drilling, coring, cutting, grinding, jackhammering, and fixing mechanical fasteners must be allowed and programmed to take place outside of core tenant business hours which are 8:00am – 6:00pm Monday to Friday.

If there are continued ongoing breaches of the above noise restrictions and complaints by tenants, the Landlord may employ a third party as an observer on Site to ensure compliance with this requirement and these costs will be recouped from the Contractor as a reimbursement.

5.4 Other site requirements

- **Parking** - There is no onsite car parking for contractors. Parking is available at the Wilson Carpark on site (denoted on the site access plan).
The Ayers House carpark, located on the southern side of North Terrace across the road from Lot Fourteen is available for vehicles that don't meet the height restriction on the Wilson Carpark (e.g. vehicles with roof racks / vans).
- **Deliveries** - All deliveries into the Lot Fourteen Precinct must be booked two days in advance into the online Lot Fourteen Contractor Delivery Booking system that is administered by RAW Traffic Management. It is the Tenants responsibility to ensure all deliveries are booked into the system in advance.
 - Deliveries are managed by the Traffic Management Contractor (TMC) via an online calendar booking system available to the Tenancy's **Tenant Administrator** on the [Tenant Portal](#)

Note: The online calendar booking system is not to be shared with any Tenancy's contractors.

- The TMC has the authority to refuse any access or delivery not requested on the calendar.
- As standard, the TMC team work from 6:30am to 3pm, Monday to Friday – deliveries outside of this are to be planned with the Principal Specialist HSE (refer section 8.1) no less than 2 weeks in advance.

- **Attire and Behaviour of Contractors** - All contractors are to be attired properly and must refrain from loud or offensive language and/or behaviour. Visy attire, ID badges noting the head-contractors details are required.
- **No Smoking / Vaping** - Smoking within the Lot Fourteen precinct or inside the buildings is strictly prohibited.
- **Removal of Redundant Materials** - Alterations to services that cause any base building fittings to become redundant must include the removal of all redundant materials including, but not limited to, pipe work or electrical wiring installed in riser cupboards and/or ceiling space above.
- **Storage of Materials** – Materials equipment, etc, may only be stored on-site in exceptional circumstances with the prior approval of the Lessor in areas designated by the Lessor. Any storage of materials on site, or fitout works, are not to obstruct the access or egress to fire stairs, lobbies, common areas, toilets, lifts etc.
- **Isolations** - If electrical or smoke / thermal detectors are required to be isolated during the works, isolation must occur only for the affected areas and not be left isolated overnight. The Facilities Manager must be advised each day of the isolation in writing (email) and at the end of each day again advised in writing (email) that the isolation has been removed.
 - The Contractor is responsible for all costs associated with any required detector isolations.
 - Lot Fourteen Security must at all times be notified of any fire and other services isolation. If isolations are required that affect any areas beyond the work sites, these must be undertaken before 7:00am or after 6:00pm or on weekends (after hours).
- **Emergency Procedure** - The Lessee is responsible for ensuring that all employees of the Lessee and the Lessee's Contractors, Consultants, advisers and/or any persons authorised to be within the Lessee's leased area, co-operate with the appointed emergency control officers for the building, and obey the directions of the officers with regard to both trial emergency procedures and genuine emergencies.
- **Labelling of Equipment** - Any and all additional equipment cabling and pipework must be labelled in accordance with the building's original standards and specifications and identified on as-built drawings.

6 Site preparation and Cleaning Requirements

6.1 Contractor requirements

- **Standard of works required** - All works must be carried out by competent, suitably qualified, and trained personnel, and in a manner that complies with the relevant standards, regulations, and accepted industry practice.
- **Protection and use of Lift** - Subject to the approval of the Lessor, the Lessee may be permitted to use a lift for materials handling. All goods, materials and tools must be transported by the designated goods lift, which is to be suitably protected by the Lessee. The designated goods lift must be fully protected by plywood with underfelt backing and re-instated to the Lessor's standards and specifications. Restrictions will apply during Peak Passenger Load Periods. The Peak Passenger Load periods are 8:00am to 9:45am, 11:45am to 2:15pm and 4:30 pm to 6:15 pm. Bookings are required for the use of the goods lift. At least 24 hours notice is to be given to the Facilities Manager.
- **Protection of Finishes and Fixtures** - All finishes, fixtures and fittings are to be adequately protected against damage to the satisfaction of the Lessor, including floor coverings. Any such damage is to be made good immediately, at no cost to the Lessor.
- **Use of Lot Fourteen Facilities** - Use of facilities other than those designated by the Lessor is not permitted. Under no circumstances are tools, brushes, etc. to be cleaned in basins located in toilet areas unless designated as cleaner's sinks and such use is approved in writing by the Lessor. The Lessee is to ensure the contractor, and its employees, carry out all fit out works within the premises. The contractor is to provide their proposed washdown details for painting, tiling and plasterboard trades before any work starts.
- **Cleaning Requirements** - the Lessee is responsible to ensure that all areas used by contractors are kept in a clean and tidy condition free of pest and vermin during and at the completion of works. All surplus building material and debris is to be properly removed from Lot Fourteen, in bags where possible. The contractors are to supply their own bins for rubbish removal. Lot Fourteen bins are not to be used for rubbish removal.

Should the Lessee fail to comply with the Lessors' request to clean the premises within a reasonable time then the Lessor will engage the preferred contractor to clean the premises without further notice.

Any costs incurred by the Lessor in bringing these areas to an acceptable standard of cleanliness will be borne by the Lessee.

7 Completion of Works

7.1 Final Inspection

On completion of works, a mutually acceptable time should be arranged for the Facilities Manager, Lessee, Architect and Services Consultants to inspect the works, including any and all services modifications. The cost for the attendance of the consultants is to be borne by the Lessee.

The Lessor or its representative is also to witness the testing of the EWIS system and air conditioning systems to ensure that they are fully operational at the completion of the works.

7.2 As built drawings.

On completion, a full set of accurate as-built drawings detailing all works carried out must be submitted to the Lessor for record purposes. Drawings must include a partition layout showing paths of egress marked in red and the location and type of emergency and exit lights, portable fire extinguishers, smoke detectors etc.

As-built drawings must include full details of all cables used and/or installed by the Lessee including, but not limited to, electrical power, voice and data communications. Information must include the cable route and cable identification including point of origin and termination.

Lessee's cables must be labelled on each and every floor traversed to indicate the point of origin and termination and the Lessee served.

7.3 Certificate of compliance

On completion of works and prior to occupation the following documents are to be provided to the Lessor:

1. A copy of the Occupancy Certificate
2. Certificates of Compliance for all relevant services
3. Form 2's
4. Fire Safety Certificates for each essential service (where applicable). The items requiring certification include, but are not limited to include:
 - - Access panels, doors and hoppers to fire resisting shafts
 - Automatic air pressurisation systems to exits
 - Automatic fail safe devices
 - Automatic fire detection and alarm systems
 - Automatic fire suppression systems
 - Emergency lighting
 - Emergency lifts
 - Emergency warning and intercommunication systems
 - Exit illuminated signs
 - Fire control centres and rooms
 - Fire dampers
 - Fire doors

- Fire hydrant systems
- Fire seals protecting openings in fire resisting components
- Fire shutters
- Hose reel systems
- Mechanical air handling systems
- Portable fire extinguishers and fire blankets
- Smoke detectors and heat detectors
- Standby power systems
- Warning and operational signs
- Wall wetting sprinklers and drencher systems
- Zone smoke control

In the event that the above documentation is not provided to the Lessor within 21 days of completion of the works, the Lessor reserves the right to obtain the information at the Lessee's expense.

7.4 Make Good at the end of occupation

At the end of occupation, the Lessee will be required to comply in all respects with all making good provisions contained in the lease over the premises.

8 Key Contacts

8.1 Building Management and Design

Contact	Contact Details
Facilities Manager (CBRE)	Ryan Helbig ryan.helbig@cbre.com M: 0436 015 320
Property Manager (CBRE)	Courtney Gutschmidt courtney.gutschmidt@cbre.com M: 0448 659 594
Principal Specialist HSE (KBR)	Gary Pridham gary.pridham@kbr.com M: 0403 413 029
Engineer Consultant (WSP)	Krishna Narapuraju Krishna.Narapuraju@wsp.com M: 0433 278 903
Security (AG Security)	AG Security Group lotfourteensecuritycoordinator@agsecurity.com.au M: 0431 496 401
Building Certifier (KD Building Certifiers)	Vic Barone vic@kdcertifiers.au T: 08 8273 0888

8.2 Incumbent Contractors

Subcontractor / Supplier	Scope	Contact Details
Access Datacom	Access Control – Base Building	Bevan De Vries bevan.devries@accessdatacom.com.au M: 0497 123 360
AHT Group	Electrical & Data Cabling	Dean Bastian dbastian@ahtgroup.com.au M: 0418 856 298
O'Connor's Services	Mechanical / Air Conditioning	Steve Panozzo stevenp@oconnorservices.com.au M: 0408 929 529
Verifire	Fire Management	Stuart Liang stuartliang@verifire.com.au P 8234 8840

9 Greenstar Fitout Requirements (extract from Lease - if applicable)

The following Greenstar fitout performances are required to be met for the Greenstar rated buildings as outlined within the Lease

1 Green Star rating and commitment

The Lessor and the Lessee acknowledge and agree that:

- 1.1 prior to the Commencement Date, the Lessor has achieved a 6 star Green Star rating for the Building;
- 1.2 the Lessor and the Lessee will cooperate with each other and act in good faith to:
 - (a) set and measure targets for the environmental performance of the Premises and the Building; and
 - (b) ensure that the targets set for the Premises and the Building are achieved.

2 Environmental Building Performance

- 2.1 The Lessor and the Lessee will cooperate with each other and act in good faith to measure and report the following building performance metrics, for the base building of the Building and the Premises:
 - (a) Energy consumption, which will be obtained from meter readings and reported in kWh/sqm of Total NLA;
 - (b) Greenhouse gas emissions, which will be calculated from the energy consumption data using agreed carbon coefficients as published by the Government of South Australia and reported in kg CO2/sqm of Total NLA;
 - (c) Potable water usage, which will be obtained from meter readings and reported in kL/sqm of Total NLA; and
 - (d) Operational waste, which will be obtained from waste management reports for the Land provided by the precinct waste management company appointed by the Lessor or the Lessor's Agent. The reports will include total waste in kg/sqm of Total NLA, and the percentage of that total waste diverted from landfill.
- 2.2 The Lessee and the Lessor will cooperate with each other and act in good faith to report the building performance metrics in clause 2.1 of this Annexure to each other on a minimum quarterly frequency.
- 2.3 The Lessee and the Lessor acknowledge and agree that the annual environmental targets for the Premises and the Building are as follows (**Targets**):
 - (a) Energy Consumption – base build of the Building: 65 kWhr/sqm NLA;
 - (b) Energy Consumption – Premises: 57.2 kWhr/sqm of Total NLA;
 - (c) Greenhouse Gas Emission – base build of the Building: 47.5 kg CO2/sqm NLA;

- (d) Greenhouse Gas Emissions - Premises: 35 kg CO2/sqm of Total NLA;
- (e) Potable Water Usage – base build of the Building: 0.21 kL/sqm of Total NLA;
- (f) Operational Waste Volume Daily – Premises: 0.7 L/sqm of Total NLA; and
- (g) Operational Waste – total percentage recycled: 50%.

2.4 The Lessee and the Lessor will cooperate with each other and act in good faith to:

- (a) compare the reported data in clause 2.1 of this Annexure with the Targets at least annually; and
- (b) where the Targets have not been met, work together to establish a rectification plan using a collaborative and non-punitive approach.

2.5 The Lessor and the Lessee will review the Targets annually. The Targets may be adjusted downwards by mutual agreement where opportunities are established to further improve the environmental performance of the Building. The Targets may not be adjusted upwards beyond those limits set in clause 2.3 of this Annexure.

3 End of Life Waste Performance

3.1 The Lessee and the Lessor will cooperate with each other and act in good faith to reduce demolition waste at the end of life of an interior fitout of the Premises and to reduce its environmental impact.

3.2 If the Lessee is to fitout the Premises, or undertakes any fitout or modification works during the Term, the Lessee will use all reasonable endeavours to:

- (a) undertake the initial fitout works as an integrated fitout in order to minimise disruption to the base building finishes of the Building and minimise fitout related waste generation;
- (b) procure all fitout materials, items, furniture and equipment for the Premises which has an expected service life in excess of 10 years, with recognised product stewardship programmes provided by the suppliers, in preference to the procurement of such items which do not offer a long term and environmental efficient life cycle;
- (c) procure all fitout materials for the Premises in accordance with the Lessor's Fitout Guidelines;
- (d) minimise the installation of supplementary lighting, air conditioning and other systems in the Premises and the Building which may increase the environmental footprint of the Building having regard to the building performance requirements set out in clause 2 of this Annexure;
- (e) minimise the quantity of fitout materials used in the Premises; and
- (f) minimise the use of air conditioning and artificial lighting energy associated with the installation of partitioned spaces in the Premises, by promoting the use of open plan designs wherever practicable.

3.3 Upon the expiration or earlier determination of this Lease, and in the Lessee complying with its obligations under clause **Error! Reference source not found.** of this Lease, the Lessee and the Lessor acknowledge and agree that:

- (a) the Lessor and the Lessee will cooperate with each other and act in good faith to review the extent of the fitout and notwithstanding the removal and make good requirements of this Lease endeavour to reduce the quantity of fitout that is removed wherever practicable;
- (b) the Lessee will engage an accredited waste management company to:
 - (i) remove and dispose of all partitions, wall finishes, floor finishes, tenancy services (cabling, air conditioning units) and other fixed items of fit-out from the Premises, where the Lessee is required to remove such items; and
 - (ii) ensure that a minimum of 90% of all such waste removed from the Premises is diverted from landfill for recycling, which diversion must be recorded in writing;
- (c) the Lessee will dispose of all loose items of furniture from the Premises, including shelving, joinery, computers and other e-waste, in one or more (in combination) of the following methods and will provide written evidence (including by receipts) to the Lessor for each method used:
 - (i) Re-use by the Lessee in its new tenancy;
 - (ii) Retention in the fitout of the Premises for use by the new tenant;
 - (iii) Disposal to a secondhand dealership for re-use;
 - (iv) Donation to a third party for re-use; and
 - (v) Disposal to an accredited waste management company with a proven ability to recycle a minimum of 90% of the material for re-use; and
- (d) the Lessee will follow best practice sustainability selection principles and follow the requirements of the Lessor's Fitout Guidelines.