



Brookfield

TENANT HANDBOOK

CBA Building, 240 Queen Street, Brisbane

This Manual is subject to change from time to time
It is critical to refer to the most current version

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Introduction

Welcome

We are pleased to provide this handbook, which has been created exclusively for Tenants at the CBA Building, Brisbane. It will assist you in becoming familiar with the building's features, facilities, policies and procedures, and with the staff who provide its services.

The information contained here is general in nature and may differ from your lease. In all cases, the lease takes precedence over the handbook.

Contents of this handbook will be updated from time to time to ensure that information remains current and accurate. Please ensure that you have the most current version on file.

Please call the Building Management on +61 7 3907 4000 with any questions you may have concerning the building or information contained here. Your Building Management team will be pleased to assist you.

We look forward to providing you with the highest level of customer service and support and we will strive to make a meaningful contribution to your success in your respective tenancy. Welcome to your new home.

Property Details

Component	Details
Commercial Space	28,292 m ²
Retail Space	2,665 m ²
Parking	105 parking bays

The building comprises 28 Levels, which equates to 26 storeys of commercial office space, and 2 levels of plant. In addition to this space, the building retail located on the ground and upper ground floors and 3 car park levels.

Construction of CBA Building commenced in 1986 and was completed in 1989. The CBA Building was officially opened in 1989 by MP. Mr Paul Keating and was acquired by Brookfield in December 2003.

CBA Building is located in close proximity to public transportation including the Brisbane Central railway station and the Brisbane Citycat, accessible from Eagle Street pier, both located 5 to 10 minutes' walk from the building. Regular bus services are available from Queen Street, not far from the main entrance of the building. The CBA Building is also close to many amenities, such as the GPO and the retail precinct of Queen Street Mall.

Sustainability

Brookfield Commercial Operations is committed to delivering a service that is environmentally friendly, responsible, prevents pollution, and promotes sustainable practices. All reasonable steps are taken to protect the environment from any impact arising from our activities and operations through the allocation of resources, assignment of responsibilities and ongoing evaluation of our practices, procedures and processes.

Information regarding NABERS and BEEC ratings can be found at the Department of Climate Change and Energy Efficiency's website Commercial Building Disclosure <http://www.cbd.gov.au/>.

Key Sustainable Initiatives undertaken at CBA Building are as follows:

Indoor Environment Quality

- CO² monitoring in car park areas
- Improved high efficiency lighting to all retro fitted floors
- High efficiency ballasts specified throughout the NLA
- The use of low-VOC and low-formaldehyde materials throughout the building

Energy

- Electrical sub-metering for all substantive energy uses and for each floor and Tenancy
- Comprehensive lighting control system, if installed by the Tenant
- Sensor lighting controls in car park areas
- Sensor lighting controls in all common area amenities
- Sensor lighting controls in all stairwells to be installed shortly
- Solar heating for domestic hot water supply to be installed shortly
- Installation of VSD's on Mechanical Plant

Transport

- Provision of small car parking spaces
- Cyclist facilities including basement bicycle storage, showering and changing facilities
- Visitor bicycle storage provision provided
- Excellent CBD location providing frequent bus, train and ferry services throughout Brisbane and surrounding suburbs

Water

- Water saving fixtures used throughout the building whilst maintaining amenity standards suitable for building occupants
- Water sub-meters for the water uses in the building, with all meters linked to the Metering system to provide a leak detection system
- Auto timed flush low water urinals

Materials

- Dedicated storage area for separation, collection and recycling of office consumables
- Potential for fully integrated fit-out to minimise material wastage

Emissions

- Refrigerant leak detection and recovery systems specified
- Reduction in water flow to sewer
- Effective exterior lighting design resulting in negligible light pollution from the site

Tenants are encouraged to improve the environmental standards of the building.

Privacy Policy

Brookfield understands and appreciates that your privacy is very important to you and that you have a right to control your personal information. We know that providing personal information is an act of trust and we take that seriously. This Policy explains how we will deal with your personal information as you interact with us.

Collecting personal information

Personal information is any information that can be used to personally identify you. We will collect personal information from you so we can provide you with products and services that you have requested or which you have enquired about, and any additional information necessary to deliver those products and services. We may also collect your personal information to respond to your enquiries and so we can let you know about other products, services, or opportunities you might be interested in.

What personal information do we collect and hold?

We may collect the following types of personal information:

- name;
- mailing or street address;
- email address;
- telephone number;
- age or birth date;
- profession, occupation or job title;
- any information relating to you that you provide to us directly through our websites or indirectly through use of our websites; and
- Any other information we consider necessary to your situation.

If you have invested in a managed investment scheme, we are required to collect additional personal and sensitive information under the Income Tax Assessment Act and Anti Money Laundering and Counter Terrorism Financing (AML/CTF) Act.

How do we collect your personal information?

We collect your personal information directly from you unless it is unreasonable or impracticable to do so. When collecting personal information from you, we may collect in ways including:

- through your access and use of our websites;
- during conversations between you and our representatives;
- when you become a tenant or owner of one of our properties; or
- when you complete an application.

In some situations, we may collect information about you from third parties such as your legal or personal representative, your financial adviser, or publicly available sources of information. We will only collect your information from third parties when we reasonably believe that you have consented to these sources collecting and disclosing the information.

What happens if we can't collect your personal information?

If you do not provide us with the personal information described above, some or all of the following may happen:

- we may not be able to provide the requested products or services to you; or
- we may not be able to provide you with information about products and services that you may want;

For investment clients, failure to provide a tax file number may result in a higher rate of tax being applied and failure to provide information under the AML/CTF Act may result in us not being able to process your request.

Using and disclosing your personal information

In line with modern business practices and to assist you with your requirements we may disclose your personal information to the organisations/persons described below.

- Our employees, related bodies corporate, including those located in the USA and Canada, contractors or service providers for the purposes of operation of our business, fulfilling requests by you, and to otherwise provide products and services to you including, without limitation: companies involved in maintaining, reviewing and developing our business systems, and infrastructure; Organisations involved in providing, managing or administering your product or service such as third party suppliers; and contractors employed to provide building maintenance services;
- Your financial adviser;
- Those people who are your authorised legal or personal representatives;
- Government or regulatory bodies as required or authorised by law;
- Any other company or person with your express consent.

Your personal information will not be shared, sold, or disclosed other than as described in this Policy.

Direct marketing materials

We may send you direct marketing, communications and information about our products and services that we consider may be of interest to you. These communications may be sent in various forms, including mail, SMS and email, in accordance with applicable marketing laws, such as the Spam Act 2003 (Cth). If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. You may opt-out of receiving marketing communications from us by contacting us (see the details below) and we will then ensure that your name is removed from our mailing list.

Protecting your personal information and keeping it accurate and up-to-date

We store information in different ways, including in paper and electronic form. The security of your personal information is important to us and we take reasonable steps to protect it from misuse and loss and unauthorised access, modification or disclosure.

We will also take reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up-to-date. If you believe your personal information is not accurate, complete, or up to date, please contact us.

If you believe that your personal information is incorrect or out of date you can request to have this amended. To request access to your personal information you can contact us using the information in the "**Contacting us**" section below.

Please be aware that some information cannot be amended or deleted due to legal reasons. If we deny your request, we will inform you of the reasons for this decision.

Our websites

Our websites have electronic security systems in place, including firewalls. Depending on the Group organisation with which you deal, other security measures may also be in place to control access to your personal information.

Links to other sites

You may be able to access external websites by clicking on links we have provided. Those other websites are not subject to our privacy standards, policies and procedures. You will need to contact or review those websites directly to determine what security measures they have in place.

When we have personal information about you we will make every reasonable effort to make sure that the information is secure and is used or disclosed consistently with the Privacy Principles.

Using government identifiers

We will not use or disclose a government identifier (such as a tax file number) other than when required or authorised by law.

Your sensitive information

We will not collect sensitive information about you unless we are required to do so by law; the information is required for an insurance claim; or the information is necessary for the establishment, exercise or defence of a legal claim.

Contacting us

If you have any questions about privacy, you can call our offices. Our staff will do their best to resolve your issue. If an investigation is required, the Privacy Officer will become involved in the process. We will keep you advised of progress of the investigation.

To request access to personal information held about you in Brookfield's records, to make a privacy related complaint, to obtain more information about this Privacy Policy or to enquire about privacy matters generally, please contact the Brookfield Privacy Officer as follows:

Mail: GPO Box 172 SYDNEY NSW 2000
Email: privacy.officer@au.brookfield.com
Telephone: 02 9322 2000
Fax: 02 9322 2001

If you feel that we have not adequately dealt with any privacy complaint you have made, you may contact the Office of the Privacy Commissioner (Australia) or the Privacy Commissioner (New Zealand).

More information

For more information about privacy legislation, you can visit the web site of the Australian Information Commissioner at www.privacy.gov.au or the New Zealand Privacy Commissioner at www.privacy.org.nz.

Disclaimer

The purpose of this document is to serve as a guide. The lease, fitout guide, Emergency Management Plan and Management agreement take precedence over this document and should be referred to for more detailed information.

Management Office and Operations

Building Management Office

Our Building Management Office comprises a dedicated and experienced team of professionals who uphold Brookfield Commercial Operations' commitment to outstanding service and share a common agenda to continually look at ways to improve the level of service to our Tenants.

Your Building Management team, including property and facilities management experts, has been selected for their experience in the field of customer service and Tenant relationship management. Any questions, comments or concerns regarding your lease, leased premises, Tenant services or building facilities should be directed to them.

Phone Number: +61 7 3907 4000
 Fax Number: +61 7 3220 1177
 After Hours Number #1: +61 409 058 543 Facilities Manager
 After Hours Number #2: +61 422 275 866 Property Manager

Management Office hours of operation are from 8:00 a.m. to 5:30 p.m. Monday to Friday, holidays excluded. In the event of an after-hours emergency, please contact Building Management via the after-hours numbers noted above.

The onsite concierge is also your point of contact for day-to-day general building enquiries. After hours, or when the desk is unattended, the phone number will divert to the concierge's mobile number.

Phone Number: +61 7 3229 6484
 Email: 240queen.concierge@au.brookfield.com

Management Information

Owner: Brookfield 240 Queen Street Landowner Pty Limited
 Manager: Brookfield Commercial Operations Pty Limited
 Head Office: Level 22, 135 King Street, Sydney NSW 2000
 Phone: +61 2 9353 3220
 Fax: +61 2 9322 2001
 Website: www.brookfieldproperties.com

Mailing Address and Postal Code Information

The mailing address for CBA Building is:

Brookfield Commercial Operations Pty Limited
 GPO Box 2903
 Brisbane QLD 4001

Operations

Building Management operates building systems, including air conditioning and maintenance.

Hours of Operation

CBA Building business hours (as defined in the lease) are:

Monday through Friday 8:00 a.m. to 5:30 p.m.
 Saturday and Sunday Restricted access
 (pass card only or pre booked with Building Management)

Where applicable, the lease takes precedence. Tenants shall have the option to operate extended hours, subject to access regulations for the building. Extended service may be subject to additional charges. Please contact Building Management on +61 7 3907 4000 for further information.

Public Holidays

CBA Building offers limited building services during gazetted public holidays.

Building Services

Air Conditioning

The air conditioning at CBA Building has been zoned to allow maximum flexibility and comfort conditions throughout the Tenanted spaces.

Upon occupancy, airflow to your floor should be balanced by a competent “air balancing” technician in accordance with the Tenant Fitout Design Criteria. Tenants should have the floors ventilation system rebalanced when:

- Internal walls are added or relocated
- Occupancy level increases
- You substantially increase loads by the addition of heat generating equipment

Air conditioning is supplied between the hours of 8:00 a.m. to 5:30 p.m. Monday to Friday.

After Hours Air Conditioning

After hours, air conditioning control in individual Tenanted areas is available via swipe card access.

Readers are located adjacent to the Goods Lift in each tenancy, and to activate after-hours air conditioning Tenants can swipe the base building access card at the reader. Each swipe is valid for 1 hour of afterhours air conditioning, is registered via the Building Management System (BMS) and recharged to Tenant’s accounts on a monthly basis.

To ensure the efficient operation of the building services, no additional method of lighting, circulating air, cooling or heating is to be installed without the prior approval from Building Management.

Signage

All signage installations shall comply with the Tenant Fitout Design Criteria requirements. Any signage is to be approved by Building Management prior to ordering or installation. Any required updates to Tenant signage on the directory boards are the responsibility of the Tenant to arrange with Building Management. No names, advertisements or posters are allowed on windows or doors and hand written paper signs are prohibited.

Please contact Building Management to order new Tenant directory board signage. It will typically take 7 days for any new signage to be installed. The costs associated with any directory board or signage updates, will be applied to your monthly tax invoice.

Please refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors, or elevator walls.

Advertising and building information are displayed on electronic media screens throughout the building.

Access Control System

The base building controlled access system provides secure operations to all floors at any time to suit Tenant requirements. Access outside of the building hours is via access card, with all access card usage monitored with regard to location and time. Access card usage can be scheduled and restricted to operate only at specific times, as required by our Tenants

Access Cards

Authorised Tenant Representatives can request, change or cancel access cards for employees of their company.

Keys are issued upon the receipt of a written request by a Tenant that is an authorised officer on company letterhead. Details required include the key holder's name and access requirements such as the locations and times for access. Keys are not transferable and keys in the possession of unauthorised persons will be confiscated. To maintain maximum integrity of the system, it is in the Tenant's interests not to loan or transfer keys without notifying the Building Management.

The issue of new/replacement access cards/keys for the premises are chargeable to the Tenant. All keys must be returned prior to vacation of the premises by the Tenant. Keys not returned also attract a fee.

Locksmith Services

Upon moving into the building, Tenants will receive access passes for programming onto any Tenant specific access control system. Hard keys and locks must meet keying standards for the building. All requests for Locksmith Services should be made through Building Management. Fees are applicable. Please contact Building Management in the early stages of your fit out to discuss your keying requirements.

Contractor Access

To maintain the security of the building, Building Management requests a minimum of 24 hours' notice for contractors requiring access to common facilities of the building. This includes any of the Tenants' contractors where works are undertaken outside the tenancy, where works may affect or impact on building operations, or where access to base building services is required.

Tenants' contractors will be issued with keys by Building Management after receipt of written instructions from the Tenant. The instructions should specify the hours and dates for access, employee names or contractor's company, name of employees to be granted access and the nature of the work being carried out. Please also include all necessary Safe Work Method Statements and Insurances at this time.

All Contractors are required to sign in at the concierge desk on the ground floor foyer on arrival and departure. Furthermore all contractors carrying out work in any part of CBA Building facilities (e.g. air conditioning, plumbing) must be inducted by Building Management prior to commencing works. This includes Tenant contractors that perform works that affect a base building element. Contractors will be issued with a visitor pass

Where the Tenant appoints a Principal Contractor or multiple trades, the Tenant shall maintain a site sign in register and carry out building inductions for all trades.

All contractors and servicemen authorised to work at the building will be issued with security passes. Keys, access cards and passes will be issued by security as required and will be returned prior to leaving site each day. All contractors must ensure they wear appropriate identification displayed in a prominent position at all times.

Please note any lost keys will be charged back to the relevant contractor or Tenant.

Contractor Insurance

Please note that prior to any contracted works commencing at the property, insurance details must be forwarded to the Building Management office.

Public liability insurance is required to the value of \$20,000,000, which should be in place with a Principal's extension. The policy should state that the cover is also applied to the building.

A copy of workers compensation insurance shall also be provided to Building Management as well as a copy of the Certificate of Currency where applicable. For all Sole traders/Partnerships contractors shall provide certificate of income protection insurance.

After Hours Access

The building can be accessed after hours by use of pre-programmed access card only. The after-hours access doors into the ground floor foyer is via the ramp or main entry on Queen Street.

Master Keys

Building service risers and plant room locks are accessed via the master key system. Keys are available from concierge with pre-approved access from Building Management. All keys and access passes must be returned on completion of works or inspections.

All security keys to common areas belong to the building owner.

Car Park

CBA Building has approximately 105 parking spaces conveniently located in the basement of the building. It features 3 levels of parking exclusively for Tenant use and can be accessed via Rowe's Lane with Tenants individual pre-programmed access cards.

Maximum vehicle height into the loading dock Basement 1 Level is 3.6 m and into Basement 2 and 3 is 2.0 m.

The spaces in the car park are designated spaces and have been reserved and leased by individual Tenants. Tenants are requested not to park in other Tenants' car park spaces or to block car bays.

Public parking is not available.

If you have any questions regarding car parking, or are interested in leasing a car space, please contact Building Management who will be happy to assist.

Tenant and Visitor Parking

There is no public visitor parking available for visitors. The spaces in the car park are for Tenant use only.

Elevators within the car park service the ground floor foyer levels as well as the other levels of the building.

Monthly Parking

Short-term month-to-month parking may be available subject to availability. Please contact Building Management to discuss your requirements.

After Hours Parking

After hours parking is available 24/7 for Tenants who have licence agreements in place only. Access to the building afterhours is via pre-programmed access card. For safety reasons, pedestrians should never walk down the parking ramp.

Valet Parking

This section is not applicable to this site.

Lost and Found

Lost and found items can be handed in to the concierge desk on the ground floor foyer.

Public Washrooms

There are no designated public washrooms available.

Male and female washroom facilities are located on each floor for the Tenants' use. There also shared shower facilities on the Basement 2 level of the car park for Tenants' use. Access to these shared amenities is via pre-programmed access card only.

Deliveries

The building concierge manages the loading dock and access is available from 7:00 a.m. to 6:00 p.m. Monday to Friday via announcement at the intercom located at the concierge desk. Access to the loading dock outside these hours may be arranged by providing a minimum of 48 hours' notice to Building Management. Large deliveries must be scheduled in advance; the time and procedure approved by Building Management.

All deliveries are to be made via the loading dock and goods lift. Passenger lifts may not be used for deliveries.

The goods lift size is 2600 mm high x 1850 mm wide x 2500 mm deep with a door width of 1450 mm and a door height of 2100 mm. Maximum load capacity is 2500 kgs. The car park height clearance is 3.6 metres for the loading dock and basement 1 levels, and 2 metres for basement 2 and 3 levels. Drivers are required to check their vehicle height prior to driving their vehicles into the building.

No deliveries (other than hand held items) are to be made through the ground floor lobby at any time. Trolleys are not permitted in these areas under any circumstances. All deliveries are to be via the Goods Lift.

Should the Tenant or contractor encounter limitations on deliveries and or removals due to the height restrictions in the car park, they are required to contact Building Management to discuss alternative arrangements.

Lift Operations

CBA Building has 12 lifts in total, which service the following areas:

- There are five elevators serving levels Basement 1 to Level 16
- There are five elevators serving Basement 3 to Level 26
- There is one goods lifts serving Basement 3 to Level 27
- There is one bullion lift for the exclusive use of the CBA

Disabled Access and Facilities

Disabled access is located via the front entry door and ramp on Queen Street.

Bicycle Racks

To better serve our Tenants who cycle to work, CBA Building is equipped with a number of bicycle racks located in the Basement 2 and 3 levels. The bicycle racks are located near the goods lift and the corners of the car park.

Please note Brookfield encourages Tenants to use bicycle locks in the storage area and to take care when entering and exiting the car park.

Tenants are reminded to not transport bicycles via the ground floor foyer or within the passenger lifts.

Car Wash Services

This section is not applicable to this site.

Tenant Receptions

If you are hosting a party, reception, open house or another type of event, please contact Building Management in advance. This will allow us to inform the concierge, cleaning staff and Building Management about your event and to offer our help so that you and your guests have an enjoyable time.

If your event is taking place after regular business hours, please contact Building Management to arrange additional air conditioning and lighting.

Amenities/Services

Building Management can arrange the following services for Tenants or assist Tenants to arrange these services:

- Additional cleaning services
- After hours air conditioning
- After hours security
- Bicycle storage area
- Brookfield Emergency Notification System
- Carpentry services
- Confidential document shredding services
- Digital media screen advertising
- Emergency Control Organisation
- Foxtel connections
- Loading Dock delivery available
- Locksmith services
- Painting services
- Pest control services
- Plumbing services
- Security Officer services
- Security system monitoring 24/7 of Common Areas
- Service Centre (Tenant maintenance requests)
- Service elevators
- Signage and business directory listing
- Special services (Handyman)
- Storage facilities
- Underground parking facility
- Window cleaning

Security and Life Safety

Building Security

The concierge at CBA Building provides security services. The staff are employed by Secure Corp Security and currently under contract at CBA Building.

The concierge staff are supported by comprehensive closed circuit television surveillance at strategic locations in the building and a sophisticated access management system. All concierge staff wear uniforms for identification.

Regular patrols and inspections are carried out by mobile/static guards. All common areas and multi-Tenant floors are patrolled periodically after business hours with all insecure premises investigated and Tenant representatives called at home if necessary.

The guards undertaking the patrols also ensure that all fire doors are secured, there are no unwanted visitors, and all doors are locked and secured for the night. It is the Tenants' responsibility to ensure that all entry doors to the building are locked when exiting after hours.

While the building's security systems can provide basic protection, security is everyone's responsibility and your cooperation and vigilance is essential.

Each Tenant can be effective in preventing the loss of valuable personal and company property by observing these general guidelines:

- Be aware of strangers in your area and if their identity cannot be readily established, advise Security immediately.
- Articles of value should not be left in open, unattended areas.
- At the end of each working day, remove or secure personal and company items of value, such as laptops, digital cameras, iPods, Blackberries, etc. Promptly report to Security the loss of property or any suspicious event. Serial numbers of all valuable items should be recorded and retained on file to aid police in recovering property in the event of loss or theft.
- You should always ensure that your suite is secure, especially after hours weeknights and on weekends when passenger elevators are programmed to security mode during these times.
- Enforce strict control of keys and access cards. Please notify the concierge immediately when a staff member has left your employment.

Special care should be taken during the following times: the first 30 minutes after opening, lunch hours and just before closing. These are the periods when there is a high volume of staff and visitor movement, and employees are often away from work areas and offices.

Additional checks of your premises can be arranged by contacting the concierge staff. Additional Fees for this service are chargeable to the Tenant.

Solicitation

For the privacy of Tenants, solicitation is not permitted. The concierge does their very best to prevent solicitation from unwanted visitors from entering the building during normal business hours. However, due to the large number of people entering and exiting the building, unwanted visitors may manage to elude our concierge.

If an unwanted visitor enters your premises:

1. Ask him or her to have a seat while you contact the appropriate member of your staff.
2. Call the concierge or Building Management from an adjoining office to request assistance.
3. A Security Officer will be immediately dispatched to your suite to address the situation.

If the unwanted visitor leaves your suite prior to the arrival of the Security Officer, please provide a full description of the individual, as this information will assist Security in their investigation.

Incidents

Tenants are asked to notify Building Management of any known incidents that occur in the building, especially when they relate to any of the common areas of the building. Please note all details which may be of relevance for any future investigation. If you are in doubt as to whether an incident should be reported or not, please contact Building Management to discuss.

Hazards

If you are aware of a risk or a danger (such as a bomb threat, a fire or a riot) in the property, please notify Building Management immediately.

If there is, or could be, anything that is a risk or a danger to the property or people in it please obey the instructions of the police, the fire brigade or other emergency authority, this may include leaving the premises. Please do not re-enter the premises unless Building Management, the police, the fire brigade or other appropriate authority advises it is safe to do so.

Emergencies

In the event of any emergency within or around the building, the following action should be taken:

- Telephone 000 and request the relevant Emergency Service, give clear and precise details of the emergency and the address of the building
- Contact Building Management with details of the emergency and current status
- Tenants and employees should take instruction and directions from the designated Wardens

The building's Early Warning Intercommunication System (EWIS) will alert Tenants in the event of a fire or an emergency.

Announcements can be made over the EWIS by the Chief Warden throughout the building. Floor Wardens should follow the Chief Wardens instructions and evacuate or stand down as instructed. If the order for evacuation of the building is given by the Chief Warden or Fire Brigade, then the Floor Wardens should direct occupants in their areas out through the fire escape and fire stairs to the designated assembly area.

Regular emergency warden training is conducted every 6 months, with a full building evacuation conducted annually.

Types of Emergencies and Incidents that may require an evacuation are as follows:

Power Failure

In the event of a major power failure, immediately call Building Management or the concierge. Listen for information and instructions from the building's EWIS. An emergency generator will provide power to all life safety systems and emergency lighting in your premises, stairwells and common areas.

During a power failure, turn off as much equipment as possible to minimise disruption and damage once power is restored.

Elevators

In the unlikely event that you become trapped in an elevator due to a power failure, remain calm. Use the emergency telephone to contact the lift service personnel or if available a mobile phone to contact Building Management or the concierge. The building's emergency generator will restore power to elevators in a limited capacity during the power failure.

Lights

In the unlikely event of losing lighting throughout the building, the base building emergency and exit lights are maintained by a standalone emergency lighting system and will activate by battery backup. This system is designed to last for a period of 90 minutes.

Bomb Threats

If You Receive a Bomb Threat:

1. Take it seriously.
2. The person receiving the call should be prepared to obtain precise information including:
 - Time of the call.
 - Exact wording of the threat.
 - Any distinguishing characteristics of the caller such as the voice or background noises.
3. Call 000 to notify police.
4. Call Building Management.

Search of Premises

A search of Tenant premises cannot be performed effectively by police or Building Management as they are unfamiliar with the environment and cannot readily identify items that are foreign or out of place. Personnel who work in the area of the threat are able to perform a more thorough search. It is recommended that your Wardens utilise employee volunteers to assist with the search. They will be supported by our onsite concierge.

During the search procedure, remember this rule: Look for something that doesn't belong, that is out of the ordinary, or out of place. If an unidentified or suspicious object is found, do not touch it.

In the event that a suspicious object is found, police or Security may recommend a partial or complete evacuation.

The search of common areas is the responsibility of building staff and its contractors.

Medical Emergencies

If there is someone in your office in need of emergency medical assistance, please follow these steps:

Call 000 - Provide your address, floor and suite number. You may be asked to describe the condition of the person in distress.

Call the concierge. The concierge will immediately advise the Wardens who will provide interim assistance. Concierge will also direct the Emergency Medical Services to your location. The First Aider onsite will "bridge the gap" until emergency medical help arrives. It's important to ensure that there is someone from your office to meet medical personnel in the appropriate area in order to accompany them in a timely manner to the person in need of assistance.

Fire Emergencies

If You Discover Fire or Smoke:

1. Remain calm. Leave the fire area, closing doors behind you.
2. Activate the nearest fire alarm break glass
3. When safe to do so, call 000 and then immediately call our Security Team. Provide your name, the location of the fire and/or smoke.
4. Immediately evacuate via the nearest fire exit. Follow the directions of the Wardens. Do not use elevators.
5. Report to your predetermined meeting point and check in with your Warden.

Do not return until it is declared by the Fire Brigade or Building Management that the alarm condition has been cleared.

Fire Alarm Sounds

The Fire Alarm Sounds - What do you do?

The building is equipped with a two stage fire alarm system. It has two separate and distinct tones:

1. The Alert Tone is recognised by an intermittent beeping tone (beep beep).
2. The Evacuation Tone is recognised by siren tone (whoop whoop) .

The Alert Tone sounds - What do you do?

The intermittent beeping tone indicates a potential fire condition somewhere in the building. Remain at your work station, but be prepared to leave the building if it becomes necessary.

The Evacuation Tone Sounds - What do you do?

1. Do not wait for announcements.
2. Remain calm and immediately evacuate via the nearest fire exit, closing all doors behind you.
3. Follow the directions of the Wardens.
4. Do not use elevators as they will automatically “home” to the ground floor or alternate floor.
5. Do not return to the premises until the Fire Brigade or Building Management personnel has announced that the alarm condition has been cleared.

Listen to announcements/instructions via the voice communication system and follow the instructions of the Wardens.

Brookfield Emergency Notification System

Brookfield is committed to providing a safe and secure environment for all Tenants and visitors in their properties. In keeping with this commitment, we are pleased to announce that we have implemented a national emergency alert and notification system called Brookfield Emergency Notification System (BENS). In the event of an emergency, we will use this powerful tool to notify and update predetermined Tenant Representatives about complex emergencies and/or service outages.

The BENS will send Tenant Representatives phone, email and text messages to various contact points, including office/home phones, mobile phone, email accounts, BlackBerry, etc. The software that this system utilises has been implemented across Brookfield properties in North

America and has proven to be a dependable, robust service, even under trying circumstances like blackouts and severe weather.

The system will also allow the recipient to respond to messages. You may be given pre-defined responses following the alert message. Responding is as simple as pressing a corresponding number on the keypad of your phone, or replying to an email message. For more information on BENS, please contact Building Management.

Fire Protection System

Fire protection, comprising of smoke detectors, hose reels, sprinkler system, fire hydrants, fire extinguishers and EWIS are installed throughout the building and car park areas.

Any charges incurred, as a result of the fire brigade responding to false alarms will be charged back to the relevant contractor or Tenant at cost plus an administration fee of 15%.

The fire alarm systems are fully activated at all times and the deactivation of these systems will only be permitted whilst tests are in progress, repairs or additions are being carried out or whilst conditions that may cause false alarms are evident. Only Building Management may authorise the isolation of the fire safety systems.

A minimum of 72 hours' advanced written, emailed or faxed notification is required in order to attain the necessary insurance approvals for all essential service isolations. The contractors performing the works must also provide evidence to Building Management that they have gained the necessary approvals from the local fire and emergency services authority.

Testing of EWIS

The building's EWIS is operated from the fire control room and speakers have been installed in strategic locations throughout the building. This system can reach all floors simultaneously, or selectively as necessary.

The EWIS and entire fire alarm system is tested regularly to the relevant performance Australian Standards by authorised personnel. This process ensures that all equipment is operating normally in the event of an emergency situation. Building Management will also conduct an Annual Fire Evacuation drill and emergency response training.

Fire Stairs

Egress to fire exits and fire stairs should be kept clear of all rubbish and restrictions which may hamper access in the event of an emergency situation. The fire stairs and fire rated building compartments are maintained to provide adequate time for safe evacuation of staff.

Interference with the fire stair door operation and the propping open of fire doors endangers the safety of everyone in the property. This practice will not be tolerated under any circumstances and Building Management will take appropriate action as required.

Emergency Planning Committee and Emergency Control Organisation

Tenants should appoint members of their staff to their Emergency Planning Committee (EPC) and the Emergency Control Organisation (ECO).

The Emergency Planning Committee's main responsibilities include developing and maintaining the Emergency Plan, establishing the ECO and developing and managing formalised training schedules. Meetings should be conducted quarterly or six monthly and Tenants are encouraged to be involved and take ownership of the process.

The individuals assigned to the ECO should feel comfortable giving direction to other employees and taking charge in the event of an emergency situation.

Each ECO includes the following positions:

- Chief Warden
 - Deputy Chief Warden
 - Communications Officer
 - Deputy Communications Officer
 - Floor / Area Wardens
 - Deputy Floor / Area Wardens
 - Wardens
 - Backup Personnel
- **Chief Warden:** The person in this position will manage the ECO. In the event of an emergency, they will direct and oversee the orderly evacuation of all their employees within their work area. During the fire drill process, Chief Wardens are requested to evaluate the performance of their teams.
 - **Deputy Chief Warden:** The person who assumes this role will assist the Chief Warden and assume that role in the absence of the Chief Warden.
 - **Communications Officer:** The Communications Officer must be capable of effectively communicating with occupants and visitors and be trained in using communication devices. The Communications Officer must ensure that the appropriate Emergency Service has been notified and transmit instructions and information.
 - **Deputy Communications Officer:** The person who assumes this role will aid the Communications Officer and take up that role in the absence of the Communications Officer.
 - **Floor or Area Wardens:** Floor and Area Wardens must implement emergency response procedures and maintain orderly conduct by ensuring quiet and calm in the event of an emergency evacuation. Floor and Area Wardens must ensure all occupants have evacuated the area; they must then exit the building and report to the Chief Warden. Floor / Area wardens must co-ordinate the completion of Personal Emergency Evacuation Plans for occupants and any persons with a disability.
 - **Wardens:** Wardens are responsible for ensuring that all occupants are aware of the emergency response procedures. In the event of an emergency, Wardens check that fire and smoke doors are properly closed and ensure the orderly flow of people into protected areas such as stairways.
 - **Backup Personnel:** These people are assigned to be on standby to fill any of the positions above, as necessary.

The number of ECO members appointed should be commensurate to the size and characteristics of the floor and building.

Tenant Responsibilities

The primary responsibility for the safety of employees rests with each Tenant. Tenants are encouraged to appoint responsible employees to be involved in the Emergency Planning Committee (EPC) and the Emergency Control Organisation (ECO).

Each employee should review details of fire and life safety procedures during their company orientation. Tenants should ensure all employees are aware of the following:

- Locations of emergency stairwells
- Locations of fire extinguishers
- Locations of manual pull stations
- Elevator use during an alarm
- Your predetermined meeting place following an evacuation

Tenants are required to participate in the building's annual fire drill. The importance of these drills must not be underestimated as they allow employees to:

- Become familiar with primary and secondary evacuation routes from your premises.
- Realise the length of time it takes to reach the Ground Level and predetermined meeting place.
- Understand the physical and mental conditions that exist in a restricted space, such as the stairwell, during a full evacuation.

Employees should be instructed to report any smoke or suspicious odours to their Chief Warden immediately.

All fires, regardless of size, and even if they have been extinguished, must be reported to emergency services and the Concierge.

Personal Emergency Evacuation Plans

A Personal Emergency Evacuation Plan (PEEP) needs to be developed for any occupant or visitor with a disability. This is to ensure that an assessment has been completed of any additional requirements before an emergency occurs. A copy of the Personal Emergency Evacuation Plans should be kept up-to-date and retained in the fire control room for reference by Emergency Services. Tenant representatives involved in the ECO will be responsible for ensuring that PEEPS are established and maintained.

Fire Drills

Full building evacuation drills are carried out annually and Tenant representatives will be notified in advance.

If you would like to arrange for a fire drill exclusively for your tenancy or any additional training for your staff, please contact Building Management.

First Aid Kits

Tenants are reminded that first aid may only be administered by appropriately qualified personnel. Each Tenant should have a first aid kit on site with a minimum of one qualified first aid officer. All first aid kits should be regularly checked and updated as required.

Office Duress Device

Office duress buttons can be installed within your premises as required. These systems are unable to be monitored by Building Management. The Tenant should consider monitoring services associated with this installation. For further information, please call Building Management.

Connecting to the Base Building Access Management System

Tenants can install an access control system that is compatible with the base building system, Any requirements should be discussed with Building Management at the early stages of designing the office fit out.

Security Escorts

Working alone after business hours? Notify the concierge, and an officer can check on you periodically if required.

Additionally security escorts can be provided if required for Tenants who have vehicles parked in the CBA Building car park. When requesting an escort, please inform the concierge of your location and remain there until an officer arrives. The concierge will be available until 10.30 p.m. Monday to Friday.

Event Security

Security Officers are available for private functions and to assist with other Tenant concerns for an additional fee. Please contact Building Management to discuss your requirements.

Work Health and Safety Environmental Regulations

The building owner and Building Management endeavour to make the building a safe workplace and require all work practices within and around the building and car park areas to be carried out in accordance with the relevant Work Health and Safety legislation.

All works carried out in the property must comply with the respective acts, regulations, codes of practice and Australian standards.

Housekeeping

Cleaning

During business hours Building Management has a dedicated cleaning team on site to service the foyer, amenities and common areas. This cleaning team is positioned to respond to any emergency situation where required. Please contact the concierge if you would like to arrange for a special clean or request an urgent attendance.

The cleaning staff commences night duties at approximately 6:00 p.m. At the completion of cleaning your tenancy, all office doors will be locked and lighting turned off as required. In the event that your tenancy is not empty at the completion of cleaning, it is the Tenants' responsibility to turn off the lighting.

For any large scale rubbish removals, please contact Building Management. The onsite cleaners are only able to dispose of general rubbish from daily activities, any larger items such as chairs, computers, large amounts of old files etc., will need to be removed via our on-site maintenance contractors at an additional cost to the Tenant.

The building has a co-mingle recycling program in place, where food waste should be separated from paper and glass for recycling purposes.

The cleaning contractor also provides chemical free cleaning wherever practical. This aims to reduce allergic reactions and provides a healthier indoor environment. Chemical free cleaning involves the use of water and micro fibre fabrics as well as citrus based and natural pH cleaning products.

To prevent cross contamination and the spread of germs and bacteria, the cleaning contractor also utilises a small onsite laundry to ensure that all microfiber-cleaning products are laundered daily. This ensures clean materials are used every time.

Energy Savings

Tenants should observe energy efficiency measures and aim to reduce their energy consumption and carbon impact. Tenants are urged to participate in energy saving initiatives such as:

- Annual Earth Hour participation
- Adopt PC and laptop energy star compliance programs
- Meeting room and amenities occupancy lighting controls
- Floor lighting zoning control and perimeter day lighting
- Cleaners light switching controls
- After-hours air conditioning request/usage documentation
- Support NABERS ratings and tenancy lighting reviews

Recycling

Brookfield is committed to an environmentally sustainable future. All waste that leaves CBA Building is delivered to a Materials Recycling Facility (MRF) where it is sorted in the various recycling streams and sent for processing.

General rubbish bins are located centrally for your convenience. The bins will be emptied and cleaned each evening and the contents removed from site.

Both paper and cardboard recycling is provided on each floor under staff desks, and co-mingle recycling facilities are provided in Tenants kitchen areas for plastics, glass and aluminium.

Recycling Inkjet, Toner and Laser Cartridges

Use of recycling systems and processes is encouraged. Please contact Building Management for further information.

E-Waste Program

Use of recycling systems and processes is encouraged. Please contact Building Management for further information.

Pest Control

All common areas of CBA Building are serviced for pest control quarterly by an independent contractor, and all tenancy areas are serviced annually. This service is provided after business hours, and is included in the operating costs of the building.

Tenants who require additional pest treatment solutions are advised to contact Building Management for further information.

Financial Requirements

Accounting

The Property Manager is available to respond to any inquiries about your rental and monthly account charges.

Rental Payment

Rental payments are due and payable in accordance with your lease, usually on the first of the month. Rent charges are due and payable without prior written notice or invoice.

In an effort to streamline the payment process, Building Management requests that payments are made directly to the below mentioned account by the due date nominated.

Bank account details are as follows:

Account name:	Brookfield Commercial Operations Pty Ltd
Account Number:	8356 56104
BSB:	014 002
Bank / Branch:	ANZ Bank (QLD Trust 1)
Reference Number:	Refer to invoice (usually a M4 reference number)

The benefits of the transfer method mentioned above are as follows:

- Elimination of manual cheques
- No additional payment charges involved
- Timely processing of payments
- Avoidance of delayed or lost cheques

While we understand that banking information is highly confidential, we assure you that all information provided will be used solely for the purpose of implementing this payment process.

Other Invoices

A separate invoice will be issued for miscellaneous services provided by outside suppliers (i.e. plumbing, painting, electrical work, etc.), as well as monthly electricity charges. Please ensure that the remittance copy is sent with your payment.

Standard Additional Service Rates

We are pleased to offer Tenants the best possible service at competitive rates. Labour is performed by our CBA Building preferred contractors and partnering companies. All additional rechargeable services are performed on a user fee basis and will be billed monthly.

Please contact the Building Management for a comprehensive list of special services provided by Brookfield or their preferred companies.

Building Management is pleased to arrange any maintenance services as required for the Tenants of the building. Any works undertaken on behalf of Tenants, can be applied to the monthly rental invoices. For any works Building Management undertakes on behalf of the Tenant a 15% administration fee plus GST will be charged.

Please contact the Building Management for information on what services can be performed and provided by Brookfield or their preferred companies.

Building Rules and Regulations

The following Rules and Regulations have been adopted for the safety, benefit and convenience of all Tenants and other persons in the building. The Tenant shall at all times comply with the Rules and Regulations that are currently in effect.

Alcohol and Non-Smoking Policy

The building is designated to be non-smoking. This includes all tenancies, common facilities, lobbies, fire stairs, lifts, stairwells, car park levels and the external plaza area of the main entrance to the building within the building boundary line.

As an employer, you are potentially liable for prosecution by employees and others who suffer as a result of smoking in your premises. Building Management does not tolerate smoking within CBA Building at any time, offenders will be asked to leave the building.

The consumption of alcoholic beverages or drugs is prohibited in all common areas.

Animals

Pets and birds are not permitted within any areas of the building with the exception of Guide and companion dogs. Any fish tanks or aquariums should not be installed without the prior written consent of Building Management.

Bicycles

Bicycles or other vehicles shall not be brought or left in or upon any part of the building except in such area or areas as are designated by Building Management from time to time. The Tenant must not do anything that may compromise the efficient operation or security of the Bike Storage Area.

Canvassing, Soliciting, Peddling

The Tenant shall not perform, patronise or permit anyone under its control to perform any canvassing, soliciting or peddling in the building and shall not install in the premises any machines vending or dispensing refreshments or merchandising, except with the prior written consent of Building Management.

The Tenant shall not hold an auction, bankrupt, fire or closing down sales in the premises.

Cooking

The Tenant must not cook or prepare food in the premises (except in the designated kitchen areas of the premises, subject to their design capabilities). The Tenant must not breach regulations in relation to food preparation and handling in the premises.

Contractors

- Electrical Leads and Tool Tagging - All electrical leads and tools used on site are to be tested and tagged in accordance with the relative Australian Standards or best practice by a licensed electrician. It is the responsibility of the Tenant or person using the electrical lead or equipment to ensure it has a current safety tag.
- Electrical Isolation - Only a qualified/authorised person can carry out an isolation of electrical supply on the main switchboards. Approval for these works is required from Building Management. Main switches, circuit breakers or fuses that are isolated must be tagged, with an approved tag, stating reasons for isolation and signed by the authorised person.
- Electrical Supply - All electricity supply for works pertaining to a specific tenancy must be obtained from either a temporary power supply board or power supply within the tenancy.

At no time are any of the common area electricity supply boards to be used to carry out works for tenancies. It is the responsibility of the Tenant to ensure that their contractors make provisions for electricity supply for the duration that works are carried out. All electrical work must be fully tested prior to the tag being removed and the circuit energised. Only the person, who tagged the switch, circuit breaker or fuse, may authorise removal of the tag and energising the system.

- Handling and Storage - Contractors are responsible for the security, handling and storage of all their materials on site. All areas must be kept clean, tidy and free of rubbish and off cuts etc.
- Portable Earth Leakage Units - All portable electrical devices must be protected by an earth leakage circuit breaker. The earth leakage circuit breaker will be an approved device, which is plugged into the GPO. It will be used to power the electrical tool, or can form part of the electrical device appliance. GPOs should be switched off prior to devices being unplugged from a GPO.
- Scaffolding - Any work to be carried out at heights that requires the use of scaffolding must comply with the relevant Work Cover regulations and appropriate Building Management approvals.
- Structural Fixtures - No structural fixings slab or wall penetrations are permitted without the prior consent of Building Management.
- Protection of Surfaces - Contractors are responsible for protecting all surfaces from damage during the course of their works. Particular attention shall be paid to the protection of carpets, light fittings, walls, doors and frames, and ducted skirting cover plates as well as lift cars and lift door frames. The carpet must be protected with a clear plastic film taped at the joints. This protection should be maintained and repaired as necessary during the course of the works and removed on completion. When moving equipment and materials onto a floor, attention must be made to the Common areas (walls, ceilings, lifts, floors etc). Any damage to surfaces resulting from the contractor's work will be rectified at the relevant Tenants/contractors cost.

Fit Out Works

A copy of the Fitout Guide is available from Building Management. Please note this section is a brief guide only and Tenant Fitout Design Criteria should be referred to for specifics.

Any fit out works or alternations must have prior approval of Building Management and all the relevant authorities, and be in accordance with the provisions of the lease prior to commencing.

All work must be supervised, for the duration, by a Tenant contractor that is a competent person and who is fully experienced in all aspects of the works. The Tenant's contractor on the site must be empowered to take all necessary action as requested by Building Management in relation to quality, performance and labour control, as well as the day to day organisation and planning of the works.

It is the responsibility of the Tenant contractor to ensure that their personnel have suitable protective clothing and equipment to carry out their tasks safely.

Flammable Materials

Tenants are not permitted to bring restricted items such as flammable fluids, propane tanks, weapons or explosives into the building without prior written consent of Building Management.

In the car park, the car park manager or the concierge may perform random vehicle searches to ensure that restricted items are not brought into the building. In the Loading Dock, the car park manager may also complete random inspections of transient vehicles identified by car park staff.

Housekeeping

- The Tenant shall keep the premises tidy and free from rubbish. Rubbish shall be deposited in receptacles designated by Building Management for waste.
- The entrance, lobbies, elevators, staircases and other such facilities of the building shall be used only for access to the premises; the Tenant shall not obstruct or damage such facilities, or permit them to be obstructed or damaged by its agents, employees, officers, invitees or others under its control.
- The Tenant shall not move heavy or bulky objects through the building without Building Management's approval.
- The Tenant shall not obstruct access to main header ducts, air vents, air conditioning ducts, skylights, janitor and electrical closets and other base building systems.
- The Tenant shall, at its expense and at such reasonable intervals as Building Management requires, exercise such pest control measures as directed by Building Management using contractors designated by Building Management. Should adequate Pest Control measures not take place, Building Management shall have the right, at its option, to exercise such pest control measures for the premises, at the expense of the Tenant.
- The Tenant shall not obstruct the egress paths or emergency exits of the building or the premises.

Lease Lines

The Tenant must not block any access to fire and or essential services.

The Tenant must not display/stand anything outside the lease line. The exception is when a license is in place which provides both public liability cover and insurance for the area occupied. If you are unsure of your lease lines or have any questions about this please contact Building Management. Any displays in the common areas of the building shall be approved in writing by Building Management.

Life Safety

- If any emergency situation arises the Tenant shall cause all occupants of the premises to vacate the premises and building if directed to do so by Building Management or any public authority, in the manner prescribed by Building Management or such public authority.
- Each Tenant is asked to provide Building Management with at least two 24-hour contact names, addresses and telephone numbers for use in emergencies. Please keep Building Management informed of any changes to this important information.
- No inflammable, explosive or dangerous materials shall be stored or used in the premises and the Tenant shall not do, or omit to do, anything which may in any way breach Applicable Laws, increase the risk of fire or obstruct or interfere with the rights of other occupants of the building.

Loading Dock

The Tenant is asked not to park or leave cars or other vehicles in the loading dock areas for longer than the designated periods.

Prevention of Injury to Premises

- The Tenant shall not misuse or damage the premises or any of the improvements or facilities therein, or unreasonably deface or mark any walls or other parts of the premises.
- The Tenant shall not:
 - Install or use any radio, television or other similar device in the premises which may in any manner constitute a disturbance or an annoyance to any other Tenant in the building.

- Remove floor covering from where they were originally laid in the premises without Building Management's approval.
- Install in the premises or elsewhere in the building any transmitting radio communications equipment without Building Management's prior written consent.
- Operate an electrical device from which may emanate electrical waves that may interfere with or impair radio or television broadcasting from or in the building. The Tenant shall not in any case erect or cause to be erected any satellite dishes or aerial anywhere in the building without the prior written consent of Building Management.
- Throw anything out of any part of the building.

Receiving, Shipping, Movement of Articles

- No heavy equipment, safe, compactus or other items shall be moved by or for the Tenant except with the prior written consent of Building Management, which may be arbitrarily withheld. Any such item shall be moved upon the appropriate steel-bearing plates, skids, or platforms, subject always to direction by Building Management, and shall take place at such times and by such Persons as Building Management has approved.
- No equipment, freight, office materials or supplies, furnishings or bulky matter shall be moved in or out of the premises or carried into the passenger lifts of the building except during such hours as Building Management shall have approved. Hand trucks and similar appliances shall be equipped with rubber tires, rubber bumpers and other safeguards approved by Building Management, and shall be used only by prior arrangement with Building Management.
- The Tenant shall receive, ship and take delivery of, and require shippers and others to deliver and take delivery of, equipment, freight, office materials and supplies, and furnishings only through the appropriate service and delivery facilities and elevators provided in the building and subject to such further regulations as Building Management may from time to time impose. The goods lifts in the building shall not be used for the movement of any items without the prior written consent of Building Management and shall be left in clean condition following use.

Residence

The Tenant must not reside on the premises.

Security

- Building Management may require that any Person entering and leaving the building at any time other than Business Hours identify himself and satisfy security measures prescribed by Building Management from time to time. Building Management may prevent any Person from entering the premises unless that Person possesses a key, pass or other authorisation satisfactory to Building Management, and may prevent any Person removing any goods without written authorisation. Building Management may institute a photo-identification or other security system, in which case identification cards or other necessary security devices must be obtained from Building Management at the expense of the Tenant.
- All entrance doors to the premises must be kept locked when the premises are not in use. Except as provided for below, all locks within the premises and on the access doors to the premises will permit access by Building Management's master key or access cards. The Tenant shall not install any locks, bolts or other security devices affecting access to the premises, or any part thereof, without Building Management's prior written consent, which may be granted on a conditional basis. No change may be made to existing locks or locking mechanism within the premises or on the access doors to the premises without Building Management's consent and co-ordination.

Signage

The Tenant must submit for the approval of Building Management, which shall not be unreasonably withheld, all proposals for directory boards and other signage, notices and advertisements the Tenant wishes to install in the premises.

Any signage works to directory boards shall be undertaken by Building Management at the Tenants cost.

If pursuant to Building Management approval the Tenant is permitted to erect, affix or install any sign or lettering which may be seen outside the premises it shall at its own expense erect and maintain in good condition and repair any such sign or lettering and shall observe and comply with Applicable Laws, including the payment of license or other fees.

The Tenant shall not use a business name, which includes words connecting the business name with the building without Building Management's approval. If Building Management approves the Tenant's use of a business name, which is connected with the building, Building Management reserves their rights to terminate any right the Tenant has to use that business name on the date it must vacate the premises.

The Tenant may be required to put up signs in the premises prohibiting smoking if required by Building Management.

Tenancy / Owner Impact Works

Any works that may affect other tenancies i.e. noise (structural borne) and odours (which may flow through the lift shafts or air vents) are not to be performed during business hours. An impact statement (scope of works) must be completed prior to the commencement of any works, which identifies each element or work, highlighting the impact and nominating how the impact will be minimised. This impact statement must be provided to Building Management for approval prior to any work commencing.

Use of Premises

Please note this section should be a guide only and the lease should be referred to for specific clauses:

- No electrical apparatus likely to cause overloading of electrical circuits shall be used therein.
- The Tenant shall not use or permit use of the premises in such manner as to create any noises or odours objectionable or offensive to Building Management or any other Tenant or occupant of the building or other nuisance or hazard or to breach the provisions of Applicable Laws or any requirement of the insurers of the building.
- No Person shall use the premises for sleeping apartments or residential purposes, or for the storage of personal effects or articles other than those required for business purposes.
- No musical instruments or sound producing equipment or amplifiers which may be heard outside the premises shall be played or operated on the premises.
- The Tenant shall not use any method of heating, cooling or lighting in the premises other than those provided or approved by Building Management.

Washrooms

The base building amenities and other water apparatus shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, hand towels, ashes or other substance shall be placed therein. The Tenant shall be responsible for any damages resulting from misuse caused by it or by its agents, employees, officers, licensees, or invitees. The Tenant shall not let the water run unnecessarily.

The Tenant is encouraged to report all water leaks to Building Management as a matter of urgency.

Windows

- No curtains, blinds or other window coverings shall be installed by the Tenant without the prior written consent of Building Management. Window coverings that are installed shall comply with the uniform scheme of the building and the Building Management's standard design.
- The Tenant shall not interfere with any window coverings installed upon exterior windows of the building, and shall close such window coverings during such hours as Building Management may require.
- The Tenant shall not install or operate any interior window coverings that interfere with the exterior appearances of the building or the climate control system of the building.

General

These rules and regulations, together with all amendments, deletions and additions, are not necessarily intended for uniform application, but may be waived in whole or in part in respect of other Tenants of the building without affecting their enforceability with respect to the Tenant and the premises, and may be waived in whole or in part with respect to the premises without waiving them as to future application to the premises. The imposition of such rules and regulations shall not create or imply any obligation of Building Management to enforce them or create any liability of Building Management for any such lack of enforcement.

Building Documents

Floor Plans

[Floor Plans](#)