

WELCOME TO DELHI CORPORATE

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1. Introduction

This document has been prepared to assist with your moving into delhi corporate and hopefully will answer some of the issues which commonly arise for new occupants.

Some issues may not be initially relevant, so we suggest you keep the document for future reference.

As circumstances change the document will be updated and issued.

2. Building Management

Pursuant to By-law 21.2, **Glass Property Consultants** has been engaged to provide building management services.

The duties of the Building Manager are set out in By-law 21.7 and may vary from time to time.

The Building Manager is to be contacted via

- E-mail to support@glassproperty.com.au or
- Phone on 9418 6555

3. Moving into your Suite

In order to maintain the appearance of the property and to minimize disturbance for other occupants of the building, it would be appreciated if you could carry out your move in accordance with the following rules.

- a) Under no circumstance are fit-out materials or furniture to be moved into the building via the main entry on Level 2.
- b) All deliveries of such materials are to be made either:
 - For large delivery vehicles from the loading dock situated on the northern side of Basement Car Park Level 1.

Access from the loading dock is kept locked to maintain building security; hence you need to contact the Building Manager for after hour's access. Normal working hours (9.00 am to 5.00 pm) to be made available.

Please give at least 48 hours notice to ensure that the Building Manager can be available and hence minimize disruption to your move.

- For small delivery vehicles access may be possible through the basement car park if you have been allocated a car space otherwise it is through the loading dock located on Basement level 1 car park.

Please ensure that the vehicle can enter the car park without any height problems.

- c) Provision can be made for you to have sole use of Lift No. 1 during your move.

- d) At no time will equipment be stored in fire exits, in front of fire doors, common walkways or have fire doors propped open

Please contact the Building Manager who will arrange for you to have a key that will isolate the lift for solely your use 48 hours prior to using lift

4. Strata By-laws

Occupants are requested to take notice of and abide by the requirements of the by-laws for the strata plan, in particular:

By-Law 5 EXCLUSIVE USE RIGHTS OF COMMON PROPERTY DOORS, WINDOWS, BALCONIES AND ANCILLIARY ITEMS

This by-law details those items common property for which the owner of a strata lots has exclusive use rights and obligations (maintenance and repair).

Depending on the content of the relevant lease, such rights and obligation may apply also to a Tenant.

By-Law 6 YOUR BEHAVIOUR

Particular attention is drawn to obligations regard making noise, offensive language, smoking and obstruction on common property

By-Law 7 YOU ARE RESPONSIBLE FOR OTHERS

This by-law sets out the obligations of owners in regard to visitors to your suite or the building.

By-law 7.2 set outs the obligations of a Landlord in regard to informing A Tenant of the by-laws ensuring the compliance of a Tenant in this regard.

The following are the headings for other by-laws of particular interest:

By-Law 8 WHAT ARE YOUR OBLIGATIONS FOR YOUR LOT?

By-Law 9 THE BALCONY OF YOUR LOT

By-Law 10 STORING AND OPERATING A BARBEQUE

By-Law 11 KEEPING ANIMALS

By-Law 12 ERECTING A SIGN

By-Law 13 FIRE CONTROL

By-Law 14 MOVING AND DELIVERING STOCK FURNITURE AND GOODS

By-Law 15 PARKING ON COMMON PROPERTY

By-Law 16 CONTROLLING TRAFFIC IN COMMON PROPERTY

By-Law 17 HOW TO DISPOSE OF YOUR GARBAGE

By-Law 18 CARRYING OUT OF BUILDING WORK

By-Law 19 INTERTENANCY WALLS

By-Law 20 EXCLUSIVE USE OF AIR CONDITIONING SERVICE

Owners (and if applicable Tenants) should note their obligations to:
“operate, maintain, repair and, where necessary, replace Air Conditioning Services which exclusively services your lot; ...”

5. Access to Building

Main Entry

The main entry doors from Delhi Road on Level 2 are operated by a timer which allows for automatic opening between 7.30 am and 5:30 pm Monday to Friday.

Outside of these hours access may be gained by using the HID ProxyCard.

Basement Car Parks

The HID ProxyCard is also required to gain entry to both basement car parks and to exit from Basement 2 (lower) car park

Lifts

The lifts also operate automatically between 7.30 am and 5:30 pm Monday to Friday.

Outside of these hours the lifts will only allow access to Level 2. For other levels the HID ProxyCard will be required.

Visitors

Visitors to the building outside of the above hours may contact a suite through the intercom outside the Level 2 entry doors.

Giving access to a visitor into the building also will allow automatic lift access to the appropriate building level. Thus an occupant of a suite is not required to go to Level 2 to escort a visitor to the suite.

Refer to Section 7 for Visitor Parking

HID ProxyCards

Each building occupant will be issued with a number of HID ProxyCards free of charge on the basis of one (1) card per twenty (20) square metres of suite floor area.

Additional cards may be purchased for \$77.00 (incl. GST) each.

Cards will be issued and recorded by the Building Manager.

In the event that a card is lost, ***it is important to maintain building security***, that the suite occupant advises the Building Manager who will arrange for the access rights of that card to be negated.

A charge does not currently apply for lost cards which will have to be recorded and de-activated. This may be reconsidered in the future.

6. Contractors and Permits

As contractors will be required to carry out works within tenancies and common areas the following will apply:

- Building Management is to be advised of all contractors working within the building and the nature of work
- Contractors carrying out work in common areas are to sign in and request approval for all works within plant rooms, service risers and electrical switch boards
- A permit is required for:

All personnel requiring access to the roof area

Any hot works

Isolations to any building services

To carry out any of the work above the contractor engaged to perform the work must contact the Building Manager on 9418 6555 to facilitate the issue of the permits or to obtain keys to any area of the Building

7. Directory Board

The building has been provided with a electronic directory from which visitors can find building occupant by selecting sorting either by building level or occupant name.

The system also allows for a visitor to contact the suite occupant by the telephone provided.

Programming of the directory will be carried out by the Building Manager.

The suite occupant is requested to provide the following information, via e-mail to the Building Manager on support@glassproperty.com.au to enable programming

Suite Number

Company Name to be listed

Telephone Number – this is to be a local number. The system does not allow for other than local numbers to operate. Diversion to a number other than a local number is the occupant's responsibility

8. Visitor Parking & Boom Gate

Visitor parking for bona fide visitors to the Building is available at the front of the building with access off Delhi Road.

The number of spaces is limited and these parking spaces are not to be used by staff or tenants working in the building.

Unlawful parking is in contravention to the Bylaws as posted on the signs in this area and action will be taken against offenders including tenants

Operation of boom gate:

- Between the hours of 6am and 6pm Monday to Friday, the boom gate will be closed.
- To park inside your visitors can contact you via the boom gate's intercom system.
- Calls from the intercom will come through to your office phone. When you pick up the call you can speak to the visitor and open the boom gate for them by pressing the * key on your phone handset.
- Visitors can leave without your assistance as the boom gate opens from the inside automatically.

Disabled Access to visitor parking:

If you have any regular visitors who cannot easily use the intercom system, then please contact us via the help button at www.32delhi.info. We can make arrangements for these people to open the gate from their own mobile phone by just dialling a designated phone number.

Rules Of Use- visitor parking:

1. The visitor parking is for short term use by legitimate visitors- maximum stay is 2 hours.
2. Building occupiers & their employees are not permitted to park in the visitor parking area.
3. Couriers and tradespeople are to be directed to use the rear dock and not given access to the visitor's parking.

If a member of your staff or your courier/tradesperson is let into the visitor parking area by your company, then the Owner's Corporation reserves the right to de-activate your suite's boom gate controls until the matter can be discussed and resolved.

9. Garbage

A garbage room is located on Basement Level 1 on the northern side of the building (turn left out of the lifts and straight ahead).

Bins are provided for:

General waste

Cardboard and paper for recycling

Other recyclable products

Please crush cardboard boxes to minimise the volume in the bin.

If you expect to have a large volume of garbage – particularly boxes – please advise the Building Manager so that he can make arrangements should additional garbage collections be required. Dumping of private rubbish in the Garbage room or the Loading Dock is in contravention to the Bylaws. These areas are under recorded

CCTV. Persons identified illegally dumping rubbish in these areas will be liable to the cost of its removal and a fine under the Bylaws.

10. Cleaning of Common Areas

Sydney Commercial Strata Cleaning has been appointed to carry out the cleaning of common property areas including:

- Toilets
- Carpeted corridors and the meeting rooms
- Tilled balconies, Level 2 entrance and foyer
- Common area balcony balustrades
- Lifts
- Car parks

Cleaning of the common area floors is completed weekly while the toilets on each level are cleaned twice daily.

Cleaning is scheduled early in the morning so that problems can be drawn to the Building Manager's attention and rectified with minimum delay.

Occupants are requested to bring to the attention of the Building Manager, via their Help Desk, any cleaning issues which may need particular attention.

11. Washroom Services

Washroom services including room deodorizers and feminine hygiene disposal units are provided under an agreement with Prosan.

12. Cleaning Suites

The cleaning of suites, including any balconies and balustrades or private courtyards, is the responsibility of the occupant.

13. Fit-out of Suites

You are also requested to advise the Building Manager if you intend to carry out any fit-out works or modifications to your premises.

The attention of occupants is drawn to the requirements of By-Law 18 **CARRYING OUT OF BUILDING WORK**. Particular note should be made of occupant's obligations to:

- Fit covers over fire and smoke alarms to avoid dust from building works setting of the alarms.
Covers may also be required on alarms in adjacent corridors.
Alarms will result in the Fire Brigade being called to the site and may result in charges for false alarms.

Payment of any charges in this regard shall be the responsibility of the occupant.

- If required the detectors could be isolated at fire panel by Fire Panel technicians only after review of Safe work method statements are delivered to Building Managers. For contacting fire panel technicians the number will be provided on request to Building Manager and all costs will be covered by the tenant
- Protect carpets, tiles and walls of common areas from damage from moving of materials and rectification if any damage occurs.
- That the building of walls within a suite does not adversely affect the requirements regarding the egress distances from suite, the visibility of exit signs and emergency lights and the function of smoke or fire alarms. It is the responsibility of the occupant to relocate or provide additional fittings to ensure the premises meet the required standards.
- Dispose of demolition or waste materials.
Such disposal is the responsibility of the occupant and under no circumstance shall such materials be disposed of through the common property garbage disposal arrangements nor via the Level 2 entry foyer.
- Fit-out works may affect the operation of the air conditioning system in the suite.
It is the occupant's responsibility to make any modifications such as additional return air grilles and re-balancing of the system.

14. Electricity Supply

Occupants are responsible for arranging the transfer of electricity supply accounts to their ownership and for the cancelling of the account when they vacate the building.

In the event that an occupant fails to transfer an account the occupant will be responsible for any charges from the date of occupation calculated on a pro-rata daily basis with adjustments according to the level of consumption before and after occupation.

15. Telephone Services

Occupants are responsible for arranging their own telephone services to their suite.

Cabling has been installed as follows:

- From the street to the Main Distribution Frame in the Communication Room on Basement Level 1 (turn right on leaving the lifts and walk straight ahead).
- From the MDF to a sub-frame on each floor and from the sub-frame to the suite. Connection has been completed at the sub-frame.
- Each suite has been provided with a minimum 10 pair cable (larger cables have been provided for larger suites).

A telephone service provider will require access to the Communication Room in order to make the necessary connections at the MDF.

The Communications Room and Access Stairs on Level 1 have been fitted with a lock keyed to Telstra's requirements.

16. Leased Suites

An owner of a suite which is leased is required under By-Law 7.2 to inform its Tenant of the By-Laws and any other relevant information such as this document.

17. Meeting Rooms

Meeting rooms are available for use by occupants of the building.

A booking system via the internet has been established and an information sheet is attached. Use of the rooms is limited to 8 hours per week per tenant.

There is no charge for the use of the meeting rooms.

Should you wish to book both meeting rooms and require the dividing wall to be opened, please contact the building manager to make the necessary arrangements.

The rooms must be left clean and tidy after use. Should the room need to be cleaned before it can be used for the next booking, the previous user may be liable for any cleaning costs incurred by the Strata.

18. Depreciation

The Developer of the property has arranged for depreciation schedules to be prepared for every Lot in the Strata Plan.

These will be available for purchase in electronic (PDF) format from the Developer at the cost to the Developer plus an administration charge. Please note that if your suite consists of more than one Strata Lot, there will be a charge for each Lot.