

# Services Checklist

COMPLETE AND SUBMIT TO LANDLORD'S REPRESENTATIVE

Centre Name	<input type="text"/>	Centre State	<input type="text"/>
Tenancy No	<input type="text"/>	Tenancy Name	<input type="text"/>
Tenancy Usage	<input type="text"/>	Tenancy Area (m2)	<input type="text"/>
Intended hours of operation	<input type="text"/>	Average Population (i.e. Staff & Customers)	<input type="text"/>

Contact Name	<input type="text"/>	Tel No.	<input type="text"/>
Mobile	<input type="text"/>		
Email	<input type="text"/>		
Contact Address	<input type="text"/>		

Tenancy Designer	<input type="text"/>	Contact	<input type="text"/>
Phone	<input type="text"/>		
Email	<input type="text"/>		
Address	<input type="text"/>		

Contractor	<input type="text"/>	Contact	<input type="text"/>
Phone	<input type="text"/>		
Email	<input type="text"/>		
Address	<input type="text"/>		

Lighting	No. of Phases	Watts	Power	No. Of
NOTE: 2019 BCA Section J changes apply from 1 May 2019: The allowable maximum illumination power density(measured in W/m <sup>2</sup> ) has been reduced from 22 W/m <sup>2</sup> to 14 W/m <sup>2</sup>				
LED (preferred)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incandescent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fluorescent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Lighting and appliances	<input type="text"/>	Heat Output (watts)	<input type="text"/>	Watts/m2
				<input type="text"/>

APPLIANCE (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
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Attach details of Additional items including Computer, Fax, Stereo, etc.

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

COOKING EQUIPMENT	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
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Attach details of Additional items

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

AIR CONDITIONING (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
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Attach details of Additional items - Application to be made for supplementary air.

1.				
2.				

REFRIGERATION EQUIPMENT (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
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Attach details of Additional items

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

EXHAUST AND MAKE UP SYSTEM (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
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Attach details of Additional items

Tn. 1-8 Common Exhaust. If exhaust exceeds common supply an application must be made for a separate exhaust generally conforming to attached design.

1.				
2.				
3.				
4.				
5.				

Special Requirements

Computer ☐ TV ☐ Fax ☐

Appliance & Equipment Brochure ☐ Exhaust Hood Layout ☐ Make-up System Layout ☐

### Ventilation Exhaust Requirements

Hood Size:

Exhaust air quality

Air Conditioning Layout ☐

Litres per second:

### Refrigeration services

Location of coolroom/freezer

Room compressor/condenser  
(Attach additional information)

### Plumbing Requirements:

Confirmation (circle)

Type: list equipment/or type

Hot water requirements

☐ Yes

☐ No

Domestic waste requirements

☐ Yes

☐ No

Natural gas requirements

☐ Yes

☐ No

mj/hour

Water supply requirements

☐ Yes

☐ No

Trade waste (grease) requirements

☐ Yes

☐ No

### Electrical provisions for (please tick)

☐ Signage

☐ Refrigeration

☐ Exhaust Ventilation

☐ Security

☐ Make-up Air System

☐ Other

### Security system requirements:

☐ Yes

☐ No

☐ Other

## MATERIALS & FINISHES

### Timber Products & Joinery

Are timber products specified on approved drawings as FSC (Forestry Standards Council), PEFC (Programme for the Endorsement of Forest Certification) products with certified CoC (Chain of Custody) to merchant level? Note: illegal or old growth timbers are banned within Vicinity Centres.	N/A <input type="checkbox"/>	FSC <input type="checkbox"/>
All wood composite wood products (e.g. joinery, plywood etc) are required to be specified on approved drawings as low in formaldehyde emissions i.e. E0 rated.	Confirmed <input type="checkbox"/>	

### Glass & Glazing

Specify the total area of glass m2 within shopfront glazing.	M2
Specify the largest glass dimensions of each panel (refer to your shopfitter or glazing engineer if required)	H x L

### Paint Finishes

All paint finishes are required to be specified on approved drawings as low in Volatile Organic Compounds (VOCs). Note: this includes 2 pack and hand applied finishes.	N/A <input type="checkbox"/>	Confirmed <input type="checkbox"/>
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### Graphics & Signage

All graphics and signage substrates and inks are required to be specified as low in VOCs.	N/A <input type="checkbox"/>	Confirmed <input type="checkbox"/>
Are polymers specified to be biodegradable?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

### Lacquers, Adhesives & Sealants

All lacquers, adhesives and sealants are required to be specified on approved drawings as low in VOCs.	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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## MATERIALS & FINISHES

### Plasterboard Walls (not including landlord inter-tenancy walls)

Are plasterboard products specified as recycled or recyclable? le: Knauf, or Powerscape?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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### Display & Racking Systems

Are any of the display systems powder coated rather than chromed or plated?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are any of the plastics products specified as recyclable?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are displays specified with glass rather than acrylics?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

### Materials – Floor Finishes

All floor finishes are required to be specified on approved drawings as low in VOCs.	N/A <input type="checkbox"/>	Confirmed <input type="checkbox"/>
<b>Finishes should be specified with 2 or more of the following:</b>		
More than 10% recycled or recycled content	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Warranty of more than 7 years	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Manufacturer is ISO14001 certified	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Manufacturer/ supplier operates a take-back programme	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are produced locally (within 500km of the site)	No <input type="checkbox"/>	Yes <input type="checkbox"/>

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