

Annexure 5

FINAL DESIGN SUBMISSION CHECKLIST

Final Design Documentation Submission Checklist

DRAWINGS

- ☐ Drawing Schedule / Transmittal Form listing all pages submitted All Drawing submissions are to be electronically emailed in A3 PDF format.
- ☐ All Drawing submissions are to be electronically emailed in A3 PDF format
- ☐ All revisions to be clouded and cross reference to a revision number
- ☐ All Plans must include the building gridlines that are identified on the Landlord's Tenancy drawings.
- ☐ 1:50 Floor plan that includes:
 - ☐ All joinery locations, fixtures, fittings and floor finishes.
 - ☐ Storage areas and location of fixtures including the size and if they are free standing or require structural support
 - ☐ Electrical Distribution Board (EDB). Clear access 600mm for door swing.
 - ☐ Locations and specifications for size and weight of heavy equipment which includes safes, hot water services and compactors.
 - ☐ Fire extinguisher and fire blanket location.
 - ☐ Left hand side inter tenancy wall capping is indicated as by Landlord at Tenant's cost.
- ☐ 1:50 Services plan that includes all floor penetrations / services dimensioned from the building gridlines including:
 - ☐ The floor slab cannot be chased. This must be considered when selecting a power reticulation method. RDM to confirm Centre specific requirements.
 - ☐ Proposed core hole penetrations required for electrical or hydraulic purposes including tundishes and silt-buckets, floor wastes; (locations to be approved); RDM to confirm Centre specific requirements.
 - ☐ Telephone and data requirements and locations. This includes GPOs, data outlets and internet connections.
 - ☐ Electrical Distribution Board (EDB). Clear access 600mm for door swing.
 - ☐ Preferred location for VAV Air Conditioning thermostat.
- ☐ 1:50 Floor Finishes plan that includes all floor penetrations dimensioned from the building gridlines including:
 - ☐ Floor wastes;
 - ☐ Slab and Finished floor level to suit levels nominated on Landlord's Tenancy drawings.
 - ☐ Ramps and gradients of floors that comply with all relevant authorities requirements;
 - ☐ Mall tile to tenancy floor threshold / junction detail.

DRAWINGS CONTINUED

- ☐ 1:50 Articulated Reflected Ceiling plan including:
 - ☐ Ceiling heights to suit levels nominated on Landlord's Tenancy drawings shown as RL (Reduced Level).
 - ☐ Lighting Layout and images of all light fittings. Please note that all Tenancy lighting must comply with current BCA requirements;
 - ☐ Specification of all lights. Include lighting layout for external seating area (if applicable)
 - ☐ Preferred Air Conditioning diffuser locations and type;
 - ☐ Preferred air relief type- linear slot grille or architectural opening;
 - ☐ Location of ceiling access panels;
 - ☐ Ensure all suspended light fittings are a minimum 550mm below ceiling
 - ☐ Exit lights and signs if required by Building Surveyor;

Food Tenancies require additional information:

- ☐ Size and location for exhaust hood; (Exhaust hood to be procured in line with Exhaust hood Annexure and include in ESD checklist annexure)
- ☐ Specification, dimension and location of all hardwired and plug-in equipment and refrigeration. Ensure compliance with heat rejection guidelines.
- ☐ Specification, dimension, location, fixing detail, access provisions and weight of refrigeration condenser unit. Unit to be located within the tenancy joinery or ceiling space subject to approval by Vicinity Centres services consultants.
- ☐ 1:50 Coloured shopfront section.
- ☐ 1:50 Internal elevations.
- ☐ Coloured shopfront perspective
- ☐ Lux level diagram of the Tenancy

JOINERY

- ☐ Wall and floor display unit details @ 1:20 scale.
- ☐ Sales Counter details @ 1:20 scale.
- ☐ Photographs of units if available.

SIGNAGE

- ☐ 1:20 detail and specification showing all proposed finishes, dimensions, form of illumination, construction and installation detail.
- ☐ Section detail through signage and mall bulkhead, showing fixings to main structural elements within the ceiling, if applicable.

GRAPHICS

- ☐ Graphic print specifications and installation detail.
- ☐ Graphic locations to be nominated on the drawings
- ☐ Final Graphics documentation

FINISHES

- ☐ Finishes specification
- ☐ Hard copy of Materials and Finishes Board (max A3 format).
- ☐ PDF Colour version of Materials & Finishes Board.
- ☐ All finishes to be nominated on the drawings
- ☐ Ensure availability of materials and lead times are allowed

SHOPFRONT STRUCTURAL AND GLAZING ENGINEERING

- ☐ Glazing Engineer's documentation to be carried out by a certified Structural Glazing/Façade Engineer. Glazing to be clear with no tinting unless approved by RDM
- ☐ Submit copy of Certified Structural Engineer's drawings as a reference only as to be supplied to relevant Building Surveyor and LandLord for approval.
- ☐ Structural Engineer's drawings for any bulkheads or similar elements and signage are required for the shopfront construction, All connection details of these elements to the base building are to be submitted.

TENANT'S SERVICES AND ESD CHECKLIST

- ☐ To be completed and included with Design submission.

TENANCY PROJECT MANAGER

- ☐ Tenancy Project Manager/Centre Operations Manager to forward to Landlord's consultants for review.
- ☐ The Tenancy Project Manager/Centre Operations Manager will forward all plans and relevant information for Category 1 costing of Landlord's works at Tenant's cost.