

Tenants Services Checklist

Please ensure you and your team complete this checklist and submit to the relevant Vicinity contact during the design development phase.

► Checklist

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 (total weekly)	<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	Unit Totals	Power (Watts) total	Shop Area m2
NOTE: LED is the preferred lighting to comply with selection J of the current BCA of 14 Watts per m2			
Lighting Front of House / Retail Space			
Lighting Back of House / Storage Space			
Totals Combined			
Total lighting load (to correspond with detailed drawing package)			

Electrical Equipment	No. of Phases	Power (Watts)	Energy Rating (4 star minimum requirement)	WELS Rating (4 star minimum requirement)
List all electrical equipment, computers, digital displays, dishwashers, hot water systems				
1.				
2.				
3.				
4.				
5.				
6.				
Total power load (watts) combined:				

Air-conditioning (Type)	No. of Phases	Power (Watts)	Energy Rating (4 star minimum requirement)
Attach details of Additional items – Application to be made for supplementary air.			
1.			
2.			
3.			
4.			
5.			
Total Power Load (Watts) combined			

Exhaust and Make Up System (Type)	No. of Phases	Power (Watts)	Ventilation Rate (Litres per second)	Size of Hood/Unit
List details of exhaust hoods and fans. Note: Tenancies such as Nail salons, Fresh Fish stores, etc. will require exhaust fans to remove heavy odours.				
1.				
2.				
3.				
4.				
Total Power Load (Watts) combined				

Refrigeration Equipment (Type)	No. of Phases	Power (Watts)	Energy Rating (4 star minimum requirement)
Attach details of Additional items			
1.			
2.			
3.			
4.			
Total Power Load (Watts) combined			

Cooking Equipment Electrical (preferred)	No. of Phases	Power (Watts)	Energy Rating (4 star minimum requirement)	Change to WELS rating (4 start minimum requirement)
List Details				
1.				
2.				
3.				
4.				
5.				
6.				
Total Power Load (Watts) combined				

Cooking Equipment Gas	WELS Rating (4 star minimum requirement)	Gas (mj.hour)	Energy Rating (4 star minimum requirement)	WELS Rating (4 start minimum requirement)
List Details				
1.				
2.				
3.				
4.				
5.				
6.				
Total Gas (MJ/hour)				

► Plumbing Requirements:

Hot water requirements

Domestic waste requirements

Natural gas requirements

Water supply requirements

Trade waste (grease) requirements

Confirmation (tick)

☐ Yes

☐ Yes

☐ Yes

☐ Yes

☐ Yes

Type: list equipment/or type

☐ No

☐ No

☐ No

☐ No

☐ No