

Annexure 5

PRE TRADE CHECKLIST

Tenant Pre-Trade Checklist

Galleria

It is a requirement that the following documents are received/paid prior to your tenancy opening.

By Tenant

The following documents/invoices are to be supplied by the Tenant to the Landlord no later than 48 hours prior to opening date.

Lease Executed	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Public Liability insurance (PLI)	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bank Guarantee	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rent in Advance	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Category One costs	Paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Design Review Fee	Paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Major Defects	Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

By Shopfitter

The following certificates are to be provided by the shopfitter/principal contractor no later than 48 hours prior to the proposed opening date.

Electrical certificate, incl emergency lighting, exit signs & stating compliance with Section J of the BCA	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hydraulic certificate	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Structural certificate (bulkheads, ceilings, signs, shopfronts, shelving to walls)	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Glazing certificate	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Sprinkler certificate	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mechanical certificate	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gas installation certificate	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health Consent	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floor Slip Test Certification	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Trade Waste Permit	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Waterproof membrane installation certification	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notice of Completion (BA07)	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate of Construction Compliance (CCC) & or Occupancy Certificate (OC)	Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No