



Services Submission Checklist

Critical Information

1. All drawings must be submitted electronically in both PDF and AutoCAD formats.
2. Any revisions are to be clearly clouded and cross-referenced with the corresponding revision number.
3. All plans must show the building gridlines as indicated on the Landlord's tenancy drawings.
4. A Drawing Schedule/Transmittal Form must be included, listing all submitted pages.

► DRAWINGS & DETAILS REQUIRED – RETAIL

■ 1:50 Dimensioned **Floor Plan** submitted in A3 PDF and AutoCAD format, showing approved layout of the tenancy including all relative information including but not limited to:

- Building grid lines in line with tenancy lease plans
- Nominated EDB & NBN location, dimensioned if location is critical to the design, noting 600mm required for EDB door swing
- Joinery, fixtures and furniture
- Nominated air conditioning thermostat location (this may have to be adjusted to suit system)
- Location of heavy equipment (compactors, HWC, safes) including weight, height, specifications
- Details of any special equipment that may affect building services, structure or heat loads.
- Fire extinguisher and fire blanket location
- Ramps and gradients of floors that comply with all relevant authorities requirements

■ 1:50 Dimensioned **Hydraulic & Slab Penetration Plan** submitted in A3 PDF and CAD format, showing approved layout of the tenancy ceiling including all relative information including but not limited to:

- No chasing of the floor slab. If chasing is required to ground floor tenancies, Vicinity will be assessed on a case-by-case basis if this can be achieved
- Location of all core hole penetrations dimensioned clearly from building grid lines in line with tenancy lease plans, (including tundish points, electrical, hydraulic, refrigerant)
- Size of penetrations, pipe or conduit required to be reticulated
- Nominated connection points for standard and greasy waste
- Location of handbasins and plumbing fixtures
- Location of any recessed door pivots, dimensions and depth required to be embedded in structural slab, dimensioned clearly from building grid lines in line with tenancy lease

■ 2 x 1:50 Dimensioned **Cross Sections** cut vertically and horizontally through tenancy submitted in A3 PDF format, showing any non-standard ceiling details and design elements to be factored into services designs

■ ENVIRONMENTALLY SUSTAINABLE DESIGN (ESD) CHECKLIST

- A copy of the completed ESD Checklist is to be provided as part of your Services Submission

■ MALL INGO TILE

- If the proposed floor plan requires mall ingo tiling, this must be included in your Services Submission so the Tenancy Delivery Manager can provide pricing for this element as part of the CAT1 works.

■ 1:50 Dimensioned **Reflected Ceiling Plan (RCP)** submitted in A3 PDF and CAD format, showing approved layout of the tenancy ceiling including all relative information including but not limited to:

- Lighting layout, including dimensions (indicative will suffice)
- Ceiling height including entry bulkheads. Ceiling heights to suit levels nominated on Landlord's Tenancy drawings shown as RL (Reduced Level)
- Ceiling nominated finishes including colour
- Any decorative elements on the ceiling that needs to be taken into consideration when designing the mechanical and sprinkler layouts
- Type of diffusers and preferred locations (lineal 1,2 or 3 slot, continuous, section details of any customised supply air slots and cushion head boxes)
 - Note – round swirl diffusers are to be specified for this development for all front of house areas visible to the customer. Square diffusers or standard 4-way diffusers are not supported for this development to front of house.
- Preferred colour of registers including powder coat specifications for non-standard colours (ie not black or white)
- Preferred sprinkler encashment colour (Black, white or chrome)
 - Note – semi recessed sprinkler heads are the standard for the Galleria Development
- Doors to rooms inside tenancy to be undercut to balance air conditioning system rather than door grilles
- Preferred air conditioning return grille location
- Location of Access panels, speakers and security system specification
- Located Access Panels as noted on the Tenancy Plan as part of your RCP Design
- Lighting specifications & Section J calculations for lighting demonstrating Building Code compliance as well as Design Vision & Fitout Criteria compliance
- Exit lights and signs if required by Building Surveyor. Exit signage should be clear edge lit blade type

■ OPEN CEILING NOTES

- Clearly defined ceiling verses open ceiling requirements including nominating set ceiling for the first 3m into the tenancy
- Decorative suspended ceiling elements to be clearly nominated with suspend heights must be noted including mesh ceiling grids
- All internal walls will be extended to full height
- Where proposed, the Tenant is required to ensure conditioned air is contained by extending IT walls and shopfront bulkheads up to the underside of overhead structure and notching around all duct work/services
- Visible mechanical ducts are to be changed from flexi to rigid and the entire ceiling including all exposed services are to be painted out in the colour nominated, insulation must be internal within rigid ductwork
- Clearly note upgrade of services to rigid, internally insulated ducts
- Clearly note preferred vent connection of ducts for mechanical design
- Confirmation if electrical underslung conduit required for cable reticulation under slab
- All exposed services are to be suitably finished or sprayed to match the ceiling colour, including the hard ductwork, pipework, cabling, speakers and security cameras

► DRAWINGS & DETAILS REQUIRED – FOOD

■ 1:50 Dimensioned **Floor Plan** submitted in A3 PDF and AutoCAD format, showing approved layout of the tenancy including all relative information including but not limited to:

- Building grid lines in line with tenancy lease plans
- Nominated EDB & NBN location, dimensioned if location is critical to the design, noting 600mm required for EDB door swing
- Joinery, fixtures and furniture
- Nominated air conditioning thermostat location (this may have to be adjusted to suit system)
- Location of heavy equipment (compactors, HWC, safes) including weight, height, specifications
- Details of any special equipment that may affect building services, structure or heat loads.
- Fire extinguisher and fire blanket location
- Ramps and gradients of floors that comply with all relevant authorities requirements
- For internal food tenancies, return air is drawn from the mall and door systems need to be sufficiently ventilated to support this

■ 1:50 Dimensioned **Equipment Plan and Equipment List** submitted in A3 PDF and CAD format, showing approved layout of the tenancy ceiling including all relative information including but not limited to:

- Size and location for exhaust hood; (Exhaust hood to be included in ESD checklist annexure)
- Specification, dimension and location of all hardwired and plug-in equipment and refrigeration
- Specification, dimension, location, fixing detail, access provisions and weight of remote refrigeration condenser units. Unit to be location subject to approval by Vicinity Centres and their services consultants. Tenant's preferred locations may not be achievable, proposed locations need to be balanced with Vicinity's other operating requirements
- Condensing unit locations are to be confirmed and coordinated on site with the Tenancy Delivery Manager. Structural details and certification are to be provided where necessary prior to commencement
- Roof penetrations through the Landlord roof will be undertaken by the Landlord at the Tenant's cost, noting these works are not considered Category One cost
- All Equipment with corresponding Equipment List, services loads and specifications
- Location of heavy equipment (compactors, HWC, safes) including weight loads, dimensions and specifications
- Any insulated panel used in the construction of the fitout must be PIR insulated core type and certification provided prior to trade
- Cold rooms and freezer rooms to be constructed with insulated panel floors atop a waterproof membrane. Low temperature freezer rooms (sub 0 degrees) are to include a heated floor mat between the waterproofing and insulated panel floors
- Customer facing fridges must not have front facing vents, these must be rear vented or concealed from view by detailing a recessed skirting with air gap
- A complete list of all equipment to be provided as part of your Services Submission
- Appliances and fixtures should be minimum 4 star WELs and 4Star Energy
- Food Outlets - all electric equipment preferred

■ 1:50 Dimensioned **Hydraulic & Slab Penetration Plan** submitted in A3 PDF and CAD format, showing approved layout of the tenancy ceiling including all relative information including but not limited to:

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- Location of all core hole penetrations dimensioned Location of all core hole penetrations dimensioned clearly from building grid lines in line with tenancy lease plans, (including tundish points, electrical, hydraulic, refrigerant)
- Size of penetrations, pipe or conduit required to be reticulated
- Nominated connection points for standard and greasy waste
- Location of handbasins and mop sink
- Location of any recessed door pivots, dimensions and depth required to be embedded in structural slab, dimensioned clearly from building grid lines in line with tenancy lease

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- Ceiling nominated finishes including colour
- Any decorative elements on the ceiling that needs to be taken into consideration when designing the mechanical and sprinkler layouts
- Type of diffusers and preferred locations (lineal 1,2 or 3 slot, continuous, section details of any customised supply air slots and cushion head boxes)
 - Note – round swirl diffusers are to be specified for this development for all front of house areas visible to the customer. Square diffusers or standard 4-way diffusers are not supported for this development to front of house.
- Preferred colour of registers including powder coat specifications for non-standard colours (ie not black or white)
- Preferred sprinkler encashment colour (Black, white or chrome)
 - Note – semi recessed sprinkler heads are the standard for the Galleria Development
- Doors to rooms inside tenancy to be undercut to balance air conditioning system rather than door grilles
- Preferred air conditioning return grille location
- Location of Access panels, speakers and security system specification
- Located Access Panels as noted on the Tenancy Plan as part of your RCP Design
- Lighting specifications & Section J calculations for lighting demonstrating Building Code compliance as well as Design Vision & Fitout Criteria compliance
- Exit lights and signs if required by Building Surveyor. Exit signage should be clear edge lit blade type
- Kitchen exhaust canopy location nominated with dimensions & specifications
- Penetration Zone for Mechanical Hood connection to be clearly dimensioned off the grid
- Locate your coolroom/ freezer condenser units being on the roof and not in ceiling space

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- Clearly note upgrade of services to rigid, internally insulated ducts
- Clearly note preferred vent connection of ducts for mechanical design
- Confirmation if electrical underslung conduit required for cable reticulation under slab
- All exposed services are to be suitably finished or sprayed to match the ceiling colour, including the hard ductwork, pipework, cabling, speakers and security cameras

■ ODOUR CONTROL – FISH & BEAUTY OPERATORS, RUBBISH AREAS

- Dedicated supplementary exhaust & make up air to tenancy (beauty) & enclosed room (fish & rubbish)
- Dedicated enclosed room for fish cleaning & preparation, documented on drawings with self-closing mechanism to door, floor waste and drain with bucket trap
- Operational waste management plan to be provided

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■ TERRACE DINING TENANCY'S

Load Capacity (Soffit / Pergola)

- Soffit: Maximum UDL load of 0.1 kPa (10kg/sqm) and maximum point load of 1 kN (100kg) for a given purlin.
- Pergola: Maximum UDL of 0.1 kPa (10kg/sqm) and maximum point load of 0.5 kN (50kg) off a singular timber rafter. No loads permitted to be suspended from the timber battens (that sheeting fixes to directly). Heavier loads from timber can be considered subject to assess, particularly if close to main supports (i.e. within 0.5m of beam)

External Shopfronts

- Tenants on the external need to comply with Type B construction, this means non-combustible finishes to their external façade
- Furniture or items not part of the external façade, does not need to comply with Type B construction / can be combustible
- All tenants must provide a BA17 Certificate of Construction Compliance upon completion of their Fitout, we will issue these to BCA for assurance that fitouts have been completed in accordance with their BA03 Certificate of Design Compliance
- All new external glazing forming part of the building envelope must comply with the U-Value and SHGC values set out in the Revision D version of the Section J report prepared by Cundall (with the values being system values, including the frames etc), with these values being 'not to exceed values'

DRAWINGS & DETAILS REQUIRED – KIOSK RETAIL

■ 1:20 Dimensioned floor plan submitted in A3 PDF and CAD format, showing approved layout of the tenancy including all relative information including but not limited to:

- No chasing of the floor slab
- Building grid lines in line with tenancy lease plans
- Joinery, fixtures and furniture
- Nominated EDB & NBN location, dimensioned if location is critical to the design, noting 600mm required for EDB door swing
- Proposed core hole penetrations required for electrical or hydraulic purposes. Size and Type of Core Hole must be nominated on the Penetration Plan
- Telephone and data location
- Core Hole Plan must indicate any exclusions zones from the Landlord's Tenancy drawings
- Slab and Finished floor level to suit levels nominated on Landlord's Tenancy drawings

■ ENVIRONMENTALLY SUSTAINABLE DESIGN (ESD) CHECKLIST

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DRAWINGS & DETAILS REQUIRED – KIOSK FOOD

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- Joinery, fixtures and furniture
- Nominated EDB & NBN location, dimensioned if location is critical to the design, noting 600mm required for EDB door swing
- Proposed core hole penetrations required for electrical or hydraulic purposes including tundishes and silt-buckets, floor wastes. Size and Type of Core Hole must be nominated on the Penetration Plan
- Where applicable, kitchen exhaust canopy location nominated with dimensions & specifications
- A complete list of all equipment to be provided as part of your Services Submission
- Telephone and data location
- Core Hole Plan must indicate any exclusions zones from the Landlord's Tenancy drawings
- Slab and Finished floor level to suit levels nominated on Landlord's Tenancy drawings
- Ensure Mop Sink has been clearly documented on layout plan

■ ENVIRONMENTALLY SUSTAINABLE DESIGN (ESD) CHECKLIST

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