

Green Star – Office Interiors v1.1

Management

Man-4 Tenant Guide

Points Available	Points Claimed	CIR Submitted
3	3	N

Credit Criteria

Three points are awarded where it is demonstrated that there is a Tenant Guide.

Documents Provided

✓	A copy of the Tenant Guide that contains: - Energy Environmental Strategy - Monitoring and Targeting - Building Services (ventilation, heating system, cooling system, electrical system, lighting, domestic hot water) - Materials and Waste policy - Expansion/refit considerations - Care & maintenance - Supplier index - Responsible Cleaning - Relevant contacts - Transport facilities (car parking, cyclist facilities) - Land use and ecology 3 & 4
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Discussion

- The Tenant Guide includes Furniture Schedules with highlighting. Please note that highlighting denoted items which changed between design release and final for-construction release of the schedules.



BlighVollerNieldArchitecture

GBCA HQ - SYDNEY

TENANT GUIDE

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GBCA TENANCY

Welcome to your new office. The design of the interior space of the Green Building Council of Australia's Sydney office, dubbed 'The Greenhouse,' reflects the values and attitude of the organisation. The space was designed to maximise indoor environmental quality and provide a healthy workplace for GBCA staff whilst incorporating energy efficient lighting and ventilation systems and water efficient fittings to minimise the environmental impact of our office space.

The following information is designed to introduce you to the GBCA Sydney office space and demonstrate how to operate lighting, individual comfort control, and where to recycle waste as well as describe the initiatives that have been incorporated into the tenancy to improve its environmental performance.

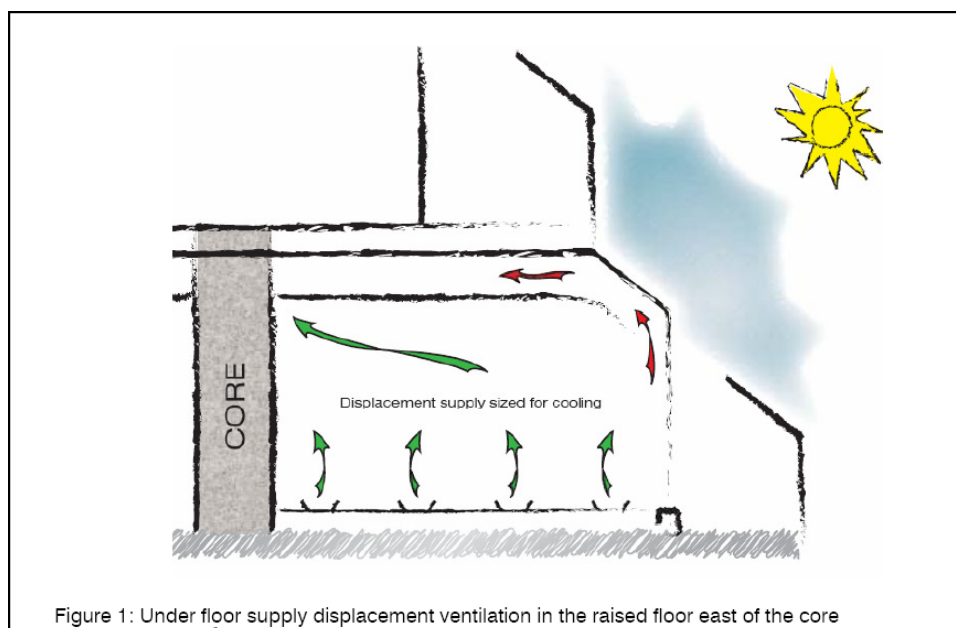
ENERGY AND ENVIRONMENT STRATEGY

The tenancy minimises energy use through the incorporation of several energy efficient features and strategies, listed and described below.

Displacement Ventilation

In a displacement ventilation system, supply air is introduced to the space at or near the floor level, at low speed and at a temperature only slightly below the desired room temperature. The cooler supply air "displaces" the warmer room air, creating a zone of fresh cool air at the occupied level. Heat and contaminants produced by activities in the space rise to the ceiling level where they are exhausted from the space.

Displacement ventilation systems are typically more energy efficient and quieter than conventional overhead systems because cool air can be introduced at a slightly higher temperature and warm air can be introduced at a slightly lower temperature than would be through an overhead system because it is delivered at the level where conditioning is required, rather than from the ceiling, where the air must travel down to the conditioning layer losing heat or coolth in the process. In addition to energy efficiency, displacement ventilation also provides better ventilation efficiency, and thus improves indoor air quality. Figure 1 below illustrates how the system works.



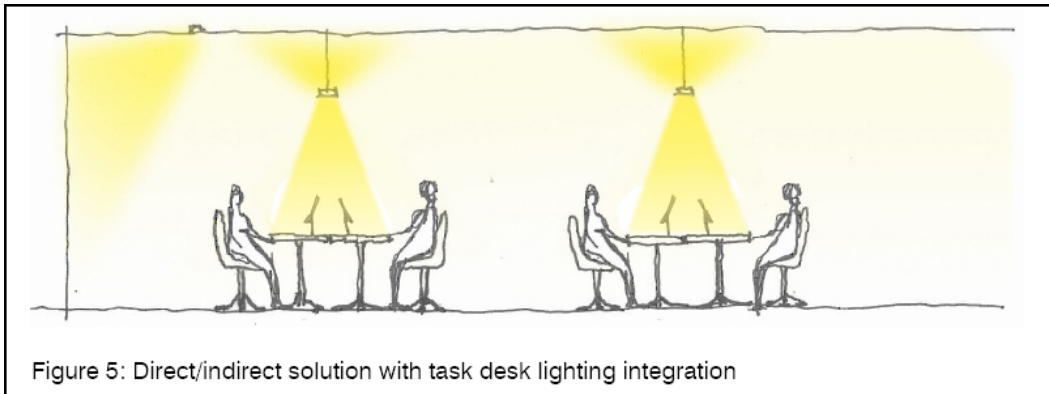
Energy efficient lighting system

The lighting system designed and installed in the tenancy provides lighting only where needed. By locating light fixtures above workstations, task lighting is provided to the workstation as well as general to the ceiling, creating a

task and general lighting solution through the use of one fixture above each workstation. In this way, lighting that would normally be provided to circulation space between workstations is avoided, and the space is lit with residual lighting. Because less lighting is needed in this space, the solution provided represents an efficient use of lighting energy.

Daylight sensors are installed to reduce lighting levels around the bay windows when natural light is available. This minimises the amount of electric light provided in the office.

Figure 5 below demonstrates how light is provided only where needed in the office space.



Light and Power Sub-metering

In order to manage the tenancy's energy use, lighting and power energy use are monitored separately on a control board in the closet. The meters are read and recorded monthly on a tracking spreadsheet. This monitoring feeds into quarterly meetings focused around waste, water and energy reduction.

Greywater Reuse

A 400L greywater tank collects water from the kitchen tap, dishwasher and hand wash basins in both male and female restrooms. This water is treated in the greywater tank and used to flush toilets in the male and female restrooms. Approximately two thirds of demand for flush water is met through greywater provision reducing demand on public infrastructure for potable water where potable water is not required.

Water Efficient Fittings

Water fittings in the tenancy were replaced by base building when GBCA leased the space. The fittings conform to high standards of water efficiency, reducing the amount of water used by hand wash basins, kitchen sink, dishwashers, toilets, and urinals. Urinals have been converted to waterless through provision of Desert cubes by base building. Desert E cubes contain microbes which break down the binding process which causes uric scale or the build up of urine deposits in urinal drain pipes. Water is normally used to prevent this process. However, with the Desert cubes, water is no longer necessary for prevention of uric scale.

Potential Economic and Environmental Savings from Initiatives in Tenancy

The design strategies for the GCBA fit-out provide an economic and environmental benefit through reduced energy and water consumption and improved IEQ.

5.1 Environmental Benefits

Benefits to the environment of the fit-out design are primarily in the energy savings achieved by the upgraded HVAC and efficient lighting strategies.

Compared to a conventional lighting design which achieves a power density of 12 W/m², the proposed options saves in the order to 12,500 kWh of electrical energy. In NSW, this is equivalent to more than 11 tons of carbon dioxide emissions annually.

The tenancy has also made improvements to the base building HVAC system to what should be a more energy efficient system. Detailed thermal modelling of base building systems has not been completed; however, our experience has shown displacement systems allow superior energy performance as a portion of the internal loads is exhausted.

5.2 Commercial Benefits

The commercial benefits of the fit-out design are primarily realised in two key areas:

- Reduced energy consumption through:
 - o Efficient lighting,
 - o No supplementary AC,
 - o Efficient white goods,
- Improved productivity through a displacement ventilation strategy

Commercial benefits of energy efficient systems are expected to improve with the increasing cost of energy and the implementation of the carbon pollution reduction scheme proposed by the Australian Federal Government.

Industry research undertaken by Lincolne Scott i(www.lincolnescott.com/refresh) indicates that a conservative assessment of the productivity benefits of displacement ventilation compared to the VAV system that was in the tenancy provides savings of at least \$22/m²/year in improved employee productivity.

MONITORING AND TARGETING

Water metering and monitoring

Water use is metered through four pulse meters connected to the water uses within the building including kitchen tap and dishwashers, wash hand basins, and toilets. This will be monitored by a program that tracks usage over the hours, days and weeks to identify water use patterns and allow the Operations Team to implement strategies for reducing the amount of potable water used in the tenancy.

Waste monitoring

Rubbish and recycling is weighed and recorded so that waste recycling percentages can be monitored and tracked. These figures are used to determine if the organisation is meeting our recycling percentage targets and informs the program on how those figures should be adjusted to achieve higher recycling rates.

Light and Power Sub-metering

Sub-metering of lights and power is incorporated throughout the tenancy. Electrical energy consumption is the biggest contributor of greenhouse gas emissions from commercial office buildings. To effectively manage electrical consumption, it is essential for building managers to have sufficient data to monitor consumption and compare it to historical values.

Electrical sub-metering allows effective energy monitoring of the building. This will allow building managers to fine tune operational procedures and link tenant facilities charges to consumption and identify inefficient operation.

The lighting and power will be metered by a digital pulsing current transformers providing monitoring of kWh usage, which are mounted within the distribution board.

The metering can be read by electronic print out of the logged kWh usage of power and lighting separately. The recorded power usages form part of the GBCA water, recycling, and energy monitoring program. Results will be communicated to the building manager every three months.

BUILDING SERVICES

VENTILATION



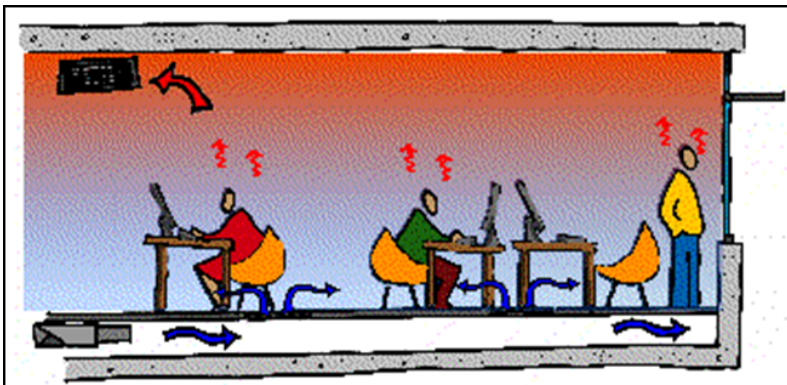
Inner Basket



Grille Plate

Individual control over ventilation rates can be achieved at all workstations located on the raised floor area of the tenancy (East side), by adjusting either the grille plate or the inner basket. Using a screwdriver located in the storage units on the end of each row of workstations, gently pry up the grille plate. By rotating the grille plate, ventilation direction will be changed. By twisting the inner basket, one can close off supply air completely, open it to full, or leave it partially open to modulate the air being supplied to an employee's immediate workstation.

Displacement ventilation is provided in the space as described on page 3 of this document in the Energy and Environment Strategy section. The simplified diagram below shows how cool air is supplied to a space.



HEATING SYSTEM

Heating and cooling temperatures are controlled by base building. However, within the GBCA tenancy, a dead band of 4 degrees was specified. In this way, if the temperature is meant to be set at a constant 22°C, the temperature will be allowed to rise to 24°C or drop to 20°C before the heating or cooling system is activated to condition the space. This offers an energy savings because the HVAC system is not constantly running in order to maintain an exact temperature.

ELECTRICAL SYSTEM

The electrical system within the GBCA tenancy provides electrical sockets at workstations for users to plug in computers and other peripheral devices.

The electrical supply to 179 Elizabeth Street, level 15, GBCA tenant fit-out is derived from a 100A three phase neutral and earth tap-off from the un-metered tenant riser 4, which is fed via Main Switchboard 1.

The tenant switchboard incoming supply is metered by the supply authority; the switchboard is also sub-metered into lighting and power consumption via a split chassis.

The Level 15 tenant switchboard comprised of main circuit breakers, residual current devices, contactor control circuits for perimeter blinds and an emergency lighting test switch.

LIGHTING

Lighting in the GBCA tenancy is provided in open plan work areas through a two component lighting system that is described in the Energy and Environment Strategy section (page 3). These two-component lights which provide both general lighting and task lighting can be controlled from the main lighting control panel located near the lifts. Task lighting brightness can be controlled through a computer program at each user's workstation.

Occupancy sensors will be installed to automatically switch off lights in unoccupied zones such as meeting rooms, circulation spaces, and restrooms. Sensors are installed throughout the building in association with the lighting zones, which do not exceed 100m². This allows lighting to be used only where needed. Daylight sensors are installed in perimeter zones to switch off lights when the natural lighting illuminance is sufficient.

The fit-out lighting design does the following:

- Direct/indirect lighting where a proportion of the lighting is directed toward the ceiling. Incorporating an indirect component to the lighting system improves the sense of space in the building volume. A 70/30 direct/indirect split is reflected in many applications setting world benchmark approaches to the lit environment. The use of suspended fittings with a direct/indirect component is one of the easiest ways to implement a direct/indirect solution
- Vertical Plane lighting increases the perceived apparent brightness of the space and provides areas of focus and contrast in the occupant's line of vision
- Reduced ambient levels: Current lighting designs provide a minimum average of 320 lux at the working plane, regardless of whether a desk is present or not. Circulation space lighting requires significantly less illuminance, and lighting this area to 320 lux represents wasted energy. Reducing the ambient illuminance over the general area to circulation illuminance levels and specifically illuminating desks, allows light to be provided where it is needed
- Direct/indirect task lighting with suspended direct/indirect luminaires positioned above workstations to ensure lighting is provided where it is needed and allows sufficient illumination to the working plane in a solution with reduced ambient levels
- Individual user control for the direct component of the direct/indirect task lighting, allows lights to be switched off or dimmed down when the workstation is not occupied
- Daylight harvesting will be utilized in conjunction with dimmers or switches in perimeter zones to maximize the use of natural light in preference to artificial light

The fit-out interior design was coordinated with the lighting design to deliver an optimal solution with particular attention given to the choice of surface finishes and colours used. This has a substantial impact on the effect and efficiency of the lighting system.

Benefits of the lighting strategy delivered include:

- Lighting required for desk tasks is provided where it is needed, reducing energy losses through wasted light
- Individual user control of the direct component of the direct/indirect task lighting gives occupants control over their personal lit environment. In previous applications of such a system, it has been found that the majority of task lights go unused, reducing energy
- Reduced ambient lighting levels in circulation areas, minimises energy losses through wasted light
- Ceiling illumination raises perceived brightness of the space and is ideal for physical communicative environments (reduced harsh features typical with direct illumination) and improves occupant amenity
- Increased potential for enhanced energy savings through a combination of daylight harvesting used in conjunction with dimmers and switching
- Vertical illumination assists visual comfort and amenity

- Ease of co-ordination with other services within and on the ceiling

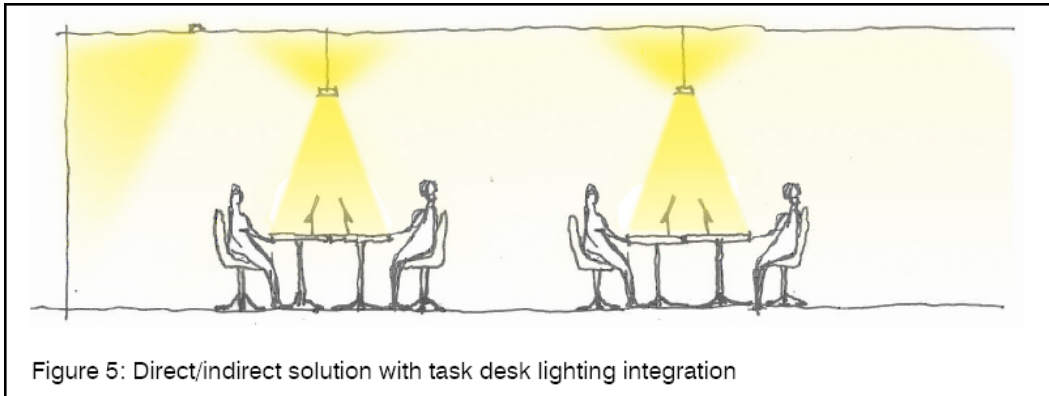


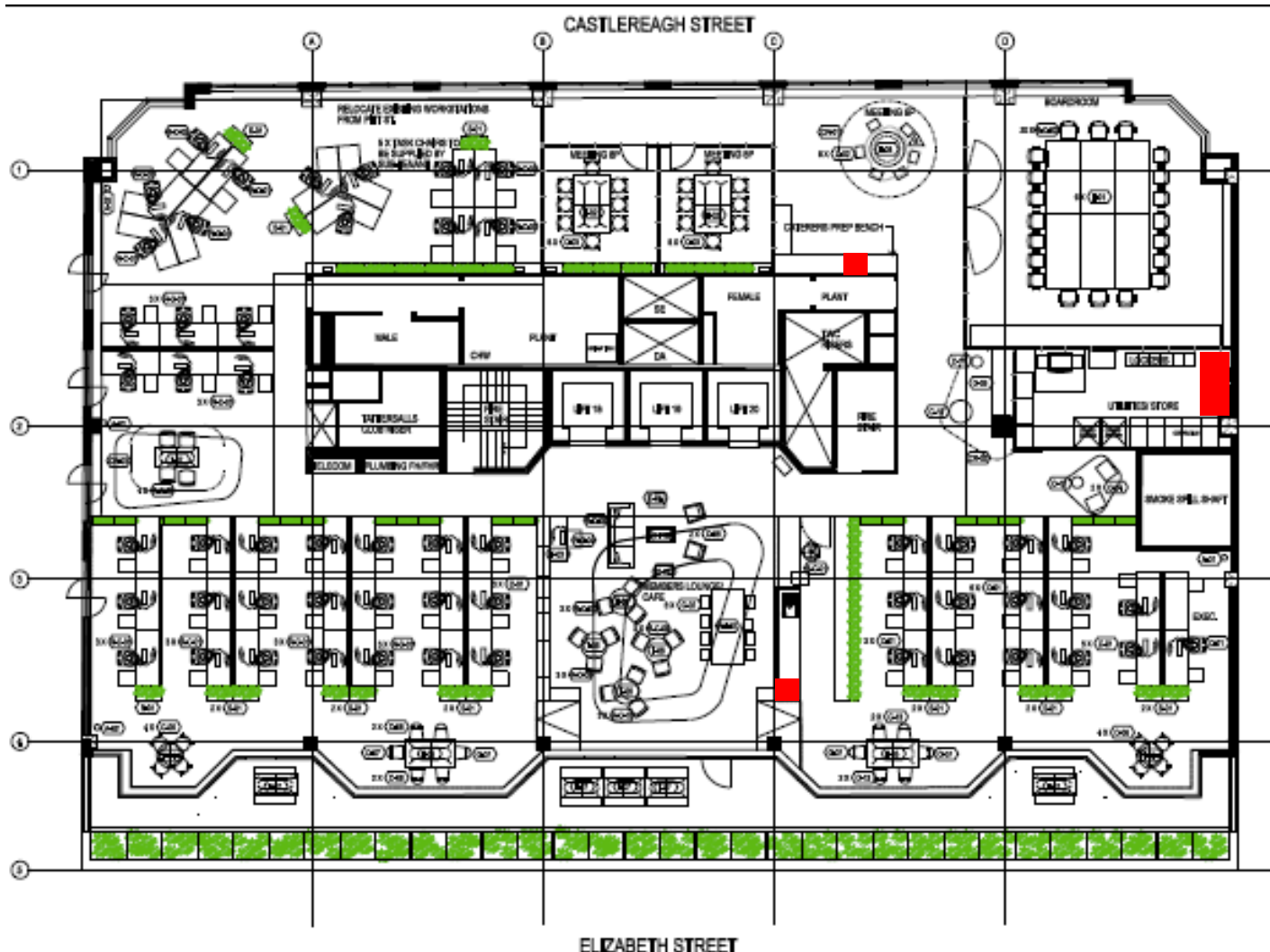
Figure 5: Direct/indirect solution with task desk lighting integration

DOMESTIC HOT WATER

In the interest of sustainability, hot water has not been provided to the tenancy. There is no hot water available to bathroom taps or kitchen/dishwasher connections. This is expected to save approximately 700 kWh per year.

MATERIALS AND WASTE POLICY

The plan below highlights in red locations where recycling and waste storage areas are located within the floor.



WHAT CAN BE RECYCLED?

Under desk recycling bins within the tenancy are provided for office paper and cardboard recycling. Refer to the instructions listed on the bins. In the recycling bins provided under the counter in the kitchen, the following products can be recycled:

- Plastics
 - o Codes 1 – 3
 - o Milk bottles
 - o Take-away containers
- Aluminium and Steel
 - o All clean empty steel cans
 - o Aluminium soft drink cans
 - o Empty aerosol cans
- Glass
 - o All empty glass bottles & jars

In the recycling bins provided in the photocopy room, the following can be recycled:

- Paper and Cardboard
 - o Office paper
 - o Telephone directories

Location: L15, 179 Elizabeth St, Sydney

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- o Newspapers and magazines
- o Envelopes and office paper
- Cartons
 - o Empty milk & juice cartons
- Glass
 - o All empty glass bottles & jars

In the recycling bins provided at the caterer's bench outside the board room, the following can be recycled:

- Plastics
 - o Codes 1 – 3
 - o Milk bottles
 - o Take-away containers
- Aluminium and Steel
 - o All clean empty steel cans
 - o Aluminium soft drink cans
 - o Empty aerosol cans
- Glass
 - o All empty glass bottles & jars

Worm Farm

The worm farm can be used for the disposal of all organic kitchen scraps according to the table below:

Place these items in worm farm	Do not place these items in worm farm:
Tea bags	Citrus peels
Coffee grounds	Garlic and onions
Dust	Meat
Tissues	Dairy
Paper napkins	Bread
	Pasta and rice

tea bags, coffee grounds, dust, tissues and paper napkins.

The following cannot be disposed of in the worm farm: orange and lemon peels, garlic and onions, meat, dairy, bread, pasta, and rice.

Compost

A mix of dry and wet materials must be added to the Aerobin compost bin. Acceptable materials listed in the table below:

Green (wet) Materials	Brown (dry) Materials	Do not place these items:
Food scraps	Leaves and small twigs	Oils
Citrus and onions (cut up)	Shredded or crumpled newspaper or office paper	Meat
Vegetable peelings	Roots or branches that are mulched	Fish
Lawn clippings and weeds	Long yellow grass	Wood
Green garden cuttings	Pea Straw	Glossy magazines
Coffee grounds		Ash
Tea-leaves and tea bags		

WHAT CANNOT BE RECYCLED

- Plastic bags
- Polystyrene
- Crockery
- Ceramics

TENANCY & BASE BUILDING SCHEDULES FOR WASTE/RECYCLING REMOVAL

Waste and recycling is removed from the general tenancy space every day. At-desk recycling is removed on a daily basis. Before removal, all waste is weighed so that recycling rates can be tracked each month.

EXPANSION/RE-FIT CONSIDERATIONS

- **WORKSTATION SUPPLIER**
The workstation system has been selected and designed with the intent for ease of expansion & re-fit ability. Schiavello have provided the system and can be contacted for additional workstations or for reconfiguration on: Ph: 02 9211 3311.
 - **WORKSTATION RECONFIGURATION**
If workstations are relocated they will need access to power through distributed cabling in the ceiling or from the floor in the access floor areas. If the relocation of workstations occurs, a qualified electrical contractor will need to connect power & data to the workstations and will need to have access to power and data points in the ceiling or raised floor areas.
 - **ACCESS FLOORS**
The access floor tiles are able to be relocated and reconfigured to relocate air vents in the case of reconfiguration of the floor.
 - **DEMOUNTABLE PARTITIONING**
Demountable partitioning has been installed to allow for partitions to be relocated, removed and reinstated elsewhere. All typical partitions are based on a 900mm wide module with end panels making up uneven lengths. The system used is Schiavello MK10 Demountable Partition System. For reconfigurations and to obtain additional panels Schiavello can be contacted on: PH 02 9211 3311
 - **JOINERY**
Joinery units have been designed as mobile and consistent modules for easy reconfiguration and reuse.
 - **CIRCULATION ALLOWANCES**
Primary circulation: 1200mm wide
 - Secondary circulation: 1050mm wide
-

CARE AND MAINTENANCE

Painted surfaces: Refer to 'Care and Cleaning Procedures for Painted Surfaces' document in appendix.

Carpet: Refer to 'Interface Carpet Care Manual' in appendix as taken from the Interface website: www.interfaceflor.com.au

Concrete Finish: The concrete finish requires mopping with warm soapy water only. Reapplication will be required once wear begins to show and can be arranged using the following specification and contact details.

CODE	AREA	PRODUCT	CONTACT
CON	Refer Floor Finishes Plan A-U-01	Super Nova + First Base	

Finish type: Satin

Colour: Transparent

Pattern: Nil

Aggregate: Nil

Slip resistance: Compliant with relevant slip co efficient

Furniture: Refer to individual product information under Supplier Index section for preferred cleaning products and maintenance.

Equipment: Refer to respective user manuals for care & maintenance recommendations.

FURNITURE

The following outlines furniture and fitments used and contact details for suppliers. A furniture location plan is also included:

CONTACT DETAILS

SUPPLIER	CONTACT	ADDRESS	PHONE	EMAIL
Interstudio				
Living Edge				
Schiavello				
Stylecraft				
Wilkahn				
Woven Image				

SUPPLIER INDEX

CHAIRS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
C-01	FS Line Task Chair Code: FS 211/4	Wilkhahn	Medium back, no arms, polished base on castors. No chrome or pvc to be used. Upholstery: Black upholstery fabric to match existing <i>*BVN to order. Schiavello to coordinate delivery & placement</i>
C-02	Zaishu Stool	Interstudio	Patterns: Equal mix of Bamboo Natural AND Cloth Dimensions: 300W x 400H x 400L <i>*BVN to order. Schiavello to coordinate delivery & placement</i>
C-03	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered. Upholstery: Style: Metropolis Colour: 213-3 Supplier: Woven Image
C-04	ESO Plop – custom rectangular ottoman	Stylecraft	Dimensions: 600L x 400D x 420mmH Upholstery: Style: Gabriel Europost Colour: 68068 Supplier: James Richardson Textiles
C-05	ESO True Armchair	Stylecraft	Dimensions: 765 x 800 x 730H Upholstery: Style: Icon Colour: 179-3 Supplier: Woven Image
C-06	ESO Grow Chair	Stylecraft	5-way polished aluminium base with hard castors, fully upholstered, medium back, gas action height adjustment. Upholstery: Style: Stoney Colour: 014-3 Supplier: Woven Image
C-07	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered. Upholstery: Style: Metropolis Colour: 213-3 Supplier: Woven Image
C-08	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered. Upholstery: Style: Icon Colour: 179-3 Supplier: Woven Image
C-09	ESO Plop - custom rectangular ottoman	Stylecraft	Dimensions: 2300L x 700D x 420mmH Upholstery: Style: Gabriel Europost

			Colour: 63004 Supplier: James Richardson Textiles
C-10	ESO Plop - custom round ottoman	Stylecraft	Dimensions: 700dia. x 420mmH Upholstery: Style: Gabriel Europost Colour: 64009 Supplier: James Richardson Textiles
C-11	ESO Plop - custom round ottoman	Stylecraft	Dimensions: 400dia. x 420mmH Upholstery: Style: Gabriel Europost Colour: 64064 Supplier: James Richardson Textiles
C-12	ESO Plop - custom round ottoman	Stylecraft	Dimensions: 400dia. x 420mmH Upholstery: Style: Gabriel Europost Colour: 63004 Supplier: James Richardson Textiles
C-13	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered. Upholstery: Style: Icon Colour: 258-7 Supplier: Woven Image

PRE-LOVED CHAIRS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
R-C-01	Re-use Wilkhahn FS Line Task Chair	By client. To be relocated from current premises – CH3	
R-C-02	Pre-Loved Herman Miller boardroom chairs	Living Edge	To be re-upholstered. Upholstery: Style: Icon Colour: 179.3 Supplier: Woven Image <i>*BVN to order. Schiavello to coordinate delivery & placement</i>
R-C-03	Re-use Wilkhahn Modus 276/7 chair	By client. To be relocated from current premises – CH1	
R-C-04	Re-use Chair	By client. To be relocated from current premises – CH2	
R-C-05	Re-use Task Chair	By client. To be relocated from current premises – CH4	
R-C-06	Pre-Loved	Second-Hand Sydney shop	Cigar lounge with re-upholstered seat & back cushions. Upholstery: Style: Pick Up Sticks Colour: 000-12

R-C-07	Pre-Loved Dining Chair	Second-Hand Sydney shop	Supplier: Woven Image Timber bentwood chair with re-upholstered seat pad. Upholstery: Style: Empire Stripe Colour: K1025/7-3 Supplier: Woven Image
R-C-08	Pre-Loved Dining Chair	Second-Hand Sydney shop	Timber bentwood chair with re-upholstered seat pad. Upholstery: Style: Union Colour: 295-3 Supplier: Woven Image
R-C-09	Pre-Loved Dining Chair	Second-Hand Sydney shop	Timber bentwood chair with re-upholstered seat pad. Upholstery: Style: Stoney Colour: 021-3 Supplier: Woven Image
R-C-10	Pre-Loved Dining Chair - Timber dining chairs with rough paint finish	Second-Hand Sydney shop	As is

CUSHIONS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
CUS1	Throw cushion	By contractor	Dimensions: 500W x 500L Upholstery: Style: Stuffed Olive Colour: 000-12 Supplier: Woven Image
CUS2	Floor Cushion	By contractor	Dimensions: 1000W x 1000L Upholstery: Style: Stoney Colour: 014-3 Supplier: Woven Image
CUS3	Floor Cushion	By contractor	Dimensions: 1000W x 1000L Upholstery: Style: Stoney Colour: 019-3 Supplier: Woven Image

TABLES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
T-01	Boardroom Table	Schiavello	Type: Marina Meeting Table Dimensions: 1200W x 2600L mm Top: E0 substrate finished in Laminex laminate : White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt

			With castors
T-02	Meeting room table	Schiavello	Type: Marina Meeting Table Dimensions: 1200W x 2000L mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-03	Computer Table	Schiavello	Type: Marina computer table Dimensions: 600W x 1600L mm Top: E0 substrate finished in Laminex laminate: Charcoal (461) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-04	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 900dia. mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-05	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 900W x 1800L mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-06	Café Tables	Schiavello	Type: OED Café Tables Dimensions: 900dia. mm Top: E0 substrate finished in Laminex laminate: Charcoal (461) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-07	Outdoor table setting	TBA	Type: Dimensions: 900W x 1500L mm Top: Base:
T-08	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 1200dia. mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors

PRE-LOVED TABLES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
R-T-01	Re-use boardroom table	By client. To be relocated from current premises – TBL1	2590L x 1100W x 730H
R-T-02	Deleted		
R-T-03	Pre-Loved coffee table	Second-Hand Sydney shop	As is

STORAGE

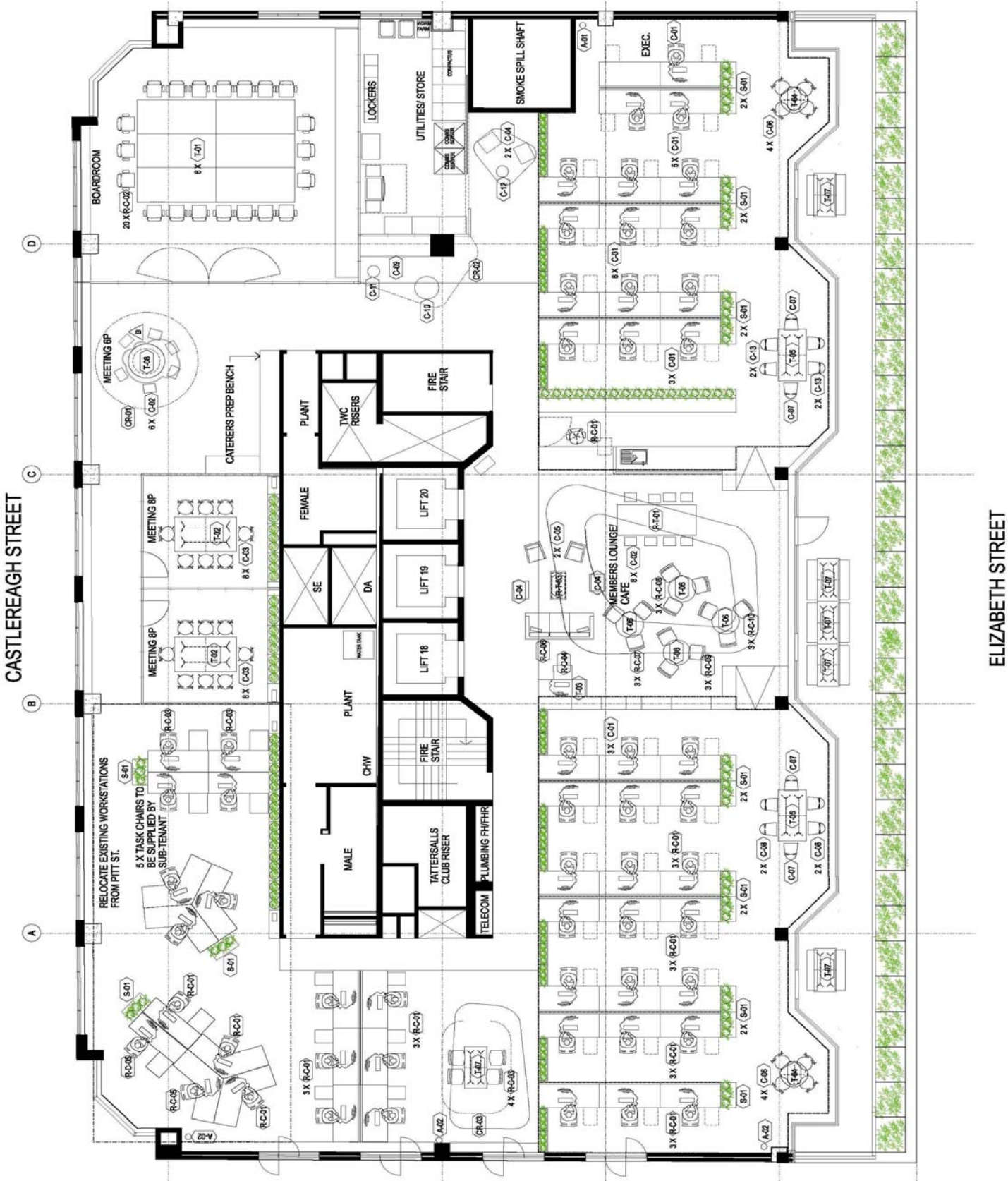
CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
S-01	Tambour storage unit	CSM	*BVN to order. Schiavello to coordinate delivery & placement
S-02	Fire-resistant cabinet	CSM	*BVN to order. Schiavello to coordinate delivery & placement
COMPACTUS	Compactus unit	CSM	*BVN to order. Schiavello to coordinate delivery & placement

ACCESSORIES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
A-01	Re-use coat stand	By client. To be relocated from current premises – MS2	
A-02	Coat Stand	IKEA	Rigg hat & coat stand

CURTAINS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
CR-01	Knoll Textiles Style: Cyclone Colour: Natural	Woven Image	2700mm drop - See RCP for curtain rail size
CR-02	Knoll Textiles Style: Mira Sheer D1110 Colour: D1110/1 Poppy	Woven Image	2700mm drop - See RCP for curtain rail size
CR-03	Knoll Textiles Style: Silver Screen D15 Colour: D15/1 Aluminium	Woven Image	2700mm drop - See RCP for curtain rail size



RESPONSIBLE CLEANING

GUIDELINES

Avoid any chemicals, cleaning agents and detergents. Use water & a damp cloth for cleaning before using any stronger cleaning products.

PREFERRED CLEANING PRODUCTS AND PRACTICES

Painted surfaces: Refer to Appendix A 'Care and Cleaning Procedures for Painted Surfaces'

Carpet: Refer to 'Interface Carpet Care Manual' in appendix as taken from the Interface website: www.interfaceflor.com.au for cleaning recommendations.

Concrete Flooring: Sealed Exposed Concrete

Sealer used: Agar Cleaning Supernova

Recommended: Refer to Appendix A 'Care and Cleaning Procedures for Painted Surfaces'

Furniture: Refer to individual product information under Supplier Index section for preferred cleaning products and maintenance.

Equipment: Refer to respective user manuals for cleaning recommendations.

RELEVANT CONTACTS

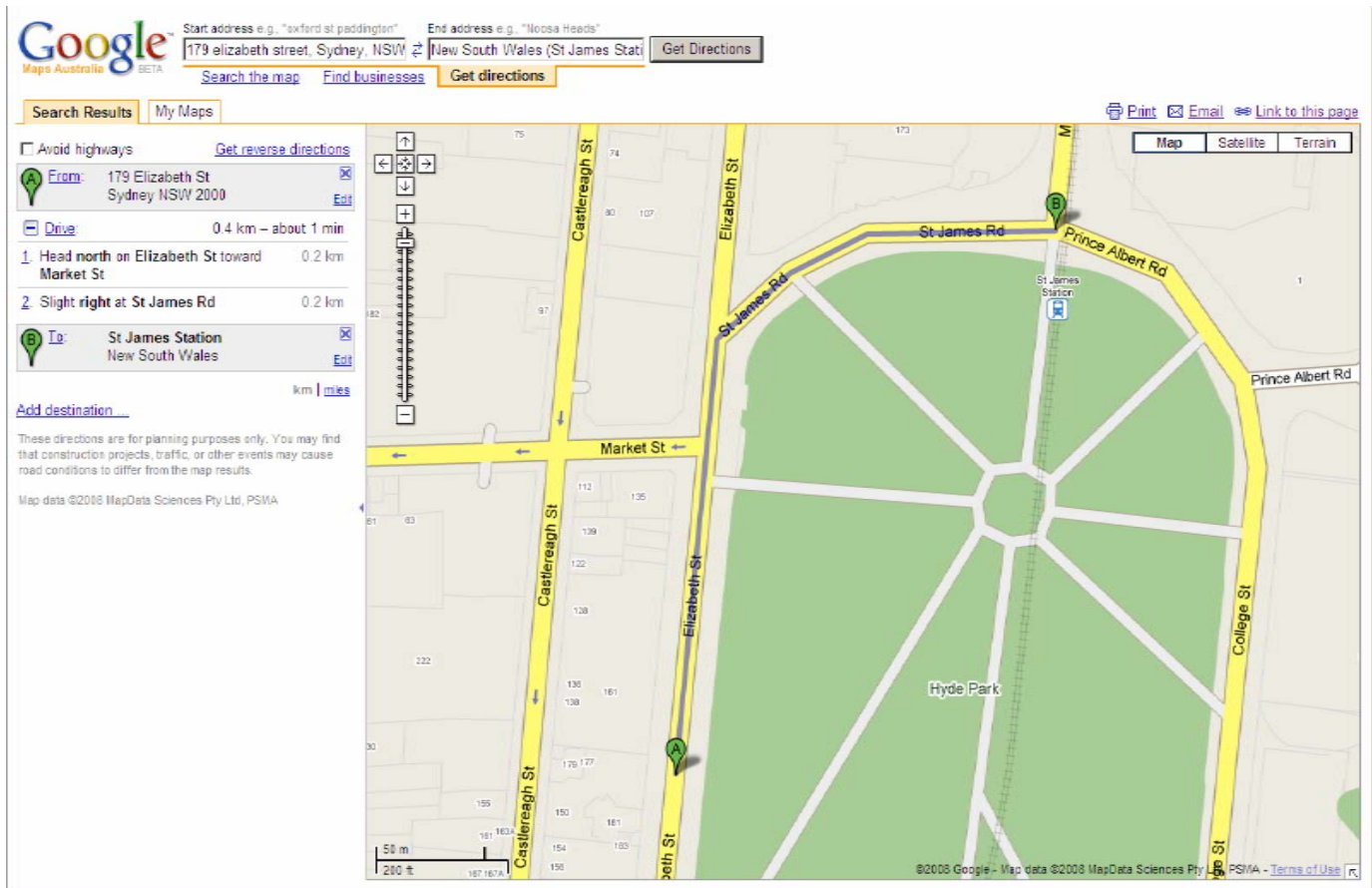
Below is a list of names and contact details relevant to the operation, maintenance and repair of building services.

	Contact	Company name	Phone	Fax	Website
Hydraulic					
Electrical					
Mechanical					
Fire Services					
Indoor Plants					
Workstations					
Lighting					

TRANSPORT FACILITIES

1. Public Transport Nodes

Map of Route to St James Station from GBCA Office



The following train lines are accessible from St James Station:
Bankstown Line, Airport & East Hills Line, Inner West Line, South Line

As train service times vary, consult the following webpage for the most current services to and from St James Station:

<http://www.131500.info/realtime/default.asp>

Location: L15, 179 Elizabeth St, Sydney

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Below is a map of accessible bus lines and the stops in the CBD area of Sydney.

Further information on bus schedules can be accessed here:

<http://www.sydneybuses.info/timetable/>



LAND USE AND ECOLOGY CREDITS

ECO-3 BUILDING ENVIRONMENT MANAGEMENT

Waste Minimisation

The waste minimisation program in place at 179 Elizabeth Street corresponds to the program in place across all GPT commercial properties. This program seeks to maximise the capture of recyclable waste. A 2008 target of 65% diversion from landfill has been set and will be monitored through a monthly reporting regime.

HVAC&R Maintenance

HVAC&R service equipment is monitored and regularly maintained in accordance with AIRAH's DA19 HVAC&R Maintenance Guideline.

Cleaning Program

Jones Lang LaSalle will be re-tendering and therefore implementing a cleaning program starting in 2008 that uses all cleaning products with low environmental impact. By using cleaning products that are free of toxic chemicals, we offer a healthier work environment for both the cleaners and the tenants of the building.

Building Consumables

Jones Lang LaSalle is committed to procuring environmentally friendly consumables as part of the management of 179 Elizabeth Street. This includes procurement and use of the following:

- ☐ Low-VOC paints, adhesives, sealants and carpets as defined in the IEQ-11 credit of Green Star – Office Interiors v1.1
- ☐ Using only fluorescent luminaires with high frequency ballasts (upon replacement).
- ☐ Using only low formaldehyde emission composite wood products conforming to the E1 or lower standard of formaldehyde emission.

Jones Lang LaSalle agrees to implement and/or maintain these programs for the duration of the GBCA tenancy within 179 Elizabeth Street.

ECO-4 JOINT COMMITMENT TO BUILDING PERFORMANCE

Jones Lang LaSalle and GPT also understand that the GBCA is committed to the following building performance initiatives in their capacity as lessee on Level 15, of 179 Elizabeth Street for the duration of their tenancy, which includes:

Energy Monitoring

The GBCA will provide energy consumption monitoring reports on a quarterly basis to Jones Lang LaSalle. This will involve actively pursuing energy use reduction targets complementary to Jones Lang LaSalle base building utility reduction targets.

Water Monitoring

The GBCA will provide water consumption monitoring reports on a quarterly basis to Jones Lang LaSalle. This will involve actively pursuing energy use reduction targets complementary to Jones Lang LaSalle base building utility reduction targets.

Waste Management Program

As rubbish and recycling will be collected by building services nightly, the GBCA will internally monitor waste and recycling rates through the simple method of weighing rubbish and recycling and tracking recycling rates as a portion of the total amount of waste removed each night. This will allow the GBCA to implement internal recycling rate targets independent of base building recycling targets and will act to improve overall building recycling performance.

Cleaning Products within the GBCA Tenancy

All cleaning products procured for use within the GBCA tenancy will be GECA certified for their low environmental impact. Any base building cleaning that takes place within the tenancy will be covered by base building commitment to environmentally friendly cleaning products.

Future Procurement of Consumables

As the GBCA will be fit out with low-VOC paints, adhesives, sealants, and carpet, the GBCA will maintain commitment to continuing use of these products when and where they are required within the office space. Furthermore, any future light fittings will conform to the fluorescent luminaires and high frequency ballasts being installed in the fit out. All consumables will be considered for their environmental performance before their use in the GBCA office is approved.

This agreement made between Jones Lang LaSalle on behalf of GPT and the Green Building Council of Australia is recognised as a commitment by both parties to the above listed initiatives in order to reduce the environmental impact of the building at 179 Elizabeth Street, Sydney.

Appendix A: Care and Cleaning of Painted Surfaces

Sealed Concrete Flooring

1. Sweep your floors thoroughly to remove all loose debris
2. Run your dust mop over the floor to pick up any dust and fine particles.
3. Fill bucket with about 1 gallon of warm water and a small amount of mild cleaner or dish soap. DO NOT use ammonia or vinegar as these may damage the finish!
4. Dip wet mop in cleaning solution and wring thoroughly.
5. Mop floor in small sections, rinsing and wringing the mop frequently.
6. Refill bucket with clean warm water and mop again to rinse away any remaining soap residue (again work in small sections, rinsing mop frequently).

Painted Surfaces

1. Begin by lining the floor with plastic where you'll be working to prevent damage from excess water or spills.
 2. Use your vacuum's brush attachment to remove loose dirt and cobwebs. Do not push the brush onto the wall surface, as loose dirt may smudge and leave marks. Allow the vacuum's suction to lift the dirt away from the wall.
 3. Spot test the all purpose cleaner or detergent in a hidden spot for colorfastness.
 4. Start at the top of the wall. Work from side to side and from the top down.
 5. Apply detergent or cleaner to the wall with the cloth, rubbing or wiping gently.
 6. When the cloth gets dirty, rinse it out and wring out excess moisture.
 7. Work your way through the room, using the towel to dry the walls as you go.
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