

Melbourne Market Tenancy Fit Out Guide

December 2015

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GLOSSARY OF TERMS

Approval to Commence Fit Out Works

Formal approval (in the form of a letter) issued to the Tenant by the MMA which provides authorisation to commence Tenant fit out works

Authority to Trade Certification

Formal approval (in the form of a letter) issued to the Tenant by the MMA allowing commencement of trade when Tenant has met all conditions set out by the MMA

BCA

The Building Code of Australia

Building Permit

Permit issued by a Building Surveyor granting approval to the Tenant's proposed tenancy fit out design documentation

Building Surveyor

Building Practitioner who issues Building Permit and Occupancy Permit

Category B Works

Works to be undertaken by the Tenant that require a modification to the Category A works at the expense of the Tenant.

Category C Works

Works undertaken by the Tenant for the fit out of its tenancy, including fixtures, fittings and furnishings.

Certificate of Final Inspection

Building Surveyor's certificate confirming that tenancy modification works meet the requirements of the BCA

Certificate of Final Inspection

Building Surveyor's certificate confirming that the amended tenancy fit out works meet the requirements of the BCA

Contractor

The contractor appointed by the Tenant to design and construct all or part of the tenancy fit out works

Defects Rectification Notice

A notice issued to the Tenant by the MMA following a period tenancy works inspection, identifying defects in the tenancy fit out works which require rectification by the Tenant

Design Documentation

Tenancy drawings prepared by Tenant for approval by MMA and Building Surveyor before commencement of fit out works.

Design Intent Approval

Formal advice issued by the MMA to the Tenant approving the Design Intent component of the tenancy Design Submission

Food Safety Act

Relevant Victorian State legislation pertaining to sale and distribution of food produce in Victoria

Handover Notice

Formal advice issued by the MMA to the Tenant detailing the handover date of the trading store for the commencement of the Tenant's fit out works

Head Contractor

A Contractor employed by the MMA to supervise the tenancy fit-out works

Lease

A legal document which outlines the Tenant's terms of occupancy of a trading store tenancy at the Melbourne Market and is signed by both the Tenant and the MMA

Local Authority Health Department

City of Whittlesea Council Health Department

Melbourne Market ('the Market')

The site containing the Fruit and Vegetable Market, the National Flower Centre, the MMA Administration building and surrounding warehousing located in Epping, Victoria.

Melbourne Market Authority (MMA)

The operator of the Melbourne Market

Occupancy Permit

Building Surveyor's certificate confirming that the completed tenancy fit out works meet the requirements of the BCA

Pre-approved Contractor

A contractor nominated by the Tenant and approved by MMA to undertake the tenancy fit out works

Tenant

The person or entity that has entered into an Agreement for Lease with the MMA

Tenancy Fit Out Guide

This document and its appendices

Trading Store

Tenancy area at the Melbourne Market for the purposes of storage and sale of fruit and vegetable produce

ABOUT THIS TENANCY FIT OUT GUIDE

“This Tenancy Fit Out Guide is provided as a reference for Tenants intending to fit out Trading Stores in the new Melbourne Wholesale Fruit and Vegetable Market”

Why should you read this Tenancy Fit Out Guide?

The Tenant is advised to read and understand the requirements of the Tenancy Fit Out Guide. The Tenancy Fit Out Guide outlines important steps and requirements for the fit out and/or modification of all Trading Stores and Offices.

The Tenancy Fit Out Guide is intended to ensure consistent standards are maintained for all Tenants in line with the vision set out by the Melbourne Market Authority (**MMA**).

The Tenancy Fit Out Guide outlines a step-by-step process to assist a Tenant to undertake the fit out and/or modifications of its Trading Store and Office, by explaining the fit out obligations, including the approvals required to commence trade. It provides a comprehensive guide to enable a Tenant to become fully operational, regardless of whether the tenancy is a large, medium or small Trading Store.

If a Tenant does not understand any part of the Tenancy Fit Out Guide then the Tenant is encouraged to contact the MMA for further clarification.

What should you do with the Tenancy Fit Out guide?

This Tenancy Fit Out Guide should be read in conjunction with:

- the Tenant Fit Out Process Flow-chart (refer to Appendix 1);
- the Design & Construction Guide (Appendix 2); and
- the Tenant’s Lease which clearly outlines the legal rights and obligations to trade at the Melbourne Market.

If there is an inconsistency between this Tenancy Fit Out Guide and Lease documentation, the Lease documentation will take precedence.

This Tenancy Fit Out Guide should be provided to any consultants and / or Contractors that the Tenant appoints or engages to undertake tenancy design and fit out works.

In this Tenancy Fit Out Guide works are classified into three categories:

- Base building works which are being provided by the MMA are referred to as Category A
- Base building modifications which are required as a result of the Tenant's fit out works are referred to as Category B
- Tenant's fit out works are referred to as Category C

The MMA reserves the right to update or amend this Tenancy Fit Out Guide.

Any queries relating to this Tenancy Fit Out Guide should be directed to the MMA.

WELCOME TO THE MELBOURNE WHOLESALE FRUIT, VEGETABLE & FLOWER MARKET

“The Melbourne Market Authority welcomes you to the Melbourne Wholesale Fruit, Vegetable & Flower Market”.

The Melbourne Market at Epping is the latest addition to a network of Australia’s central markets and will serve Victoria as a new central hub for the distribution of fresh produce.

Location

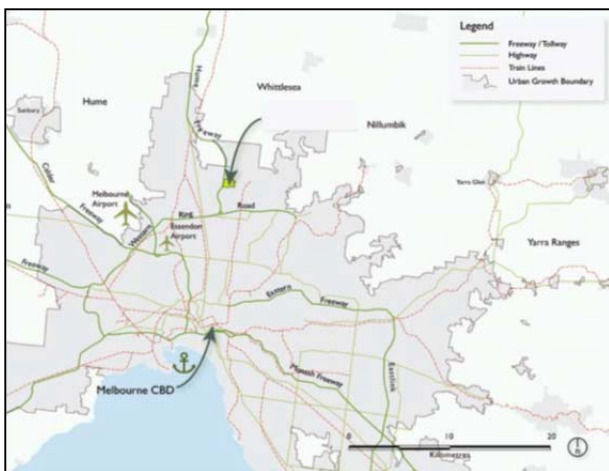


Figure 1: Melbourne Market | Location

Our Vision

The Melbourne Market provides modern facilities and opportunities for buyers and sellers of fruit, vegetables and flowers.

The Melbourne Market complex allows the fresh produce industry in Victoria to grow and become more efficient.

Each Trading Store tenancy provides opportunities to design a fit out that suits individual operations that will result in modern standards for all.

Introducing the Melbourne Wholesale Fruit, Vegetable & Flower Market

The Melbourne Market is located on a 70 hectare site at Epping, approximately 20km from the city with direct access to the freeway network.

The Melbourne Market accommodates 135 trading stores (comprising 74 large, 39 medium and 22 small trading stores), as well as several cafes and commercial tenancies.

THE TENANCY FIT OUT PROCESS

“The Melbourne Market Authority provide a fit out process to assist you”

The main steps in the tenancy fit out process:

The tenancy fit out process has been developed by the MMA in order to provide Tenants with a straight forward and simplified guide to complete their tenancy design and fit out / modification works.

The keys steps in the tenancy fit out process are:

1. Appoint a Contractor
2. Design Submission: Design Intent Approval & Building Permit
3. Pre-construction Meeting
4. Tenant Fit out Period
5. Authority to Trade
6. Stocking & Trading

Who will interact with you during the fit out process?

The following people are available to assist you through each stage:

Melbourne Market Authority (MMA)

The MMA is the operator and manager of the Melbourne Market and is the main point of contact for both the Tenant and the Tenant's fit out Contractor. The MMA will review Tenant's design intent submission, provide feedback, and coordinate the approval process. The MMA is also responsible for the Authority approval process

Who will you need to engage during the tenancy fit out process?

Contractor

The Tenant will need to appoint a Contractor to assist with preparation of the tenancy fit out/modification design documentation and to undertake the fit out works.

The Tenant must notify the MMA of its preferred Contractor prior to commencing design works.

If the Tenant's preferred Contractor is not on the list of MMA pre-approved Contractors, the Tenant must submit an application to the MMA to have its preferred Contractor approved.

The documentation required to apply for approval includes but is not limited to:

- Relevant insurances (contractors all risk, public liability and workers compensation);

- Evidence of construction / fit out experience; and
- Evidence of current Victorian commercial building licence registration.

If a Tenant makes an application to the MMA to have its preferred Contractor approved and the Tenant has provided all required documentation, then the MMA will determine whether the Tenant's preferred Contractor is approved to undertake the fit out/modification design documentation and fit out works.

It is the responsibility of the Tenant to contact and negotiate commercial terms directly with its preferred Contractor.

Building Surveyor

Tenants must appoint a Building Surveyor to oversee the Building Permit certification process and to ensure compliance with the requirements of the Building Code of Australia (BCA).

The Building Surveyor will review the Tenant's design documentation for the tenancy fit out works and, if approved, issue the Building Permit prior to the Tenant being allowed to commence the tenancy fit out works.

The Building Surveyor will also issue either an Occupancy Permit or Certificate of Final Inspection following a final inspection of the completed tenancy fit out works.

The Tenant must submit copies of both the Building Permit and Occupancy Permit/Certificate of Final Inspection to the MMA immediately upon receipt.

The Tenant is responsible for payment of the Building Surveyor's fees relating to tenant's works.

Simple steps to completing tenancy fit out works

The following pages outline each step that a Tenant and its Contractor will need to take, in order to complete a Trading Store tenancy fit out or modification at Melbourne Market.

1. Appoint a Contractor

The Tenant engages the services of a Contractor to prepare design documentation and to undertake the fit out works or modifications to a tenancy. It is the sole responsibility of the Tenant to agree on commercial terms with the Contractor and to ensure that all procedures and requirements set out in this Tenancy Fit Out Guide are followed.

It is essential that the Contractor is approved by the MMA prior to the Contractor being appointed by the Tenant. The Contractor must comply with all the Pre-Construction Checklist requirements.

2. Design Submission, Design Intent Approval & Building Approval

The Contractor (on behalf of the Tenant) must submit all design documentation for the tenancy fit out works or modifications to the MMA for approval.

The fit out design should provide a tenancy suitable for the storage and sale of fruit and vegetable products. The design must consider circulation requirements, functional cool room operations and pallet racking. If applicable, the design must meet the requirements of the Food Act 1984.

At this stage the Tenant and Contractor may be required to meet with a Building Surveyor to discuss the design, the installation of plant and equipment and any other issues that may impact on the ability to obtain a Building Permit.

What to submit?

The Tenant / Contractor must submit design documentation to the MMA in A3 hard copy and electronic PDF format.

The design documentation submitted must include:

- Floor plans, elevations and sections
- Reflected ceiling plan
- Electrical Services design
- Mechanical Services design
- Fire Services design
- Signage design
- Schedule of Materials and Finishes

The MMA will provide feedback following the initial review of the design documentation within ten (10) working days.

The outcome of the review process will be one of the following:

- Approval of design documentation (Notice of Design Intent Approval)
- Amendment required to design documentation
- Non approval of design documentation

The MMA will review the design submission to identify possible Category B Works; where the proposed design is deemed to impact on the base building structure or essential services.

If no Category B Works are identified and the design complies with the requirements for the submission of design documentation, then the MMA will issue a 'Notice of Design Intent Approval'.

If Category B Works are identified during the review process described above then the MMA will advise the Tenant to seek specialist design advice prior to applying for a Building Permit.

What are these Category B Works?

Base Building modifications may be required if the Tenant's tenancy fit out design documentation substantially impacts on the base building structure and essential services. It is important to discuss these base building modifications with the MMA and the Tenant's Contractor to understand the implications.

Design Intent Approval

Design Intent Approval will be provided when the design documentation is deemed to be satisfactory by the MMA.

Design Intent Approval consists of an approval letter from the MMA.

Design Intent Approval will include the following conditions:

- Design documentation approval will be provided for 'DESIGN INTENT ONLY' and does not confirm compliance with any statutory requirements.
- Upon completion of the Tenant's fit out works, the Building Surveyor will inspect the tenancy to ensure compliance with the Building Permit Approvals. If any portion of the fit out has not been constructed as described in these approvals, the non-compliant elements will need to be rectified in accordance with the approved design - by the Tenant at their cost.
- In the event that any changes occur to the fit out design after receipt of the Design Intent Approval, the Tenant will need to resubmit revised documentation for the MMA and the Building Surveyor (where required) to review and await subsequent approval prior to the changes being implemented.
- It is the Tenant's responsibility, and that of contractors, to ensure works are completed in accordance with the Building Code of Australia (BCA) together with other applicable industry standards and other statutory requirements.
- It is the Tenant's responsibility to obtain the relevant approvals including service connections from the appropriate Authorities including the MMA.
- Meet all conditions detailed in the Food Act 1984 and Local Authority Health Department Guidelines (as required).
- Any other conditions specific to the Tenant's fit out as may be deemed necessary or applicable by the MMA.

The MMA has achieved a 4 star rating with the Green Building Council of Australia for the base building works. The Tenant should have regard to this rating in preparing its design documentation and seek to meet the requirements of this rating in the carrying out of the Tenant's fit out works.

Once the Tenant/Contractor receives the Design Intent Approval they are able to proceed with submitting the design drawings to the Building Surveyor for building permit approval.

- If the design drawings are deemed to be satisfactory, the Building Surveyor will issue the building permit.
- If deemed to be unsatisfactory, the design drawings will require amendment and re-submission for an updated Design Intent Approval.

3. Pre-Construction Meeting

Before commencing any tenancy fit out works, the Tenant and Contractor must complete the Pre-Construction Checklist requirements and attend a pre-construction briefing at the Melbourne Market with the MMA.

Pre-Construction Checklist requirements

The Tenant and the MMA must ensure the following:

- The Lease has been executed by the Tenant
- The Tenant has paid all amounts payable in accordance with the Lease.
- The Contractor and their subcontractors have provided and obtained approval from the MMA - including but not limited to:
 - Proof of insurance - certificates of currency
 - Public Liability Insurance of A\$20,000,000
 - Workers Compensation
 - Contract Works
 - Evidence of current Victorian Commercial Building Licence registration
 - List of sub-contractors to attend site
 - Safe Work Method Statements relevant to site activities
 - Plant and equipment register
 - Industry and Employer induction
 - Site inductions completed
- Contractor has supplied a construction program / timeline to the MMA
- Contractor / Tenant has confirmed the tenancy fit out works will be constructed to comply with the approved design documentation in the Design Intent Approval.
- Supply a copy of all required Authority Approvals received by the Tenant or Contractor such as the Building Permit (including any relevant dispensations)
- Supply a copy of the Engineer's certification (as required) in accordance with the Building Code of Australia (BCA) and Building Permit requirements.

Handover Notice

Upon completion and compliance with the Pre-Construction Checklist requirements, the MMA will provide the Tenant with the Approval to Commence Fitout Works notice identifying the date when the Tenant's fit out works may commence.

Access to commence fit out works is granted in accordance with the terms of the Lease. The Tenant/Contractor will be issued with an 'Approval to Commence Fit Out Works' once it has complied with all relevant statutory obligations and the Pre-Construction Checklist requirements.

4. Fit Out Period

Once all the relevant approvals are in place the Tenant / Contractor may commence the tenancy fit out works.

It is the responsibility of the Tenant / Contractor to maintain contact with the MMA during the fit out works period.

It is important that whilst at the Melbourne Market, the Tenant and Contractor and their staff and representatives abide by all conditions set out in this Tenancy Fit Out Guide, the Lease and the MMA's Operating Rules.

The MMA reserves the right to restrict the Tenant, the Contractor or any other Tenant's representatives from continuing works at the Melbourne Market if any person or company does not comply with relevant requirements and conditions while on any part of the Melbourne Market.

MMA's representatives may visit the tenancy at any time without notice to conduct an inspection of the tenancy fit out works.

When the tenancy fit out works have been completed, the Tenant / Contractor must notify the MMA who will conduct a final inspection to ensure compliance with the Design Intent Approval.

The Building Surveyor will also be required to conduct a final inspection of the tenancy fit out works to ensure compliance with the approved building permit documentation before issuing either an Occupancy Permit or Certificate of Final Inspection to the Tenant.

Defects & Damage Rectification Notice

As a result of the final site inspection by the MMA, the Tenant / Contractor may receive a 'Defects Rectification Notice' which will outline any specific defects - as well as the process to be followed to ensure rectification is completed in an appropriate and timely manner.

As an example, defects may include such items as:

- Damage to the concrete floor slab due to fit out works - including the staging / display areas;
- Damage to any of the base building fabric (e.g. columns, walls or doors);
- Tenant's (Category C) workmanship is deemed to be of a substandard nature by the Building Surveyor or the MMA; or
- Incorrect application or placement of Tenant signage elements.

The assessment of defects is based on the following:

- Standard and quality of workmanship
- Compliance with approved Design Documentation
- Compliance with the general / specific requirements set out in this Tenancy Fit Out Guide

All defects must be rectified by the Tenant within 14 days from the issue date of the Defects Rectification Notice

Any damage caused to the MMA's buildings or property by the Tenant, the Contractor, subcontractors, or Tenants representatives, must also be repaired within this period and at the expense of the Tenant. If the damage involves any aspect of the base building, the MMA may elect to rectify the damage at the Tenant's expense.

If the Tenant fails to comply with the 'Defect Rectification Notice' by the required date then the works will be carried out by the MMA's contractors and invoiced directly to the Tenant for payment.

The Tenant's tenancy fit out works will only be regarded as complete once:

- All defects and damage have been rectified to the satisfaction of the MMA; and
- All outstanding certification, insurances, or payments are received by the MMA

5. Authority to Trade

It is the Tenant's responsibility to obtain and pay for all relevant Authority approvals and essential services connections. The Tenant must ensure that all the required Authority approvals are in place prior to the commencement of trade.

Authority approvals include, but are not limited to:

Local Government Authority Requirements

- Notification of a Food Premises - Class 4
- Application for Registration of a Food Premises – Class 2 and 3 (Cafés and Providores Only)

Essential Services Connections

- Electrical Supply
- Water Supply
- Glycol Supply
- Telephone/data
- Gas Supply (Cafés only)
- Trade Waste (Cafes only)

The Tenant is responsible for submitting the relevant application forms correctly and for payment of all related application and connections fees when required.

Prior to Trading

Prior to the commencement of trading, the Tenant will need to comply with the requirements of the 'Authority to Trade' checklist (refer below).

The Tenant cannot trade until the Lease commences.

If hoarding is erected at the front and / or rear of the tenancy, the authority to remove such hoarding will not be granted until the Authority to Trade checklist is completed.

Authority to Trade Checklist

The provision of an 'Authority to Trade' certification from the MMA requires the Tenant / Contractor to comply with, complete or submit the following:

- Conditions set out in the Lease documentation
- Tenant's Public Liability Insurances Certificate of Currency
- Rectification of defects or damage as required by the MMA
- Supply evidence of Authority approvals and connection to essential services
- Occupancy Permit for new fit-outs; or a Certificate of Final Inspection for fit-out modifications
- Supply compliance certification for installation of any works in accordance with the Building Code of Australia (BCA)
- Notification or certification required under the Food Act 1984
- Any other conditions that are required to be satisfied (to the extent such conditions are not satisfied, or MMA have authorized for an extended period to satisfy those conditions)

When the Tenant has complied with the requirements of the Authority to Trade checklist, the MMA will issue an Authority to Trade certification - allowing the Tenant to commence stocking its Trading Store or Office tenancy for occupation.

6. Stocking / Trading

Stocking or other Site Visits

After receiving the Authority to Trade certification from the MMA and following the completion of site induction procedures for all staff, the Tenant and his / her representatives are able to access the Market for produce stocking.

Any Questions?

For any questions please contact the MMA:

Telephone: (03) 9258 6100

Email: info@melbournemarkets.com.au

MELBOURNE MARKET TENANCY FIT OUT WORKS

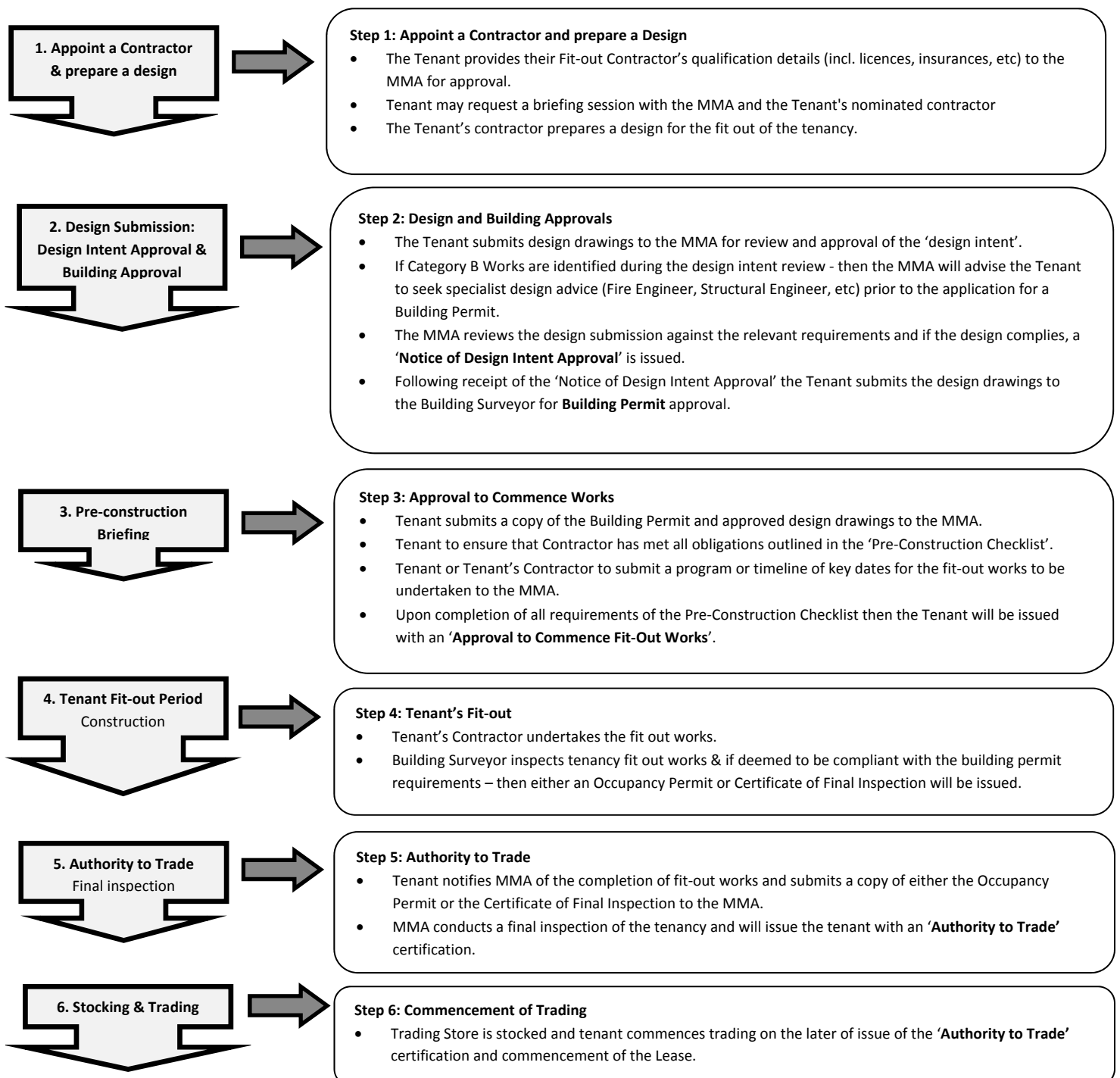
APPENDIX 1 | TENANCY FIT OUT PROCESS – FLOWCHART



Tenant may now commence the fit out process

TENANT ACTION

DESCRIPTION



Tenant has completed the fit out process and is now eligible to commence trading

MELBOURNE MARKET TENANCY FIT OUT WORKS

APPENDIX 2 | DESIGN & CONSTRUCTION GUIDE

MELBOURNE MARKET TENANCY FIT OUT WORKS

DESIGN & CONSTRUCTION GUIDE

December 2015

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1. INTRODUCTION

This document has been prepared to assist Tenants and their representatives undertake both new fit-outs, and modify existing fit-out works, at the Melbourne Market. It explains the requirements of design, materials, finishes, authorities, approvals, Tenant / Landlord obligations, services, design process, construction, fit out works, and occupational health and safety (OH&S) procedures and obligations.

This document should be read in conjunction with the following;

- Tenant Fit out Guide (including all appendices)
- The Lease; and
- Relevant Building and Authority Codes.

1.1 Tenants Acknowledgement

The Tenant acknowledges that;

- Should there be any inconsistency between the Fit out Guide, this Design & Construction Guide and the Lease; the terms of the Lease will prevail;
- They recognise the Landlord's statutory obligations with respect to obtaining all necessary approvals, consent and permits prior to commencing fit out works on site;
- The Landlord may not allow the Tenant to open for trade from the premises until all pre-trade requirements specified under the Lease (or fit out guide) and outlined in (Section 5.21) of this document have been fulfilled and provided satisfactorily to the Landlord or the Landlord's representative;
- All documentation and communications shall be in the English language and with metric measurements.

2. DEFINED TERMS & ABBREVIATIONS

BCA	Building Code of Australia (2012)
CAD	Computer Aided Design (refers to design file type .dwg or similar)
CES	Certificate of Electrical Safety
DDA	Disability Discrimination Act (1992)
DCW	Domestic Cold Water
F&VM	Fruit & Vegetable Market building
JSA	Job Safety Analysis
OH&S	Occupational Health & Safety
MMA	Melbourne Market Authority, also referred to as the Landlord
PIR	Polyisocyanurate
REC	Registered Electrical Contractor
SWMS	Safe Work Method Statement
TFC	Trading floor complex
TRW	Treated Rain Water

2.1 Figures & Tables

Figure 1	Process to obtain a Building Permit (Building Commission 2006)
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3. GENERAL ITEMS

3.1 COMMUNICATIONS

All tenant queries relating to individual tenancy designs, design approvals or tenant's fit-out works should be directed to the MMA using the contact information provided.

3.2 CONTACT DETAILS

Landlord: Melbourne Market Authority
 Contact number: (03) 9258 6100
 Email address: info@melbournemarkets.com.au

3.3 TENANT RESPONSIBILITIES

The Tenant is responsible for any other works not listed in the Lease Agreement that are required to be carried out to enable the Tenant to trade.

The Tenant and their Contractors must comply with the site induction process and the Site Conditions in all aspects of the Fit out Works.

The Tenant must provide space within the Premises for the holding or temporary storage of waste. Recyclable, compostable and other waste is to be held in separate containers when required by the authorities.

Staff amenities required other than those located within the Landlord's Common Area and shared with other Tenants must be provided by the Tenant at the Tenant's cost.

The Tenant shall reimburse the Landlord for all additional costs incurred as a result of the Tenant carrying on the Fit out Works.

Cleaning and rubbish removal are to be managed by the Tenant at the Tenant's cost. Temporary power for fit out works shall be provided by the Tenant at the Tenant's cost.

3.4 TENANCY PLANS

The following drawings will be issued by the Landlord to the Tenant together with the Lease, to represent the Premises;

Tenancy Locality Plans

The Tenancy Locality Plans include:

- A ground floor plan of the overall Fruit & Vegetable Market (F&VM) building, indicating the location of the subject tenancy; and
- A first floor plan of the overall F&VM building, indicating the location of the subject tenancy.

Tenancy Plans

The Tenancy Plans include:

- Ground floor plan: indicating tenancy boundaries, key dimensions, column locations, wall types, floor type and finish, waste points, cast-in-plates and door locations;
- First floor plan: indicating tenancy boundaries, key dimensions, column locations, wall types, floor type, services points and door location;
- Reflected ceiling plans: indicating the ceiling layout with fire sprinkler and pipe locations, roof purlins / bracing members, cable trays and services connections points;
- Sections; indicating height dimensions, wall types, pipe and services locations, key building elements and services connection points; and
- Elevations: indicating the view immediately in front of each of the front and rear building facades, indicating signage types and locations, roller / sliding doors, concrete dado / kerb details, exposed structure and wall finishes.

The Tenant is responsible for development of the design of their trading store tenancy using the tenancy plans described above as the base building scope (which reflects the Landlord's base building works only).

Electronic Computer Aided Design (CAD) versions of the Tenancy Plans are available from the MMA upon execution of the Lease.

3.5 WORKS CATEGORIES

Those works related to tenant fit out are separated into three (3) main categories:

Category A – Base Building Works (Landlord’s Works)

Category A Works are Base Building Works undertaken by the Base Building Contractor.

Category B – Base Building Modification Works (Lessee Works by a Contractor approved by the Landlord)

Category B Base Building Modification Works are those works that require a modification to the Category A works and are undertaken at the expense of the Tenant by a contractor/s nominated by the MMA, in order to preserve the building and services warranties associated with the Base Building Works undertaken by the Base Building Contractors.

Examples of Category B works include, but are not limited to the following:

- The upgrade or relocation of sub mains and meter above base building provision to suit the Tenant’s design;
- The meter installation and connection through embedded network metering;
- The relocation of any electrical works after the base building works has been completed;
- Modifications to the base building structure;
- Floor, wall or roof penetrations, chasing or similar;
- Removal of inter-tenancy insulated PIR wall panels;
- Modifications to the external refrigeration system;
- Modifications to the fire sprinkler system including the extension of droppers and fitting off sprinkler heads;
- Upgrade or relocation of communications cables or frames.

Category C – Tenant Fit-out Works (Lessee Works)

Category C Tenant Fit-out Works are those works which are paid for by the tenant and undertaken by the tenant’s contractor (either a MMA Pre-Approved Contractor or another fit-out contractor/s satisfying all the qualifications and requirements) for the fit out of its tenancy.

3.6 DESIGN APPROVAL PROCESS

As described in the Tenancy Fit out Guide, the design approval process for individual tenants includes the following key steps or milestones activities for the tenant to undertake:

1. Appoint a contractor;
2. Design Submission, Design Intent Approval & Building Permit;
3. Pre-construction meeting;
4. Fit-out Period;
5. Authority to Trade; and
6. Stocking and trading.

Notice of Design Intent Approval

Tenants are issued with a Notice of Design Intent Approval when they have completed their tenancy fit-out design in accordance with the requirements of this Design & Construction Guide and to the satisfaction of the MMA. The tenant must submit the following documentation to the MMA for approval of Design Intent, together with documentation outlined in the Tenancy Fit-out Guide (p.9):

- Floor layout plans for ground and first floors;
- Pallet racking layout plan for the ground floor;
- Compactus / safe or heavy equipment load and location information;
- Electrical layout plans for ground and first floors (including a reflected ceiling plan);
- Insulated cool-room panel partition layouts;
- Mechanical / refrigeration equipment layout plans for ground and first floors;
- Hydraulic layout plans for ground and first floors;
- Fire services layout plans for ground and first floor (where required);
- Signage elevations and material specifications;
- Tenant services questionnaire.

The MMA will review each individual tenancy design submission and provide advice to the Tenant on the status of design approval within ten (10) business days from the date of submission.

If Category B works are identified then the MMA will advise the Tenant that he / she must resolve the Category B works with their consultants and subcontractors.

As soon as the Tenant has resolved the Category B design to the satisfaction of the MMA, then the MMA will issue a Notice of Design Intent Approval.

Tenants are not permitted to formally lodge an application for Building Permit approval with the relevant Building Surveyor unless they have received the Notice of Design Intent Approval – failure to do so may result in the tenant incurring additional redesign, assessment and certification fees.

3.7 OTHER APPROVAL REQUIREMENTS

Building Permit Approval

The Tenant must apply for a Building Permit with the local Council or a private building surveyor for regulatory approval prior to commencement of works on site. Once issued, the Tenant must provide this Building Permit to the Landlord.

The Tenant may consider engaging the State's building surveyor for the Melbourne Market Relocation, PLP Building Surveyors and Consultants Pty Ltd, to assist and co-ordinate the relevant documentation required to lodge for the necessary permit(s).

Alternatively, tenants may elect to use the City of Whittlesea's Building Surveyor or a private registered Building Surveyor to obtain the Building Permit.

Appendix 1 outlines the process for the Tenant to lodge an application for a building permit.

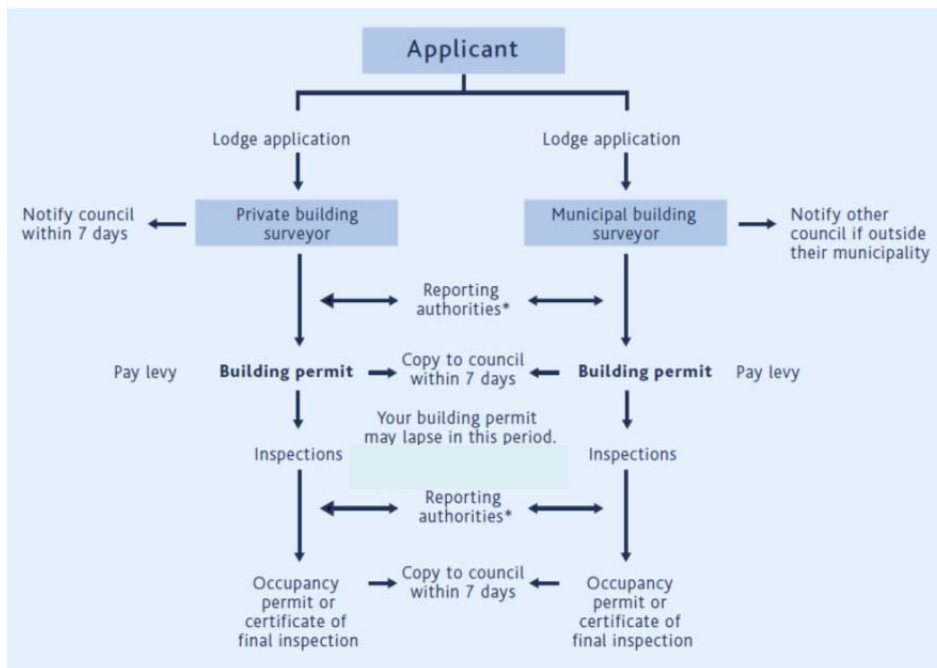


Figure 1: Process to obtain a Building Permit (Building Commission 2006)

The Tenant must ensure their principal contractors involved in the design and construction process are appropriately registered and licensed in order for the Building Permit to be obtained. Tenants are not permitted to undertake tenancy fit out works as an Owner Builder.

In order for the Tenant to open their premises for trade, the Tenant must contact the Council authority or private Building Surveyor to arrange for a final inspection of the building works and provide all trade certifications demonstrating that all works comply with the prescriptive requirements of the building regulations and codes of practice.

Upon all requirements being met, the Council authority or private Building Surveyor will issue an Occupancy Permit or a Certificate of Final Inspection (as the case may be) to the Tenant – the Tenant will then be required to submit a copy to the MMA.

(Please note: The Landlord will not be responsible for any delays incurred through the failure of meeting time frames, inaccurate and or missing information required in obtaining the building permit.)

The contact details for the project's Building Surveyor are as follows:

PLP Building Surveyors & Consultants P/L
Level 4, 63 Exhibition Street
Melbourne VIC 3000

Tel (03) 9650 7999
Fax (03) 9650 7890
Email info@plpaust.com

Contact details for the local Council Building Surveyor are as follows:

City of Whittlesea
Building Department
25 Ferres Boulevard
South Morang VIC 3752

Tel (03) 9217 2259
Fax (03) 9409 9861
Email building@whittlesea.vic.gov.au

Council Health Approval

In accordance with the requirements of the changes to the Food Act (1984), which took effect on 1st July 2010, all Tenants are required to obtain all necessary and relevant health approvals from the City of Whittlesea Council's Health Department prior to the commencement of trading.

For trading store tenants this will include registration (only) of their food premises with the Council Health Department.

For café tenants, a full food safety program will need to be developed in accordance with Council Health Department guidelines.

For further assistance, please contact the City of Whittlesea Council's Health Department on (03) 9217 2277.

Approval to Commence Fit-out Works

Upon completion of the design approval process and following compliance with the pre-construction checklist items, including a copy of the relevant Building Permit, the tenant will be issued with a Notice advising that they have permission to commence their fit-out works.

Refer to section 5.3 of the Construction Guidelines for further details.

Authority to Trade Certification

Upon completion of the fit-out works and subsequent to a final inspection by the MAM, as long as the tenant has rectified any defects and received either an Occupancy Permit or Certificate of Final Inspection from the Building Surveyor, the tenant will be issued with an Authority to Trade Certificate, which will allow them to stock their stores and commence trade.

Refer to section 5.21 of the Construction Guidelines for further information.

Authority Applications, Fees and Charges

It is the responsibility of the Tenant to make application to the authorities and pay all relevant fees and charges including, but not limited to, the following:

- Electricity supply and metering via the embedded electricity network;
- Telephone installation and connection;
- Heating and cooling connection;
- Kitchen exhaust testing and commissioning;
- Gas metering for food related premises (if required);
- Water metering for all Tenancy types;
- Environmental health and food registrations, permits, fees, approvals and inspections;
- Building surveyor permits, fees, approvals and inspections;
- National Broadband Network or other internet connection;
- Any other services required for the premises.

4. DESIGN GUIDELINES

4.1 INTRODUCTION

General

These Design Guidelines have been developed to ensure that a consistent approach is applied to the design of each individual tenancy within the Melbourne Market facility.

Given the challenging Market operating environment, it has been a key design objective throughout the development of the design of the facility to improve operational efficiencies while ensuring that the Market facility is also safe for all users.

The materials and finishes used in the construction of each tenancy shell are of a robust nature and quality expected and suited to this type of building. As such, it is expected that a similar approach to the use of good quality and robust materials is incorporated as part of the fit-out works undertaken in each individual tenancy.

The Vision

The following objectives have been developed to define and guide the tenancy design outcomes for the facility:

- To achieve a high quality and durable finish to all surface areas;
- To design, create and promote a safe workplace for all Market users;

4.2 TENANCY TYPES

There are three (3) main types of trading store tenancies at the Melbourne Market facility are as follows:

- Large Trading Store;
- Medium Trading Store; and
- Small Trading Store.

4.3 TENANCY AREAS

Trading Stores

Each individual trading store tenancy comprises a number of separate and distinct areas, namely: (1) the staging or sorting area, (2) the product storage area, (3) the display area and (4) the mezzanine office.

Each of these specific tenancy areas is described in more detail below:

Staging / Sorting Area

The staging area / zone is located undercover to the rear of each trading store and is designed to be used for product sorting both prior to and after loading or unloading from an adjacent rigid truck or similar vehicle.

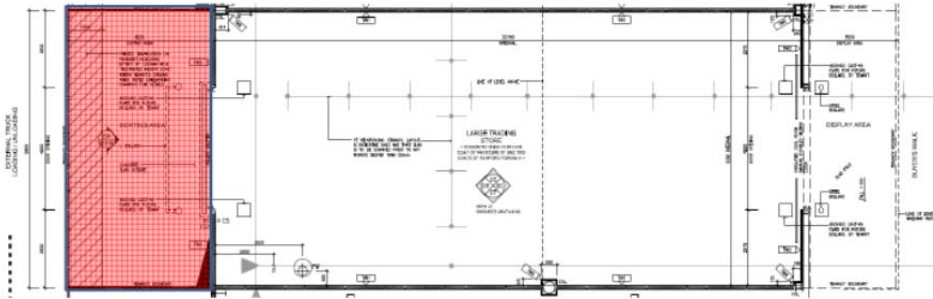


Figure 2: Staging / Sorting Area (large / medium trading stores)

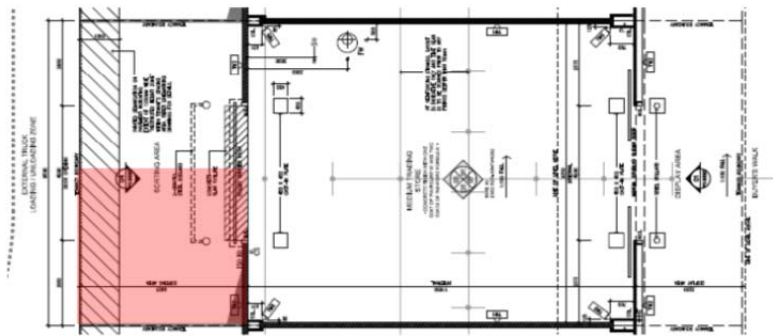


Figure 3: Staging / Sorting Area (small trading stores)

The undercover sorting / staging area is approximately 5.0 metres wide by 9.5 metres long (except for small trading stores where the length is exactly half). The sorting/staging area comprises a limited height stacking zone on its outer edge, which is 1.2m wide and continues the full 9.5m length of the sorting / staging area. Each individual tenancy sorting / staging area is line-marked to identify the boundaries within the F&VM building and separates the trading stores from the dedicated undercover truck loading / unloading bays.

Product Storage Area

The product storage area is the ground floor area which is located within the four (4) external tenancy walls.

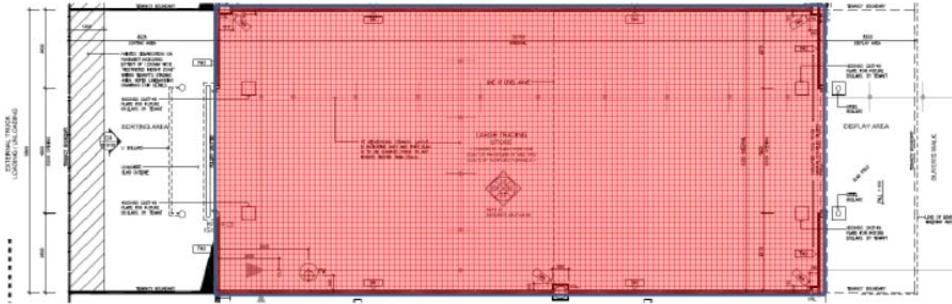


Figure 4: Product Storage Area (large trading store)

The product storage area is lockable from the internal side of the insulated sliding doors at the front of the tenancy and from the external side of the rear roller door. The product storage area is designed to perform as an insulated cool-room enclosure. It features rear, insulated sliding doors, and the tenancy walls are constructed of PIR panelling. The rear concrete dado wall is also clad in PIR panelling to ensure the achievement of this design function.

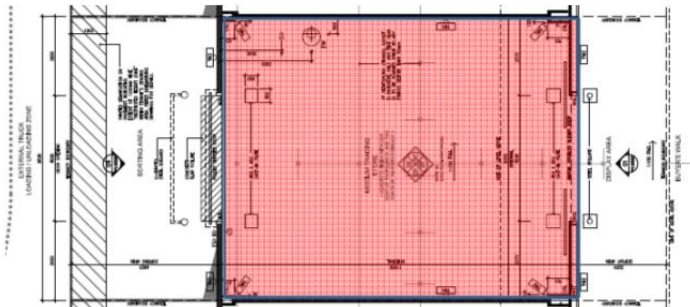


Figure 5: Product Storage Area (medium trading store)

Small trading store tenants will either share the ground floor product storage area to enhance the functionality for forklift circulation and general operation, or they may request the landlord install an inter-tenancy wall between the two areas (as shown below) and separate the tenancy spaces completely (at the tenants' cost).

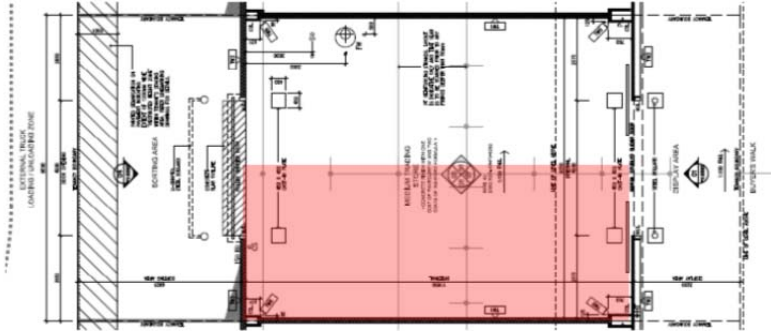


Figure 6: Product Storage Area (small trading store)

Display Area

The display area is located at the front of each trading store and its dimensions are approximately 3.0m wide x 9.5m long (except for small trading stores).

The display area is illuminated from above with a commonly metered and controlled pair of fluorescent light fittings.

Each individual tenancy display area is line-marked to identify the tenancy boundaries.

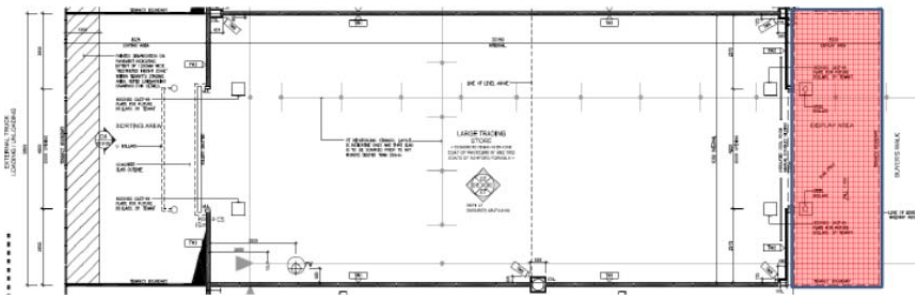


Figure 7: Display Area (large / medium trading stores)

The display area adjoins the pedestrian circulation path which runs the entire length of the *buyers walk* within the F&VM building. This pedestrian pathway separates the tenant's display areas from the central, two-way, electric vehicle circulation path.

Mezzanine Office Area

The mezzanine office area is located on the first floor of the F&VM building, immediately above each individual trading store tenancy. It has a single set of services connections, including the Electrical Distribution Board (EDB) all of which are also designed to service the product storage area below.

In addition to the EDB, the mezzanine office is fitted with two fax / data points and a set of flow / return valves to enable connection to the central heating hot water system.

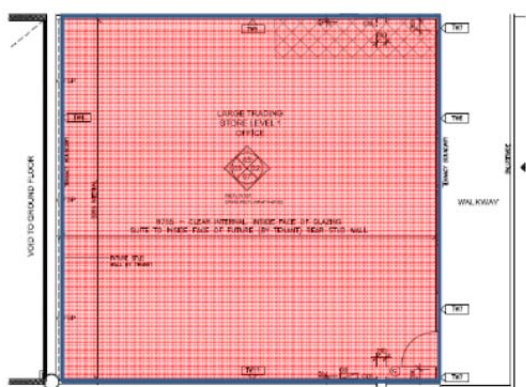


Figure 8: Mezzanine Office (large)

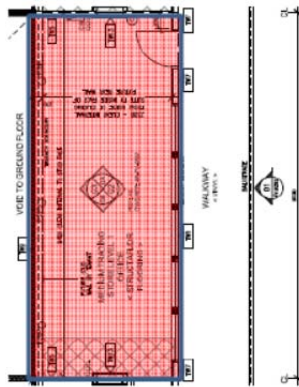


Figure 9: Mezzanine Office (med)

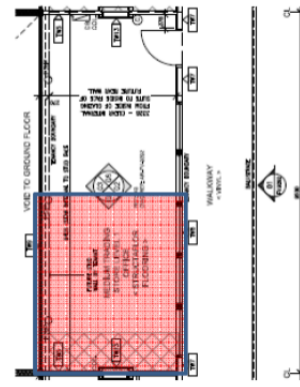


Figure 10: Mezzanine Office (sml)

4.4 CEILINGS

Insulated Panel Ceiling

A suspended insulated 100 mm PIR ceiling is provided as part of the base building works. The panels match those installed as inter-tenancy walls, and are supported from the roof purlins using dropper rods, or direct fixed to the soffit of the mezzanine office. The height of the ceiling is nominally 8,000mm from floor level in the rear section, and 5200mm from floor level in the front section under the office. The base building works include sprinkler heads fit-off on the ceiling, as well as in the roof cavity.

Tenants may elect to install additional insulated PIR panel ceilings as part of tenancy fit-out works (e.g. at a lower height such as 5.2m throughout). Note that installing a lower height ceiling throughout will require adjustments / modifications to the fire sprinkler system – at the Tenant's cost.

The insulated PIR panel ceilings are trafficable for maintenance and services rough-in and installation purposes only. Refer to Appendix 6 for more details on safe working loads (Safe Load Limits – PIR Ceiling).

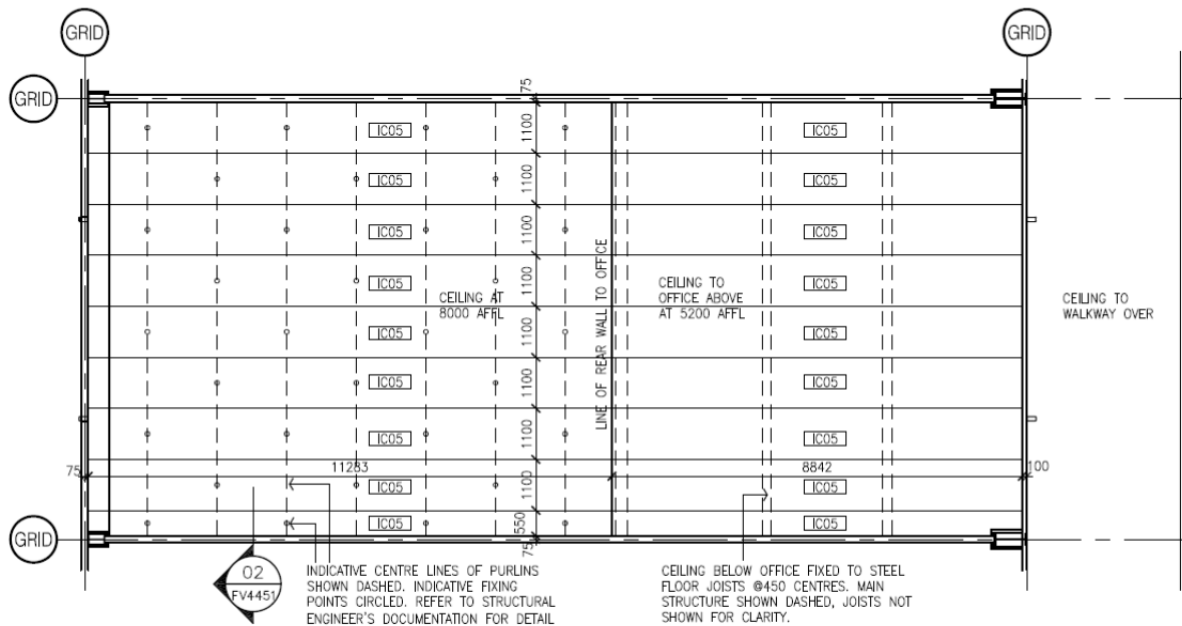


Figure 11: Indicative PIR panel ceiling layout (large trading store)

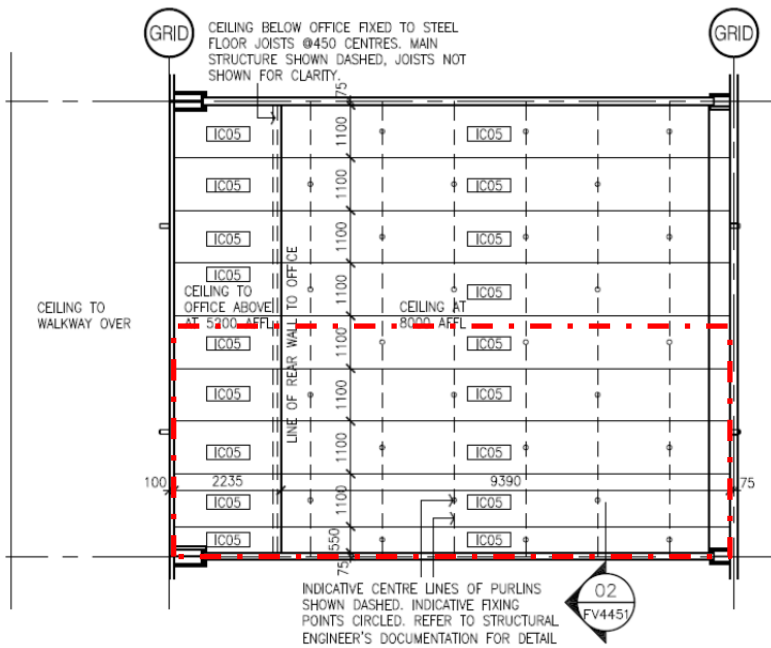


Figure 12: Indicative PIR panel ceiling layout (medium trading store / small store shown in red)

Access Panels

It is a requirement that the Tenant provides an access panel over the opening in the rear wall of the mezzanine office in order to facilitate maintenance access from the office to the space above the cool-room ceiling.

- The access panel in the rear insulated PIR panel wall is to be 700mm x 700mm with the minimum access panel dimensions in the new plasterboard wall at the rear of the mezzanine office tenancy area 600mm x 600mm.
- Upon request and booking by the tenant, the MMA will supply a mobile access ladder to enable access to the ceiling space from the mezzanine office.

Office Ceiling

There is no suspended ceiling provided as part of the base building works, so the underside of the roof structure is exposed above the mezzanine office space. Structural clearances are provided so that a minimum ceiling height of 2700mm can be achieved by the tenant.

It is important to note that as part of the base building works, roof level sprinklers only are provided in each mezzanine office. The cost of installation of the low level ceiling sprinklers within the office is a tenant cost and such modifications to the fire system (Category B works item) will need to be co-ordinated with the MMA during the fit out works.

Tenants may elect to install a ceiling tile / grid system with removable plaster ceiling tiles (1200mm x 600mm) – this system provides the most functionality and flexibility for the installation of light fittings and for the adjustment and fit-off of fire sprinkler heads.

- The ceiling must have adequate structural support and where a proprietary system is used it shall be installed to manufacturer's requirements.
- Lighting systems must have adequate ventilation and fireproofing around them to prevent overheating.
- The maximum permissible load for the suspended ceiling and services shall not exceed 0.17kPa. Office ceilings are to be insulated in accordance with the requirements of Section J of the BCA (2013) – only when the office is to become a conditioned space (ie. Heated or cooled).
- Except in non-sensitive rooms or where not possible for hygiene conditions such as in cool rooms, cleaners rooms, service areas and the like it is recommended that all rooms within the FVM building such as offices, retail stores and cafeterias should have an acoustically absorptive ceiling with a sound absorption rating of NRC 0.7.

4.5 DOORS

Ground Floor

The rear of each trading store tenancy is accessed through a motorised steel slatted roller shutter door with a Colorbond finish, installed as part of the base building works. The size of the existing rear door opening is 4.2m wide by 4.8m high. The roller shutter doors are provided with push button control mounted on the inside face of the rear tenancy wall and a padlocking system on the external side to allow tenants to lock the door. The rear roller doors are protected externally only with painted "U" guard bollards to ensure forklifts do not damage the building façade. Door protection within the tenancy is the responsibility of the tenant. All externally mounted motorised roller doors (4.8m (H) x 4.2m (W)) must be retained in-situ - unless otherwise agreed with the MMA.

In order to create an insulated cool-room enclosure within each product storage area, a pair of insulated sliding panel doors, with associated reveals and bulkheads, is provided inside the rear of the store. A small store will utilise one of the two sliding doors for access to the store.

Front Doors

The front of each trading store tenancy is accessed through a pair of 75mm thick insulated PIR panel sliding doors. The size of the door opening is 4.2m wide by 4.0m high.

Tenants are permitted to install viewing panels in the front doors, subject to the MMA approving both the size and location of proposed viewing panels. The tenant must reinstate the front doors at the end of their lease.

The existing front tenancy doors are deemed as a required exit in accordance with the provisions of the BCA and the fire safety engineering solution for the MMRP.

Tenants may be permitted to increase the size of the opening to the front of their individual trading store (from 4.0m wide to 7.0m wide) or multiple adjoining stores – subject to approval by the MMA – at the Tenants cost. Multiple adjoining stores may choose to widen one or more doors.

The Remax Compact Sectional Overhead Door is approved for use to suit the 7.0m wide opening. If installing the wider door opening, tenants will be required to install an adjacent pedestrian access door in order to maintain an emergency exit. A standard detail for installation of this door is available from the MMA on request.

Internal Doors

Insulated PIR panel doors may also be installed by tenants looking to create additional internal cool-room compartments, although the tenancy fire exit must be maintained to the satisfaction of the relevant Building Surveyor.

Should sliding doors be installed by a tenant to the internal opening of a trading store tenancy, each sliding door must be capable of being opened manually with a force of not more than 110N.

A rapid roller door or an insulated PIR panel sliding door may be installed internally into a second internal PIR wall within a tenancy to create a separate insulated compartment/s. Internal doors must be capable of being opened manually with a force of not less than 110N, or operate from a UPS; in order to maintain egress in the event of an emergency evacuation. Tenants may install a pedestrian access door adjacent to internal doors instead, in order to maintain emergency egress.

If individual cool-room compartments are created within each trading store tenancy then there may be a requirement to install emergency and exit lighting to comply with the requirements of the BCA.

Insulated Horizontal / Bi-parting or Sliding Doors

Dual horizontal insulated PIR panel sliding doors (75mm thick) have been installed as part of the base building provision (Category A) by the Landlord's Contractor at the front (buyers walk side) and rear of the tenancy.

Rear Doors

Tenants may install alternative door/s at the rear of the trading store, to replace the existing horizontal sliding doors. Alternate door types must be approved in writing by the MMA prior to the tenant placing an order. The doors must comply with the MMA's insurer's requirements, and be suitably fire rated in accordance with the Fire Engineering Report. Alternate doors are to colour match the existing facility:

Internal walls and doors: Colorbond 'Surf Mist' or RAL 9002;

External walls and doors: Colorbond 'Dune' or RAL 7044;

Framing elements: Colorbond 'Woodland Grey' or RAL 7039.

If removing the horizontal sliding doors, the tenant must provide storage for the doors. The rear doors will be barcoded by the MMA prior to removal, and the tenant must notify the MMA of the storage location. The horizontal sliding doors must be reinstated by the tenant at the end of their lease.

The removal and reinstatement of existing doors is at the tenant's cost. The tenant will also be responsible for any costs associated with the approval of the proposed alternate door type.

The concrete dado wall is also insulated on the inside face to a height of 1200mm. Additionally, there is an insulated bulkhead around the existing steel member above the rear doorway and to install insulated reveal panels around the door frame to create an insulated / sealed enclosure.

First Floor

A 900mm wide x 2100mm high doorway with a lockable solid core door (with a paint finish) is provided to the front of each mezzanine office. Kick-plates are provided to the buyer's wall side of the door leaf only.

4.6 FIRE PROTECTION

The Tenant shall supply and install fire protection equipment, portable fire extinguishers and blankets as required by the local Fire authority, the Landlord and by the BCA to suit the Tenancy Fit out Works (e.g. adjacent to electrical switchboard) at the Tenant's cost.

Fire protection equipment must be maintained and access provided for the Landlord to carry out regular inspections.

Emergency luminaires must be provided by the Tenant within the Tenancy where required. In Tenancies of less than 300sqm fire exit signs may not be required. Refer to the relevant Building Surveyor for approval.

The Tenant must maintain the fire protection integrity for the building and any damage to the fire protection measures must be rectified by the Tenant at the Tenant's cost.

4.7 FIXTURES & FITTINGS

The tenant is to supply and install all finishes, fixtures and furniture to the Premises in accordance with the conditions of the Lease Agreement.

All interior finishes installed in the ground floor product storage area as part of the tenancy fit-out works must be robust and suitable for the operating conditions.

4.8 FLOORS

Ground Floor

The floor in the product storage area is of post-tensioned (PT) concrete construction. The concrete floor has been treated with an integral surface hardener and sealant with a slip resistant finish. Tenants may apply a clear sealant to the concrete floor – subject to approval by the MMA.

The floor loading capacity for each ground level product storage area is as follows:

- 5 tonne - racking post / point load
- 5 tonne - capacity forklift loads with unlimited repetitions.

All concrete floors within tenancies have been scanned to identify the location of PT steel tendons embedded in the slab – CAD and PDF files of the as-built PT steel tendon locations are available from the MMA on request.

Tenants who wish to fix an anchor/s into the floor to support their pallet racking system are not to do so without demonstrating that the proposed fixing locations do not impact on the PT steel tendon locations. Tenants are to allow 70mm clearance from the centreline of the identified PT tendon locations; any fixings within this zone must not exceed 45mm in depth.

The maximum anchor fixing depth is to be no greater than 100mm – if the racking standard requires a deeper fixing then a chemical fixing should be used – subject to approval by the MMA.

All anchor fixing locations / depths must be approved by the MMA as part of the design review and approval process – prior to works commencement.

Cutting, chasing or other (similar) penetrative works to the concrete floor are generally NOT permitted – however, should a Tenant wish to cut or chase into the concrete floor for functional / operational purposes then this request would be subject to review and approval by the MMA. Tenants must include details of any proposed floor fixings / penetrations in their tenancy design submission.

Two bollards are fixed to the concrete floor outside each side of the front and rear door openings of the product storage area. The bollards are provided to protect the door opening from structural damage. The bollards are bolted or connected to 450mm x 450mm welded steel plates which have been cast into the concrete floor slab.

A further four (4) steel plates have been cast into the concrete floor slab to enable the tenant to fix / connect four (4) steel bollards to the plates to provide protection to the internal side of both front and rear door openings, if the tenant chooses to. This is to provide an additional extent of protection to the

structural integrity of the front and rear openings (on both sides) to prevent (where possible) and to manage collision by forklifts.

It is the Tenant's responsibility to clean and maintain the concrete floor within the trading store tenancy. Cleaning and maintenance product guidelines are available from the MMA.

First Floor

The floor within each mezzanine office area is constructed from steel beams and joists with exposed structural plywood flooring.

Each tenant is responsible for the supply and application of floor finishes and coverings as required (e.g. floorboards, vinyl or carpet in the mezzanine office).

The mezzanine floor loading capacity of each office tenancy is as follows:

- The maximum allowable design point load on both the mezzanine office floor and the external walkway is 2.7kN (unless noted otherwise on the drawings);
- Offices: Live load of 3kPa;
- Compactus / Safe Zone: specific loading area (4m x 1m) of 10kPa – refer to relevant tenancy plan for the specific location.

A number of mezzanine offices may have a raised timber floor (and therefore potentially also reduced ceiling height) to accommodate the transition between the external walkway and the internal office – this is due to the location of a structural and DDA compliant pedestrian ramp in the external walkway.

4.9 INSULATED PANELLING - GENERAL

All insulated panelling installed within a trading store tenancy **must be** of either 'Polyisocyanurate' (PIR) material OR Askin XFlam Panel. It must also be Factory Mutual (FM) Global certified to FM4880. FM Global certification is required to meet the MMA's building performance obligations, standards and insurance requirements for the new market facility.

All existing inter-tenancy walls are insulated PIR core panels. Tenants must use PIR panel for any base-building wall or ceiling reinstatement. All fixings to PIR panel walls must be in accordance with the manufacturer's guidelines – which are available from the MMA.

All existing insulated PIR panel tenancy walls are non-load bearing.

The tenant must demonstrate compliance with this requirement by providing evidence of the FM Global certification to the MMA.

4.10 KITCHENETTE FACILITIES

Tenants may wish to install a small kitchenette facility for their staff in either of the mezzanine office or the ground floor product storage area. The kitchen sink unit will need to be connected to the sewer / waste point located in the floor of the product storage area. Refer to section 4.17.3 Hydraulics for further details of requirements.

Domestic cold water is provided at high level towards the rear of the product storage area and will need to be reticulated to the mezzanine office as required by the tenant.

4.11 PALLET / STORAGE RACKING

All pallet racking systems installed in trading stores must be manufactured and installed in accordance with the requirements of Australian Standard AS 4084 (2012) Steel Storage Racking. The tenant's pallet racking system must be designed specifically for the size, shape and weight of the products being stored.

Australian Standards (AS 4084-2012)

Any storage racking systems that are installed as part of the Tenancy Fit-Out, must be fully compliant with the current/upgraded Australian Standard for Steel Storage Racking (AS4084-2012).

Drive-in racking design must be certified in accordance with the European Racking Federation Design Code FEM 10.2.07 "Drive-In and Drive-Through Racking".

Certification of compliance to the standard will be required, and shall be inclusive of the Design, Manufacturing, Structural Capacity and Installation of the racking system, as determined by AS4084-2012.

All structural components in the proposed steel storage racking, whether manufactured in Australia or imported into Australia, shall have independently certified documentation providing proof of testing by an Australian University/testing facility, or NATA registered laboratory, in accordance with the requirements of AS4084-2012.

Tenants wishing to re-use or purchase 2nd hand pallet racking systems MUST provide structural design and installation certification, in accordance with the requirements of AS4084-2012.

The testing of structural components shall be conducted independently of the racking supplier and/or manufacturer. The independent documentation from the testing authority shall describe all types of tests performed, the dates on which the tests were conducted, the details of all test results, and shall state that all testing is certified in accordance with the Australian Standard: AS4084-2012 "Steel Storage Racking".

The engineering standards and physical condition of the storage racking shall comply with, and be maintained in accordance with, the tolerances detailed in AS4084-2012.

Maintenance of these tolerances shall be determined via a detailed rack inspection, conducted on a minimum twelve (12) monthly basis, by the Original Equipment Manufacturer (OEM) or a qualified Rack Inspector. Any subsequent repair and maintenance requirements shall be completed in accordance with the hierarchy and timeframes detailed in AS4084-2012.

Refer to Appendix 3 for a copy of the Work Safe Guidance Note (September 2012) relating to pallet racking operation and maintenance.

Quality Assurance (ISO 9001:2008)

The OEM of the racking system shall be required to provide Quality Assurance certification, in relation to their manufacturing process, showing ongoing compliance to ISO9001:2008.

For this project the submission of Quality Assurance documentation shall include traceability of the sourcing of all raw material steel products, including mill certificates detailing the steel grades and origins of all materials, all of which shall comply with the minimum requirements of the relevant Australian Standards.

Work Safe Victoria

All storage racking equipment shall comply with the minimum inspection and maintenance requirements of Work Safe Victoria, which are based on the requirements of AS4084-2012 (i.e. minimum annual inspection by the OEM, or a qualified Rack Inspector, along with the completion and certification of all required repairs). A Worksafe Guidance Note in this regard has been provided as an appendix to this document for reference.

In summary, all manufactured storage racking installed as part of the Tenancy Fit-Out, must comply with the following requirements:

- Independent certification/proof of compliance to AS4084-2012, in relation to the Design, Manufacture, Structural Capacity and Installation of all steel storage racking systems;
- Certification/proof of compliance to ISO9001:2008 in relation to the manufacturing process of all steel storage racking;
- Certification/proof and traceability of all raw material steel grades/origins used in the manufacture of all storage racking equipment;
- The physical condition of all storage racking equipment shall comply with, and be maintained in accordance with, the tolerances detailed in AS4084-2012;
- All storage racking equipment shall comply with the minimum Work Safe inspection and maintenance requirements (i.e. Minimum annual inspection by the OEM, or a qualified Rack Inspector, along with the completion and certification of all required repairs); and
- All storage racking equipment must be fitted with structurally certified Safe Working Load and Maintenance signage, in accordance with the requirements of AS4084-2012.

Floor Fixings

- Pallet racking systems are to be fixed to the PT concrete floor slab only and are not permitted to be anchored or supported from the inter-tenancy walls or the front / rear tenancy walls.
- All floor fixings for the purpose of anchoring pallet racking systems to the PT concrete floor slab must first be approved by the MMA prior to any works commencing.
- The maximum drilling depth is 45mm. Proposed floor fixings greater than (>) 45mm will require the PT concrete floor slab of the product storage area to be scanned / surveyed to identify the locations of the PT steel tendons embedded in the concrete. Tenants are to allow 70mm clearance from the centreline of the identified PT tendon locations; any fixings within this zone must not exceed 45mm in depth.

- Concrete floors within tenancies will be scanned to identify the location of PT steel tendons embedded in the slab – CAD and PDF files of the as-built PT steel tendon locations will be provided to the Tenant by the MMA. Additionally, physical marking of the slab will be provided by way of survey pins and/or painted marks.
- A standard drill must be used to create the fixing hole and not a core drill. A drill will stop when it hits a PT steel tendon – the location of the hole may then be repositioned as required to miss the tendon.

Layout

A minimum clearance of 1.2m must be maintained between the underside of the fire sprinklers in the ceiling and the produce on the top shelf of racking.

A minimum clearance of 200mm must be maintained between the inter-tenancy wall and the rear face of the pallet racking structure – for selective racking systems this clearance is to be a minimum of 400mm.

The maximum produce stacking height within the store is 6.8m.

The maximum produce stacking height underneath the mezzanine office and in the sorting / staging and display areas is 4.0m.

Pallet racking systems are NOT to be permanently erected in the sorting / staging area at the rear of the store.

On site welding / fabrication will require a 'hot works' permit to be obtained from the MMA / Facility Manager - prior to works commencement.

4.12 FORKLIFTS

Tenants are permitted to store forklifts within their store or in the designated forklift storage cages located around the market site. Tenants are not permitted to store forklifts in the Display Area or Staging and Sorting Area.

Charging Tenants with electric forklifts must make provision within their store for forklift charging. Power requirements for forklift charging within the tenancy must be within the tenancy EDB's total electrical capacity. If required, tenants may increase the electrical supply capacity of their EDB as a Category B works item, at the tenant's cost.

Electric forklifts may also be charged in the designated forklift storage cages located around the market site or within the tenancy. Charging in the forklift storage cages is subject to availability of allocated spaces. Forklift charging must be in accordance with AS2402.1.2. Forklifts are to be charged in an ambient room within the store, with adequate ventilation provided. Penetrations for ventilation must be made through the rear wall of the tenancy, at a location approved by the MMA. The tenant is to provide acid resistant protection to the floor in the charging area and must supply all safety equipment, first aid and signage associated with a charging station. For further information, please contact either the MMA or Toyota Material Handling.

4.13 PROTECTION MEASURES

As described in section 4.8 (Floors), the landlord has installed four (4) steel bollards to protect the external door openings of each trading store. Tenants may install internal bollards to the four (4) metal plates provided in the floor inside the product storage area, in order to protect the tenancy doorways from pallet and forklift damage. If installed, bollards are to be 168mm diameter, 1200mm high. Tenants may propose alternate solutions that provide equal or superior protection to the landlord's structure. Coolrooms, racking, cash offices etc. that are located to provide protection to doorways may be used as an alternate form of protection.

It is the responsibility of the tenant to protect their pallet / storage racking systems from similar collisions by forklifts or pallets within the trading store. This may be achieved by installing end-of-rack and upright or column protection devices.

Protection of internal tenancy walls is the responsibility of the tenant and they may elect to install checker-plate or similar sheet metal up to a nominal height to protect against damage by forklifts, pallets and the like.

Tenants are responsible for the installation of wall protection measures such as floor mounted angles, backstops to racking, checker plate and door protection devices such as bollards - within the tenancy.

As a minimum, the tenant must install a 150x150x10mm galvanised angle along both side walls of their tenancy, to protect against pallet and forklift damage to the inter-tenancy wall. Angles must be installed in accordance with Robert Bird Group sketch SK01 Rev C4. Tenants may propose alternate solutions that provide equal or superior protection (eg. integrated racking backstops). Alternative solutions must be approved by the MMA.

4.14 REFRIGERATION

The total central refrigeration system capacity (with 2 active and 1 standby chiller) is 4,800kW – which provides total cooling capacity available for individual trading stores of 174W/m² and for mezzanine offices of 120W/m².

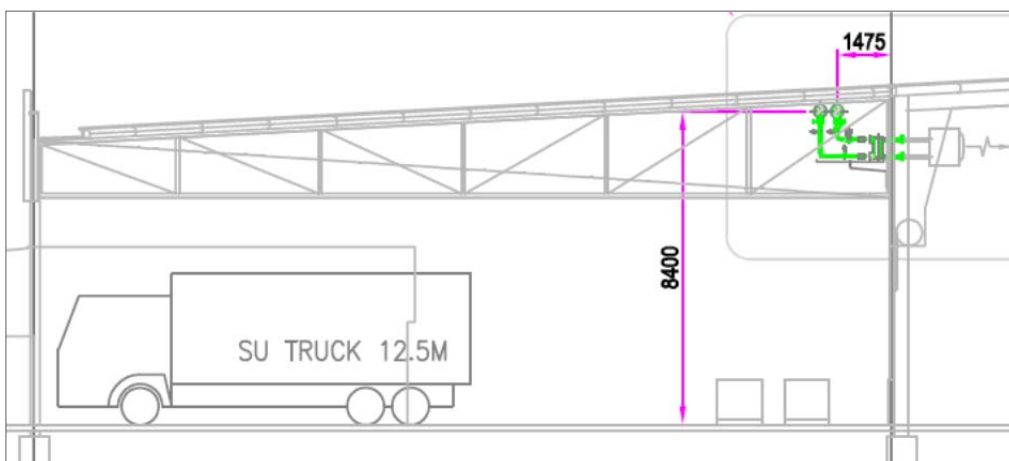


Figure 13: Tenant Plate Heat Exchanger Arrangement (not to scale)

On the external side (as opposed to the tenancy side of the system) a Plate Heat Exchanger (PHE), Secondary Glycol Valve Station consisting isolation valves and modulating 2 port and 3 port valves sit within a frame connected to the underside of the canopy structure at the rear of each trading store. Valved flow and return supply points are located inside each tenancy terminated at high level on the inside face of the rear tenancy wall. Flow and Return temperature sensors and a Flow Meter are also provided on the external side

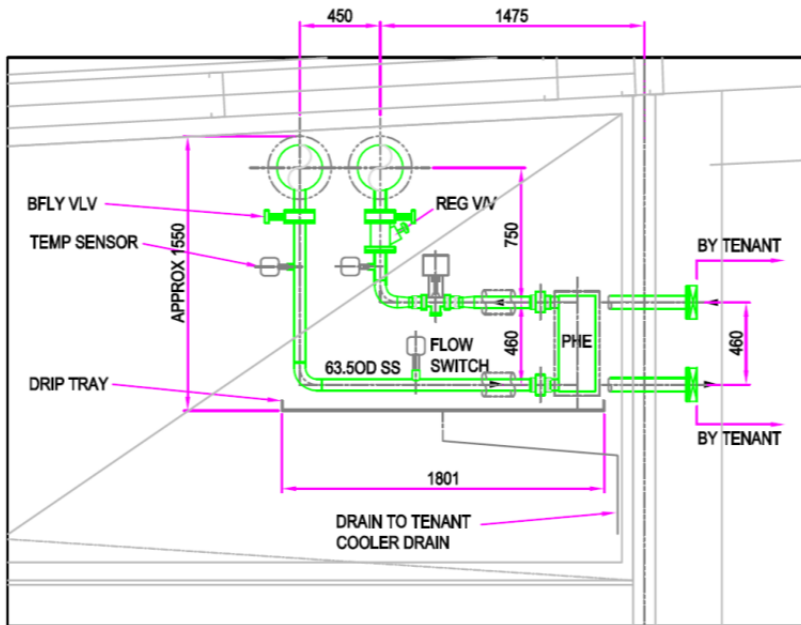


Figure 14: Tenant Plate Heat Exchanger Arrangement - Detail (not to scale)

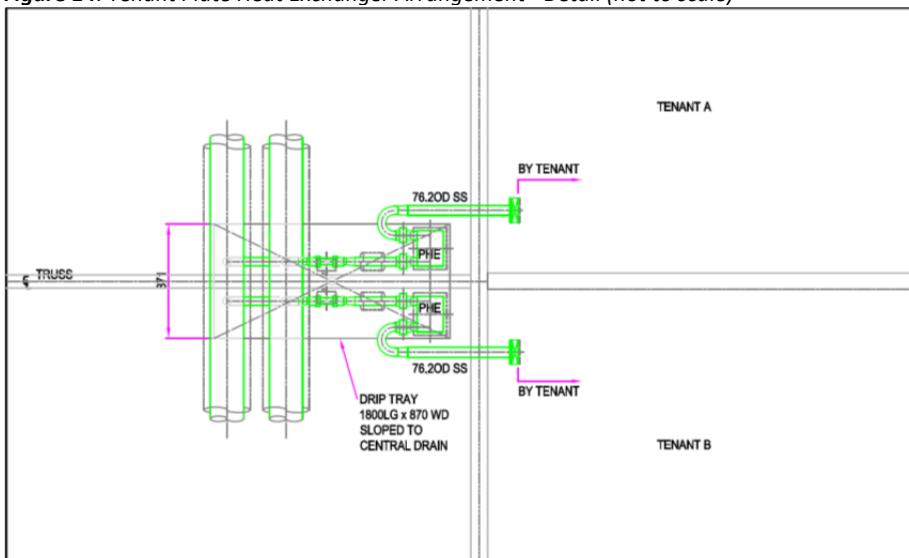


Figure 15: Tenant Plate Heat Exchanger Arrangement – Plan view (not to scale)

Each individual tenant installation must include: tertiary glycol loop, control equipment, pump assembly and equipment, evaporator / fan coil units – including associated support structures and condensate collection tray with suitable drainage piping, as appropriate.

To ensure the plant does not over cool or provide cooling when not required the individual tenant must provide the following status and operating parameter inputs from their cooling system:

- Stop Start Signal
- Glycol flow Indication
- Glycol Supply Temperature (outlet of PHE on tenant side); and
- Cooling system General alarm.

These signals with the exception of the temperature are based on digital inputs and all wired to the tenancy control panel.

Given the critical nature of the refrigerant system, and maintenance requirements the following requirements must be addressed in finalising the tenant-side tertiary system.

- The installation of stem leak spray prevention around control valves
- The utilisation only of Food Grade Propylene Glycol (with food dye of a different colour to primary supply)

Tenants are NOT permitted to install second hand or non glycol compliant or independent refrigeration systems within their tenancy (cafes and commercial tenancies are excluded). Recycled or second-hand air conditioning systems are NOT permitted.

As part of the Design Intent Submission and Approval, an independent refrigeration designer has been engaged by the MMA to review all tenants' refrigeration designs. Tenant's refrigeration contractors will be required to submit a completed 'Tenancy Design Compliance' form with their design submission. This form will be issued direct to all refrigeration contractors.

Refer to Appendix 5 for the technical details associated with the Central Refrigeration Plant to assist tenants with the design of their internal refrigeration equipment.

4.15 ROOF

Roofing to the F&VM building is generally prefinished profiled metal sheet decking with a Colorbond finish surface protection appropriate for a light industrial operating environment on steel roofing purlins.

The underside of the roof cladding includes sarking, comprised of a 50mm insulation blanket with safety mesh in accordance with Work Safe requirements.

Penetrations and larger openings (e.g. for skylights) are generally NOT permitted in the roof cladding / structure – in order to maintain MMA's roof cladding warranty.

A tenant may request that a minor penetration be made in the roof cladding in order to install cabling for a TV antenna, aerial, satellite dish (or similar) in a common / accessible location – subject to approval by the MMA.

Only a suitably qualified contractor, who is approved by the MMA, can undertake this work to ensure the roof cladding warranty is maintained.

4.16 SIGNAGE

Tenants are permitted to install company identification (or similar) signage directly above the front doors of the trading store in a dedicated zone of 4.2m wide x 1.2m high (for large / medium stores while small stores are 1.2m high x 2.1m wide) – subject to prior approval by the MMA.

Tenants must submit signage designs together with the tenancy design layouts for approval by the MMA.

- Internally illuminated light-box signs are not permitted;
- Signs are not permitted to be suspended above the front or rear doors of the trading store and / or from the underside of the mezzanine walkway above;
- Signage is not permitted to be affixed to any external surface of the tenancy other than as described above;
- Tenants are permitted to install signage (marketing, company ID and statutory – as required) on walls internal to their tenancy as long as the fixings do not damage the integrity of the PIR wall panel;
- Fixings to PIR panel walls should only be undertaken in accordance with the manufacturer's guidelines.

Ground floor – Front

A tenant signage zone is provided on the external side of the front tenancy wall above the entry door - 4.2m (W) x 1.2m (H) – signs must be of this required size and in this location only. Signs in banner format between multiple tenancies are not permitted.

Internally illuminated signs are NOT permitted to be installed on the external side of the tenancy.

Signs are NOT permitted to be suspended (e.g. fixed to underside of first floor walkway) above the front or rear door entrances of the tenancy.

Signage is NOT permitted to be affixed to any external surface of the tenancy – other than in the dedicated tenancy signage zone.

Fixings to PIR panels should only be undertaken in accordance with manufacturer's guidelines and with prior consent by the MMA.

Ground Floor - Rear

Tenants are permitted to install signage on the external side of the rear wall of the tenancy. Signage is to be 1x1m, located 400mm below the tenancy number signage, located centrally on the coloured PIR panel.

Fixings to PIR panels should only be undertaken in accordance with manufacturer's guidelines and with prior consent by the MMA.

Tenants are permitted to install vinyl signage on the external face of the insulated horizontal sliding doors – subject to MMA approval. Signage is not to exceed 2m high, and is to be located so that the bottom edge of the sign aligns with the top of the adjacent precast concrete dado wall.

First Floor – Office Door

Tenants are permitted to install a sign 600x600mm on the front of the office door. Signs are to be fixed 1200mm above the floor. Privacy film, screening and window treatments may be applied to the mezzanine office windows, subject to MMA's approval. All window treatments must be installed on the inside face of the glazing.

4.17 SERVICES

Electrical

General

- Each tenancy is supplied with an electrical connection which is terminated at an Electrical Distribution Board (EDB) which is wall mounted within each mezzanine office;
- Electrical cabling is to be reticulated throughout the product storage area and mezzanine office area to suit any new GPO locations by a Registered Electrical Contractor (REC) on behalf of the tenant.
- Tariff metering will be provided to each Trading Store and to each retail / commercial tenancy meter panel with a separate incoming power supply;
- An embedded tariff metering network is provided to the facility and the metering complies with the Victorian Service and Installation Rules- Section 9-13. Earthing of the metering equipment including the enclosure, metering current and voltage transformer secondaries will be connected to the dedicated earth grid for the HV Intake substation.
- Each trading store tenancy has a maximum electrical supply capacity which is to be utilised for all power and lighting requirements, including tenant-side refrigeration equipment and controls, as well as for office supply requirements.

The maximum electrical capacities for each trading store type are as follows:

- Large Trading Store 63 / amps / 3phase
- Medium Trading Store 50 / amps / 3phase
- Small Trading Store 30 / amps / 3 phase
- The electrical capacity for each trading store is to be utilised for all power and lighting requirements, including tenant-side refrigeration equipment and controls, as well as for office supply requirements.
- A copy of the Certificate of Electrical Safety (CES) must be provided to the MMA upon completion of the tenant's electrical fit-out works.

Power

- A single general purpose (electrical) outlet (GPO) is provided on the EDB.
- Provision for connection of a mobile generator by the Tenant has been made at the Tenant's Distribution Board. In the event of a Power outage, the Tenant will need to provide their own mobile generator to support their tenancy based refrigeration plant such as Fan Coil Unit Fans within the tenancy.
- A mobile generator can be connected to the tenancy EDB via use of a (3-phase) terminal block provided within a segregated compartment within the tenancy EDB. An existing manual isolator can disconnect the mains power and connect directly to the tenant's own provided generator power which will provide power to the entire DB. The tenant will be required to connect the generator tails to the terminal block or alternatively, the tenant can elect to install a 5-pin plug socket to connect to the terminal block if their generator is provided with a 5-pin plug for quick connection. The EDB is located on the first floor in the office space and so the generator will need to have a long power lead - alternatively, the tenant may elect to install a sub main as Category B works from this EDB connector to a location closer to the rear roller shutter door within his / her tenancy, so the generator can connect at ground level near the tenancy roller shutter door;
- 3 phase power is available to all tenancies if tenants need it to charge their forklifts. There is no 3-phase outlets installed so the tenant will need to provide this outlet from their own EDB as part of their own fit-out.
- Each rear tenancy roller door is powered via a motor connected to a weatherproof GPO mounted at high level on the external face of the rear tenancy wall.
- Electrical cabling is to be reticulated throughout the product storage area and mezzanine office area to suit any new GPO locations by a Registered Electrical Contractor (REC) on behalf of the tenant.
- A copy of the Certificate of Electrical Safety (CES) must be provided to the MMA upon completion of electrical works
- Refrigeration fan units are strongly recommended to be 3-phase. Tenants proposing to use single-phase equipment must apply to the MMA to have a phase nominated per tenancy, in order to ensure loads are balanced throughout the complex.
- Tenants may install a double GPO and data point on the external side of the front of their tenancy, facing the buyers walk. Points must be located 200mm from the tenancy boundary, at 2.1m above floor level. Tenants may install one retractable arm per tenancy to the front wall of their store to support power and data cables, subject to approval by the MMA.

Lighting

Fluorescent lighting is provided above the Product Display Area in front of each trading store tenancy and metal-halide lighting is provided above the Staging Area at the rear of the trading store tenancy. Both these lighting installations are powered from a common electricity supply, which is the responsibility of the MMA.

All other light fittings installed in the tenancy (product storage area / office) are the responsibility of the tenant.

It is recommended that light fittings installed within each trading store tenancy be of an energy efficient standard in order to maximise savings in energy use.

Mechanical

Air Conditioning

In order to condition (heat / cool) the mezzanine office space, Tenants have the option to install either an independent split system air conditioner; OR a glycol compliant cassette or wall mounted air-conditioning unit which is connected to the central cooling system.

If the Tenant chooses to install a glycol compliant unit, then pipework must be reticulated from the isolation valves located in the rear wall of the tenancy – at high level.

If the Tenant chooses to install a split system air-conditioning unit, the condensing unit is to be located on the external side of the rear wall of the tenancy.

Condensing units must be fixed at least 7.0m from ground level to the top / horizontal section of the supporting bracket. Support brackets are to be fabricated and installed in accordance with Robert Bird Group Sketch SK03 Rev C4. Tenants wishing to use brackets recommended by the unit manufacturer in lieu of the engineer's design, may do so with the MMA's base building structural engineer's approval. Condensate from air-conditioning units is to be discharged into the tenancy sewer point, located towards the rear of the product storage area. The final location of the condensing unit must be identified on design documentation submitted for approval to the MMA. The final location of the condensing unit must not compromise maintenance access to the tenancy PHE.

The Tenant / Contractor must ensure that the selected air conditioning system's electrical load requirements remain within the electrical capacity of the tenancy Electrical Distribution Board (EDB).

Recycled or second-hand air conditioning systems are not permitted.

It is the responsibility of each tenant's fit out contractor to make any final duct work connections to the tenant's air conditioning system.

If tenants install air handling units in the mezzanine offices in order to condition the space, the walls and ceiling will need to be insulated in accordance with the provisions of Part J of the BCA.

Heating

Tenants requiring heating to their mezzanine office tenancy may install a split system unit, as outlined above in 'Air-conditioning'.

Tenants are NOT permitted to install alternative heating equipment within their product storage area or mezzanine office without the express permission of the MMA – due to the MMA's insurance requirements.

Ventilation (mechanical / natural)

A combination of mechanically assisted intake air and natural ventilated relief / exhaust air is provided to each office tenancy.

Fresh air supply is provided to trading store offices via individual supply air fans taking air from the naturally vented Buyers Walk, through the shop front at high level in the mezzanine Level. Each fan is

powered from the Tenants EDB. Each fan is installed with a filter, duct work and will be commissioned to provide the required fresh air intake in accordance with the requirements of AS1668.2 (1991).

Any additional ventilation provisions to suit individual tenancy designs or uses are the responsibility of the tenant and as a minimum must be installed in accordance with the requirements of the BCA.

Hydraulic

The plumbing and drainage systems installed within the tenancy shall be by the Tenant in accordance with current standards and to the satisfaction of the MMA. The Tenant is responsible for all connections to the Landlord's plumbing, drainage and refrigeration supplies.

All hydraulic connection points are indicated on the Tenancy Plans.

Domestic Cold Water

A 25mm domestic cold water (DCW) pipe / branch (with isolation valve) is located at height level towards the rear of the trading store and is fed from the front of the tenancy, through the mezzanine office ceiling / roof space.

The trading stores in the F&VM are provided with 25mm Authority's check water meter and supply located within central water meter cupboard on the first floor. Water meter cupboards are located on the first floor adjacent to each toilet block and on the opposite side of the void, adjacent to the large store offices.

The relevant water authority and supplier is Yarra Valley Water.

Tenants with multiple adjoining stores may require modifications to the domestic cold water service in order to create efficiencies in water reticulation rather than utilising a number of separate supply points.

Reticulation of domestic cold water throughout the product storage area and the mezzanine office is the responsibility of the Tenant. Tenants shall also provide their own hot water plant & reticulation systems as required. Domestic hot water units are to be supplied and installed by the tenant.

Drainage

A bucket trap / floor drain is located in the ground floor product storage area towards the rear wall of the tenancy – offset from the inter-tenancy wall by 500mm (approx.) and is locally graded with falls to the drainage outlet.

The floor drain is a vertical 300 diameter outlet with 110mm drain bowl or equivalent, filter basket and fixed secondary strainer. The entire pit assembly is designed to accommodate forklift traffic with a 5 tonne point load.

Reticulation of drainage pipework throughout the product storage area and mezzanine office is the responsibility of the tenant.

Tenants must ensure that all condensate drainage from refrigeration equipment is appropriately reticulated and drained to the nominated drainage point at the rear of each tenancy.

Sewer

A (sealed) sewer connection point is provided in the ground floor product storage area adjacent to the bucket trap / floor drain.

Reticulation of sewer pipework throughout the product storage area (including any sewer pump equipment) and mezzanine office is the responsibility of the tenant.

All condensate and refrigeration system drains must discharge to the sewer / waste point provided.

The relevant sewerage authority is also Yarra Valley Water.

Treated Rainwater (TRW)

Tenants may have access to TRW outlets located at regular intervals throughout the buyers walk or central circulation aisle throughout the F&VM building. These TRW fixtures are to be used for tenancy floor wash-down purposes only.

Tenants must seek permission from the MMA in order to access the TRW outlets.

Communications

Each trading store tenancy is provided with two CAT 6a/F/UTP compliant wall mounted data outlets in the mezzanine office. These data outlets are connected by copper cabling back to the nearest Communications Room (Distribution Room) located adjacent to each services / amenities block on the first floor. This will allow Tenant's to make application and connection for their phone and data requirements.

The Tenant shall provide any telephone and data system wiring in addition to the two outlets described above.

A tenant may request modifications to the base building communications provisions that require access to and adjustments within the nearest Communications / Distribution Room – only a qualified communications contractor, who is approved by the MMA, can make these modifications – at the tenant's cost.

Fire Service

A dry pendent fire sprinkler system with fast response sprinkler heads is provided throughout the product storage area of the tenancy in accordance with AS 2118.1 and BCA Deemed to Satisfy (DTS) provisions. Standard response sprinkler heads are installed in the concealed space above the ceiling in both the product storage area and office.

Each fire zone has a drain down point which is located on the external wall of the F&V building under the canopy. When making alterations to the sprinklers it will be required to drain down the zone that tenants contractors are working in.

In-rack fire sprinklers can be installed at the tenant's cost – if required by the BCA and / or fire safety regulations.

Tenants will be responsible for the cost of modifications to the fire sprinkler system as a result of installing internal cool-room compartments or offices at ground floor level; or as a result of installing a ceiling in the mezzanine office.

All modifications and maintenance works to the fire sprinkler system must be undertaken by suitably qualified subcontractors approved by the MMA to ensure that building and services warranties are maintained.

Portable fire extinguishers as required by the BCA to suit the tenancy fit out works (e.g. adjacent to electrical switchboard) shall be provided by the Tenant at the Tenant's cost.

4.18 STRUCTURE

General

The Tenant is not permitted to saw cut, chase or alter the floor slab or steel columns. The Landlord's building structure must not be altered or modified by the Tenant.

All exposed steel columns, bracing and similar will need to be clad with PIR panel to ensure the cool-room enclosure is adequately sealed and insulated.

Roof load capacity

The load capacity of the roof structure of the F&VM building is as follows:

- Live load: 0.25kPa (as the roof is considered non-trafficable except for maintenance loads only);
- Typical super imposed dead load: 0.37kPa (this includes 0.20kPa for the roof & associated structure, and 0.17kPa for the ceiling and its hangers); and
- 0.15kPa – 0.17kPa is adequate load allowance to support a 150mm thick PIR ceiling.

The roof is not designed to support tenant's refrigeration equipment without additional structural steel support. A structural steel support 'H style' frame consisting of 2 No 180mm PFC (Parallel Flange Channel) members and a connecting tie beam, is incorporated within the roof structure as part of the base building works. The frame is set off from the rear wall at approx. 1.0m for both large and medium trading stores. This frame enables the roof above each tenancy to accommodate the loads associated with conventional refrigeration equipment only – to a maximum weight of 350kg for a small store, and 700kg for a medium or large store.

Tenants must seek permission from the MMA if they wish to alter, modify or suspend any equipment or fittings (or similar) from the existing roof structure.

Penetrations

No penetrations are to be made in the floor, walls, ceiling or roof of each trading store tenancy, without first obtaining prior written consent from the MMA.

Stairs – Internal

The design of each trading store requires that mezzanine office users access the first floor either by common stairs or via one of the lifts located at multiple locations throughout the main buyers walk thoroughfare of the building.

Select tenants and in particular those with multiple adjoining trading stores may wish to install a set of stairs from the product storage area up to their mezzanine office area above.

It is noted that the installation of stairs between the product storage area and the mezzanine office may impact on the circulation of forklifts and the layout of pallet racking on the ground floor – as such it is recommended that stairs be considered for installation in multiple trading store tenancies only.

In order to install an internal stair, the base building structure will require modification which will need to be addressed by the Tenant as part of the Category B works process. Where the design of the staircase impacts on the base building structure, the Tenant must obtain structural design certification from the base building Structural Engineer (Robert Bird Group) prior to works commencement and also upon completion.

Spiral or circular staircases are NOT permitted.

Support Structure for Tenant Refrigeration Equipment

An alternative to the support of tenant refrigeration equipment from the roof structure is to integrate it within a pallet racking system or an independent gantry structure. It is the responsibility of the Tenant to resolve the best method for supporting their refrigeration equipment.

4.19 SECURITY SYSTEM

The Tenant must provide any security system installed within the Tenancy. The specifications and details for any security system proposed must be approved by the MMA.

All security devices and alarms must be concealed and located within the tenancy leased area.

4.20 ECOLOGICALLY SUSTAINABLE DESIGN (ESD)

The F&VM and Flower Market buildings have been certified with a 4 Star Green Star rating under the Green Building Council of Australia's Industrial PILOT rating tool.

In order to maintain the environmental sustainability credentials for the building, the MMA requests that individual tenant's consider inclusion of the following ESD initiatives as part of their tenancy fit out works.

- Energy efficient light globes;
- All paints, sealants and flooring to have low volatile organic compound (VOC) ratings;
- Use environmentally friendly cleaning products;
- Avoid using PVC for pipework, electrical conduits and similar; and
- WELS rated tap fittings and fixtures (e.g. toilets and tap-ware).

4.21 TOILET/S & SHOWERS

Tenants may wish to install a toilet and / or a shower for their staff in the mezzanine office or the ground floor product storage area. The toilet or shower will need to be connected to the sewer / waste point located in the floor of the product storage area. Appropriate provisions for sewer pipe ventilation will also be required.

Public toilet facilities are located at regular intervals in the F&VM building and showers and change-room areas are also located in the central hub of the building – adjacent to the trading floor.

4.22 WALLS

Inter-Tenancy Walls

Each trading store tenancy has two inter-tenancy walls which are either (1) shared with a neighbouring tenancy or (2) shared with common area.

Inter-tenancy walls are 150mm thick insulated PIR panel. They are installed from the floor slab level and fixed to the underside of the roof structure above and to the PT concrete floor slab below. A flush covered wall / floor junction is provided to all walls in the ground floor product storage area to allow sweeping / scraping for waste collection and cleaning and to prevent trapping or lodgement of waste.

Where structural columns are installed in line with the inter-tenancy wall and as the flanges of these columns protrude beyond the face of the typical grid centred wall panel, these columns are clad and full enclosed on both sides with 50mm PIR insulated panel system to maintain the insulation values of the dividing wall system.

The inter-tenancy wall is not load bearing and is removable to allow for future tenancy changes.

Tenants with multiple adjoining (two, three or four) trading store tenancies may elect to either (1) remove an inter-tenancy wall to create a larger single tenancy space or (2) create an opening (e.g. 4.2m W x 4.8m H) in an inter-tenancy wall to facilitate access / circulation of forklifts and / or pedestrians between store tenancies. Tenants must remove inter-tenancy walls in accordance with the “Intertenancy Wall Removal Methodology” Rev 2, dated 01/12/14 – which is available from the MMA.

Rear Tenancy Wall

The rear tenancy wall is a 150mm thick insulated PIR panel with a Colorbond finish sitting atop a 1.2m high, 150mm thick concrete dado wall.

Front Tenancy Wall

The front tenancy wall is a 100mm thick insulated PIR panel with a Colorbond finish which is protected on the external side by a 300mm x 300mm concrete kerb.

This front tenancy wall is not load bearing and is removable to allow for future tenancy changes.

Front and rear elevations of all trading store tenancies must be maintained in existing condition – unless otherwise agreed with the MMA.

Mezzanine Office (First Floor)

Partition walls between mezzanine office tenancies are a lightweight metal stud and track wall system, with plasterboard sheet lining to one side only, from floor to nominally 200mm above the 2700mm high tenant installed ceiling line, finished flush and ready to accept final finishes by the tenant.

Walls facing Buyers' Walk are provided with proprietary extruded aluminium glazing system with high level awning sash windows to enable additional natural ventilation in combination with fixed relief air louvers. Plasterboard lining to the metal stud wall surround to the glazed front is provided to the mezzanine access walkway side only.

The end wall facing the inside of the Product Storage area is a 75mm PIR panel fixed to the store side of the truss to the rear of the Large Trading Store offices only. The end wall of the Small Trading Store offices are a lightweight metal stud and track wall system with plasterboard lining to one side only.

New plasterboard partition walls may be erected as part of each tenant's office fit out.

Tenants with multiple adjoining (two, three or four) mezzanine offices may elect to either (1) remove an inter-tenancy wall to create a larger single office tenancy space or (2) create a door opening (e.g. 900mm W x 2100mm H) in an inter-tenancy wall to facilitate access / circulation between individual offices.

Several mezzanine office tenancies (if taken as adjoining office tenancies) will require a step to be constructed between them to facilitate access – due to level differences at nominated points within the building.

An access hatch is provided in the rear wall of the first floor office, providing access into the ceiling space above the coolroom. The hatch is fitted with a fixed cover. The opening dimensions are to be confirmed on site, and are approximately 600 x 600 mm. Tenants will need to provide all associated hinges and fastening/locking hardware to the existing opening. Should tenants fit-out the office and build internal plasterboard walls, then the tenant must also provide a corresponding access hatch in the plasterboard office wall.

5. CONSTRUCTION GUIDELINES

5.1 GENERAL

- The Fit out Contractor and all subcontractors are required to comply with all Commonwealth and State (Victoria) legislation, industrial awards, and occupational health and safety regulations including Authority regulations applicable to carrying out works at the Melbourne Markets in Epping.
- The Fit out Contractor shall commence the Fit out works to the Trading Store following the Approval to Commence Fitout Works and they have been advised of a commencement of Fit out Date, in accordance with all approvals issued by MMA and complete the Fit out no later than the completion date shown in the approved Fit out program or the Trading Date, (or other date as agreed with the MMA) whichever is the earlier.
- The Fit out Contractor and subcontractors shall not undertake any work outside of the Leased Area, unless approved in writing by the MMA.
- The Fit out Contractor shall make all arrangements required to secure all MMA and other approvals and pay all costs, and make their own arrangements for any specific site services and worker facilities, including access, in sufficient time so as to not delay the commencement of Fit out works and associated works to achieve the Fit out Program.

5.2 CONTRACTOR PRE-APPROVAL PROCEDURES

All tenants fit out contractors and shopfitters are required to be pre-approved by the MMA, prior to commencement of any works on the site.

The pre-approval process will include an interview at which or prior to, the tenant's contractor must provide the following documentation:

- Copy of current Victorian commercial building licence, trade registration certificate or similar for all employees working on site;
- Copy of all current insurance certificates (public liability, professional indemnity, work cover and contractors all risk);
- Copy of Victorian construction industry OH&S 'white card' for each employee working on site;
- Company registration details;
- Evidence of experience undertaking fit-out works similar to that being proposed; and
- A list of referees from previous fit out work.

Refer to section 5.3 below for a list conditions precent to the commencement of fit out works.

5.3 PRE-CONDITIONS TO COMMENCING FIT-OUT WORK

The following requirements are to be satisfied and complied with “in full”, as conditions precedent to the issue of the Approval to Commence Fit out Works. This will be issued by the MMA for the Fit out Contractor to commence the Fit out.

Landlord’s Consents

The Tenant must obtain consent from the Landlord’s representative prior to commencing Fit out any works.

Inductions

The Fit out Contractor/s must undertake the necessary site inductions and remain responsible for ensuring all their sub-contractors and consultants have all necessary site inductions required to commence works at the Melbourne Market.

Site inductions will be programmed to occur as required. The Fit out Contractor is to liaise with the MMA to coordinate their participation in the site induction of the Fit out Contractors employees and subcontractors. The Fit out Contractors employees and subcontractors cannot commence onsite until the site induction has been completed.

Security Deposit

- Fit out work is not permitted to commence on site until the necessary security deposits are submitted to the MMA.
- The Security Deposit will be considered in part as security for performance of the Fit out contractor (and to pay for costs incurred by MMA due to the Tenant and/or Fit out Contractor’s acts or omissions, or default of payment for Category B Works if needed, or the outstanding payment of any fees or charges related to the Trading Store fit out) and the Tenant’s obligations generally under the Agreement for Lease and to the satisfaction of the MMA.
- In the event the Fit out is not completed or defects not rectified to the satisfaction of the MMA, the MMA will be entitled to draw upon the Security Deposit and the MMA will be entitled to arrange for completion of the outstanding works or defects rectification and use the funds from the Security Deposit to pay for these works.
- In the event the costs incurred exceed the value of the Security Deposit, the MMA will be entitled to recover these costs as a debt from the Tenant.

Fit out Program

- Before commencing Fit out Work, the Fit out Contractor shall submit a Fit out Program in the form of a Gantt (or similar bar type) chart, to the MMA for approval.
- The Fit out Program is required to schedule Fit out activities within the Tenancy Area only on working days.
- The Fit out Program is to show off-site manufacture of fixtures and fittings, commencement of on-site works as soon as possible after Approval to Commence Fit out Works. The Fit out Program shall also show the desired commencement and completion of Category B Works, to be coordinated with the Fit out installation.

- The Fit out Program is to show and allow for completion of the Fit out, rectification of defects and the Load Testing and Set up Period, to enable the Tenancy Area to open for trade on the Trading Date or other date as agreed between MMA and the Tenant.
- The Fit out Program is to be updated as needed in the event that the Fit out or scheduled Trading Date is delayed. The updated Fit out Program is to be submitted to the MMA within 5 days of the Fit out Contractor becoming aware of any such delay.

5.4 SITE INSPECTION & CONFIRMATION OF EXISTING CONDITIONS

- The Fit out Contractor is required to inspect the Tenancy Area to confirm all site conditions, take all site measurements and make all allowances in the Fit out.
- The Fit out Contractor is to verify by site inspection and site measurement that the MMA approved Tenant's Plans for construction and details accurately reflect the existing conditions of the Tenancy Area at Fit out Date and seek instructions from the Tenant should discrepancies be found.
- Before a hoarding is installed and/or Fit out commences, the Fit out Contractor shall arrange an inspection with the MMA of the existing conditions around the Tenancy Area to record any pre-existing damage. The Fit out Contractor shall record any such damage and issue a record of the inspection to the MMA. At the completion of the Fit out, the Fit out Contractor shall arrange a further inspection with the MMA of the areas previously inspected and note any additional damage, which the Fit out Contractor in the MMA's opinion is responsible for. Any damage to base building works which have occurred as a result of the Trading Store fit out works and are required to be repaired in the MMA's opinion will be charged to the account of the Fit out Contractor and all costs associated with these works incurred by the MMA will be deducted from the Security Deposit.
- Failure of the Fit out Contractor to comply with the above requirements may result in make-good works being completed by the Base Building Contractor, the costs of which will be deducted from the Security Deposit. In the event the costs incurred exceed the value of the Security Deposit, MMA will be entitled to recover these costs as a debt from the Tenant.

Insurances

- Submit to the MMA before commencing Fit out, Certificates of Currency for:
 - Public liability insurance in the amount of not less than \$20 million, in respect of any one occurrence. This policy is to include as named insured, the Tenant, the MMA, the Department and the Fit out Contractor.
 - Third party property insurance in the amount of not less than \$10 million, in respect of any one occurrence. This policy is to include as named insured, the Tenant, the MMA and the Fit out Contractor.
 - Motor vehicle, plant and equipment insurance,
 - Contract Works Insurance, This policy is to include as named, the insured parties including the Tenant, the MMA, the Department and the Fit out Contractor, and
 - Work cover insurance, covering all personnel engaged for the Fit out.

Ensure insurance policies remain current for the duration of the Fit out.

Security

The Tenant is to confirm all security measures are in place for the Tenancy Area, the works, goods and employees during Fit out.

Fit out date

The Tenant is not permitted to commence Fit out until the Fit out commencement date.

Agreement for Lease / Lease

Fit out will not be allowed to commence until the Tenant has signed the Agreement for Lease and the Lease.

SWMS -Safe Work Method Statement

The Fit out Contractor is to provide to the MMA a SWMS prior to commencing the Fit out.

A Safe Work Method Statement (SWMS) documents a process for identifying and controlling health and safety hazards and risks. Under the [Occupational Health and Safety Regulations 2007](#), an SWMS must be prepared before [high risk construction work](#) begins, if anyone's health and safety is at risk because of the work, but SWMS can be used for any other work activities.

An SWMS is similar to a [Job safety analysis \(JSA\)](#), which has been widely used in Victorian industry. Employers may continue to use existing JSA formats providing they contain all the information required of an SWMS.

5.5 HOURS OF WORK, AFTER HOURS SUPERVISION & WORK REQUIREMENTS

In accordance with the City of Whittlesea Building Site Code (version 1.02), and to accommodate Melbourne Market Operating Hours, the site operating hours for fit-out are as follows

- 9.00am to 6.00pm Monday to Friday
- 9.00am to 5.00pm Saturday for works more than 250m from any occupied residential dwelling
- 9.00am to 5.00pm Saturday for works that are within 250 meters from any occupied residential dwelling;

Should there be a requirement to work outside of these hours then prior approval is required from the MMA, together with a permit from the City of Whittlesea.

Tenants or Fit out Contractors wishing to undertake works outside of these times must complete and submit to the MMA an 'after hours work request form' providing a minimum of 48 hours' notice. The Tenant/Fit out Contractor will be responsible to reimburse MMA for any and all costs incurred to arrange after hours work.

5.6 ACCESS, EGRESS AND CAR PARKING PROVISIONS

The site is set back from Cooper Street and is accessible via two dedicated entry roads, Produce Drive and Sunraysia Rd. The former is the primary entry road and is purpose designed to accommodate large numbers of rigid and articulated vehicles which service the Market facility.

Produce Drive provides direct access to Gate 1 which adjoins the main administration building and visitor car park.

Gate 2 is also accessible via Produce Drive and is considered a priority (or similar) entry gate for users with appropriate access level privileges. Sunraysia Rd provides the secondary entry and exit point and although it is also designed to cater for large articulated vehicle movements.

All tenant and fit out contractor staff must park their vehicles in the visitor car park adjacent to the main entry road (Produce Drive) and before the main security Gatehouse 1 – unless directed otherwise by the MMA. Appendix 9 contains a map of the market.

Refer to section 5.10 for specific provisions for materials and equipment deliveries.

5.7 AMENITY PROVISIONS

Amenity facilities will be provided by the MMA and the site Facility Manager for use by Fit-out contractors, these will include: toilets, showers and change-rooms.

Lunchroom facilities will remain the responsibility of the tenancy fit out contractor.

5.8 CONSTRUCTION SITE SERVICES ISOLATIONS

MMA's Facility Manager will be responsible for coordinating all site services isolations; the Fit out Contractor is responsible for obtaining necessary isolations permits prior to commencing work on Melbourne Markets building and services infrastructure systems.

The Fit out Contractor shall direct all enquiries to the MMA, who will provide assistance and guidance in applying for the necessary isolations to take place. The Tenant / Fit out Contractor will be responsible for obtaining all permits and the payment of fees, and the coordination, management and provision of resources to manage isolations.

5.9 TEMPORARY SERVICES BY THE FIT OUT CONTRACTOR

The following services are to be provided by the Fit out Contractor;

- Provide and maintain a temporary services distribution system for the Fit out including power, water and waste water as necessary and remove same on completion;
- Provide and maintain adequate temporary fire fighting facilities for the Fit out;
- Provide the necessary facilities and site resources to ensure that all areas that comprise the Fit out are regularly swept clean and remove all surplus and waste materials from the Tenancy Area;
- Provide and maintain security arrangements suitable to prevent unauthorised access to the Tenancy Area or theft or damage to the temporary or permanent works (i.e. hoarding);
- Provide and maintain a temporary lighting system and remove same on completion of the Fit out.

5.10 MATERIALS HANDLING & EQUIPMENT DELIVERY TO THE SITE

- Unloading and loading of any plant or equipment is to be carried out by Fit out Contractors or their subcontractors to and from the Tenancy Area.
- The Fit out Contractor and/or his / her Subcontractors are responsible to arrange for the equipment, building materials, fixtures and fittings to be handled from the unloading area to the Tenancy Area.
- All equipment and materials including hoists, lifts, scaffolds etc. that are required for completion of the Fit out shall be supplied by the Fit out Contractor or his Subcontractors. **ALL EQUIPMENT USED INSIDE THE BUILDING MUST HAVE NON MARKING AND NON-DAMAGING PNEUMATIC TYRES.**

Any equipment which does not comply with these requirements will not be permitted on the Construction Site. All Plant and Equipment will be inspected by the prior to plant and equipment being approved to be used on the Construction Site. **All motorized equipment to be used internally must be electric.**

- Use of any forklifts or electric/battery powered vehicles on site during the project will be subject of special approval process. The Fit out Contractor is to submit an application for any such equipment to the MMA and the MMA Facility Manager (if required).
- All hoists, scissors lifts, gantries etc. that are proposed to be used during the Fit out will require prior written approval from the MMA. Where required to demonstrate that load conditions are not being exceeded, the Fit out Contractor or its subcontractors shall submit computations prepared by a Victorian structural engineer, to the satisfaction of the MMA.
- Designated access ways for materials handling will be identified.
- Any damage to the Melbourne Market facility made by the Fit out Contractor must be reported immediately. Any damage that occurs as a result of materials handling activities which is required to be repaired in the MMA's opinion will be to the account of the Fit out Contractor and all costs incurred by MMA will be deducted from the Security Deposit.

5.11 FIT OUT CONTRACTOR'S SUPERVISION, 24 HOUR CONTACT DETAILS

- The Fit out Contractor is to provide a competent and appropriately experienced Fit out supervisor (with first aid qualifications) on-site at all times when persons are working in the Tenancy Area, during the Fit out.
- The supervisor is required to be contactable 24 hours, 7 days per week
- The supervisor is required to be fluent in English and have the Authority to take instructions from the MMA.
- Provide the name and full contact details of the supervisor including after-hours contact, plus the full contact details of the supervisor's manager in the event the supervisor cannot be contacted.
- The Fit out Contractor is responsible for the engagement, supervision and direction of its personnel and subcontractors.
- Apart from ensuring that satisfactory progress is maintained and the MMA approved documentation and safe work practices are adhered to, the MMA will not be responsible for any supervision of the Fit out.

5.12 SECURITY

The Tenancy Area

- The Fit out Contractor is responsible for the security of the Tenancy Area and protection of its works, materials or goods, for the duration of the Fit out.

Visitors

- Visitors are not permitted to enter the Construction Site or Tenancy Area unless they have genuine business associated with the Fit out.
- Visitors to the Tenancy Area including the Tenant, Designers, Consultants and all other non-Fit out personnel are required to be signed in as visitors.
- All visitors must wear the correct personal protective equipment (PPE), which is the responsibility of the individual or Tenant/Fit out Contractor to provide. PPE includes, high visibility vests (MMA standard), hard hats, safety glasses, low heel, steel capped protective footwear, and wear long sleeves and long pants at all times whilst within the Construction Site. It is also a requirement to carry gloves, which must be worn if a visitor will be handling materials on site as part of their inspection. Failure to comply with these mandatory requirements will result in non-compliant persons being denied access to the Construction Site or result in removal from the Market.
- Visitors must at all times be escorted by a representative of the Fit out Contractor, or the Tenant.
- All delivery drivers will be treated as a visitor.

5.13 STORAGE OF MATERIALS

The Fit out Contractor will be responsible for arranging delivery, unloading and handling and storage of materials supplied to the Tenancy Area for the Fit out. Delivery times must be discussed with the MMA Facility Manager.

Storage of all materials must be within the Tenancy Area at all times. Rubbish must be removed by the Fit out Contractor. The costs of any cleaning undertaken by the MMA Facility Manager due to Fit out Contractors and their subcontractors not complying with this requirement will be deducted from the Security Deposit.

5.14 HOARDINGS

The Tenant may install hoardings to the Landlord's specifications at the front and rear of the Tenancy during the fit out period. The cost of the hoarding will be borne by the Tenant.

The Fit out Contractor shall be responsible for immediately removing and/or making good any graffiti damage caused to the hoarding.

5.15 DUST & NOISY WORKS

- Noisy work is to be limited to times when the workforce on the Melbourne Market is in depleted capacity. Should clarification be required for specific activities, please liaise with the MMA.
- The creation of excessive noise and dust shall be avoided. Where construction tools or works operations exceed the 70dB level, the Fit out Contractor shall undertake these specific works at times approved by the MMA. All costs incurred to comply with this requirement shall be the responsibility of the Fit out Contractor.
- Where dust is likely to be created, the Fit out Contractor shall provide appropriate dust curtains or dust proof hoardings, to the prior approval of the MMA.
- If requested by the MMA, the Fit out Contractor shall immediately arrange for noise testing of the offending activities to prove the maximum noise levels are not being exceeded.

5.16 CONNECTION OF ELECTRICAL SUPPLY / IT / COMMUNICATIONS

Electrical supply

It is the Tenant's responsibility to submit an application to the MMA or their preferred electrical retailer to ensure electricity is available for both temporary and permanent power. It is recommended that the application is made well in advance of the Fit out Date so that electrical supply is available for the Fit out Contractor to carry out Fit out.

- Tenants are provided with a permanent electrical distribution board located in the mezzanine office area; tenants are responsible for the reticulation of the temporary electrical supply within the Tenancy Area for the Fit out works.
- The Fit out Contractor and or his electrical subcontractor is required to apply for and receive a cabling permit (permit for isolation & connections to – electrical, mechanical and essential services) outlined in section 5.10 of this document from the MMA's Facility Manager, before any electrical works are commenced.
- The electricity consumed during the Fit out will be metered and the Tenant will be responsible to pay the cost of electricity consumed.
- The Tenant is required to pay an electrical meter fee and an electrical supply establishment fee as required by the MMA or the supply Authority, whoever has been chosen as the electrical retailer.
- When the electrical fit out works are completed, the Fit out Contractor or his electrical subcontractor is required to arrange for an independent electrical inspector to check and sign off the mains electrical supply cable & switchboard and provide a certificate of compliance.

IT/Communications:

- Tenants are required to contact their preferred supplier of telephone services and make arrangements for connection.
- Tenants may request a list of additional IT services from the MMA, which are available for purchase.
-

5.17 DEFECT ASSESSMENT & RECTIFICATION PROCEDURES

- Prior to the completion of fit out works, the Tenant and their Fit out Contractor must notify the MMA to schedule the Final Defects Inspection.
- The MMA representative will attend the site and assess the fit out is in accordance with the Design Intent Approval documentation and that the workmanship is in accordance with the MMA's requirements. Any defects identified by the MMA's representative will need to be rectified by the Tenant prior to their Premises opening for trade.
- The MMA will prepare a Defects Rectification Notice and issue this to the Tenant in order for their contractors to complete the remainder of defects within 14 days of the defects report being sent.
- Once defects have been rectified, the Tenant is required to notify the MMA to complete a further inspection in order for the MMA to issue a Defects Rectification Letter stating that all items have been completed to the Landlord's satisfaction.

- Should the Tenant not complete the defect rectification works as identified in the Inspection Report within the 14 days period, the Landlord will send a Failure to Rectify Defects Notice to the Tenant informing them that the defects remain outstanding and the Landlord may exercise its right to rectify the defects at the Tenant's expense, if the defects are not rectified within a further 14 days of the letter being sent.

5.18 INDUSTRIAL RELATIONS

- The Fit out Contractor shall endeavour to maintain industrial harmony during the Fit out period.
- The Fit out Contractor shall advise the MMA immediately he / she becomes aware of any industrial issue or dispute that may or does arise during the Fit out, which has the potential to adversely impact on the Fit out, the surrounding Fit out in other Tenancy Areas, the works of other contractors or the operations of Melbourne Market.
- The Tenant and/or Fit out Contractor will be responsible for all costs and time delays incurred as a result of adverse industrial action which is caused by the Fit out Contractor and/or its subcontractors.

5.19 SITE SECURITY

The MMA's Facility Manager will be responsible for all site based security provisions.

This includes the delivery of site inductions for all site visitors. It also includes maintaining security personnel at all external gates to ensure that only those with appropriate security clearance are permitted to enter the site.

5.20 WORKPLACE HEALTH & SAFETY

Tenants and their contractors must comply with all OH&S requirements of the Landlord and applicable OH&S laws both pre-fit out and whilst conducting any works in the Premises or the Facility.

The Tenants shall consult with the Tenant's designers, Tenant's contractors and the Landlord's representative regarding OH&S matters, including compliance, at all relevant stages of the fit out process.

Any person found to be in breach of these OH&S requirements may be required to immediately cease work in the premises or the facility, or to cease conducting any activity that the MMA identify as being in breach.

Accidents and Injuries

All injuries, accidents and near misses must be reported to the MMA immediately.

Emergency Procedures

Emergency procedures in the event of an accident / incident will be included in the site induction briefing material. In the event of an emergency, the Tenant and all its contractors must obey the directions of the MMA and the MMA Facility Manager.

First Aid

The Tenant and or their fit out contractors shall ensure that an employee with a 'first aid at work' certificate as part of its workforce is on site at all times and that first aid supplies are available.

Inductions

The MMA Facility Manager will co-ordinate the induction process in relation to the Construction Site's related safety issues. In particular, the site induction briefing will identify:

- The Construction Site safety requirements and procedures;
- Any restrictions on work times and activities;
- The Construction Site conditions and constraints.

No Tenant's Contractor's personnel will be permitted to enter the site until they have received a full site specific safety induction.

Documents required for Site Inductions

Before the induction, all workers must provide the following to the MMA making reference to the induction policy and procedures required by the MMA Facility Manager for review and approval prior to the commencement of any works on site:

- Completed site induction forms and all relevant paperwork;
- All certificates of currency for workers compensation or personal accident insurance whichever is applicable;
- All other certificates of currency for other insurance policies;
- Evidence (to the reasonable satisfaction of the MMA Facility Manager) of industry related occupational health and safety training;
- A completed Hot Work Permit if the works include any cutting, welding or other hot works;
- A completed Safe Work Method Statement (SWMS) and an ability to demonstrate that the Tenant and the Tenant's contractors understand its contents;
- A completed Job Safety Analysis (JSA) – demonstrated understanding required – as noted above;
- Evidence that all workers have access to appropriate safety gear and equipment for or relating to the works (e.g. sturdy ladders, tagged electrical equipment etc.); and
- Evidence that the person in charge of the Fit out Works is suitably qualified and licensed to carry out the works.

5.21 AUTHORITY TO TRADE REQUIREMENTS

In line with the MMA's policy, it is a requirement that the following documents are received, paid and delivered prior to the Tenancy opening for trade:

- The Agreement for Lease and Lease properly executed and returned to the Landlord's solicitors;
- Security Deposit or Bank Guarantee received by the Landlord (if required);
- Public Liability Insurance certificate received by the Landlord;
- The rent in advance is paid to the Landlord with proof of payment required;
- All Tenancy fit out trade and services certifications are to be received by the Landlord;
- Occupancy Certification and or Certificate of Final Inspection is to be received by the Landlord;
- Other Authority Certifications (Environmental Health/Food Registration) received by the Landlord;
- Final inspection of the Tenancy to be completed by the MMA; and
- Major defects to the Tenant's fit out identified by the MMA must be rectified.

Should the above pre-trade requirements not be fulfilled by the Tenant, the Landlord may delay the Tenant from opening for trade.

Tenant's failure to trade on Landlords opening date

If, in the opinion of the MMA, the fit out of a trading store, café or commercial premises is incomplete and the tenancy is unable to trade, the Landlord may erect a full height hoarding to the Premises at the Tenant's cost.

The Tenant and their contractors must complete the Fit out Works as directed by the MMA including:

- Following Melbourne Markets operating rules;
- No noisy or dusty works can take place in the tenancy during Trading Hours;
- The Tenant must notify the MMA or the Facility Manager in advance should they require any after-hours work in the Facility to complete their Fit out Works. Security charges may be applicable for after-hours work.

The Tenant should confirm any charges with the MMA and or the Facility Manager prior to works commencement.

MELBOURNE MARKET TENANCY FIT OUT WORKS

APPENDIX 3 | WORK SAFE GUIDANCE NOTE: PALLET RACKING

Guidance Note



Pallet racking operation and maintenance

This information sheet provides advice on the safe operation and maintenance of pallet racking in warehouses and storage areas.

September 2012

Background

There have been reports of damaged or overloaded racking at many workplaces that store pallets in racking. This includes an incident where racking collapsed onto a worker who was stacking goods.

This advice is for employers and will also be useful for persons in charge of racking and those who work around racking, including warehouse managers, operations managers, general managers, maintenance managers, forklift operators, store persons and health and safety representatives.

As an employer, you must ensure, so far as is reasonably practicable, that racking equipment and the way it is used and operated is safe for workers and others.

Note: This information sheet is for standard 'selective' pallet racking. Additional safety measures may be required for cantilever, drive-in, double-deep, pallet-live, push-back or other specialised types of racking.

Operation and maintenance

Racking design

Racking should be set up, operated and maintained according to the instructions of the racking manufacturer and be in accordance with AS 4084:2012 - *Steel storage racking*. It should be designed specifically for the size, shape and weight of the products being stored.

Racking should also be compatible with the pallets and the material handling equipment used in the workplace. For example, aisle width should be matched to the turning circle of the forklift used for picking and replenishment.

Any modifications should be checked by the original supplier/manufacturer/designer.

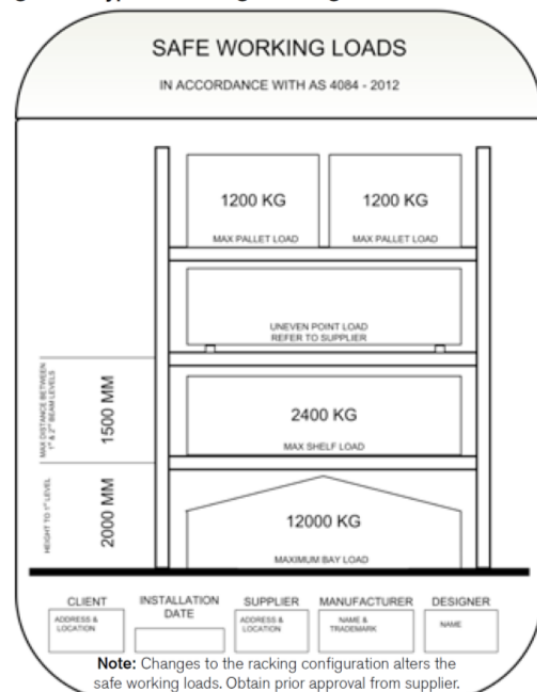
If in doubt, seek advice from the racking manufacturer or installer, or a competent person with experience in racking design and construction.

Working load limits

Working load limits should never be exceeded for the unit load (pallets of goods to be stored), pallet beam or bay.

Provide information for workers about the safe working loads (SWL) for pallet racking. For example, place signs in visible areas that include:

Figure 1: Typical racking SWL sign



Note: SWL in this case is based to a unit load of 1200kg on a standard pallet. For uneven loads where a large load is only supported at two or three points, refer to the supplier to determine whether the racking is capable of supporting that load.

- racking manufacturer's name, supplier's name and trademark, and the installation date
- designer's name
- working unit load limit
- total working unit load limit for each pallet beam level
- total working unit load limit for each bay
- maximum distance from the base plate level to the first beam level and maximum distance between first and second beam levels.

See Figure 1 for an example of SWL. There should be some means of determining the weight of each unit load being placed into racking.

Guidance Note Pallet racking operation and maintenance

Modifications to racking design or components

Any modifications to the racking should take into account the affect on load limits and should also be approved by the manufacturer, supplier or a qualified engineer. Operating procedures, signs and drawings must be amended accordingly.

Never make physical alterations to uprights, bracings, beams or components, such as welding on additional cleats or bearers.

Replacement of uprights, bracings, beams, clips or other components should be with parts from the equipment manufacturer. If alternative parts must be used, an engineering report should confirm the integrity and load limits of the racking.

Single bay racking

In situations where single rows are installed, and there is pedestrian access along the rear of the racking, rear protection should be installed to prevent loads falling out of the back of the racking.


Operating instructions

Put procedures in place to ensure operations are done safely with regard to the racking design, the load and capability of lifting equipment (see **Figure 2**).

As a minimum, operating instructions should include the:

- correct application and use of the equipment
- SWLs
- prohibitions on unauthorised alterations
- requirement to report any damage incurred due to impact so that it can be assessed.

Figure 2: Example of supplier's operating instruction sign

Operation and Maintenance of racking
<ul style="list-style-type: none"> ▪ Refer to supplier's drawings and/or technical data for maximum safe load. ▪ Don't alter structure without either: <ol style="list-style-type: none"> a) checking effects against supplier's technical data b) obtaining necessary approval from supplier ▪ Instruct operators in correct use of equipment (note - damage due to impact can seriously affect safety)

<ul style="list-style-type: none"> ▪ Conduct regular inspections to check for: <ol style="list-style-type: none"> a) correct application and use b) loads within allowable safe limits c) accidental damage to or dislodgment of structure components. ▪ If in doubt always contact suppliers.

Goods on pallets to be stored in racking

Pallet racking should take into account the nature of the goods in the unit load.

A change in the design should not be permitted unless it has been agreed to by the racking supplier or on the advice of a competent person and the:

- racking design is suitable to support the weight of the unit load
- pallet design 'keys' into the racking to prevent the unit load from being dislodged unless mesh decks or other form of support structure has been designed and fitted.

An assessment of any change to the pallet design should be done by a competent person to prevent problems. For example:

- changing from timber pallets to post pallets will apply concentrated loads on racking beams and the pallets may not key into the beams
- using pallets larger than in racking design can overlap pallets behind or push them off their supports
- using pallets smaller than allowed for in the racking can allow them to drop through
- using skid pallets in racking without timber decks can allow them to drop through.

Note: Overseas pallets often differ in size and may not fit Australian racking (see *Further information*).

Potential problems that may require changes to racking design include:

- boxes, cartons and other such items stored on pallets overhanging the pallet (unless the racking structure has the correct clearance)
- unit loads on upper levels containing boxes, cartons and other loose loads falling (unless this is prevented by wrapping, strapping or by some other means, such as end frame extensions and pallet safety backstop.)

Collision protection

Bottom portions of frames exposed to possible collisions by forklifts or other moving equipment should be fitted with upright protectors and end-of-rack protectors.

Reporting unsafe situations

All safety risks related to operation or maintenance of the racking should be reported immediately to management. In some circumstances (eg collapse of racking), WorkSafe must be notified immediately.

Damage report

Workers should report any damage to the supervisor immediately so it can be inspected and assessed. There should be a method of recording damage to components such as coloured stick-on tags to show the location and level of damage (see **Figure 3**).

Guidance Note Pallet racking operation and maintenance

Inspections

Racking should be inspected frequently for damage and overloading, and at least annually to check its integrity. Consider the following questions when doing inspections:

Beams

Are beams overloaded?

A large amount of deflection indicates overloading of the racking. Where two beams connect at an upright, the beam connectors should be parallel. If racking is or has been overloaded, the beam connectors may be deformed (form a 'V'). There will also be evidence of 'permanent set' in unloaded beams. In this situation, the racking should be inspected by a competent person or engineer.

Are beams or welds damaged?

Check for obvious signs of beams being hit by a pallet or forklift. Damaged beams should be replaced. If a beam has been hit and is only showing minor damage, ensure welds are checked by a competent person for cracking.

Are beam connectors or safety clips missing?

Examine beams for damage and replace missing clips. Replacements must be of a design approved by the equipment manufacturer. If clips are regularly being dislodged, contact the manufacturer or installer to determine why and implement corrective action.

Has a beam popped out of its upright?

If a beam has popped out this will mean it is only suspended on one end connector and could collapse.

Working load limits

Are rack load signs posted?

Ensure bays display the SWL signs provided by the designer / installer and the rack configurations have not been altered.

Uprights and footplates

Are uprights damaged?

If an upright shows significant damage (see **Figure 4**), is twisted or contains splits or cracks, replace it or splice in a new section. Splices should be approved by the equipment manufacturer. If the upright is damaged, replace it and the footplate.

Are splices in good condition?

Check the condition of all splices. They should be above the first beam level, not below 1.5m, and no more than one splice should be between any two adjacent beam levels.

Out of plumb

Is the racking vertical?

Out of plumb racking is usually caused by incorrect installation but also as a result of impact, overloading, or settling of the floor slab. Contact the manufacturer or installer.

Braces

Are racking braces damaged?

Replace bent, horizontal or diagonal braces. For bracing, the member deviation from a 1m long straight edge in either plane should not exceed 10mm.

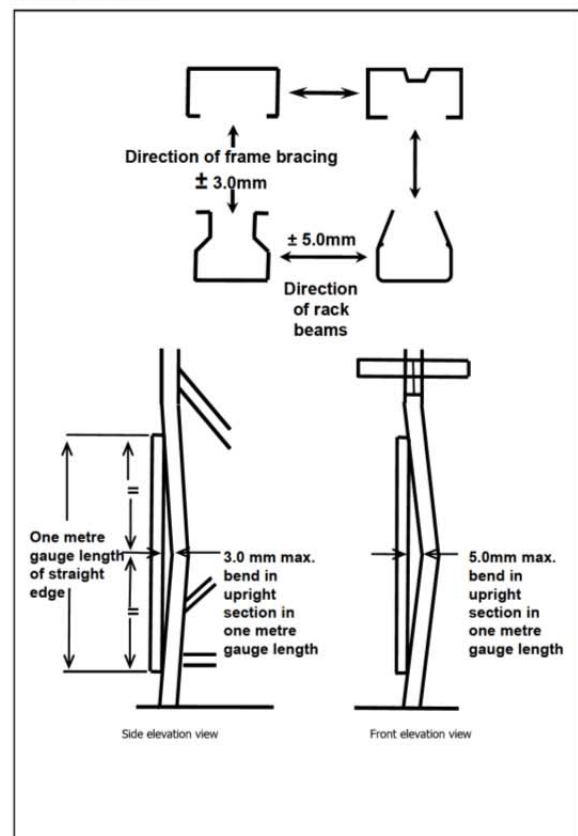
Floor fixings

Are floor fixings installed?

Check floor fixings are installed and undamaged. If damaged, replace it and the footplate. At least two anchors are required in each footplate.

Note: To reduce the damage caused by pallets hitting the uprights, footplates and bracing while being lifted by forklifts, some workplaces install racking with beams, at knee height, in the bottom bay. This can also assist with manual picking activities as it raises the height of the items to be picked.

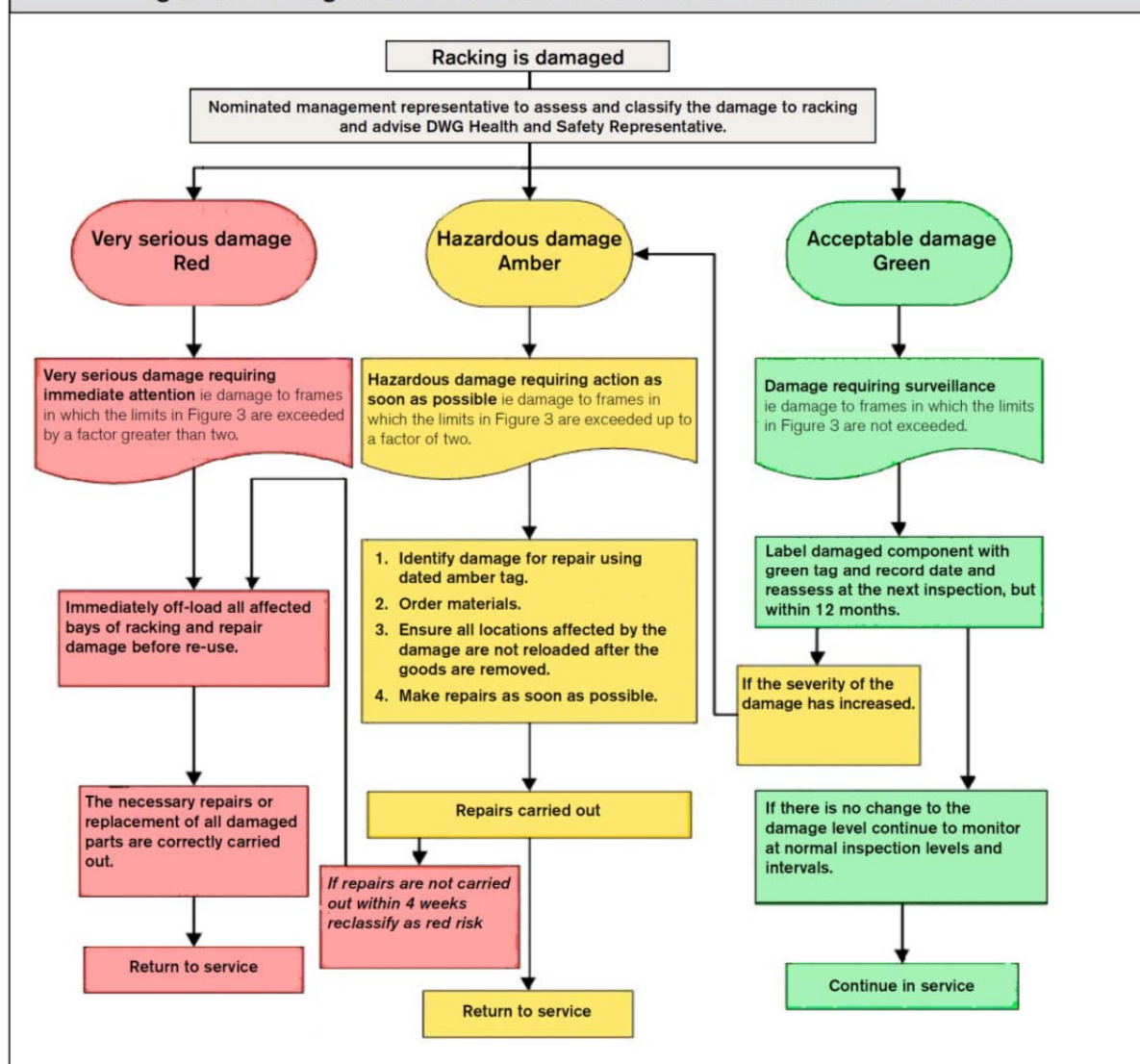
Figure 4: Typical upright sections and method of measurement



Note: With permission from Standards Australia this diagram has been reproduced from AS 4084:1993 – Steel storage racking.

Guidance Note Pallet racking operation and maintenance

Figure 3: Damage action flowchart In accordance with section 8 – AS 4084



Note: This guidance material has been prepared using the best information available to the Victorian WorkCover Authority and should be used for general use only. Any information about legislative obligations or responsibilities included in this material is only applicable to the circumstances described in the material. You should always check the legislation referred to in this material and make your own judgement about what action you may need to take to ensure you have complied with the law. Accordingly, the Victorian WorkCover Authority cannot be held responsible and extends no warranties as to the suitability of the information for your specific circumstances; or actions taken by third parties as a result of information contained in the guidance material.

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Compliance Codes

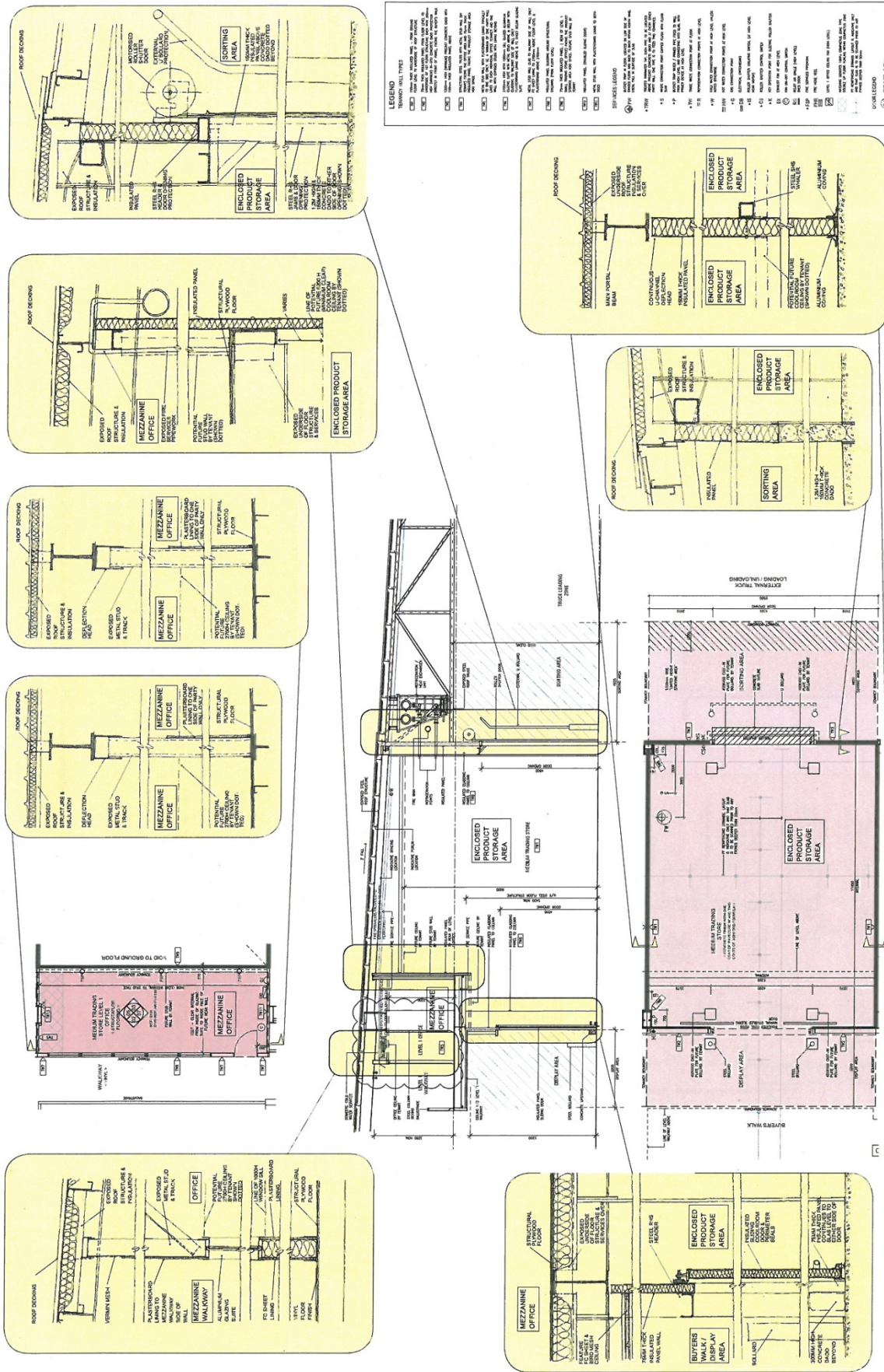
AS 4068:1993 - Flat pallets for material handling

AS 4084: 2012 - Steel Storage Racking

AS 4762: 2000 - General purpose flat pallets: Principal dimensions and tolerances

MELBOURNE MARKET TENANCY FIT OUT WORKS

APPENDIX 4 | TYPICAL TENANCY PLANS



SK 7002
REV. 08

Lend Lease

DesignInc Melbourne

08105 | JUNE 2012

MELBOURNE MARKET
Typical FVM Medium Store Tenancy

MELBOURNE MARKET RELOCATION PROJECT

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Colour values may not
precisely match





MELBOURNE MARKET TENANCY FIT OUT WORKS

APPENDIX 5 | CENTRAL REFRIGERATION PLANT: TECHNICAL DATA

Melbourne's Wholesale Fruit, Vegetable and Flower Market

Tenancy Refrigeration Works Design Information Pack

INTRODUCTION

The Central Refrigeration Plant will generate refrigeration in a central location adjacent to the Central Loading / Unloading facility and reticulate to the Fruit and Vegetable Market and National Flower Centre respectively.

Tenants will receive refrigeration via a heat exchanger located adjacent each tenancy for their use in providing cooling within their tenancy.

The Plate Heat Exchanger (PHE) systems form part of the Secondary Glycol Circuit and consists of isolation valves a 2-port control valve, flow meter and flow and return temperature sensors, mounted within a skid connected to the underside of the canopy structure at the rear of each trading store.

A set of valved flow and return connections are located at high level inside the tenancy on the inside face of the rear wall.

Each individual Tenants installation must include: tertiary glycol refrigerant loop, pump assembly, fan coil units / evaporator including support structures along with the associated control equipment.

This information pack is designed to serve as a guideline to enable the Tenants designer to engineer a suitable cooling system that meets with the requirements for connection to the Central Refrigeration Plant (CRP).

The base system has been designed to meet the requirements of AS 16771998 Part 2 it is recommended that the tenants refrigeration system be designed to meet the requirements of AS 1677 1998 Part 2.

RESPONSIBILITIES

The following are the responsibility of the Tenant, their designer and their contractor

What the tenant must do:

- Engage a suitably qualified Refrigeration Designer capable of designing a glycol reticulated system using the CRP PHE as the cooling source
- Submit the design produced by the Refrigeration Designer to MMA for approval.
- Engage a suitably qualified refrigeration contractor to install the refrigeration system in accordance with the approved design
- Ensure that Refrigeration contractor has installed system is ready for operation as per Ready for Operation checklist

What the Tenants Refrigeration designer must do:

- Design a refrigeration system that meets the *system performance criteria* stated in attachment 1 and making due allowance in their design for items listed under *design requirements*.
- Provide all information required for approval of the refrigeration system. The technical design submission should comprise as a minimum a specification, drawings and equipment technical data to demonstrate that all key criteria have been met

What the Tenants Refrigeration Contractor must do:

- Install the refrigeration system in accordance with the approved design
- Ensure that installed system is ready for operation as per Ready for Operation checklist.

SYSTEM DESIGN

It is expected that the Tenants tertiary circuit glycol reticulated cooling system would generally comprise as a minimum the following components:

- Air Coolers for cooling of temperature control areas within the tenancy
- Glycol Circulation Pumps
- Expansion Vessel
- 3 way Control Valving at each cooler
- Electrical Control system capable of controlling the operation of all system plant and equipment.

DESIGN REQUIREMENTS

The designer of the system should, in undertaking the design make due allowance for the following:

- Expansion and Contraction of Circuit fluid volume
- Prevention of system over pressure
- Maintaining Glycol flow rate through the CRP PHE within the required upper and lower stipulated limits at all times when operating and a cooling call from the cool rooms.
- Maintain minimum flow rates through the CRP PHE circuit during periods when flow to tenancy temperature zones or air coolers are shut off but cooling call remains in place, by the use of 3 way diverting valves or other means.
- Maintaining correct glycol concentrations at all times to prevent freezing
- Compliance with the relevant Local and Statutory Authority regulations and Australian standards with respect to noise levels from the operating cooling plant

Given the critical nature of the refrigerant system and maintenance requirements we recommend the following elements are adopted in the Tenant-side tertiary system: -

- Installation of valve stem leak / spray prevention around control valves
- The utilisation of “Food Grade” Propylene Glycol containing a Blue food dye.

GLYCOL SUPPLY TEMPERATURE

The CRP PHE systems are designed to supply glycol to the tenancy at a temperature of -5oC. Should higher temperatures be required to meet specific storage conditions it is expected that tenants would design their tertiary systems appropriately with the use of temper loop circuits or by other means to provide the required glycol temperature to suit their requirements. As an alternative, tenants may request a higher supply glycol temperature out of the CRP PHE however a review of the size of the PHE and its associated 2-port control valve will be required and, depending on required glycol temperature and tenancy heatload this may result in it being necessary for a change to these components which would be at the tenants own cost. Tables in attachment 5 provide a preliminary self-assessment method to determine if the required tenancy operating conditions may result in a change to the components being required.

Note the table is only a rough guide and makes certain assumptions with regard to tenants operational part load capacities, the information provided during the design submission stage (refer below) will confirm if changes are required.

DESIGN REVIEW

The design of each Tenancy cooling system connected to a CRP Plate Heat Exchanger must be submitted to MMA for design review and approval of the proposed design must be granted by MMA before installation of the system commences.

Note: review of tenants design means: Only the compliance with the design requirements of this document, it is not to be construed as implying in any way that the proposed system design will deliver the performance to satisfy the cooling requirements of the tenancy.

Design Review Procedure

The design review will be carried out in two stages, the first to confirm the proposed design is compliant with the requirements of this document and the second to confirm that the final installed plant has been installed in accordance with the approved design.

Stage 1

The Tenant is to submit a completed *Design Compliance Form* with an accompanying tertiary circuit process flow diagrams and reticulation pump data. A sample of the *Design Compliance Form* and guidance notes on completing the form is included in attachment 6 at

the back of this document. The form will be issued in excel spreadsheet format and the completed form is to returned in the same format.

The completed form and supporting drawings and documentation should be submitted to MMA. Once received the design will be reviewed for compliance and a Stage 1 design approval certificate issued.

Allow seven working days for approval to be granted for a compliant design.

In the event of non-compliance, the certificate may be issued subject to changes identified in the certificate or may require resubmittal of the full design.

If a change to the CRP PHE or control valve is deemed necessary due to the required operating conditions and heatload, the associate cost of carrying out the works will be advised on the issued certificate and approval will be granted subject to the changes to these components taking place. A period of up to 16 weeks must be allowed for the changes to take place if the PHE is required to be changed and up to 6 weeks for the control valve change.

Once approval has been granted the tenant may install their plant to the approved design.

Stage 2

On completion of the installation the system and confirmation is received from the Tenant / Tenants refrigeration contractor that the system is ready for operation – refer SYSTEM READY FOR OPERATION CHECKLIST below. A final inspection will be carried out on site to confirm the system is installed in accordance with the approved design and if satisfactory a Stage 2 design approval certificate issued will be issued.

SYSTEM PRESSURE TESTING AND CHARGING

The Tenancy cooling circuit once installed should be pressure tested up to the mechanical interface valved points. On completion of successful pressure test the valves may be opened and charging of the circuit with glycol at the correct concentration can commence.

INTERFACE WITH CENTRAL REFRIGERATION PLANT

The tenancy cooling system is to interface with the Central Refrigeration Plant (CRP) as follows

Mechanical Interface

2 off 100 nb table E lugged butterfly valves are located internally within the tenancy in top corner adjacent to the external wall. Connection to the Tenants circuit is to be made at this point.

Electrical Control Interface

Tenants control system is to interface with the CRP control system as follows:

- One cooling call signal to confirm that the tenancy system required cooling
- One flow switch signal to confirm that sufficient flow rate exists through the CRP PHE (flow switch selected for the purpose and installed in accordance with manufacturer's instructions should be located in the Tenants circuit on the outlet side of the PHE)

These signals are to be wired from the tenants control system to the CRP control cabinet on the Tenancy PHE assembly located at high level outside each Tenancy. This will require the Tenant to form a penetration in the rear wall of the tenancy at a suitable location in relation to the tenancy cooling equipment so as to minimise cable lengths.

Installation of this should be undertaken by a qualified electrician in accordance with the following connection instruction.

Electrical Interface Connection Instructions

The cooling call signal and flow switch signal are required to be connected to the CRP control system at the PHE skid Control Panel as follows

- Cooling Signal - Connect signal wiring to terminals 24VDC-2 (24VDC+ common) and 1:0/9 (PLC Input)
- Flow Switch - Connect signal wiring to terminal 24VDC-2 (24VDC+ common) and 1:0/8 (PLC Input)

Notes

- Only qualified Electricians to carry out interface connections to the CRP Tenancy PLC
- Tenant Electricians must carry out the following:
 - Provide control signal wiring to CRP control Panel
 - Drill hole in CRP control panel enclosure and fit gland

- Connect wiring up to stated terminals on CRP control system PLC using correctly sized bootlace terminals and clear plastic ferrules with correct wire numbers included.
- Wiring needs to be bottom entry to the CRP PHE Skid Control Panel and sealed with a suitable gland to maintain IP 54 rating of enclosure
- Signals must originate from voltage free contacts from the tenants controls– **NOTE:- External power supplies will cause damage to the CRP PLC control system**
- To maintain the thermal performance of the insulated panel rear wall it is recommended that the penetration through the rear wall is installed in accordance with the detail included as attachment 4.

SYSTEM READY FOR OPERATION CHECKLIST

The Tenancy cooling system will be deemed ready for operation and will be able to have its PHE enabled to allow commissioning to be carried out when the Tenant or his refrigeration contractor confirms the following:

- Cooling System is:
 - mechanically complete
 - pressure tested and pressure test certificate is issued
 - charged with correct concentration of Glycol
 - Electrical Control System is complete and COES issued
- Flow switch is fitted and operational
- Cooling call and flow signal cabling is installed and connected
 - Note confirmation that signals are operating correctly and are from voltage free contacts is required before final connection at tenants control system
- Cooling System is operating on the tertiary side with correct flow rates achieved through the PHE under all operational conditions.

On confirmation of the above the system will be inspected by MMA as part of the final stage of the design review and a final refrigeration operational certificate issued.

Important Note:

The secondary glycol refrigerant circuit should not be adjusted in any way as part of the Tenants fit-out works.

The interface with the secondary refrigeration system should be limited to the connection of the Tenants tertiary circuit to the valved connections and the electrical interface as outlined above. These works should only be undertaken by a suitably qualified person.

SITE RULES

The following site rules have been provided and should be considered in undertaking tenancy fitout works on the site. The Market Authority or it's representative may provide updates with respect to the completion of the tenancy fitout works.

Statutory Obligations, Fees and Charges

The Refrigeration Contractor shall comply with all statutes, regulations and By-Laws of any Authority having jurisdiction over the Works, or into whose systems the Works are to be connected. The Contractor shall give all notices to and comply with all notices issued, and pay all fees and charges levied by such Authorities. In particular the contractor shall comply with the provisions of the Occupational Health and Safety Act.

Cleaning Up

The Refrigeration Contractor shall throughout the duration of the Works maintain the work site in an orderly and tidy manner. All paths and roadways within the site shall be maintained in a clean and serviceable condition throughout the duration of the Works.

The Refrigeration Contractor shall ensure all materials, tools, equipment, plant, storage, etc., necessary for the Works, shall not obstruct or prevent the normal operation of the Market. If the Contractor requires overnight storage it shall be in a designated area nominated by the Melbourne Markets.

ATTACHMENTS

Attachment 1	System Performance Data
Attachment 2	Example Tenancy Cooling System Flow Diagram
Attachment 3	CRP Control System Interface Location Wiring diagram and layout diagram
Attachment 4	Insulated Rear Wall Penetration Detail
Attachment 5	Preliminary Self-Assessment Chart
Attachment 6	Sample Design Submission Form and Guidance notes

Attachment 1 **System Performance Criteria**

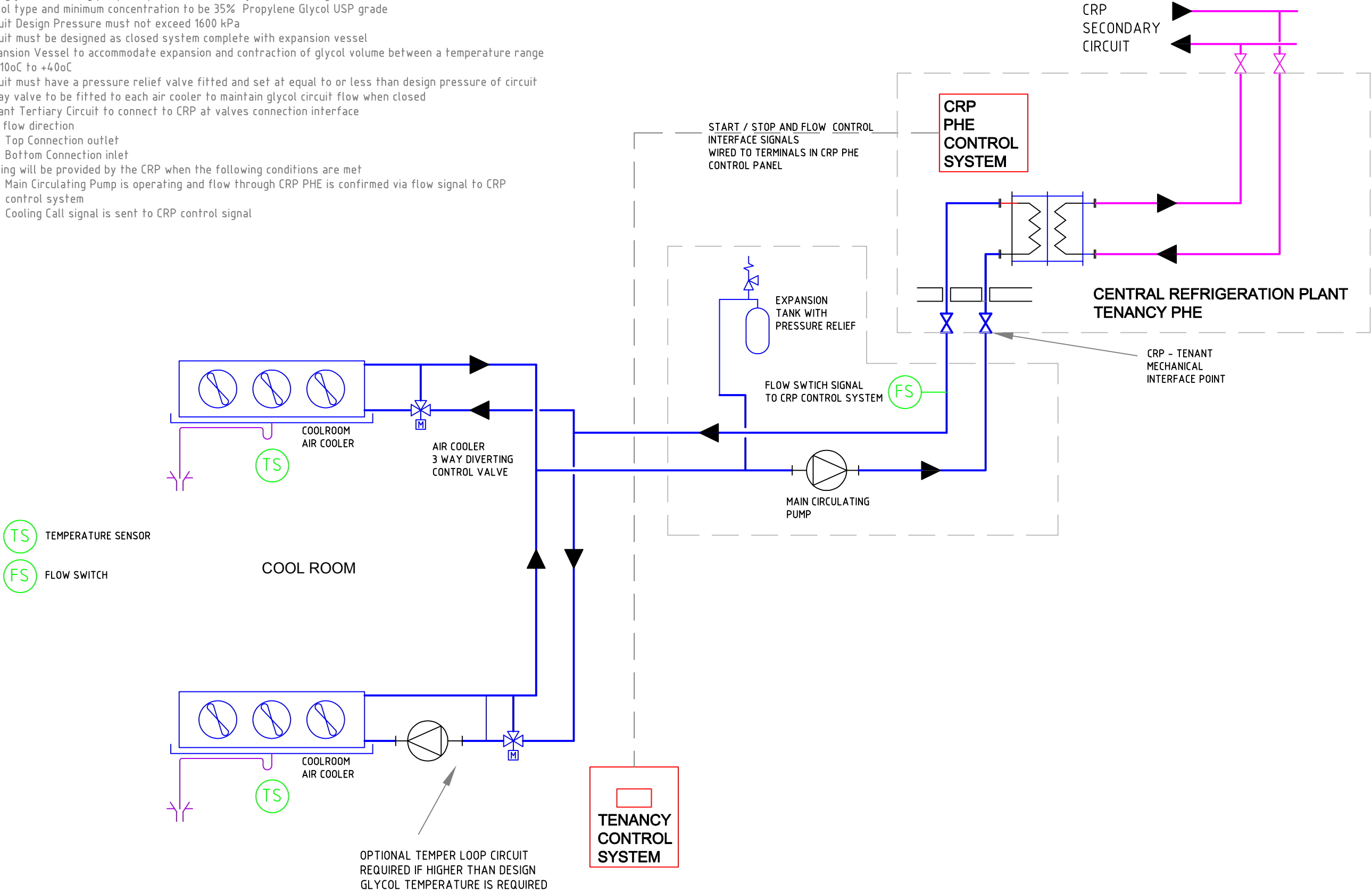
	Large Tenancy	Small Tenancy
Tertiary Circuit Fluid		
Fluid Type	Propylene Glycol USP Grade	
Minimum Concentration	30%	
Maximum Freezing Point	-12 °C	
PHE Data		
Available Capacity	124 kW	74 kW
Glycol Mass Flow		
Design	10.71 kg/s	6.05 kg/s
Minimum Flow Rate	50% of Design	50% of Design
Outlet Glycol Temperature	-5°C	-5°C
Inlet Glycol Temperature (at design flow and Maximum Load)	-2°C	-2°C
Pressure Drop	38.42 kPa	26.38 kPa
Design Pressure	1600 kPa	1600 kPa
Connection Data		
Type	AS 2129 Table E Flange	AS 2129 Table E Flange
Size	DN 100	DN 100
Control Interfaces With Central Refrigeration Plant		
Type	Digital hard wired (wiring and connection by Tenant)	
Location	24v DC Wired between CRP Tenancy PHE Skid controller and no volt contacts on tenant control system	
Control Signal 1	Cooling Call Purpose - to confirm a requirement for cooling	
Control Signal 2	Tertiary Circuit Flow status (via flow switch at outlet of PHE) Purpose – to confirm there is glycol flow through PHE	

Attachment 2 ***Example Tenancy Cooling System Flow Diagram***

ITEM	QTY	MATERIAL DESCRIPTION	REFERENCE
------	-----	----------------------	-----------

DESIGN NOTES

1. Main glycol circulating pump to operate continuously when a cooling call from Coolrooms
2. Glycol type and minimum concentration to be 35% Propylene Glycol USP grade
3. Circuit Design Pressure must not exceed 1600 kPa
4. Circuit must be designed as closed system complete with expansion vessel
5. Expansion Vessel to accommodate expansion and contraction of glycol volume between a temperature range of -10oC to +40oC
6. Circuit must have a pressure relief valve fitted and set at equal to or less than design pressure of circuit
7. 3 Way valve to be fitted to each air cooler to maintain glycol circuit flow when closed
8. Tenant Tertiary Circuit to connect to CRP at valves connection interface
9. CRP flow direction
 - Top Connection outlet
 - Bottom Connection inlet
13. Cooling will be provided by the CRP when the following conditions are met
 - Main Circulating Pump is operating and flow through CRP PHE is confirmed via flow signal to CRP control system
 - Cooling Call signal is sent to CRP control signal



-					
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-					
3	Nov 15	Office air-conditioning removed	LJF	MAT	
REV	DATE	REVISION DESCRIPTION	DRAWN	CHECK	

THIS FLOW DIAGRAM IS PROVIDED FOR INFORMATION PURPOSES ONLY AND IS INTENDED TO SHOW AN INDICATIVE TENANCY COOLING SYSTEM. IT DOES NOT CONSTITUTE A FULL SYSTEM DESIGN AND IT IS THE RESPONSIBILITY OF EACH TENANT TO ENGAGE A RESPONSIBLE DESIGN ENGINEER TO PROVIDE A SUITABLE DESIGN THAT MEETS THE REQUIREMENTS OF MMA



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Dudley Park SA 5008

Melbourne
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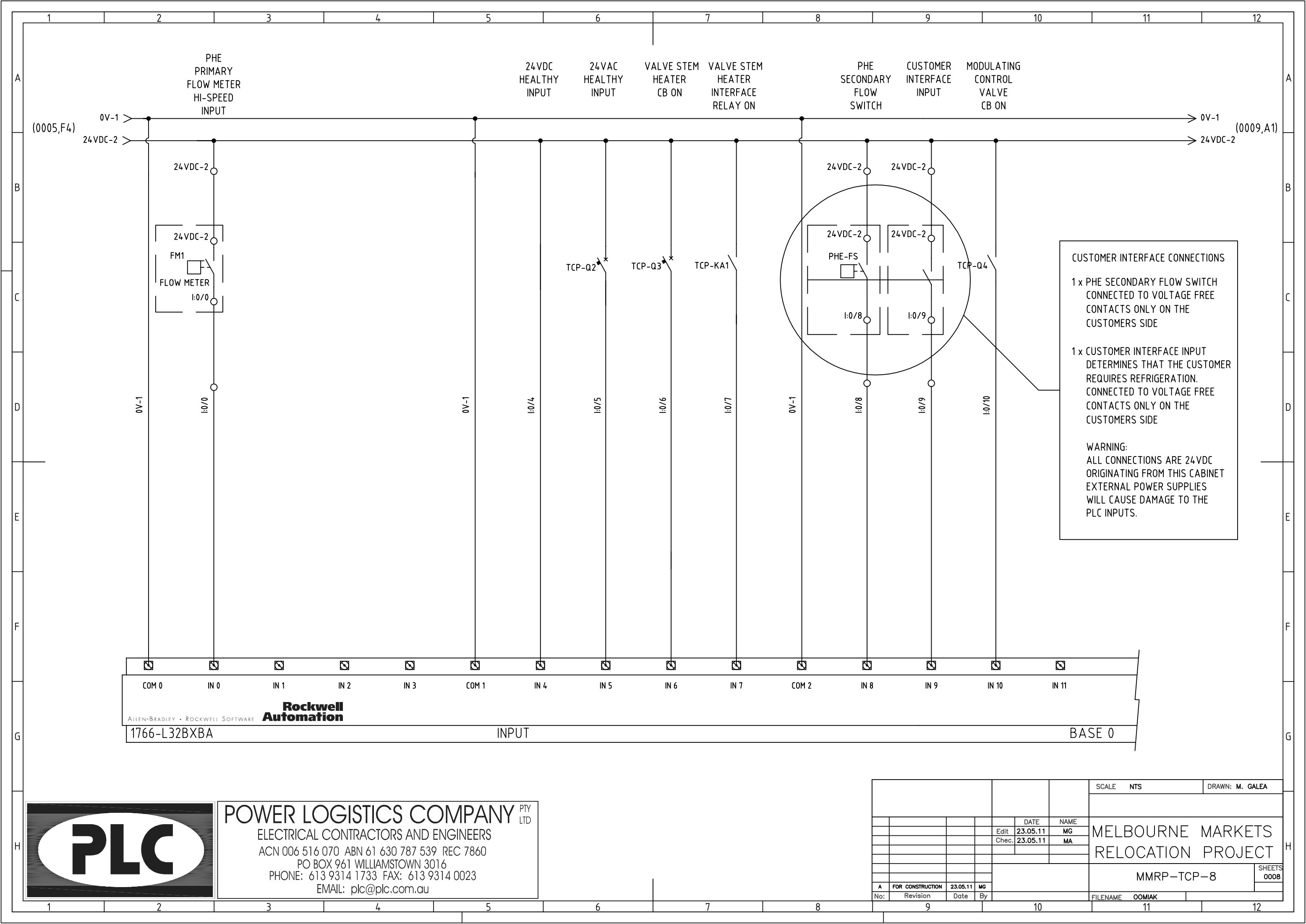
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MELBOURNE MARKETS AUTHORITY					
PROJECT					
MELBOURNE MARKETS					
TITLE					SCALE
CENTRAL REFRIGERATION PLANT TENANCY COOLING SYSTEM EXAMPLE FLOW DIAGRAM					NTS
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	APPROVED	BAAT	11/11/14	CD0766 002	2

Attachment 3 ***CRP Control Panel Interface Location Diagrams***

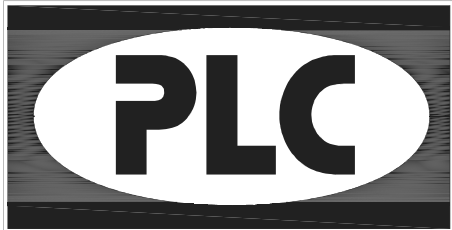


COM 0IN 0IN 1IN 2IN 3COM 1IN 4IN 5IN 6IN 7COM 2IN 8IN 9IN 10IN 11

Allen-Bradley • Rockwell Software

Rockwell Automation

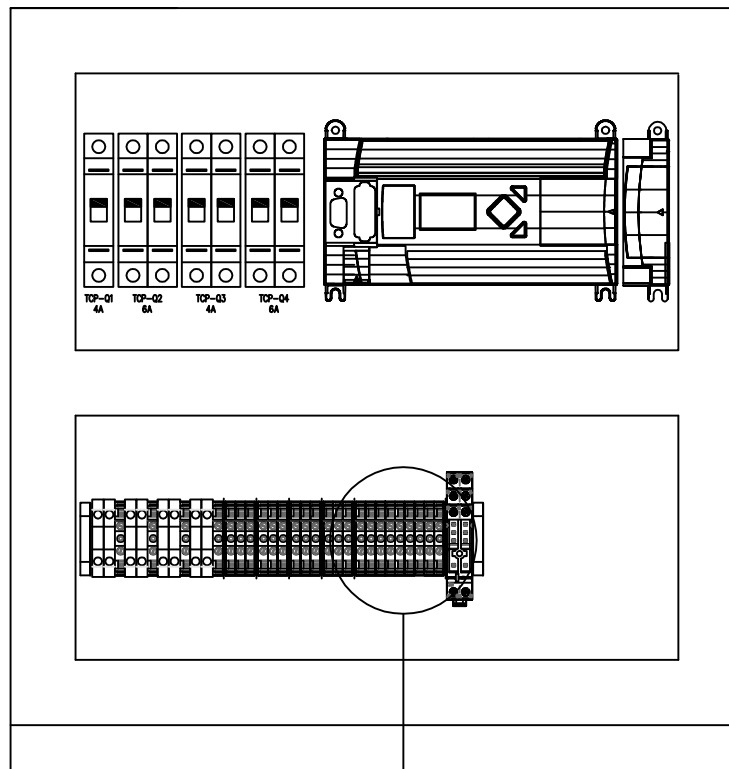
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				DATE	NAME	MELBOURNE MARKETS RELOCATION PROJECT					
				Edit 23.05.11	MG						
				Chec. 23.05.11	MA						
								MMRP-TCP-8			
A	FOR CONSTRUCTION	23.05.11	MG					SHEETS 0008			
No:	Revision	Date	By					FILENAME OOMIAK			

CUSTOMER INTERFACE CONNECTIONS (TERMINAL LOCATIONS)



CUSTOMER INTERFACE CONNECTIONS TERMINAL LOCATIONS

1 x PHE SECONDARY FLOW SWITCH
CONNECTED TO TWO VOLTAGE
FREE CONTACTS ONLY ON THE
CUSTOMERS SIDE
TERMINAL WIRE NUMBERS:-
24VDC-2 (24VDC+ COMMON)
10/8 (PLC INPUT)

1 x CUSTOMER INTERFACE INPUT
DETERMINES THAT THE CUSTOMER
REQUIRES REFRIGERATION
CONNECTED TO TWO VOLTAGE
FREE CONTACTS ONLY ON THE
CUSTOMERS SIDE
TERMINAL WIRE NUMBERS:-
24VDC-2 (24VDC+ COMMON)
10/9 (PLC INPUT)

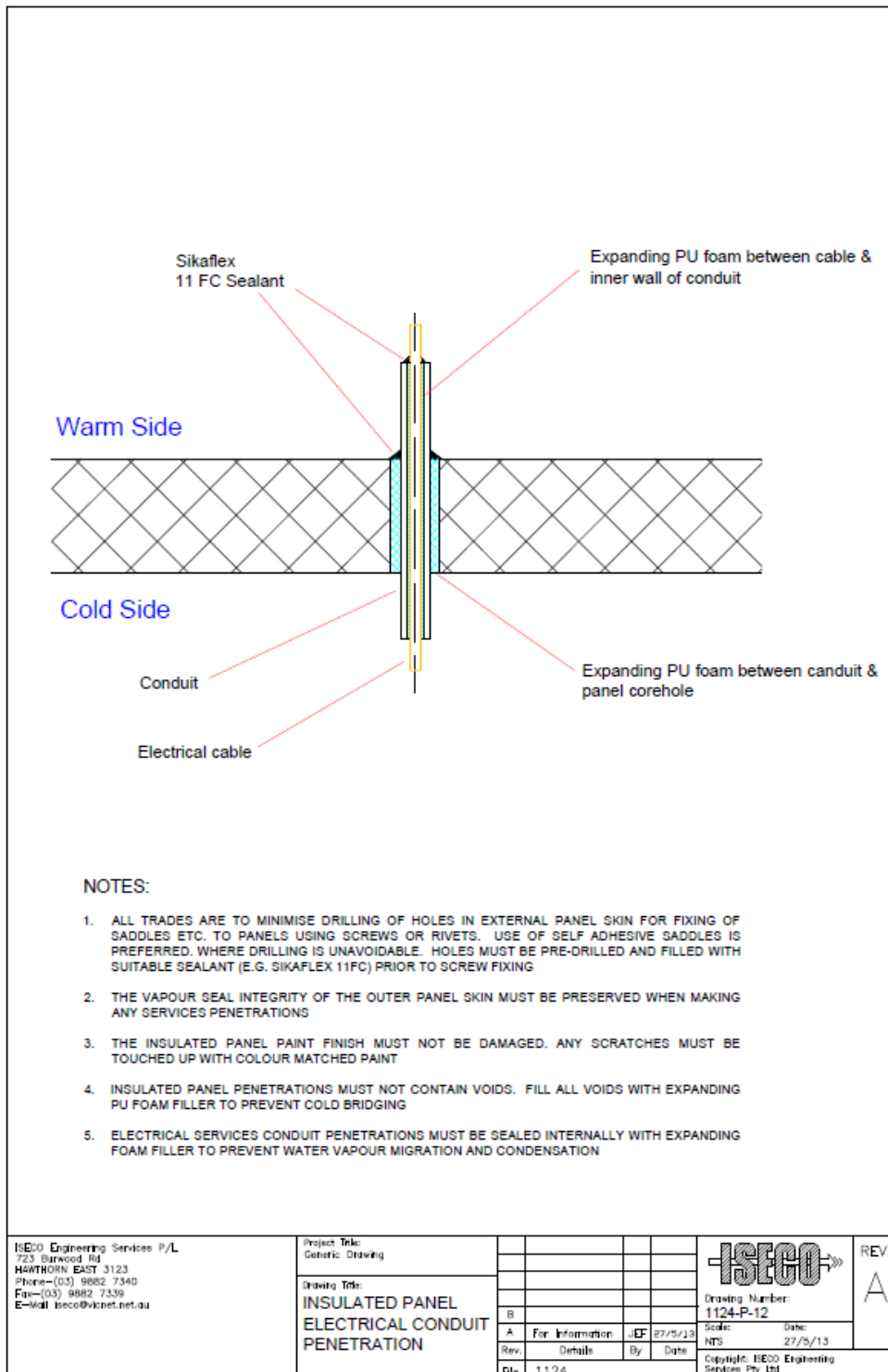
WARNING:
ALL CONNECTIONS ARE 24VDC
ORIGINATING FROM THIS CABINET
EXTERNAL POWER SUPPLIES
WILL CAUSE DAMAGE TO THE
PLC INPUTS.



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				MELBOURNE MARKETS RELOCATION PROJECT				
		DATE	NAME					
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		Chec. 23.05.11	MA					
				MMRP-TCP-3A				
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A FOR CONSTRUCTION		23.05.11		MG				
No:	Revision	Date	By	FILENAME		OOMIAK		
a				10		12		

Attachment 4 *Insulated Rear Wall Penetration Detail*



Attachment 5 **CRP Control Valve Self Assessment**

Mean Outlet Temperature Range (i)	Design Peak Load		Valve Change required	
	Large Tenancy	Small Tenancy	Single Zone	Multi Zone (i)
-5°C	124 kW _r	74 kW _r	No	No
-5°C	93 kW _r	56 kW _r	No	No
-5°C	62 kW _r	37 kW _r	No	No
-5°C	31 kW _r	19 kW _r	No	Yes
-4°C	124 kW _r	74 kW _r	No	No
-4°C	93 kW _r	56 kW _r	No	No
-4°C	62 kW _r	37 kW _r	No	Yes
-4°C	31 kW _r	19 kW _r	No	Yes
-3°C	124 kW _r	74 kW _r	No	No
-3°C	93 kW _r	56 kW _r	No	Yes
-3°C	62 kW _r	37 kW _r	No	Yes
-3°C	31 kW _r	19 kW _r	No	Yes
-2°C	124 kW _r	74 kW _r	No	No
-2°C	93 kW _r	56 kW _r	No	Yes
-2°C	62 kW _r	37 kW _r	Yes	Yes
-2°C	31 kW _r	19 kW _r	Yes	Yes
-1°C	124 kW _r	74 kW _r	No	No
-1°C	93 kW _r	56 kW _r	No	Yes
-1°C	62 kW _r	37 kW _r	Yes	Yes
-1°C	31 kW _r	19 kW _r	Yes	Yes
0°C	124 kW _r	74 kW _r	No	No
0°C	93 kW _r	56 kW _r	No	Yes
0°C	62 kW _r	37 kW _r	Yes	Yes
0°C	31 kW _r	19 kW _r	Yes	Yes
+1°C	All Loads	All Loads	Yes	Yes

+2°C	All Loads	All Loads	Yes	Yes
+3°C	All Loads	All Loads	Yes	Yes
+4°C	All Loads	All Loads	Yes	Yes
+5°C	All Loads	All Loads	Yes	Yes
+6°C	All Loads	All Loads	Yes	Yes
+7°C	All Loads	All Loads	Yes	Yes
+8°C	All Loads	All Loads	Yes	Yes
+9°C	All Loads	All Loads	Yes	Yes

- (i) Mean outlet Temperature range refers to the average outlet temperature required, ie if a tenancy requires an outlet temperature of between +0oC and +6oC then the mean temperature would be +3oC.
- (ii) Multizone refers to tenancies which have two or more separate temperature controlled zones or air coolers which are separately controlled. In these instances individual zones can operate alone during which time heatload can potentially be less than 50% of total installed cooling capacity.

Attachment 6 ***Design Review Submission Form and Guidance Notes***

Tenancy Details

Tenancy Name:	ABC Produce
Tenancy Number:	123

NOTE - The Design Approval Process is in 2 Stages as follows:

STAGE 1 - approval of the design - Tenants are to complete this design review form and submit it to MMA with accompanying information. On completion of Stage 1 Design Review a Stage 1 design compliance certificate is issued approving the design and allowing tenants to installed their system in accordance with the approved design or identifying non conformance items which need addressing. The certificate will also notify if changes to the Central refrigeration Plant PHE and Control Valve will be required to meet non standard operating glycol temperatures.

STAGE 2 - Inspection of the installed system - The installed cooling system will be inspected to confirm the system has been installed in accordance with the approved design. When stage 2 is approved a Stage 2 design compliance certificate is issued allowing cooling to be initiated to the tenancy

Design Questions

1.00	Information to be provided by Tenant		Tenants Response
1.01	Circuit Flow diagram	Confirm attached to this submission	
1.02	Main Circulating Pump technical data sheet and pump curves	Confirm attached to this submission	
2.00	Design Heatloads		
2.01	- Calculated Heatload in Temperature Controlled Areas	kWr	
2.02	- Calculated Office Air Conditioning Heatload	kWr	
2.03	- Total Calculated Heatload in imposed on PHE CRP including Losses	kWr	
2.04	- Calculated Heatload of smallest Temperature Controlled Area	kWr	
3.00	Tertiary Circuit Design		
3.01	Tertiary Glycol Circuit Internal Volume	Litres	
3.02	Expansion tank Fitted Yes / No	Yes / No	
3.03	Expansion tank Capacity	Litres	
3.04	Glycol Circuit Pressure Relief Valve fitted Yes / No	Yes / No	
3.05	Pressure Relief Valve relieving Pressure	kPa(g)	
3.06	Glycol Circuit Pressure Relief Valve is identified on Circuit Flow Diagram Yes / No	Yes / No	
4.00	Glycol Solution		
4.01	- Confirm Glycol Type is Propylene Glycol	Yes / No	
4.02	- Confirm Glycol Grade is USP (food Grade)	Yes / No	
4.03	- Concentration by volume	Minimum 34%	
4.04	- Confirm Colour of Glycol Dye to be used	Blue Dye Required	
5.00	Operating Temperatures - Storage Areas		
5.01	- Minimum Room Temperature	oC	
5.02	- Maximum Room Temperature	oC	
6.00	Operating Temperatures - Glycol		
6.01	Is the design outlet glycol temperature from the CRP PHE acceptable	Yes / No	
6.02	- If No State Minimum Glycol Temperature Required	oC	
6.03	- If minimum required temperature is required to vary throughout the year then state maximum temperature requirement	oC	
7.00	Operating Flow Rates		
7.01	Glycol maximum flow rate through CRP PHE	L/s	
7.02	Glycol minimum flow rate through CRP PHE	L/s	

Tenancy Details

Tenancy Name:		ABC Produce	
Tenancy Number:		123	
7.03	- System design ensure minimum glycol flow through PHE at all times when cooling call is active	Yes / No	
8.00	Equipment Noise Levels		
8.01	Equipment operating noise levels Conform to Applicable Australian Standards	Yes / No	
9.00	Instrumentation and Control		
9.01	- Is flow switch fitted Yes / No	Yes / No	
9.02	- Flow switch is identified on Circuit Flow Diagram Yes / No	Yes / No	
9.03	- Flow switch Confirms flow through the CRP PHE Yes / No	Yes / No	
9.04	- Flow switch signal is relayed to CRP control system	Yes / No	
9.05	- Flow switch signal is no volt contact	Yes / No	
9.06	- Cooling Call signal is relayed to CRP control system	Yes / No	
9.07	- Cooling Call signal is no volt contact	Yes / No	
Completed By:			
Signature:			
Date:			

Tenancy Details

Tenancy Name:	ABC Produce
Tenancy Number:	123

SUBMISSION COMMENTS

The following is provided for the tenants to add any supplementary comments they consider relevant to their design review submission

General Comments	
Comments in Relation to Questions answered in table A	
1.00	Information to be provided by Tenant
1.01	
1.02	
2.00	Design Heatloads
2.01	
2.02	
2.03	
2.04	
3.00	Tertiary Circuit Design
3.01	
3.02	
3.03	
3.04	
3.05	
3.06	
4.00	Glycol Solution
4.01	
4.02	
4.03	
4.04	

Tenancy Details

Tenancy Name:		ABC Produce
Tenancy Number:		123
5.00	Operating Temperatures - Storage Areas	
5.01		
5.02		
6.00	Operating Temperatures - Glycol	
6.01		
6.02		
6.03		
7.00	Operating Flow Rates	
7.01		
7.02		
7.03		
8.00	Equipment Noise Levels	
8.01		
9.00	Instrumentation and Control	
9.01		
9.02		
9.03		
9.04		
9.05		
Completed By:		
Signature:		
Date:		

Design Review Questionnaire Guidelines

General

Enter Tenant Name and Tenancy Number in the Cells at the top of Table A

Tenant is to provide answers in Table A in the columns marked *Tenant Response* and if necessary provide supplementary comments in Table B against the respective item.

- User is only able to select cells that require completion
- Where a **Yes / No** answer is required select from drop down menu.
- Where a **numerical value** is required insert value only, units will automatically be added ie if the Tertiary Circuit Volume is 500 litres, just enter 500 and this will appear as 500 ltrs

Notes on answering specific questions

1.01	Circuit flow diagram is required to be submitted for the design review to take place. Diagram should show flow direction location of pumps and indicate location of flow switch, relief valve and expansion tank
1.02	Data on the main circulating pump which circulates glycol through the PHE is required to be submitted for the design review to take place. If multiple pumps operate in parallel provide data on each pump size
2.01	Total refrigeration Heatload in the produce storage and display areas
2.02	Air Conditioning load for all office areas within tenancy
2.03	Sum of 2.01 and 2.02 plus any allowance for pump heat and thermal losses.
2.04	Where tenancies are split into several produce storage and display areas, please state the refrigeration heatload in the smallest of these areas
3.01	Internal volume of total tertiary circuit including volume of air coolers and other heat exchangers
3.02	An expansion tank is required to be fitted to the tertiary circuit to accommodate expansion and contraction of system glycol volume between design ambient dry bulb temperature (38oC) and the minimum operating temperature of the glycol fluid
3.03	Expansion Tank capacity
3.04	A pressure relief valve (PRV) is required to be installed to protect the circuit from over pressure
3.05	Relieving pressure of PRV must be set at a pressure to ensure that any part of the tertiary circuit does not exceed the design pressure of the system taking into account location of PRV and circulating pump maximum closed head pressure.
4.04	The glycol must contain a blue dye to distinguish be that and the red dye of the CRP secondary circuit.
5.01	State the lowest temperature to be maintained within any produce storage area
5.02	State the highest temperature to be maintained within any produce storage area
6.01	Confirm if the design Supply temperature at the outlet of the CRP PHE (-5oC) is acceptable for your system design, if not answer question 6.02 and 6.03
6.03	Advise if there is a requirement for the supply glycol temperature at the outlet of the CRP PHE to be changed throughout the year to suit product storage requirements. Note this will depend on the lowest required room temperature at all times
7.01	Confirm the maximum flow rate in litres per second through the CRP PHE. Note the maximum flow rate through a small and large tenancy PHE is 5.85 l/s and 10.35 l/s respectively. Operating at higher flow rates to this is possible however pressure loss through the PHE will increase accordingly
7.02	Confirm the minimum flow rate in litres per second through the CRP PHE. Note the maximum flow rate through a small and large tenancy PHE is 2.92 l/s and 5.18 l/s respectively. Operating at Lower flow rates may effect the performance of the PHE.
7.03	Confirm that glycol flow rate at or above the minimum flow will be maintained whilst the system is in operation
8.01	The equipment when in operation is not to exceed maximum noise level according to the relevant OH&S legislation and relevant Australian Standard
9.01- 05	Confirm that that a flow switch is installed and is indicated on the circuit flow diagram and is wired back to the CRP control system
9.06	Confirm that that a cooling call signal is wired back to the CRP control system

Submission Procedure

Submit Completed Spreadsheet together with accompanying Circuit flow diagram and pump documentation

1

NOTE- SPRINKLER PIPE
RELOCATED TO SUIT
TENANCY PIPEWORK.

CABLE TRAY

2071



305

PRIMARY SIDE OUT (-4.5°C)

SKID SAFETY BARRIER.



PRIMARY SIDE IN (-8.5°C)

DRIP TRAY SUPPORTED ON
SKID SAFETY BARRIER.

977

TENANCY SIDE IN (-2°)

TENANCY SIDE OUT (-5°)

616

TERMINATION TO COMPRISE
LUGGED BUTTERFLY
VALVE c/w BLANK TABLE "E"
FLANGE.

1024

1400

504

COLUMN

150
TENANCY
WALL

356

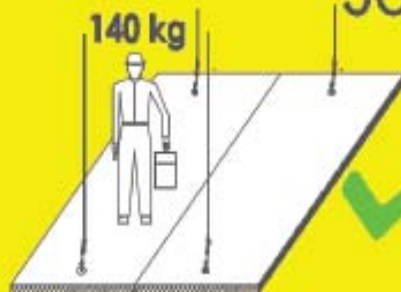
75

MELBOURNE MARKET TENANCY FIT OUT WORKS

APPENDIX 6 | SAFE LOAD LIMITS: PIR CEILING PANELS

SAFETY WARNING

Safe Load Limits Apply to this Ceiling



140 kg maximum is permitted on any one 1200 wide ceiling panel. e.g. One person with tools.



Use load spreaders under concentrated loads.
e.g. 600x600x15mm plywood under each foot of a ladder.
140 kg maximum total load per ceiling panel applies.



No trolley to be used.



No storage of materials is permitted anytime.

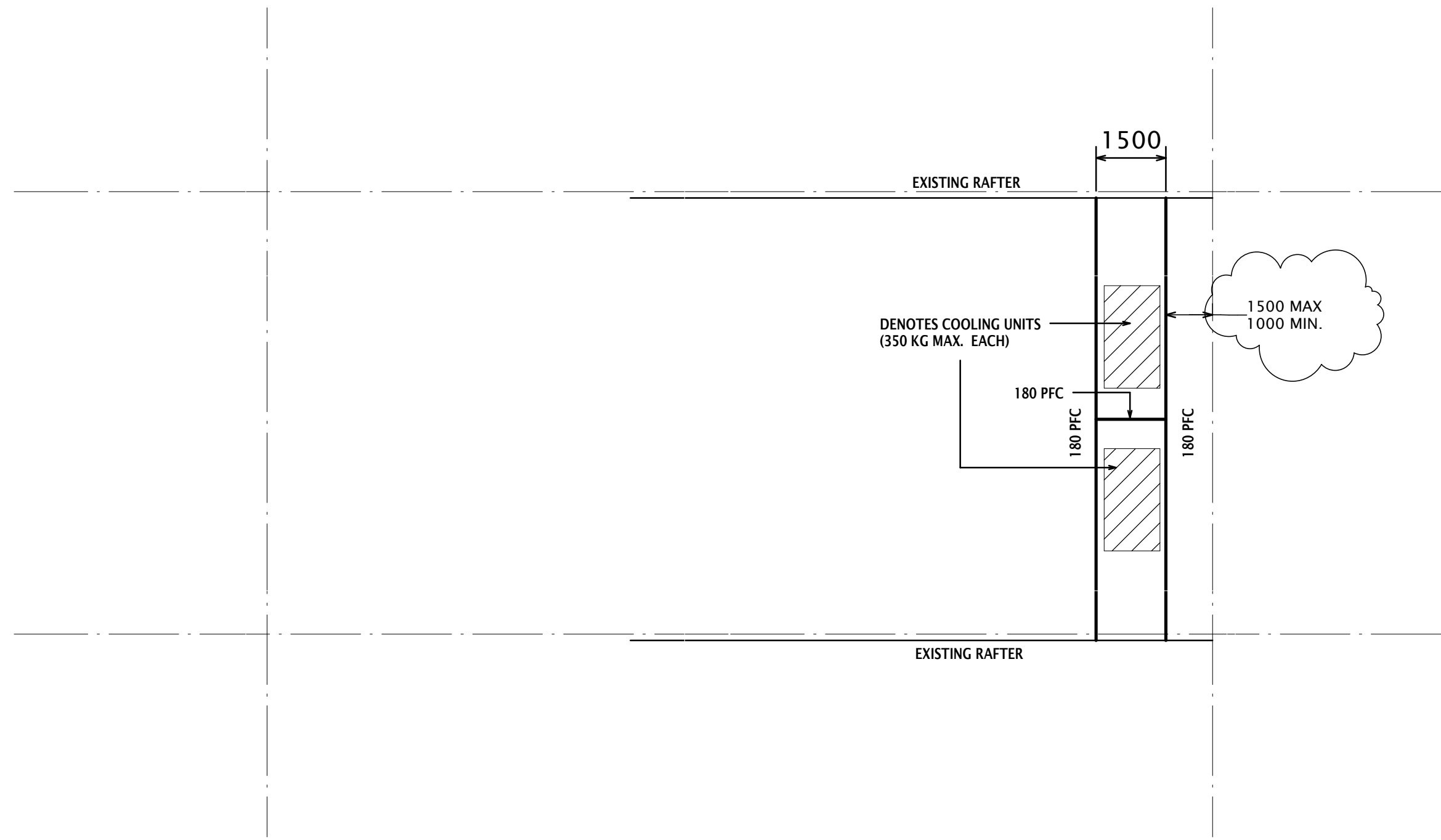
BONDOR

Melcoro Pty. Limited Trading as Bondor
AEN 44 056 902 934

This sign is for use on ceilings designed and installed with structural adequacy. 07/04

MELBOURNE MARKET TENANCY FIT OUT WORKS

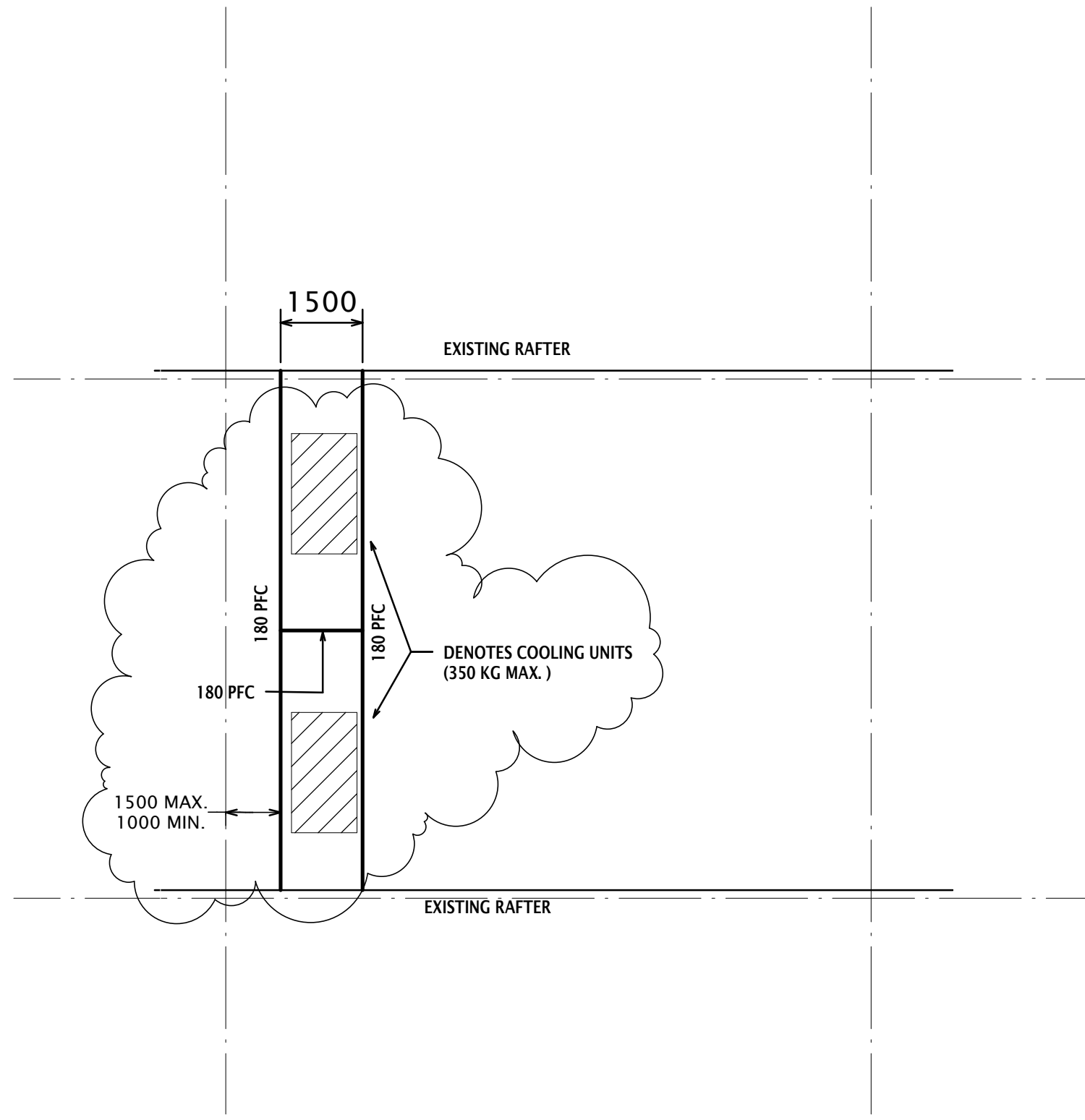
APPENDIX 7 | INDICATIVE CROSS BEAM INSTALLATION



COOLER UNIT SUPPORT FRAMING-TYPICAL LARGE TRADING STORE

SCALE 1 : 100

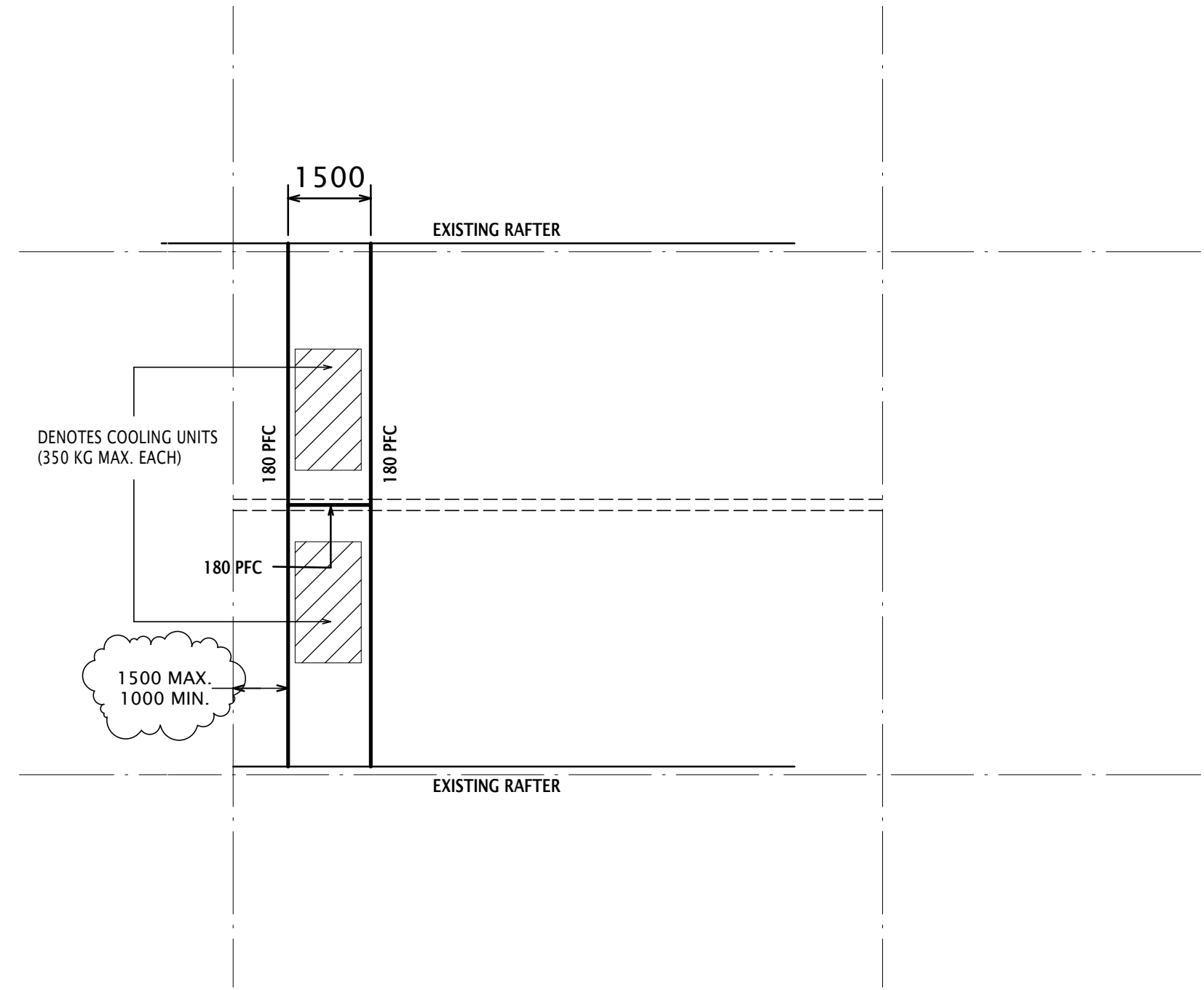
NOTE: COOLER TO BE EITHER 2No. 350kg UNITS OR 1No. 700kg UNIT
COOLER UNIT SECONDARY STEELWORK BY OTHERS



COOLER UNIT SUPPORT FRAMING-TYPICAL MEDIUM TRADING STORE

SCALE 1 : 100

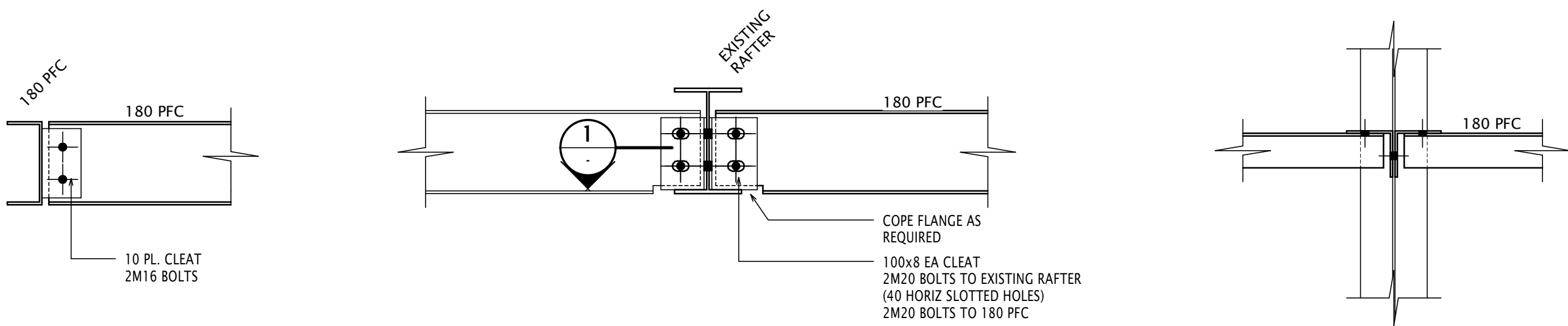
NOTE: COOLER TO BE EITHER 2No. 350kg UNITS OR 1No. 700kg UNIT
COOLER UNIT SECONDARY STEELWORK BY OTHERS



COOLER UNIT SUPPORT FRAMING-TYPICAL SMALL TRADING STORE

SCALE 1 : 100

NOTE: COOLER TO BE EITHER 2No. 350kg UNITS OR 1No. 700kg UNIT
COOLER UNIT SECONDARY STEELWORK BY OTHERS

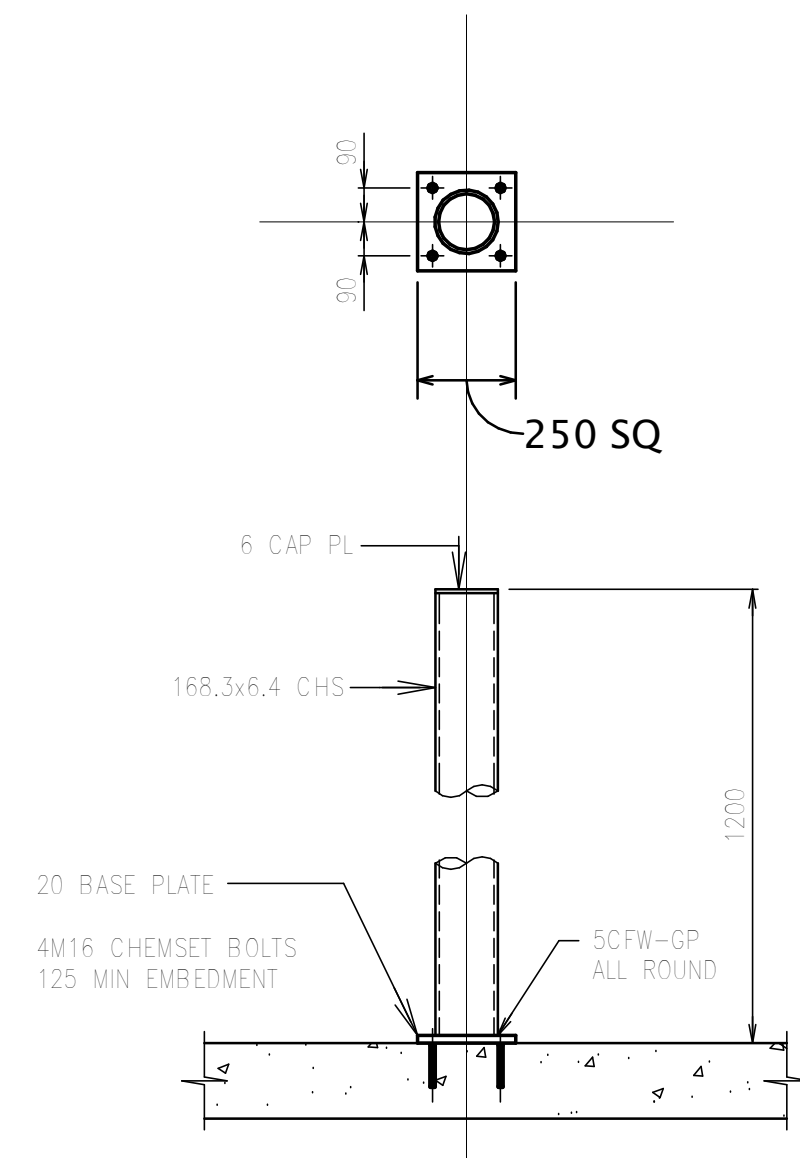


TYPICAL 180 PFC TO 180 PFC
CONNECTION DETAIL

TYPICAL 180 PFC TO EXISTING RAFTER
CONNECTION DETAIL

NOTE: ENSURE COOLER UNIT SUPPORT BEAMS ARE LOCATED
BELOW ANY EXISTING ROOF ROD BRACING WHERE REQUIRED

SECTION 1



INTERNAL BOLLARD DETAIL

SCALE 1:20

CHEMSET BASE OPTION
FINISH - HOT DIPPED GALVANISED,
SUPPLIED AND INSTALLED BY METALWORK TRADE

NOTE:
LOCATION TO BE COORDINATED WITH ARCHITECTURAL DESIGN
AND POST-TENSIONING CONTRACTOR TO AVOID DRILLING INTO
DUCTS

ISSUE	REVISION	DRN	CHK	APP	DATE	ISSUE	REVISION	DRN	CHK	APP	DATE	ISSUE	REVISION	DRN	CHK	APP	DATE	ISSUE	REVISION	DRN	CHK	APP	DATE
C1	ISSUED FOR CONSTRUCTION	CM		JAM	22.03.2014																		
C2	DIMS ADDED	CM		JAM	22.03.2014																		
C3	DIMS AMENDED / NOTE ADDED	CM		EP	10.02.2015																		

Structural & Civil
Engineering Consultant

**RobertBirdGroup**

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ACN 010 582 248

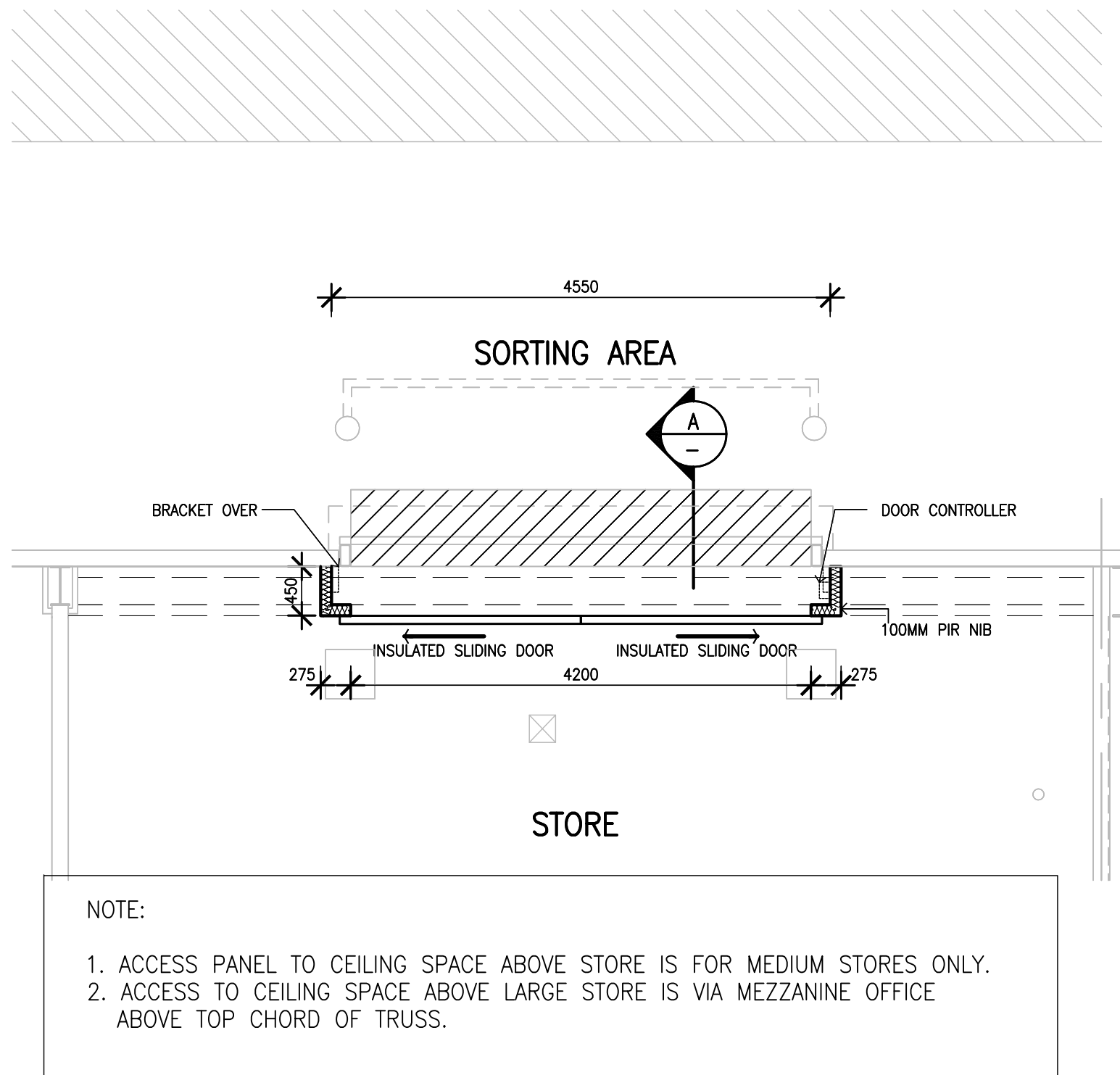
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PROJECT	MELBOURNE MARKET RELOCATION PROJECT COOPER STREET - EPPING	CLIENT	MAJOR PROJECTS VICTORIA	TITLE	
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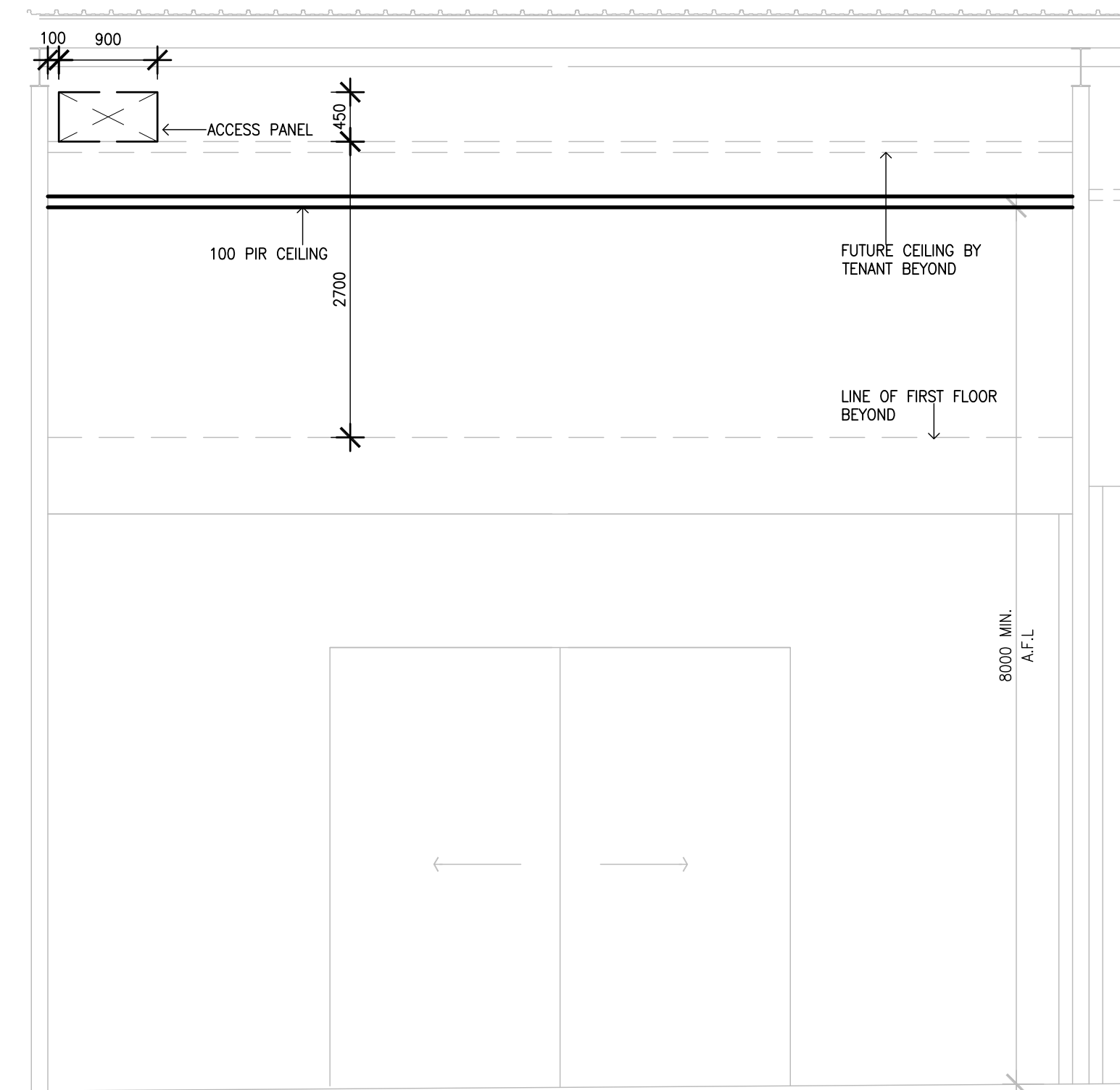
TYPICAL COOLING UNIT SUPPORT FRAMES		DRAWING NO.	ST-FV-0356	REVISION NO.	C3
DATE	03/13/14	DRAWN BY	CM		
SCALE @ A3	As indicated	APPROVED BY	CM		
DESIGNED BY	JM	ISSUED NO.	14110		
ISS NO.	08/155	REVISION NO.			
CAD FILE NO.					

MELBOURNE MARKET TENANCY FIT OUT WORKS

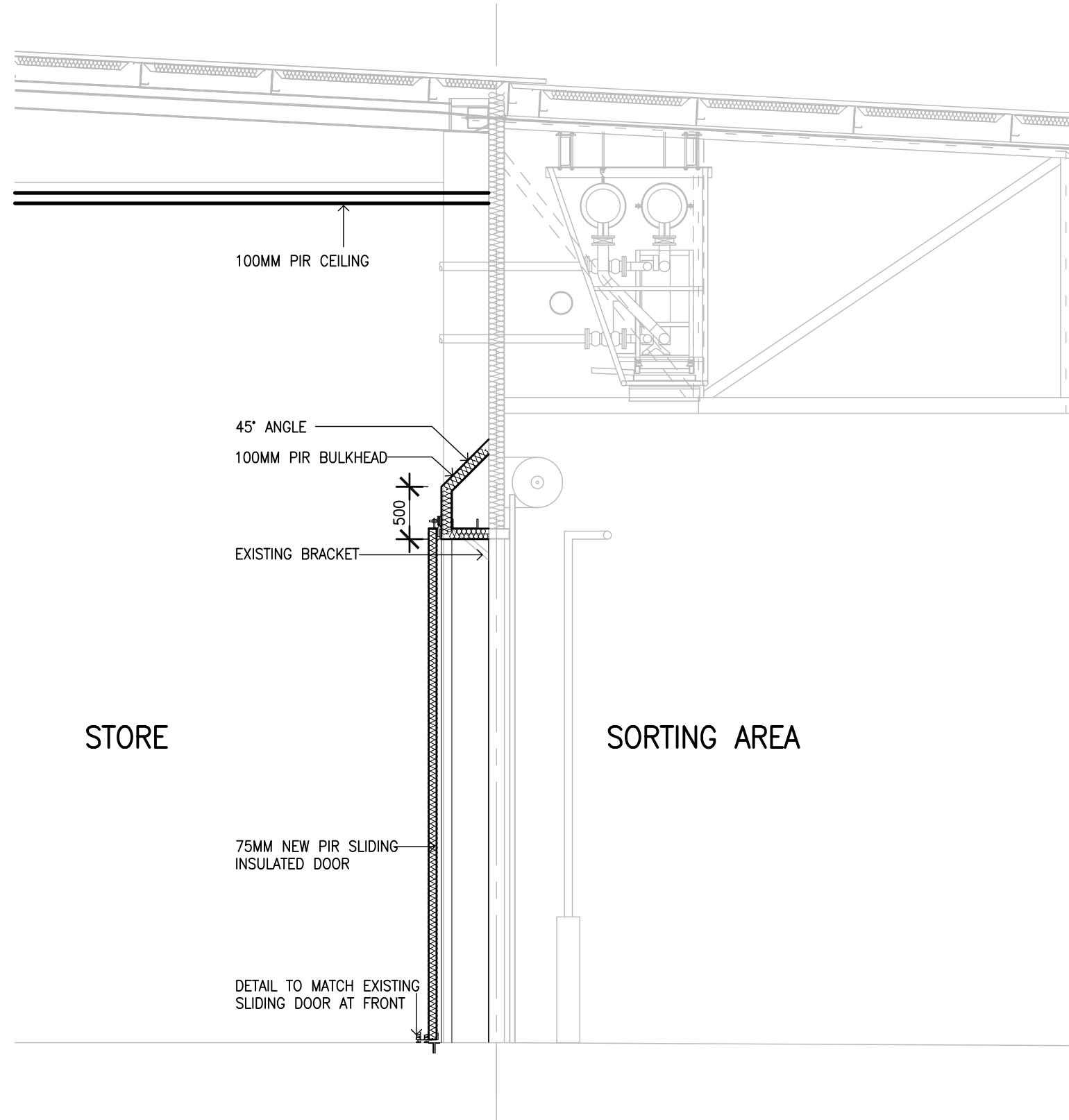
APPENDIX 8 | PIR REAR WALL & SLIDING DOOR DETAILS



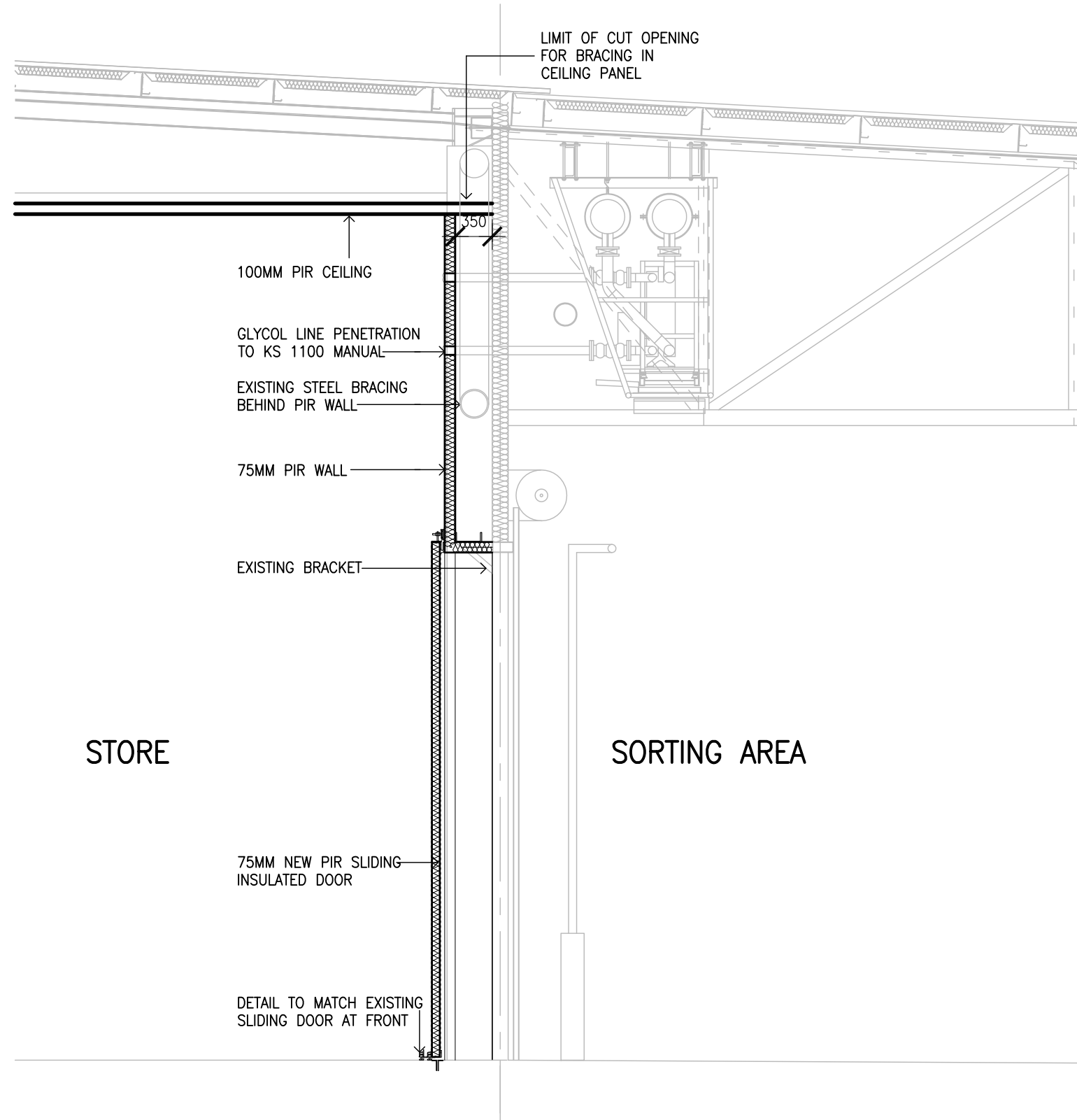
01 TYPICAL REAR DOOR PLAN
1:50



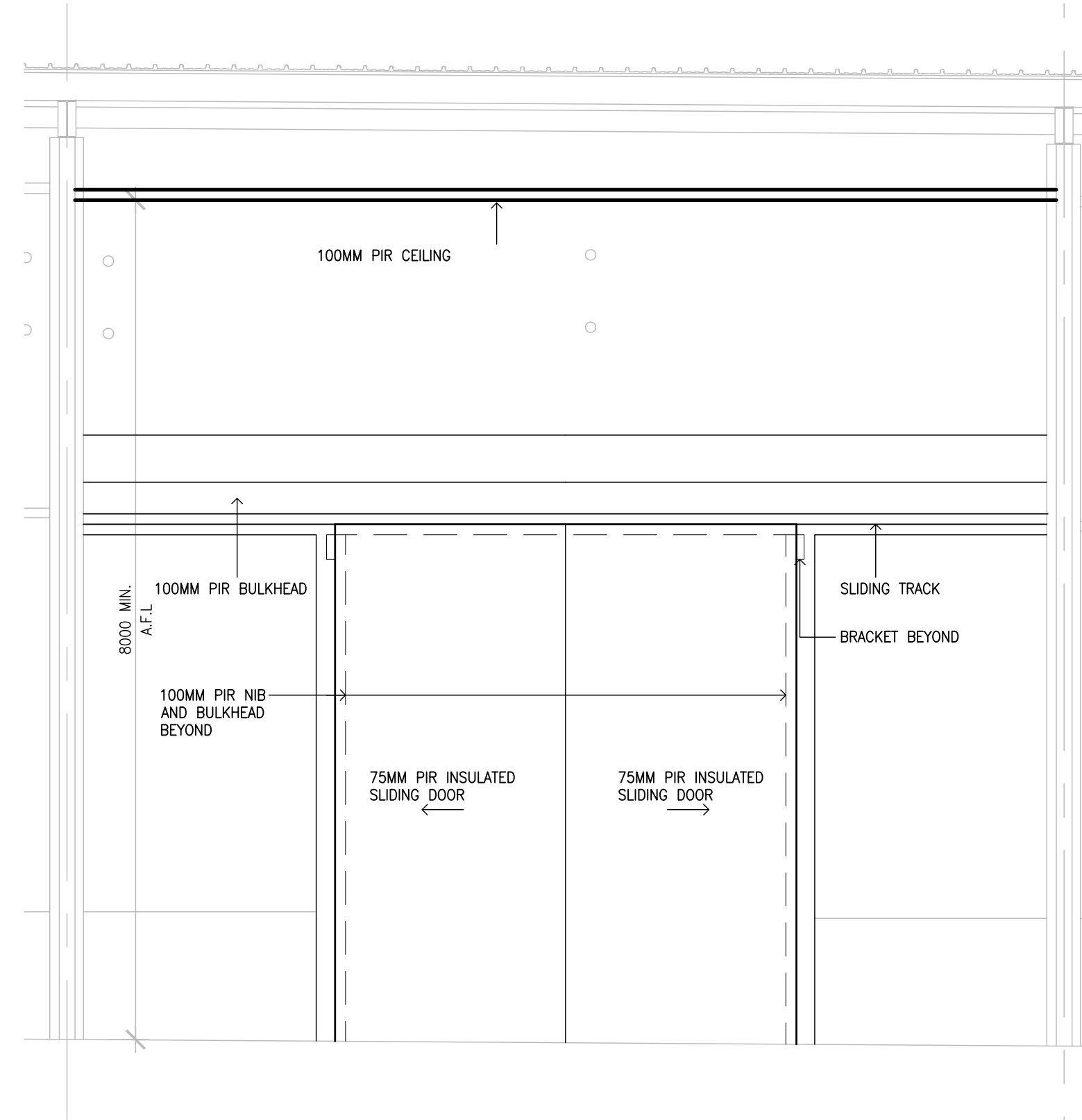
06 FRONT INTERNAL ELEVATION
1:50



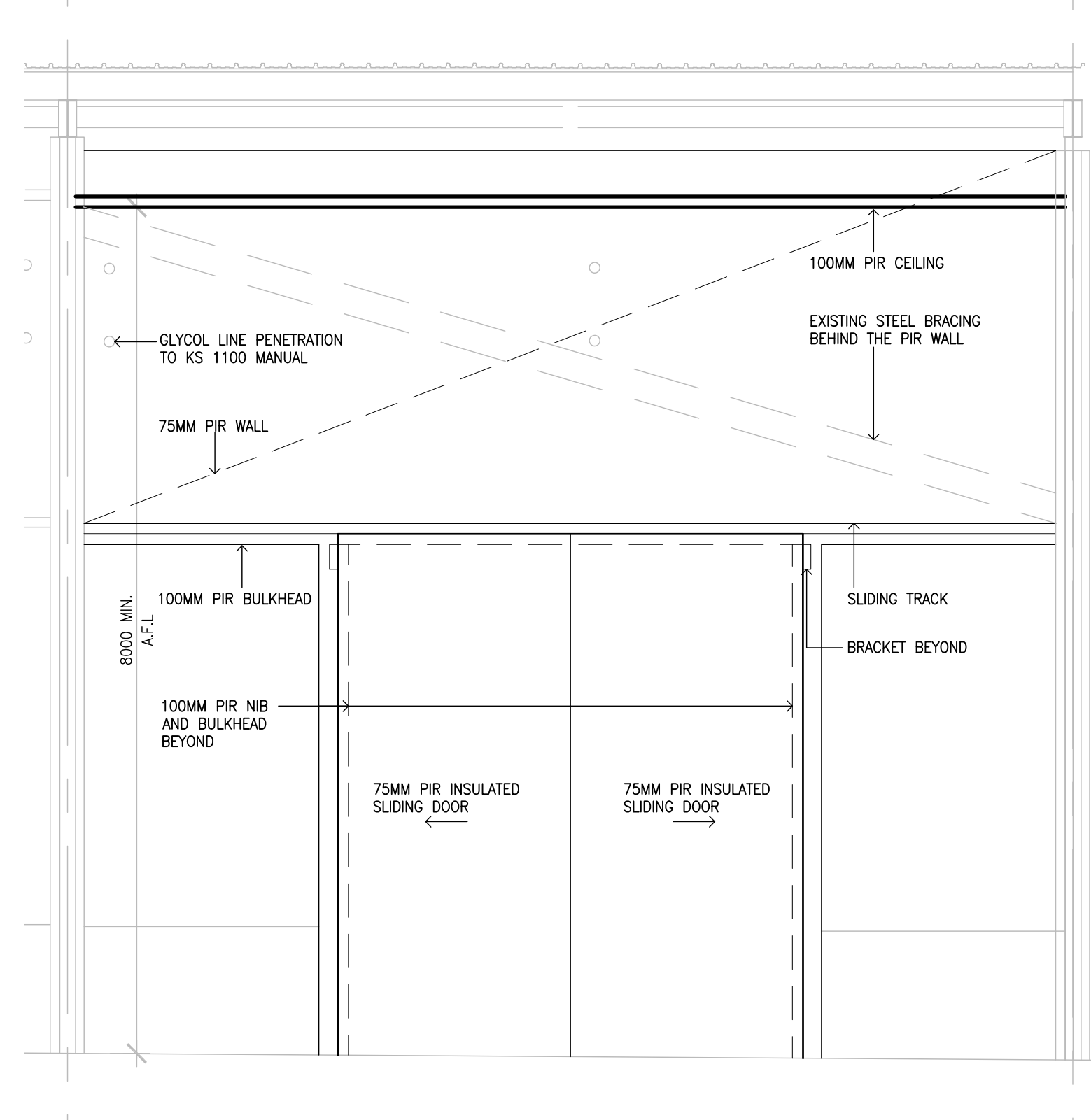
02 SECTION A-A - OPTION 1 (WITHOUT ABOVE DOOR BRACING)
1:50



04 SECTION A-A - OPTION 2 (WITH ABOVE DOOR BRACING)
1:50



03 REAR INTERNAL ELEVATION - OPTION 1
1:50



05 REAR INTERNAL ELEVATION - OPTION 2
1:50

NOTE:

ALL TEXT ANNOTATIONS REFER TO NEW WORKS UNLESS OTHERWISE NOTED.

EXISTING CONDITIONS IN GREY LINE, NEW WORKS IN BLACK

PIR PANEL JOINT DETAILS ARE TO BE IN ACCORDANCE WITH KINGSPAN KS1100 CS MANUAL. PANEL COLOUR AND PROFILE TO MATCH EXISTING.

NEW INSULATED SLIDING DOOR – PROFILE, COLOUR, HANDLES & LOCKABLE BOLTS (TO OUTSIDE OF LEAF) TO MATCH EXISTING AT FRONT

rev	initial	date	description
01	ML	16.05.14	REVISION
02	ML	20.05.14	REVISION
03	ML	21.05.14	REVISION
04	ML	13.06.14	FOR CONSTRUCTION

All dimensions to be verified on site prior to construction and discrepancies to be clarified with architect.
Do not scale drawings, refer to figured dimensions only.
Architectural drawings are to be read in conjunction with specifications & other consultants documentation.
RL 0.000 is the benchmark level taken from the floor level of the existing building.
Dimensions are in mm, and RLs are in metres.
This drawing is copyright.

WORKSHOP ARCHITECTURE

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GROUP 2: TYPICAL REAR WALL
TRADING STORES

AR-G2-1.5001

188 MMRP – LANDLORD WORKS

proprietor MAJOR PROJECTS VICTORIA

job no 1422 MMLW

file name MMRP

scale 1:50 @A1 SIZE

drawn by PK, ML

date 13.06.2014

rev no 04

date 13.06.2014

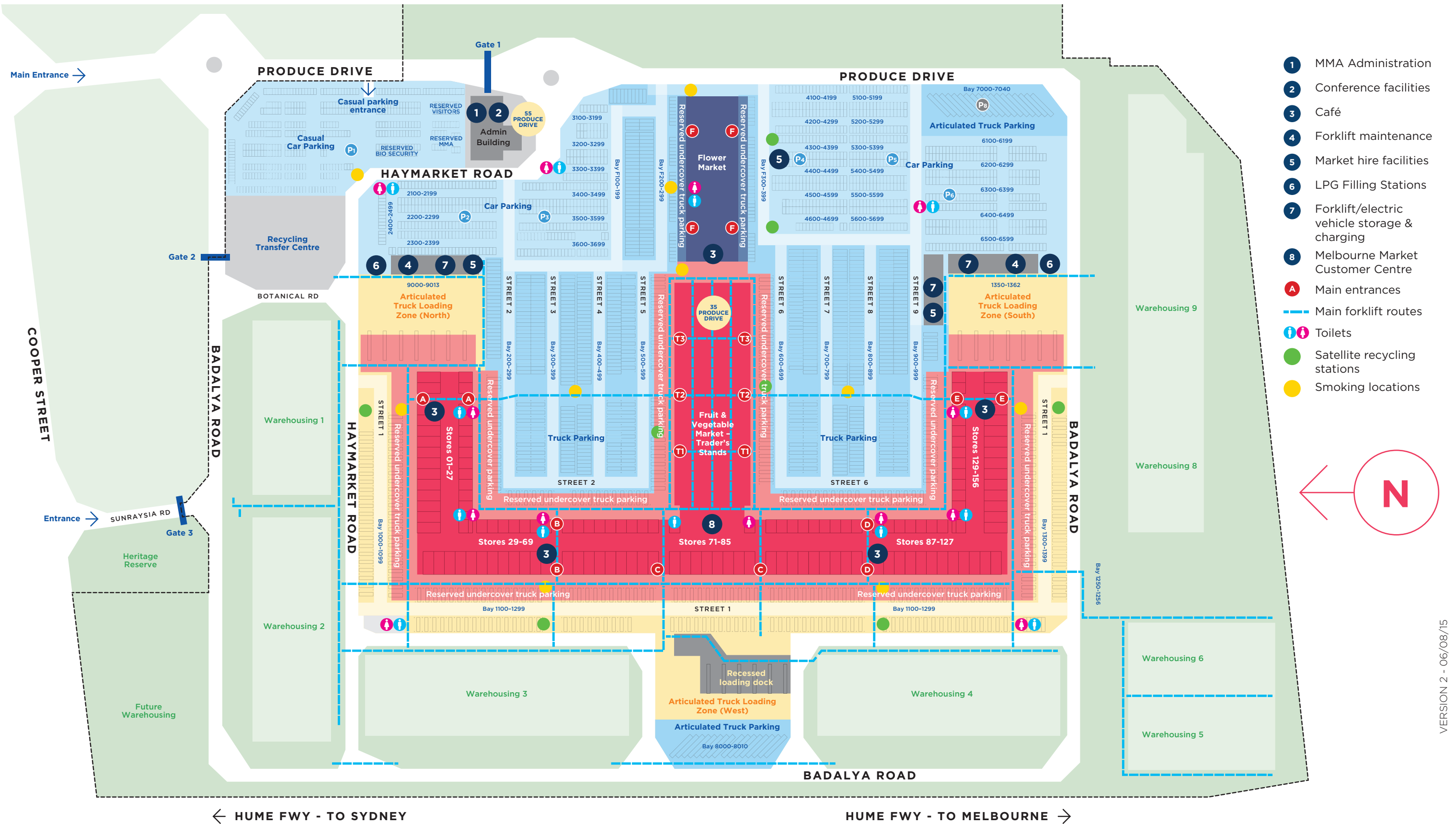
issue FOR CONSTRUCTION

MELBOURNE MARKET TENANCY FIT OUT WORKS

APPENDIX 9 | MARKET MAP

Melbourne Market Overview Map

August 2015



Melbourne Market

December 2015