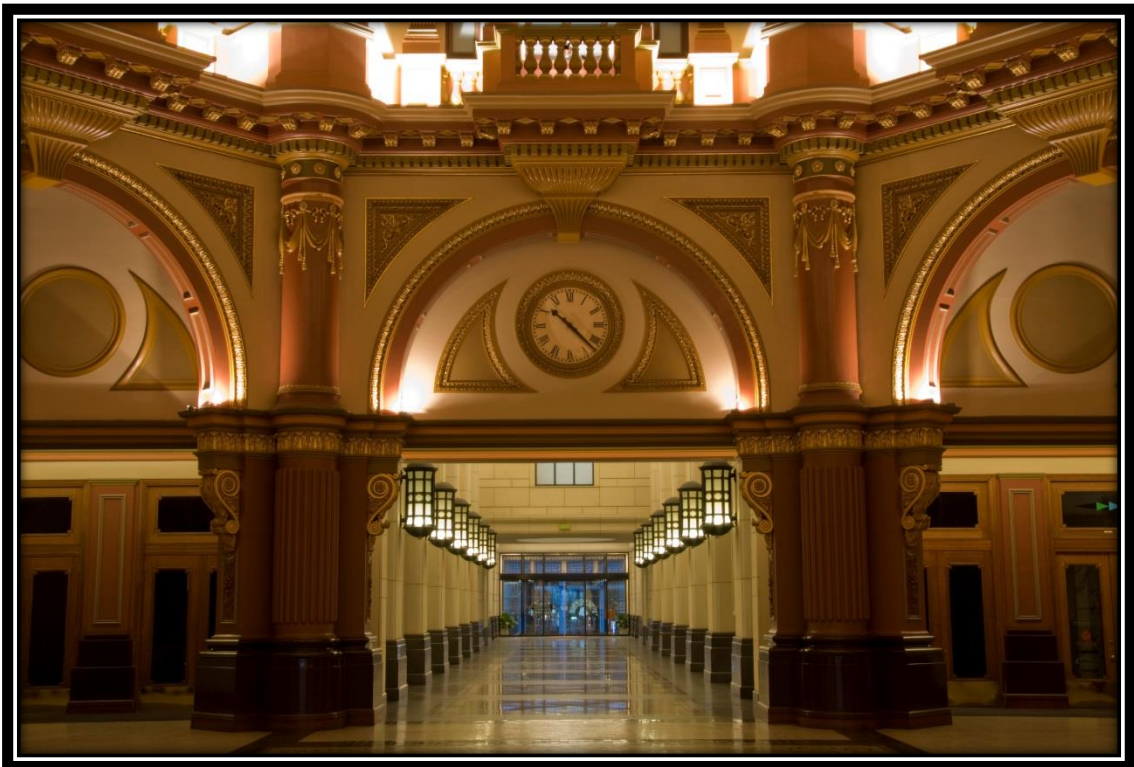




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333 COLLINS STREET

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**TENANT INFORMATION PACK**  
**2016**

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## INTRODUCTION

### Overview

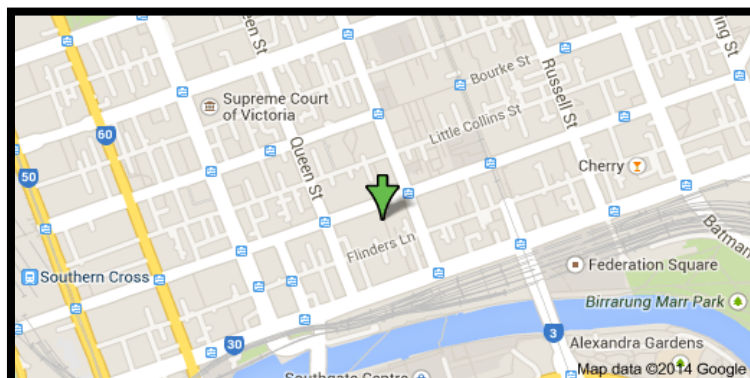
Welcome to 333 Collins Street. 333 Collins Street was designed at the height of the boom years and built to a standard of excellence which sees it ranked among one of only five premium buildings in Melbourne. The technology, space, functionality and working environment of this magnificent building still lead the way, offering in every key area a level of efficiency and excellence.

333 Collins Street has a team totally dedicated to ensuring that the building operates at peak efficiency at all times for the benefit of the tenants.



Some of the outstanding features that you will enjoy at 333 Collins Street include:

- Diesel backup power within the building (refer technical manual)
- Outstanding views
- Close proximity to Flinders Street Station, tram services and five star hotels.
- Large floor plates.



**Contact Details**

Security	9204 3356
Reception	9204 3333
Concierge	9204 3352
Wilson's Parking	9204 3342
Car Wash	9204 3388

**Retailers within 333 Collins Street**

<b>NAME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>PHONE</b>
Affinity for Flowers	Flowers	Ground	9620 4333
Cedar Jet Travel	Travel Agency	Ground	9629 2655
City Copy	Printing	Ground	9620 2343
Deluxe Dry Cleaning	Dry Cleaners	Ground – Concierge desk	9689 3580
Blu Nite	Cafe	Ground	9614 5330
Strozzi	Restaurant	Ground	9629 4844

**Retailers located outside 333 Collins Street**

<b>NAME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>PHONE</b>
The Sebel	Hotel	321 Flinders Lane	9629 4088
Corporate Fitness Club	Gym	321 Flinders Lane	9621 1577
Ledermans Authorised Newsagency	Newspaper	239 Arden Street, North Melbourne	9629 6949

## SERVICES & FACILITIES

### *Air Conditioning*

#### **General**

Your premises will be air conditioned from 8.00am to 6.00pm Monday to Friday (excluding public holidays)

Air conditioning adjustments and calibration are performed by 333 Collins Street Management's full time engineer and maintenance team together with an external contractor.



#### **After Hours Air Conditioning**

Air conditioning is available at an extra cost outside the hours listed above. After-hours air conditioning can be organised in a number of ways:

- Via our Tenancy Override System (TOS) or web based system
- Emailing your request to Security, [security@333collins.com.au](mailto:security@333collins.com.au) or phoning the management office on 9204 3333.

#### **Tenancy Override System Overview**

The 333 Collins Street Tenancy Override System (TOS) is a web-based system that allows tenants to control their respective air conditioning zones after normal building air conditioning hours have elapsed. As the system can be accessed via the web, it enables you the flexibility to activate the air conditioning prior to your arrival (on weekends) or after hours so that the flow temperature maybe stabilized prior to your arrival at work.

In order to activate the system you will require a personal identification login ID. Your login is your individual access path to the TOS and should be treated with the same security as a bank account PIN number. It can be issued to you by the building manager.

#### **Using the Tenancy Override System**

To access the system you must have the web address, login account details and password which are issued by the building manager.

## ***Bicycle Racks and Repair Station***

Secure bicycle racks are available on carpark levels B1 and B3. There is no charge for their use however it is on a first come, first served basis and you must bring your own locking device. Security card access is programmed. Please contact 333 Collins Street Management for activation. The repair station is located on level B1 and comprises of a bike repair stand and tools plus standalone bike pump.



## ***Car Parking***

333 Collins Street enjoys the benefit of having seven (7) levels of car parking. The entrance to the car park is located in Flinders Lane. The maximum vehicle height in the car park is 1.9m.

The parking operations at 333 Collins Street are managed by 333 Collins Street Management and Wilson Parking Australia. Reserved and unreserved monthly parking is available for both tenants and visitors. Tenants who wish to pay for their visitors' parking have the option of either a monthly charge park account or a monthly sundry parking account. Both options provide an itemized statement of parker transactions on a monthly basis.

Permanent reserved and unreserved parkers have 24/7 access to the car park. Operating hours are from 7.00am to 7.00pm Monday to Thursday and 7.00am to 9.00pm on Fridays.

Should you require the use of a car space or any details on current parking rates, please contact 333 Collins Street Management Office or alternatively contact Wilson Parking directly for Visitor Parking Voucher System.

## ***Car Wash Facility***

A professional car wash service is available Monday to Friday by prior booking. It is located on level B1 of the car park. The operator will collect your vehicle from your bay, wash the car as directed by you and return it to your bay. You can then retrieve your car keys from the wash attendant upon settling your account.

## ***Cleaning***

### ***General***

All tenancies are cleaned Monday to Friday between 6.00pm and 11.00pm by the onsite cleaning contractor. If you have any queries regarding cleaning you should contact the 333 Collins Street Management Office or if you require urgent cleaning for spillages etc. this can be done via 333 Collins Street Management Office or the Security Office.

### ***Tenancy Keys***

Tenants must provide keys to their premises for the purposes of office cleaning directly to the 333 Collins Street Management Office and ensure new keys are issued if internal locks to their premises are changed.

### ***Other Cleaning***

Our onsite contractors also offer additional cleaning services which can be quoted on request. These include carpet shampooing and the cleaning of blinds and venetians.

### ***Directory Board Signage***

Initial tenant signage (one company name) is supplied by 333 Collins Street to the main lobby directory boards at no cost. Please advise our Management Office of the appropriate wording at your earliest convenience.

### ***Deliveries***

All deliveries should be made via the loading dock located on basement level B1.

Please note: a 20 minute time limit will apply.

Access to the loading dock is off Flinders Lane.

The hours of operation are Monday to Friday 6.00am to 6.00pm

After hours access can be arranged with prior notice through the security office, phone: 9204 3356 or email: [security@333collins.com.au](mailto:security@333collins.com.au)

For deliveries requiring goods lift access, please see the "House Rules" section under "Goods Lift".

### ***Dry Cleaning***

This service is offered via the concierge where the IBAG system is dropped off and collected. Please contact Deluxe Dry Cleaning directly to engage the IBAG system organised.

### ***Food Offerings***

333 Collins Street has one café and one restaurant which serve various cuisines as well as gourmet sandwiches, wraps, coffee, fruit salad and juices.



### ***Mail, Post Office Boxes and Locked Bags***

It is each tenant's responsibility to organise a post office box or locked bag for the delivery of mail. This can be organised directly with Australia Post who are located at 257 Collins Street, Melbourne. 333 Collins Street has a mailroom located on the ground floor. Tenants organise access to the room and a box by contacting 9204 3333 or the concierge. Please note that no direct mail deliveries to your premises will be made by Australia Post.

### ***Milk Delivery***

Please contact dairy suppliers to organise milk delivery.

### ***Newspaper Delivery***

Please contact Ledermans Authorised Newsagency to organise newspaper delivery. Your newspapers will be clearly labelled and can be collected from the goods lift lobby on your floor.

### ***Public Toilets***

Public and disabled toilets are located on the ground floor lobby.



## ***Recycling & Environmental Matters***

### ***General***

333 Collins Street Management is committed to making 333 Collins Street as environmentally friendly as possible. 333 Collins Street have a great recycling facility which we encourage tenants to become involved in. All tenants are issued with cardboard recycling boxes for paper and a red lid garbage bin for paper and cardboard and these should be placed in a central position such as the goods lift lobby.

Please note the goods lift corridors are also emergency exit routes and must be left clear during business hours for egress. Therefore all recycling bins, cardboard and rubbish should be placed in the goods lift lobby.

### ***Fluorescent Light Tube Recycling***

All used light tubes/globes are stored in a separate container and collected by an accredited and certified EPA recycler.

### ***Paper Recycling***

An average of 12 tonnes per annum of recycling paper is collected by Visy Recycling from 333 Collins Street.

Tenants are provided with small desk side and/or large hexagonal cardboard bins for paper recycling at a cost. Blue sulo bins are also supplied by 333 Collins Street Management at no cost.

The procedures for paper recycling are as follows:

- Tenants are to place paper in the small desk side or large hexagonal bins
- When bins are full they are emptied into the large blue sulo bins
- When sulo bins are full, they are placed in the goods lift lobby after 5.00pm for collections
- The cleaners take the full bins down to the basement level B1 daily for pick up by Visy
- The cleaners will return all empty blue bins to the allocated goods lift corridor by 7.00am and we ask that you take these back to your tenancies by 9.00am

### ***Plastic/Glass/Aluminium Recycling***

Plastic/glass/aluminium is collected from 333 Collins Street monthly.

Bins are provided for plastic recycling. Red sulo bins are provided for glass/aluminium recycling.

The procedures for glass recycling are as follows:

- These bins are collected when full
- When sulo bins are full they are placed in the goods lift lobby for collection
- The cleaners will return all empty bins to the allocated goods lift lobby.

### **Mobile Phones**

333 Collins Street is pleased to advise that we also recycle old and unwanted mobile phones. Did you know that over 90% of metals and plastics in mobile phones can be recovered and used to make new products such as fence posts, stainless steel and jewellery? Please bring any used and unwanted mobile phones (with or without chargers/accessories) and any wireless USB mobile phones to our security office.

### **Cardboard Recycling**

An average of 3 tonnes of recycling paper is collected per year.

Flattened cardboard is collected from the goods lift lobby by the cleaners and taken to basement level B1 for collection by our recycling contractor. The cardboard and paper are collected at the same time.

### **Retail Area**

The retail area is located on the ground floor (Affinity for Flowers, Cedar Jet Travel, City Copy, Strozzi and Blu Nite Café).

### **Showers & Lockers**

Shower facilities are located in the car park. The ladies shower facilities are located on level B1 and the men's shower facilities are located on levels B1 and B2. Please contact 333 Collins Street Management for access to these facilities by emailing [keys@333collins.com.au](mailto:keys@333collins.com.au). There is a one off cost of \$30.00 for access. Lockers are also provided for your convenience at a cost of \$70.00 per annum.

### **Storage**

Storage rooms are available for rent within the car park. Should you require further information, please contact 333 Collins Street Management on 9204 3333.

### **Tenant Service Requests**

333 Collins Street Management appreciates the assistance of all occupants of the building in reporting maintenance, cleaning and repair requirements in common areas. Tenants can report items requiring attention by using either of the following methods:

- Via email: [maintenance@333collins.com.au](mailto:maintenance@333collins.com.au)
- By ringing our office direct on 9204 3333

A service is also available for changing lights, hanging pictures, painting, furniture relocations etc. inside your tenancy on a "do and charge" basis. This service is provided by 333 Collins Street Management, requests are to be sent to [maintenance@333collins.com.au](mailto:maintenance@333collins.com.au) or by ringing 9204 3333.

## **HOUSE RULES**

### ***General***

The 333 Collins Street House Rules are included in the Tenancy Fit-Out Manual. As some of these relate solely to fit-out, only the rules that apply to the day-to-day running of the building are listed below.

### ***Noise***

Noise restrictions apply during normal office hours (approximately 7.30am to 6.30pm). All operations that interfere with the general office environment must be carried out outside of these hours.

### ***Smoking***

Smoking is not permitted in the building.

### ***Cooking Equipment***

Tenants with commercial cooking equipment and kitchen exhaust systems must take action to reduce potential fire hazards. Cleaning hoods, grease drip trays, fans, ducts and grease filters should be undertaken at frequent intervals before surfaces become heavily contaminated with grease or oily sludge. The frequency of cleaning will depend upon usage but the system should be checked at least weekly to determine the presence of grease and other residues and totally cleaned annually.

### ***Storage Areas***

In all storage areas, compactus' and filing units, clear space not less than 500mm should be maintained below the level of all sprinkler heads throughout the room. For high piled combustible stock, clearance not less than 1m should be provided.

### ***Emergency Egress***

It is an offence to obstruct "path of travel to stairways, passageways or ramps" that form part of an emergency egress. Goods lift corridors and common area corridors must be left clear at all times. This also applies to hydrant/hose reel cupboards, fire stairs, goods lift lobbies, corridors and doorways.

### ***Cutting & Welding Control***

A Hot Work Permit is required for any temporary operation involving open flame or a process of heat &/or sparks. This includes, but is not limited to welding, cutting, brazing, grinding, soldering or naked flame.

## ***Maintenance & Certification of Tenant Installed Fire Safety Equipment***

Under the requirements of the **Occupational Health & Safety Act** and the **Environmental Planning & Assessment Regulation**, an employer must ensure the health, safety and welfare of their employees and visitors by effective maintenance of all fire safety equipment.

333 Collins Street Management organise and manage the testing and certification of fire safety equipment (fire extinguishers, fire blankets etc.). Currently FES has been contracted to do this and charges are passed on to the respective tenants. Where the tenant has installed alternative fire safety and monitoring equipment, they need to provide the manual and certification to 333 Collins Street Management.

In order to comply, all **Tenant Installed Fire Safety Equipment** must be periodically inspected and tested to the relevant Australian Standards, by suitably qualified persons. The results of the inspections should be compiled into an Annual Fire Safety Statement and submitted to 333 Collins Street Management on completion.

The following list is an example of the type of equipment that may be installed within your premises:

- Automatic fire suppression systems (Inergen, Wet Chemical & Pre-Action Sprinklers, CO<sub>2</sub>, FM200, etc.)
- Automatic fire detection and smoke alarm systems (Vesda, sub-fire alarm panels)
- Portable fire extinguishers
- Fire blankets
- Fire doors
- Fire dampers
- Automatic fail safe locks (security doors in the path of travel to fire exits)
- Emergency evacuation lighting and exit signs
- Mechanical ventilation systems (supplementary A/C, kitchens and toilet ventilation etc.)
- Fire seals (protecting openings in fire resisting components of construction)
- Smoke control and pressurizing systems (as dedicated to the tenancy area only)
- Fire systems interface testing
- Path of travel
- Lightweight construction.

If you are unsure what tenant installed fire safety equipment you have within your tenancy, you may require a survey to identify all of these services.

Your participation in this process is mandatory; failure to respond in the appropriate manner on your behalf may have far reaching effects on the OHS & Fire Safety of your staff and visitors.

Please note that various penalties relate to non-compliance of effective fire safety maintenance are substantial.

## ***Emergency Evacuation Lighting***

- Australian Standards AS/NZS 2293.2 emergency evacuation lighting and exit signs for buildings requires that periodic inspection and maintenance procedures are necessary to ensure that emergency evacuation lighting systems will be in a state of readiness for operation at all times.
- Periodic inspection and maintenance shall be no greater than six monthly intervals
- Tenants shall be responsible for installing and maintaining these light fittings in accordance with the relevant Australian Standard. 333 Collins Street Management will also engage a contractor to carry out the tests and certification reports will be sent to each tenant.

## ***Goods Lifts***

### ***General***

333 Collins Street has two goods lifts for the use of all tenants. These lifts are shared and are available to anyone making small deliveries to a tenancy. These lifts must be booked if a lift is required for a longer period of time or to move larger items. All enquiries to be directed to our Security Office (9204 3356).

### ***Rules for Use***

#### Bookings

Goods lift bookings must be made by contacting our Security Office on 9204 3356. Once booked, the lift can be self-driven by the tenant or the tenant's contractors. To minimize delays, as much notice as possible is requested for booking the goods lift. This is particularly important if a tenant is moving in, moving out or refurbishing.

The tenant must give written approval of access to their premises to their contractor. For fit-out works, relevant work permits must be obtained from the Building Engineer before a goods lift booking can be confirmed.

Movement and location of heavy objects (safes etc.) must also have prior approval of the Building Engineer and a heavy lifting permit submitted.

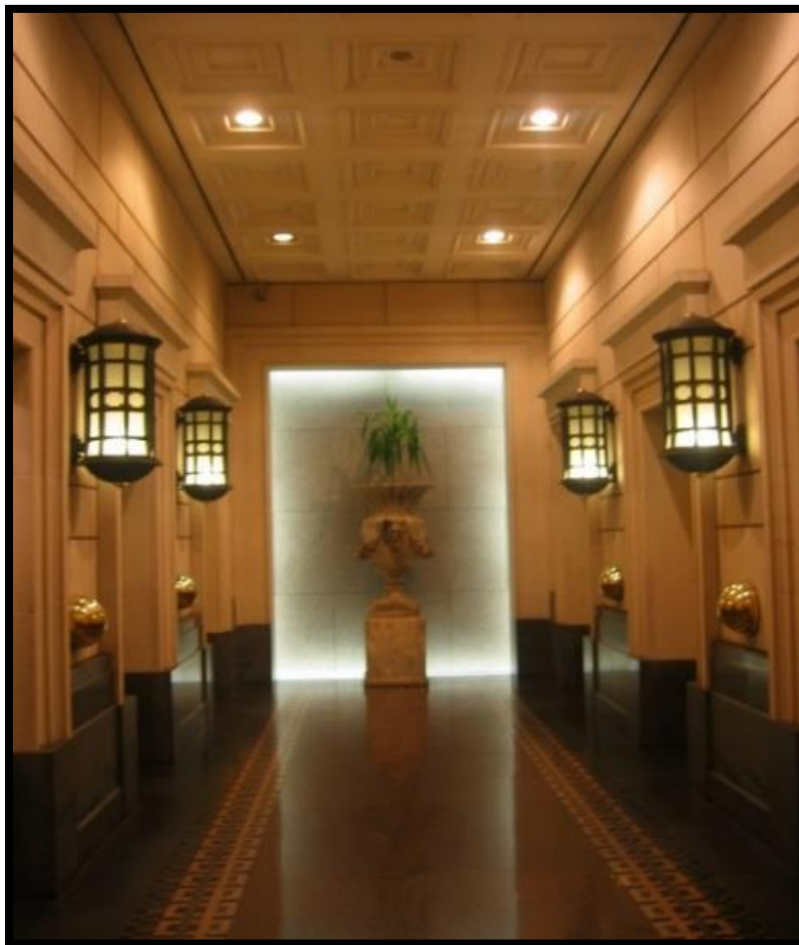
#### Deliveries / Removals

Deliveries must be brought in via the Loading Dock. No deliveries are to be brought in via the public foyer and trolleys are not permitted in the foyer at any time.

All rubbish associated with works must be removed from site immediately and all affected areas (goods lift, lift lobbies and loading dock area) thoroughly cleaned. The tenant/contractor will be held responsible for any associated cleaning costs from a failure to do so as well as for any damage to the lift and/or relevant areas.

Demolition materials can only be moved out between 6.00pm and 5.00am. It is suggested that major deliveries/removals be arranged for out of normal business hours when the goods lifts are available for extended periods. The tenant is responsible for the cost of attendance outside normal business hours.

**Passenger lifts are not be used for transporting goods at any time.**



## **SECURITY AND SAFETY**

### ***Security***

#### ***General***

The Security Office is located on the first floor. Security is operational 24 hours a day, 7 days a week. Access to this area can only be done via prior arrangement with the head guard in charge – 9204 3356 or [security@333collins.com.au](mailto:security@333collins.com.au).

#### ***Security Cards***

333 Collins Street has a security system in place requiring tenants to purchase proximity cards to access the car park, lifts and building security doors. These proximity cards can be obtained from the Security Control Office via email request to [security@333collins.com.au](mailto:security@333collins.com.au)

333 Collins Street will provide monthly access card audits and it is the tenant's responsibility to keep these records up to date.

Should a person leave your employment or lose their proximity card, the Security Office must be notified immediately in order for the card to be deactivated.

#### ***Door Keys***

In addition to the internal keys provided to cleaners, tenants who are not using the building master key system must provide copies of their front door key to 333 Collins Street Security.

### ***Safety***

#### ***Fire Wardens***

Each tenant must have nominated fire wardens for their area or floor. Warden training and evacuation exercises are provided at regular intervals.

#### ***Emergency and Evacuation Procedures***

Emergency evacuation drills are held on a regular basis and the Early Warning Intercom System is also tested on a monthly basis.

In the event of an Emergency Evacuation, the primary tenants meeting point are shown on the evacuation plan.

A copy of the Emergency Procedures Guide document will be issued to all of your staff and is designed to sit on their desk. A soft copy is available, please contact 333 Collins Street Management.

#### ***Work Health Safety***

333 Collins Street has a work permit system in place for all of its contractors that forms part of our WHS procedures. Tenants must ensure that if their contractors need access to work in any of our common areas, 333 Collins Street Security Control Office must be emailed their details in advance and ensure that appropriate work permits, risk assessments and safe work method statements have been completed. A copy of the 333 Collins Street Site Induction will be provided.



## **APPENDIX**

***Energy Rating Certificate***

***Bi Annual Building Services Report***



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# 333 COLLINS STREET

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**333 COLLINS STREET**

**MELBOURNE**

***333 Choice Properties (03) 9204 3333***

Whilst all care has been taken in compiling this information, it is not exhaustive and there may be some errors or omissions and circumstances may vary so you should not entirely rely on this information which is provided merely as a guide. For all enquiries please contact 333 Management.