

## Pending Amendments to Clauses in the Griffith University Design Guidelines & Procedures Version 18

### Edition 18.2

Note: Further amendments to Version 18 not included in the previous Pending Amendments Edition 18.1, are shown in 'green' text

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#### Section 1.00 Interpretation and Definitions

##### 1.03 Australian Standards

*Amend the first line of the second paragraph as follows;*

Where a Standard is called upon by the Building Act, NCC or other relevant legislation.....

##### 1.04 Mandatory requirement

*Amend the second paragraph as follows;*

*..... for consideration and analysis by CLF and the appropriate technical divisions within the University.*

##### 1.06 Departures from the requirements of this document

*Amend second line as follows;*

..... , must be confirmed in writing by the Superintendent (Associate Director, Capital Works Campus Life), or the Superintendent's Representative.....

##### 1.09 Abbreviations

*Delete existing list of abbreviations and replace with the following;*

<b>GU</b>	Griffith University
<b>CLF</b>	Campus Life (the element of University Administration responsible for campus development)
<b>PD&amp;C</b>	Planning, Design & Construction Division, Campus Life
<b>INS</b>	Information Services
<b>ITI</b>	Information Technology Infrastructure (INS)
<b>ITS</b>	Information Technology Services (INS)
<b>NCS</b>	Network & Collaboration Services (INS)
<b>PFS</b>	Office of Planning & Financial Services
<b>FPO</b>	Fire Protection Officer, Campus Life
<b>D&amp;C</b>	Design & Construct
<b>NCC</b>	National Construction Code Series (incorporating the BCA and PCA)
<b>BCA</b>	Building Code of Australia (a component of the NCC)
<b>PCA</b>	Plumbing Code of Australia (a component of the NCC)
<b>AS</b>	Australian Standard
<b>WHS</b>	Work, Health & Safety
<b>SDF</b>	Space Description Form

## Section 2.00 Planning & Design Controls

### 2.01 Site Planning Controls

*Delete the words Site Development Plans in the first paragraph and replace with Master Plans*

### 2.05 Design for People with Disabilities

*Delete existing paragraphs and replace with the following;*

Buildings and external walkways shall be designed to provide access and use by people with disabilities in accordance with the requirements of AS 1428, Disability (Access to Premises – Buildings) Standards 2010, and the BCA.

For all new buildings and major campus works involving modifications to pedestrian travel and access through the campus, the services of a DDA Consultant shall be utilised to review and comment on the design solution for compliance with the foregoing Standards and Codes. GU may elect to appoint this consultant direct, or may instruct a design consultant to include this service as part their consultancy, or instruct a Contractor to include a DDA consultant in their design team.

Each new building shall incorporate at least one unisex toilet for people with disabilities (PWD) on each level. For major refurbishment projects comprising whole floors, consideration shall be given this requirement subject to available space and access to services. The door to the PWD toilet located on the main building entry level shall be fitted with an electrically operated DORMA ED100 Swing Door Operator system with push buttons, indicator lights and electromagnetic locking. This toilet shall also be fitted with a 'Tiltlock Safe-Assist' 850mm automatic locking folding grab rail adjacent to the pan.

The provision of car parking for people with disabilities is assessed on a campus wide basis taking into account the location of car parking areas and access roadways. The GU Traffic & Security Manager shall be consulted on the most suitable location for disabled car parks with compliant access for each building to meet the relevant Standards.

Tactile ground surface indicators (TGSIs) for sight impaired persons shall be incorporated into the design. Refer to Clause 6.06 of **Section 6.00** for full details of approved materials and manufacturers/suppliers of TGSIs.

Requirements for Braille and tactile signage are nominated in **Section 25.00**.

Lifts within and external to buildings shall conform to the requirements for people with disabilities.

### 2.06 Building Height

*Delete the words Site Development Plan and replace with Master Plan.*

### 2.10 Space Guidelines

*Delete the last sentence in the second paragraph which reads 'The minimum room size shall be 10m<sup>2</sup>'*

#### Common Teaching & Learning Space

*Amend table as follows;*

Space Type	GU Standard m <sup>2</sup> UFA
Flat / sloping floor lecture theatre	1.30 m <sup>2</sup> per person + 5m <sup>2</sup> <i>See Notes (i) and (ii)</i>
Tiered floor lecture theatre	1.10 m <sup>2</sup> per person + 5m <sup>2</sup> <i>See Notes (i) and (ii)</i>
Interactive tiered floor lecture theatre	1.50 m <sup>2</sup> per person + 5m <sup>2</sup>

Seminar/Tutorial rooms	2.00 m <sup>2</sup> per person + 5m <sup>2</sup>
Student Collaborative Learning & Study Centres	3.00 m <sup>2</sup> per person

## Laboratories and Other Spaces

Amend table as follows;

Space Type	GU Standard m2 UFA
Research Laboratory (incl. fume cupboard space, instrument rooms, storage, write-up space etc)	7.50 m <sup>2</sup> per workstation
Teaching Laboratory (incl. fume cupboard space, preparation, utility & instrument rooms, stores)	6.80 m <sup>2</sup> per workstation
Computer Teaching laboratories	3.50 m <sup>2</sup> per workstation
Building foyers	80 m <sup>2</sup>
Book stacks	2.20 m <sup>2</sup> per double-sided shelving unit; 2.00 m <sup>2</sup> per 1,000 volumes

### 2.12 Toilets

Amend second sentence as follows:

All toilets, particularly in student areas, shall have 'maze' entries except for PWD toilets or in situations where noise may impact on adjacent spaces e.g. open plan offices, reception and waiting spaces.

### 2.19 Change Clause title to Collaborative Learning & Study Centres

Delete existing paragraphs and insert the following;

Collaborative Learning & Study Centres shall be located at ground level with good visibility and direct access from the main pedestrian circulation pathways past the building. Access to the Centre must be available outside normal hours without compromising the security of the building, therefore it should have its own entry separate from the main building foyer and which is capable of closure should it be required. If a separate entry is not possible, then it should be located as close as possible to the building's main entry to avoid students having to penetrate too deeply into the building to access the Centre. There shall be sufficient windows in the external walls to provide an adequate level of natural light and visibility to passing pedestrian traffic. The natural light levels provided should consider that large TV monitors will be present in some zones.

The Centre shall contain a number of distinct activity components, which are generally to be screened from but not totally segregated from the other components by solid walls or doors. Careful consideration shall be given to the acoustics within the Centre such that noise from one component does not become a problem to those using other components. The number of each component type will depend on the size and location of the Centre. The activity components are as follows.

**Collaboration Zone (technology enabled)** – a space where students can collaborate on the preparation and presentation of group projects and assignments. Each zone shall comprise fixed banquet seating in a 'U' form facing a wall on which large TV monitors are mounted to display individual project work for group discussion. The floor should be raised to facilitate data cable connections from the seating to the wall mounted monitors. There shall be ramped wheelchair access to the raised floor area.

**Collaboration Booth (technology free)** - a space where students are able to collaborate in a casual manner without a need to display information to all members of the group simultaneously. Each booth shall have lounge style seating with high backs and small loose tables. These spaces can also be utilised for quiet study.

**Team Study Booth** – booths shall be capable of accommodating four (4) to six (6) students. The end wall shall be a solid wall with a mounting panel for a large TV monitor. Screens between booths should contain a minimum of 50% glass for visual surveillance and transmission of natural light.

**Individual Study Zone** – this zone shall be located on the perimeter of the Centre and will comprise fixed computer wall benching to suit a minimum of twenty (20) desk top computers for casual use by students. The number of computers shall be determined by ITS.

**Chill/Quiet Zone** – a space for students to relax or socialise in a quiet space where group activity does not occur.

**Lounge** - a centrally located open area with a mix of fixed and loose furniture where students can work individually or in pairs using their own personal devices, and where they can wait to gain access to a collaboration zone, a booth or a common use computer.

**Resource area** – printing stations with control/pay unit and a lockable stationery store.

Examples of typical Collaborative Learning & Study Centres are located on Level 0 of the Patience Thoms (N06) building at the Nathan campus, and on Level 2 of the Learning Commons (G11) building at the Gold Coast campus

## **2.20 Change clause title to Lecture Theatres, Auditoria & Other Teaching Spaces**

*Delete existing paragraphs and insert the following;*

The design of lecture theatres, auditoria and other teaching spaces shall incorporate the principles outlined in the current edition of the 'AETM Audio Visual Design Guidelines for Tertiary Teaching Spaces'.

The acoustic performance of lecture theatres and auditoria are fundamental to successful teaching and so special consideration shall be given to the design of these spaces with respect to acoustical performance. The requirements of Sections 6 & 7 of the AETM Design Guidelines shall apply.

The front wall of the theatre is used for projection and must accommodate a main picture size not less than 4m wide unless approved otherwise by ITS. The form of projection to be used in the space must be confirmed with ITS.

Lecture theatres with more than 250 seats may require a Projection Room/Bio Box. This must be confirmed with ITS

The design of the seating layout in lecture theatres and auditoria shall be governed by the requirements of Section 4 of the AETM Design Guidelines.

Refer to Sections 12, 13 & 14 of the AETM Design Guidelines for the technology requirements, including lighting, for large, medium and small teaching spaces and for meeting rooms.

## **2.21 Video Conferencing Rooms**

*Add to end of first paragraph;*

Where windows are present and it is not practical to remove or block them out, then the video screen shall be located as far away as possible from the windows (e.g. opposite wall), and blinds shall be provided to reduce the level of natural light in the room to a level acceptable to ITS.

## **2.24 Waste Collection & Gas Bottle Storage**

*Amend last paragraph to read;*

Adequate provision shall be made for the secure and ventilated storage of gas bottles whether located internally or externally of a building.

## 2.32 End of Trip Facilities

*Insert new Clause 2.32;*

Each new building project shall consider the requirements of the Queensland Development Code with respect to the provision of 'End of Trip' (EoT) facilities.

Rather than provide a EoT facility in each building, GU has adopted the principle of providing a facility which will service a number of buildings in close proximity. This shared facility may be 'stand-alone' or be incorporated into a building. A number of these shared facilities currently exist on GU campuses, and the CLF Principal Architect shall be consulted to establish if an existing facility is capable of servicing a new project, or whether a new EoT facility shall be provided to service the new building plus other existing and future buildings.

## Section 3.00 Designing for Sustainability

No amendments

## Section 4.00 Project Preliminaries

### 4.02 Terminology

*Amend the meaning of following term;*

**Superintendent** – The Associate Director, Capital Works or his/her Nominated Representative

### 4.03 Conditions of Contract

*Delete existing paragraphs and replace with the following;*

The Conditions of Contract for all Lump Sum Fixed Price 'Traditional' Contracts over \$500,000 in value are the General Conditions of Contract AS 2124 – 1992, together with the 'Griffith University Amending Conditions of Contract modifying the Australian Standard Conditions of Contract AS 2124 – 1992' and dated July 2012.

For projects up to \$500,000 in value, the GU Conditions of Contract for Minor Works shall generally be adopted. If the projects are complex or highly serviced, then AS 2124 – 1992 with Amending Conditions is preferred.

The Conditions of Contract for Design & Construction Management Contracts (Managing Contractor) are the 'Griffith University Standard Conditions of Contract for Design & Construct Projects (Based on AS 4300 – 1995)' Third Edition dated July 2013 (produced under License 1311-c113-3 from SAI Global Ltd). If the project is to be procured under a Lump Sum Fixed Price D&C (no savings participation) contractual arrangement, then the 'Griffith University Amending Conditions of Contract modifying the Standard Conditions of Contract for Design & Construct Projects' Third Edition dated July 2013, shall also be used.

The Conditions of Contract for Construction Management Contracts are the 'Griffith University Standard Conditions of Contract for Construction Management Projects (Based on AS 4917 – 2003)' First Edition dated February 2013 (produced under License 1311-c13-3 from SAI Global Ltd).

### 4.04 Conditions of Tendering

*Delete first paragraph and replace with the following;*

The 'Griffith University General Conditions of Tendering for Building Works' Version 2 dated April 2013 and the GU 'Form of Tender' shall be used for all Lump Sum Fixed Price 'Traditional' Tenders other than for Minor Works. These Conditions are contained in [Section 33.00](#) of this document. If the project is to be undertaken in stages, or may comprise or extend over multiple buildings, the Principal may require that a breakdown of the tender be provided to reflect the

value of each stage or individual building utilising a 'Supplementary Tender Form' in conjunction with the Form of Tender.

#### **4.05 Conditions of Submission of Proposals, D&C Projects**

*Delete existing paragraph and replace with the following;*

The 'Griffith University Conditions for Submission of Proposals by Contractors for the Management of the Design & Construction of Projects' Eighth edition dated December 2011 shall be used on all D&C projects. For Lump Sum Fixed Price D&C Contracts, the appropriate Conditions of Submission dated August 2013 shall be used.

#### **4.20 Site Security**

*Add the following paragraph;*

Griffith University employs a master key system for all door locks. Contractors and Consultants shall be responsible for any keys issued to them for access, and shall be liable for the replacement of keys lost or not returned to the Principal. The Contractor or Consultant shall also be liable for the replacement of all lock barrels affected by the loss or non-return of keys.

#### **4.21 Amend Clause title to Work, Health & Safety**

*Delete words Workplace Health and Safety from the first paragraph and replace with Work, Health & Safety*

#### **4.31 Project Completion**

*Add the following paragraphs;*

Following the granting of Practical Completion for the Works, the Contractor shall obtain all necessary DWG drawing files, specifications and the like from the Project Consultants for the preparation of 'As Constructed' drawings and associated documents.

When the Contractor has completed the 'As Constructed' drawings based on the information provided by its subcontractors, it shall submit the drawings to the relevant project consultant for checking and certification that the drawings reflect the Works as designed and constructed.

Following the certification of the 'As Constructed' drawings by the project consultants, the Contractor shall submit the drawings together with all operating and maintenance manuals for equipment installed under the Contract, to the Superintendent.

### **Section 5.00 Building Structure**

#### **5.02 Floor to Floor Heights**

*Add new second paragraph as follows;*

The projection screen size in large teaching spaces must be considered when determining the floor to floor heights in a building where such spaces are required.

#### **5.04 Slabs**

*Amend ninth paragraph to read;*

If post tensioned slabs are installed, the location of all tendons must be clearly and permanently marked on the underside of the slab to ensure that any future core holes or penetrations cut in the slab do not intersect any stressing cables. In locating the permanent markers, consideration must be given to the possible concealment of the markings by ductwork, cable trays and the like.

*Add new paragraph to end of clause;*

Any requirement for in-slab floor boxes and conduits for cable access to lecterns or other equipment in teaching spaces, must be established with ITS early in the design process prior to slab thicknesses being finalised.

## **Section 6.00 Staircases & Ramps**

No amendments

## **Section 7.00 Roofs**

No amendments

## **Section 8.00 External Walls**

### **8.03 In-situ Finishes**

*Delete first paragraph and replace with the following;*

If untreated exposed concrete is proposed and approved by CLF, the surface finish shall be a minimum Class 2 'off-form' finish to comply with the requirements AS 3160 – 2010, with colour control in accordance with Clause 3.4. The tender and construction documentation shall clearly specify the requirements for surface finish in accordance with Table 3.3.1, and test panels shall be provided in accordance with Clause 3.5. The acceptable tonal range of the concrete surface shall not exceed five (5) tones.

### **8.04 Applied Finishes**

*Delete existing paragraphs and replace with the following;*

Applied finish on external walls shall be a three coat roller applied membrane coating system comprising a primer and two finishing coats equivalent to the 'Rockcote Armour Flex' system.

Membrane coating on concrete masonry block walls shall be applied over a 6mm minimum thick cement render coat equivalent to 'Rockcote Q Render PM100 High Build'.

The render and membrane coating systems shall sourced from the same manufacturer and applied strictly in accordance with the relevant manufacturer's technical specifications by accredited applicators to ensure validity of the manufacturer's guarantees. The membrane coating and render system shall have a minimum ten (10) year unconditional guarantee.

Sprayed applied membrane coatings on external surfaces are not permitted.

Ceramic tiles may be used as a finish on walls not exposed to prolonged direct sunlight. Tiles shall be fixed using a rubberised flexible adhesive suitable for the application strictly in accordance with the manufacturer's technical specification and instructions, including surface preparation. Adequate expansion joints shall be provided.

Tiles shall not be adhesive fixed direct to concrete masonry walls. All masonry walls to receive tiling shall be rendered with a 12mm minimum thick cement and sand render with a wood float finish suitable to achieve maximum tile adhesion.

### **8.05 Colours**

*Add the following paragraph;*

The external colour selections shall be in accordance with the colour palate contained in the campus Master Plan (if appropriate).

## **Section 9.00 Windows**

### **9.05 Glazing**

*Delete existing clause and replace with the following;*

All glass to windows shall be 'Viridian EVantage' laminated glass or an alternative of equal or greater performance which provides solar and thermal performance, subtle reflectivity and glare control. The selected glass type and colour is to be approved by the Superintendent.

The approved glass shall meet the following criteria;

- Solar control with low E
- Good light transmission with subtle reflectivity
- Low UV transmittance
- Neutral light transmittance which maintains toned glass colour and clarity
- Readily available with reasonable lead time.

Applied film on windows to achieve thermal and glare control shall only be used when refurbishing existing buildings and is subject to the approval of the Superintendent.

Maintenance of privacy shall be the overriding consideration in the selection of glass for windows in toilet areas.

Any frameless or fully glazed doors, sidelights, shopfronts or glazing which might be mistaken for a doorway or opening which do not incorporate a chair rail, handrail or transom, shall be clearly marked for the full width of the glass panels with a solid and non-transparent contrasting line not less than 75mm wide. The lower edge of the contrasting line shall be located between 900mm and 1000mm above the finished internal floor level. The contrasting line shall also provide a minimum of 30% luminance contrast when viewed against the floor surface/s within 2m of the of the glass when viewed from either side.

### **9.08 Window Curtains & Blinds**

*Delete first paragraph and replace with the following;*

Curtains and blinds shall not be used as a substitute for external sun shading or screening of windows, or for general glare control where specialist glass is used.

*Amend fourth paragraph as follows;*

Teaching spaces and meeting rooms require controllable light conditions which enable the effective use of audio visual facilities. This may be achieved by fitting any windows with roller blinds having a selected fabric with sufficient opaqueness to achieve an appropriate light level within the space.

*Delete fifth paragraph.*

### **9.09 Video Conferencing Rooms**

*Delete existing Clause 9.09 (already covered by Clause 2.21) and substitute new clause 9.09 as follows*

### **9.09 Teaching Spaces**

Windows in teaching spaces shall be located so that no direct sunlight falls on projection surfaces. The extent of windows, the level of natural light entering the space and the potential for uncontrolled light through reflection off surfaces must be assessed and managed to ensure adequate contrast ratios are achieved on all screens. Consultation must be undertaken with ITS on the extent and location of proposed windows as this will also impact on the selection of projectors.



## **Section 10.00 Internal Walls & Partitions**

### **10.02 Masonry Walls**

*Add the following to the end of the third paragraph;*

If the concrete is untreated, then colour control of the concrete shall apply as previously outlined in **Section 8.00 Clause 8.03**.

### **10.03 Framed Partitions & Linings**

*Add new paragraphs at the end of the clause;*

In the interests of future flexibility, consideration shall be given to using partitions which extend only from floor level to the underside of the suspended ceiling. If this approach is adopted, particular attention must be given to limiting the transmission of noise between spaces such as the use of seals between the partition capping and the ceiling tiles, insulation batts laid on top of the ceiling tiles over the top of the partition, or the use of baffles in the ceiling spaces. Given the requirement for greater use of single glass in corridor walls for the penetration of natural light, and doors which are not fully acoustically sealed and are often left open, the acoustic integrity of spaces is compromised and therefore the acoustic requirements outlined in Section 2.00 Clause 2.28 are not achievable.

The use of ceiling height partitions shall be assessed on a case by case basis with CLF, but shall not apply to spaces where a high level of privacy or security is required e.g. interview, consulting and meeting rooms, and laboratories.

### **10.07 Projection Walls**

*Delete existing clause wording and substitute the following;*

One wall of all teaching spaces, except laboratories, is to be used for projection. In Lecture Theatres and Auditoriums this shall be the front wall.

Projection walls shall be uniformly flat and perpendicular to the projector and audience. All projection walls shall be lined with plasterboard and the joints shall be carefully set to ensure that the projected image is clear of distortion.

Meeting and video conferencing rooms may also require projection walls which will be nominated in the SDFs.

### **10.09 Glazed Partitions & View Panels**

*Amend second paragraph to read;*

The corridor wall to all academic and general staff offices shall be fully glazed from floor to ceiling including a glass highlight panel above the door. In instances where this is not possible or practical, the glazing shall at least comprise a 300mm minimum wide sidelight panel and/or a highlight panel over the door. In refurbishment projects where the existing corridor wall is stud framed and plasterboard lined, an opening is to be cut in the wall to accommodate a glazed panel adjacent to the door to allow the transmission of natural light into the corridor. This panel should extend from 150mm above floor level to door head height but does not need to abut the door frame, and the width should be to suit the wall stud centres.

*Amend third paragraph to read;*

All glazed walls and panels shall be installed in an anodised aluminium frame to the full perimeter. Door frames shall also be aluminium but reinforced if required to ensure that the frame jambs do not twist and prevent the door from sagging or the lock from latching. Glazed panels fitted into cut openings in stud partition walls in refurbishment projects may have timber frames.

*Amend fifth paragraph to read;*

Where no mid-rail exists in full height glazed partitions, each glass panel shall be clearly marked full width with a solid and non-transparent contrasting line not less than 75mm wide as previously outlined in **Section 9.00 Clause 9.05**.

*Amend sixth paragraph to read;*

Where the Superintendent and the Users determine that there are particular privacy requirements, frosted film shall be applied to the glass on the room side from 300mm above the floor level to 300mm below the head of the screen or panel. Solid frosting is discouraged and consideration shall be given to the use of a patterned film which allows a percentage of the filmed glass area to remain clear while preventing direct vision into the room from outside the room. The use of such frosting as 'artwork' and to create themes appropriate to the building function is encouraged.

*Amend eighth paragraph to read;*

Curtains or blinds shall not be installed to internal glass walls or panels except in special circumstances agreed to between the Users and the Superintendent.

### **10.10 Toilet Cubicle Partitions**

*Amend last sentence to read;*

..... with privacy strips to doors.

## **Section 11.00 Doors & Hardware**

### **1.01 Aluminium Framed & Glazed Doors**

*Add the following paragraph at end of clause;*

Frameless hinged and sliding doors are permitted in certain circumstances, however any proposal to use this type of door must be presented to CLF for approval, particularly where access control is an issue. Any such doors must have a solid and non transparent contrasting line full width of the door panel/s as previously outlined in **Section 9 Clause 9.05**.

### **11.03 Internal Doors**

*Remove the existing last sentence of the second paragraph and add it to the end of the first paragraph.*

*Amend the second paragraph as follows;*

Doors in high traffic areas and to lecture theatres, seminar rooms and other teaching spaces, and where allowed by fire regulations, shall have a viewing panel.....

### **11.14 Security Door Viewer**

*Amend clause to read;*

Doors to meeting rooms, video conferencing rooms and other specialist spaces shall be fitted with a security door viewer reverse mounted for viewing into the space at 1500mm above the finished floor level.

### **11.05 Frames**

*Amend first paragraph as follows;*

All doors other than aluminium framed glazed doors and timber doors installed in glazed internal screens and partitions, shall be hung .....

## 11.15 Acoustic Seals

*Delete existing first and second paragraphs and replace with the following;*

Where acoustic seals are required to doors to achieve the acoustic performance of the wall in which they are installed, these seals shall be fitted as follows;

- Seals to the bottom edge of the door shall be surface mounted and not rebated into the face of the door
- Where heavy duty acoustic seals are required to the door perimeter, the door frames shall have plain jamb and head sections and the seals shall be planted on the frame to form the door stops

*Add new clause as follows;*

## 11.16 Special Door Operating Systems

Refer to **Section 2.00 Clause 2.05** for details of the special electric operating system required to the PWD toilet on the main entry level of each building.

## Section 12.00 Wall Finishes

### 12.05 Paint Colours

*Remove LES from the second and third paragraphs and substitute ITI*

### 12.06 Ceramic Wall Tiles

*Amend first paragraph as follows;*

The use of ceramic wall tiles shall generally be limited to applications.....

### 12.08 Decorative Wall Finishes

*Add new paragraphs;*

Where timber finishes are used, there must be colour consistency in the timber panel veneers or battens used, particularly where different species are specified or detailed to create patterns or features.

If ceramic tiles are used as a decorative finish, then the requirements of **Clause 12.06** shall apply.

## Section 13.00 Floor Finishes

### 13.01 Colours

*Amend second paragraph to read;*

Light and plain colours should generally not be used, particularly in high traffic areas or adjacent to external entries.

### 13.02 Carpet Finishes

*Insert new third paragraph as follows;*

Further to the constraint in noted Clause 13.01 regarding the use of light and plain colours in floor finishes, this also applies to the use of single colour carpet tiles in floor feature strips or panels. Where such features are proposed utilising bright colour for effect, the feature colour must be uniformly mottled with charcoal or black such that the feature colour does not exceed

approx. 50% of the surface area of the carpet tile. Samples of the proposed feature carpet tile must be submitted to the Superintendent for approval.

### 13.03 Vinyl Finishes

*Add the following to the end of the fifth paragraph;*

Provide a separate continuous strip of vinyl up to 600mm wide under all urinals to facilitate easy replacement if floor staining becomes excessive. This strip does not need to be a different colour from the rest of the flooring.

*Add the following to the end of the seventh paragraph;*

.... bio boxes etc. In TER rooms, the vinyl shall be covered up the walls to a height of 150mm as described in **Clause 13.04**.

### 13.05 Ceramic Tile Finishes

*Amend the last line of the table of compliance criteria as follows;*

Physical Properties	Standard	Values
Slip Resistance	AS 4586 - 2013	Refer to ABCB Advisory note 2014-1 'Slip-resistance for Stairways, Landings and Ramps' dated August 2014

### 13.06 Nosings, Junctions & Trims

*Amend first paragraph as follows;*

Nosings to step treads in aisles of Lecture Theatres, shall be a proprietary AS 1428.1-2009 compliant anodised aluminium nosing with a non-slip insert equal to Latham Asbraloy FA501S. The nosing shall be securely screw fixed direct to the surface of tread. The tread finish shall be scribed and butted to the rear edge of the nosing, however the front lip of the nosing is required to overlap the riser finish. Illumination of the stair tread shall be means of aisle lighting units as specified in **Section 20.00 Electrical Services**, attached to the end of the seating rows on both sides of the stair flight.

## Section 14.00 Ceilings

### 14.01 Generally

*Add the following paragraphs;*

Where ceilings with different types of drop-in tile occur within the building, the same grid suspension system should be used throughout, and shall be the grid utilised for the predominant ceiling system.

Suspension hanger rod fixing clips shall be anchor bolt fixed to concrete soffits or screw fixed to steel roof structure. The use of 'shot' fixings is strictly prohibited.

### 14.02 Change clause title to **Mineral Fibre Tile Suspended Ceiling Systems**

*Delete existing Clause wording and replace with the following;*

Mineral fibre tile suspended ceiling systems shall be Armstrong, USG or CSR systems including tiles and prefinished steel grid suspension system.

The ceiling tiles shall be equivalent to Armstrong Fine Fissured RH99 HumiGuard Plus 1200 x 600 x 16mm thick medium texture square edged board tiles suitable for both internal air

conditioned and non air conditioned spaces. Any change to the ceiling tile type to suit particular acoustic requirements, must be approved by the Superintendent.

The suspension system shall be equivalent to the Armstrong PeakForm PRELUDE 24 XL<sup>2</sup> hot dipped galvanised steel two way exposed suspension system comprising main runners, cross tees and shadowline wall angles. The main runners shall be suspended and accurately levelled on 5mm dia. galvanised steel rod hangers, all in accordance with the manufacturers printed instructions and recommendations. Additional hangers shall be provided at all light fittings and air conditioning registers. Main and cross runners shall not be notched over the wall angle trim at the ceiling perimeter, but attached to the trim using the standard system purpose made clip. The wall angle trim shall be mechanically fixed to the wall framing or structure, not adhesive fixed to the wall lining.

The University requires a 30 year warranty from the manufacturer of the ceiling system against ceiling panel sagging and warping, and rusting of the grid components.

Where ceiling tiles are subject to uplift from wind or air flow from mechanical systems, they shall be secured by use of hold down clips. In these situations, the suspension system shall also incorporate down bracing to prevent movement of the grid.

#### **14.03 Change clause title to Vinyl Faced Fibre Cement Tile Suspended Ceilings**

*Delete existing Clause wording and replace with the following;*

Ceilings to all toilets, showers, food preparation kitchens (not tea making kitchenettes) and laboratories shall have 1200 x 600 x 6mm thick vinyl faced fibre cement ceiling tiles equivalent to those manufactured by APB Allboards.

If the suspension system is not the same as for the mineral fibre tile ceilings, then it shall be a 'Rondo' or approved equal prefinished exposed steel grid T bar system installed in accordance with the manufacturers written instructions and recommendations.

#### **14.04 Flush Plasterboard Ceilings**

*Add the following paragraph;*

The suspension system for flush ceilings shall be equal to the Rondo fully concealed system comprising top cross rails and furring channels clip fixed to the rails at centres nominated in the manufacturers printed instructions. Shadowline wall angle trims shall be provided to the ceiling perimeter. The suspension system shall be supported on 5mm min. dia. galvanised steel threaded rod hangers at centres to suit the weight of the ceiling. The use of spring clips on the hanger rods for adjustment purposes is strictly prohibited. The wall angle trim shall be mechanically fixed to the wall framing or structure, not adhesive fixed to the wall linings.

*Insert new Clause as follows;*

#### **14.10 Timber Feature Ceilings**

The use of timber in ceilings shall generally be limited to foyers, lift lobbies, reception areas and commercial tenancies. The use of proprietary modular perforated plywood or slat ceiling panels which are supported on standard suspension systems and which can be easily removed for the maintenance of services in the ceiling space, are preferred. The size and weight of ceiling panels should be limited to what can be handled by a single person standing on a step ladder.

### **Section 15.00 Fitments**

#### **15.02 Whiteboards & Pinboards**

*Amend second paragraph to read;*

Whiteboards shall be 'Allboards Visual' or approved equal white vitreous porcelain finished steel sheet with a clear anodised 'Fineline' aluminium perimeter trim with mitred corners, a pen rail full

width along bottom edge.

*Amend fourth paragraph to read;*

Pinboards shall be 'Allboards Visual' or approved equal 6mm Bulletin Board bonded onto MDF board backing, and shall have a full clear 'Fineline' anodised aluminium perimeter trim with mitred corners. The colour of the Bulletin Board shall be agreed with CLF, however all pinboards in corridors and foyers shall be consistent in colour.

*Amend fifth paragraph to read;*

All boards shall be mounted on concealed fixing brackets. Brackets shall be securely fixed using 'Ramset Hollow Wall' or 'Hilti Cavity' anchors, or screw fixed direct to studs. 'Wall Mate' fixings or plastic plugs in wall linings, are **not** permitted. Screw fixing through the perimeter frame or using adhesives to attach boards to walls is **expressly forbidden**.

*Amend schedule of board locations as follows;*

<b>Faculty/Admin Offices/Meeting Rooms:</b>	Pinboard, 1200mm long. Whiteboard, 1200mm long. Noteboard 250mm x 300mm high outside room to be installed in conjunction with room sign (see Signage Manual)
<b>Lecture Theatres/Seminar Rooms/Computer Teaching:</b>	Matte Finish whiteboard with no joints to maximum width of front teaching wall subject to projection requirements at 900mm above f.f.l. Noteboard 250mm x 300mm high outside room to be installed in conjunction with room sign (see Signage Manual)
<b>Laboratories:</b>	Whiteboards and pinboards to size and numbers as stated in the SDFs. Noteboard 250mm x 300mm high outside room to be installed in conjunction with room sign (see Signage Manual)
<b>Common Rooms:</b>	Pinboards to available walls internally (2 No. max.) Noteboard 250mm x 300mm high outside room to be installed in conjunction with room sign (see Signage Manual)
<b>General Offices:</b>	Whiteboards and pinboards internally as stated on the SDFs.
<b>Lift Lobbies:</b>	Pinboard 1200mm long (position to be agreed with CLF)
<b>Collaborative Learning &amp; Study Centres:</b>	Whiteboard to each group Study Room (size to suit fitout) Pinboard 1200mm long at or near the printers Noteboard 250mm x 300mm high outside room to be installed in conjunction with room sign (see Signage Manual)
<b>Other Occupied Areas:</b>	Noteboard 250mm x 300mm high outside room to be installed in conjunction with room sign (see Signage manual)

### 15.03 Bookshelves

*Remove OFM from the last paragraph and replace with CLF.*

*Add the following new paragraph;*

If partition walls to offices and other spaces which require shelving extend from floor level to the underside of the ceiling only, then keyhole wall strip support systems shall not be used, and all shelving shall be freestanding units unless the partition wall framing is specifically designed and certified by an engineer as capable of supporting the shelving.

### 15.05 Projection Screens

*Amend second paragraph to read;*

The screen shall be wide screen format (16:10) with a matt white finish. Install the screen.....

*Remove LES from the end of the last paragraph and replace with ITS*

### 15.06 Built-in Joinery Generally

*Add the following paragraph;*

Where joinery units are required to house audio visual equipment, they must be ventilated and provide secure access to the equipment enclosed. Where equipment racks are mounted in joinery, there shall be a 150mm space behind the rack for the provision of services and cable access. Refer to Section 10 of the AETM Design Guidelines.

### 15.07 Lecture Theatres

*Remove OFM from the end of the second paragraph and replace with CLF.*

*Add the following to the end of the second paragraph;*

The seat framing shall be capable of incorporating electrical wiring and mounting plates for GPO outlets located under the seats, aisle lighting at the end of the seating rows, and lighting transformers if required.

*Amend fourth paragraph as follows;*

**Teaching station** – a Lectern/control console unit shall be provided to the front of all lecture theatres. If the unit is fixed, it shall be located on one side of the teaching wall. The design of the lectern unit shall be approved by ITS and shall be height adjustable. The unit shall house equipment for the AV system.

*Add the following to the end of the fifth paragraph;*

The location of the support shall be determined by ITS.

### 15.08 Seminar & Computer Teaching Rooms

*Add the following to the end of the third paragraph;*

The location of the mounting plate shall be determined by ITS.

### 15.09 Video Conferencing Rooms

*Remove INS/LES from the second paragraph and replace with INS/ITS*

### 15.10 Change clause title to Collaborative Learning & Study Centres

*Delete all existing paragraphs and replace with the following;*

Refer to **Section 2.00 Planning & Design Controls** for more information regarding the space and functional requirements for the Centres.

Furniture and fittings shall generally be proprietary loose items, however to maintain the integrity of each zone in the Centre, it may be necessary to utilise custom built-in fixed furniture or select loose furniture items which are capable of being fixed in position. This particularly applies where furniture items are intended to be used in conjunction with computing equipment which requires cable connections e.g. computer tables to the Individual Study Zone or Team Study Booths.

#### **15.11 Kitchenettes & Tea Preparation Stations**

*Amend fourth paragraph to read;*

Where the SDF requires a dishwasher to be installed, it shall be a first quality energy efficient and 4 Star WELS rated brand. All dishwashers shall be built-in.

*Amend sixth paragraph to read;*

Each kitchenette shall be provided with a fridge unit with freezer with an energy rating not less than 5. The size of the unit shall be commensurate with the number of building occupants who will use the facility. Each tea preparation station shall have a bar fridge with an energy rating of not less than 4 installed under the bench.

#### **15.13 Monitor Brackets**

*Delete LES at the end of the clause and replace with ITS.*

#### **15.15 Toilets**

##### **Air-locks or hand wash areas:**

*Amend first dot point to read;*

- Cantilevered vanity bench unit with full width mirror and lighting pelmet (in locations only where directed or approved by CLF)

*Amend fourth dot point to read;*

- Deb 2127 soap dispenser mounted over each basin

##### **Toilet Cubicles and Urinals:**

*Amend second dot point to read;*

- Regal DJRTDPSW dual roll toilet tissue dispenser

##### **Unisex toilet for people with disabilities:**

*Amend fourth, sixth and seventh dot points respectively to read;*

- Deb 2127 soap dispenser mounted over basin
- Regal CTDPSW paper towel dispenser
- Regal DJRTDPSW dual roll toilet tissue dispenser

#### **15.16 Hand Wash Stations**

*Amend second and third dot points respectively to read:*

- Regal CTDPSW paper towel dispenser
- Deb 2127 soap dispenser mounted .....



## 15.20 Waste & Recycle Bin Enclosures

*Delete first two paragraphs.*

*Add the following paragraph after the existing third paragraph;*

Refer to **Section 24.00 Clause 24.17 Outdoor Furniture** for details of external waste and recycle bin enclosures.

## Section 16.00 Audio Visual Services

*Wherever the abbreviation INS/LES occurs within the clauses and paragraphs of this Section, it shall be replaced with ITS*

### 16.01 General

*Amend the second paragraph to read;*

..... the Head Consultant or Contractor to liaise with ITS, through CLF, to ensure.....

*Add the following paragraph to end of clause;*

Refer to the AETM Audio Visual Design Guidelines for Tertiary teaching Spaces (Second Edition) for the design of the AV systems to spaces nominated in the SDFs.

## Section 17.00 Hydraulic Services

### 17.04 Sanitary Fixtures

*Amend description for **Urinals** in table as follows;*

'Uridan Cadet' water free wall mounted ceramic urinal with wall waste fitting, Model no. KHC-6

#### 17.05.01 Standard Taps

*Amend description for **Laboratory Tapware** in table as follows;*

'Broen', 'Enware LF Series' or 'Galvin Engineering' taps, spouts and gas turrets to suit user requirements with chemical resistant coating. Handles shall be to International Colour Coding except for hot water.

## Section 18.00 Mechanical Services

### 18.01.01 Generally

*Delete the words 'or fan coil units' from the second paragraph.*

*Delete the entire third paragraph commencing 'To achieve better control .....*

*Insert the word 'in' between the words mounted and ceiling in the first sentence of the ninth paragraph*

*Add the following text to the end of the 10<sup>th</sup> paragraph;  
... including but not limited to AS 1851.*

#### 18.01.02 Specific Requirements

*Delete the word 'mush' from the last line of the first paragraph and replace with 'must'*

*Add the following to the end of the third paragraph;*

In refurbishment projects, if a data room is already on a chilled water system, then consideration shall be given to maintaining that system and adding a DX system as a back-up.

*Delete the word 'mush' from the third line of the fifth paragraph and replace with 'must'*

*Insert the following sentence in the last paragraph before the last sentence which commences on the eighth line;*

The exhaust and air conditioning systems shall be linked via the BMS so that should the negative pressure within the laboratory spaces fail, then the air conditioning will shut down and an alarm will be generated.

#### **18.01.06 Piping, Valves & Fittings**

*Amend the text of the first line of the first paragraph as follows;*

All pipework internally within a building shall be.....

*Add the following to the end of the first paragraph;*

Where fixing brackets or clips to copper pipework are of a dissimilar metal, they shall be effectively isolated from the pipework with plastic tape or similar material to prevent corrosion. Paint finishes are not acceptable as an isolating medium.

*Amend the text of first line of the second paragraph as follows;*

Internal pipework shall be installed in service ducts, risers.....

*Insert new third and fourth paragraphs as follows;*

All the return chilled water pipes at the Chiller Plant shall be installed in such a way that allows for complete mixing of all return water before passing the Chiller staging sensor. Pipework immediately prior to the inlet of any water meter, energy meter or any measuring device installed on the pipework, shall be in a straight length of not less than ten (10) times the pipe diameter.

*Amend the text of the last line of the current tenth paragraph as follows;*

Automatic air bleeds complete with an isolation valve and drain to nearest waste pipe, shall only be installed at the highest point of the chilled water reticulation system such as the top of vertical risers via a T junction and a short riser extension, and ***not*** on horizontal pipe runs.

*Insert new paragraph after existing tenth paragraph;*

Chilled water campus reticulation pipework between buildings etc, shall be buried in the ground and shall be 'Blue Brute' or 'HDPE'. Thrust blocks must be installed at all junctions and changes in direction. Where future buildings are planned, provide valved take-offs for future connections located in services pits located adjacent future building sites. Pipework shall be sized to accommodate future building as indicated on the campus Master Plan.

#### **18.01.07 Ductwork & Registers**

*Amend the text of the second sentence of the second paragraph to read;*

Flexible ductwork shall be supported by packaging straps, buckles and mesh saddles not less than 300mm long, to suit the duct diameter.

*Insert new third paragraph as follows;*

Supply air ductwork immediately prior to the inlet of a VAV box shall be in a straight length of not less than ten (10) times the width of the duct.

#### 18.01.18 Insulation to Pipework

*Delete existing first three paragraphs and replace with the following;*

Insulation to chilled water pipework shall be 'Koolfoam Ultra' or approved equal sectional, preformed grey EPS insulation complying with AS1366 Part 3. Insulation shall be factory faced with 'Sisalation 450' (extra heavy duty grade) aluminium foil insulation. Insulation sections shall be adhered to the pipes and sealed at ends with 'Denso Vapourseal Primer' or approved equal non setting gel sealant applied strictly in accordance with the manufacturer's printed instructions in sufficient thickness to eliminate all air voids. All joints in the length and at the ends of sections shall be further sealed using 50mm reinforced aluminium foil self adhesive tape. Cut, trim and seal insulation around all bends, junctions and the like in a workmanlike manner.

The thickness of the insulation shall generally be as follows;

- 25mm thick for pipe up to 25mm dia.
- 40mm thick for pipe 32mm and 40mm dia.
- 50mm thick for pipe 50mm dia. or larger

If the ceiling space in existing buildings is restricted, it may not be possible to comply with the foregoing specification for insulation material thicknesses. In situations where this occurs, any change to thicknesses must be approved by the GU Mechanical Engineer and the Superintendent.

All spacer blocks at hangers and supports shall be inorganic closed cell high density polyurethane insulating blocks. Wood blocks are prohibited.

*Delete existing sixth paragraph (content relocated to Clause 18.01.06).*

#### 18.01.09 Plant & Equipment

*Insert the following new paragraph after the paragraph commencing with **Motors**;*

**Hot Water Heating Coils** – Heating of air shall be by means of hot water coils fitted to Air Handling Units (AHU) or air Pre Conditioners located generally in plant rooms. Hot water shall be generated by heat pumps and circulated by an in-line pump with a controlled variable speed drive that varies the rate of circulation of the water through the coils depending on the amount of heat required.

Heat pumps for air heating shall be Quantum Titan or approved equal commercial range units located centrally in a separate plant room with cold air discharge to the outside of the building. If three or more units are required they shall be manifolded together to achieve an equal flow output.

*Amend paragraph commencing **Heater Banks** as follows;*

**Electric Heater Banks** - The use of electric heater banks shall only be considered if there is no alternative and is to be approved by CLF. Heater banks shall be located generally in plant rooms and shall be clearly identified using 'Safetyman' labels. Heater banks shall be of a physical size that gives maximum coverage to allow for effective heat transfer and to ensure that no air bypasses the heater bank. The HPT for duct heaters shall be generally positioned 250mm downstream from the heater bank. Heaters on fan coil units shall be of the low surface temperature type and sized to fit the full extent of the air outlet. Heater banks shall be fully balanced over all three phases. HPTs shall be 'Penn A25' type only, and shall be mounted in an easily accessible place no closer to the heaters than 200mm in horizontal ducts and 300mm in vertical ducts. 'Klixon' brand thermostats are **not** acceptable. There shall be a switch capable of acting as a 'lock-out' device located immediately adjacent to the heater bank to isolate all power feeding those heaters. Isolating the control circuit only is not acceptable.

*Amend paragraph commencing **Chiller Sets** as follows;*

- *Insert new sentence after end of first sentence*

Chiller Sets when installed on site shall be complete with a communications port for connection to the BMS, and shall conform to an open standard protocol e.g. Backnet (preferred), Lon, Mobus etc.

- *Amend current third sentence to read*

All chillers installed in a corrosive environment shall.....

*Amend second last paragraph as follows;*

- *Delete Drop from beginning of second sentence and insert Drip*
- *Insert the following new sentence before the last sentence*

Traps shall be easily removable by means of pressure barrel unions.

*Amend first sentence of paragraph commencing **Equipment Location** as follows;*

..... adequately sized plant rooms.....

#### **18.01.10 Air Conditioning Electrical System**

*Add the following to the end of the sixth paragraph;*

Refer to **Section 20.00 Clause 20.08** for further details of meter installation.

*Delete second last sentence from the eighth paragraph between .....GSD-600) and For all VAV heater banks.....*

*Delete eleventh paragraph commencing Fan coil units located.....*

*Add the following sentence at the end of the thirteenth paragraph beginning with All mechanical boards with DDC control.....;*

A triple RJ45 socket shall be installed within the DDC board in a location that is determined by the controls system installer to enable the board to be connected to the GU network.

#### **18.01.14 Air Conditioning Controls**

*Insert new second paragraph;*

All AHUs and FCUs which do not have a requirement for a Constant Temperature Set Point, shall have an Effective Set Points calculated by combining the sum of the Base Set Point +/- Global Offset +/- Local Offset + 5<sup>0</sup> C for cooling and – 5<sup>0</sup> C for heating. Should a Global Offset be applied due to a rise or fall in ambient temperature, then this must not alter the heating or cooling Effective Set Points.

*Amend the text of the existing fifth paragraph as follows;*

VAV controllers to individual areas within like spaces shall not be used without the specific approval of the Associate Director Capital Works CLF. If approved, the air handling fan shall have a variable speed drive controlled by a duct pressure sensor providing feedback on the drive speed.

#### **18.01.15 Central Control & Monitoring System (CCMS)**

*Amend the first paragraph to read;*

All new buildings and refurbishment or alteration of existing buildings, shall include for full connection to the GU existing CCMS system with exposure of points as directed via BacNet to the GU IP network. The existing CCMS system is a combination of Schneider Electric (formerly T.A.C. Pacific Pty Ltd) 'INet', 'Vista' and 'StruxtureWare' systems. All new buildings shall use 'StruxtureWare', or approved equal, as outlined later herein.

*Delete the existing second paragraph and replace with the following;*

When refurbishment or upgrade works are undertaken within an existing building, the existing CCMS system shall be extended or modified accordingly subject to the approval of CLF, unless the extent of work justifies the conversion of the whole building to the current preferred 'StruxtureWare' system. Older buildings and certain campuses are controlled using the 'T.A.C. INet' system, however no new 'INet' system or equipment is to be installed.

*Amend the text of the third paragraph as follows;*

....., with equivalent technical performance to the Schneider StuxtureWare system, may be considered. If an alternative system is approved following and evaluation by CLF, the system manufacturer shall.....

*Amend the text of the fourth paragraph as follows;*

The mechanical engineering consultant shall consult with CLF and the approved specialist CCMS provider to develop a functional brief for the air conditioning control strategy for all areas of a new building or a major refurbishment before design documentation is commenced. The functional brief shall.....

*Add the following to the end of the sixth paragraph:*

A triple RJ45 data port shall be installed within the DDC section of the MSB in a position determined by the control system installer.

*Add a new sentence after the first sentence of the tenth paragraph as follows;*  
Laboratories and some other special areas shall be exempt.

*Amend the first sentence of the eleventh paragraph as follows;*

Provide a CLF approved UPS with power monitoring.....

#### **18.01.16 Time Clock Requirements**

*Amend table as follows;*

#### **Air Handling Units AHU-A1, AHU-B, AHU-C & AHU-D**

#### **18.01.18 Control – Ceiling Fan Coil Units**

*Delete existing paragraphs and replace with the following;*

Provide time scheduled control of FUCs as follows;

**FCU-A** (Staff Offices) – Provide a wall mounted controller with three (3) fan speed settings plus an Auto speed function. Initial activation of the FCU is via a button on the controller and activation shall be maintained by a 360° ceiling mounted motion detector with a 20 minute (adjustable) minimum running period. The controller shall also have a local temperature adjustment which will allow the occupant to adjust their temperature setting by a maximum of 1.5° C either side of the set point. Temperature will be maintained by either chilled water cooling or electrical heating by modulating the chilled water valve to cycle with the heater.

**FCU-B** (e.g. Areas operating continuously) – Provide a daily time schedule to limit the operating hours of the unit. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the chilled water valve to cycle with the heater.

**FCU-C** (e.g. seminar rooms, laboratories and meeting/conference rooms) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit shall be via a motion detector, and the unit shall stop if no motion is detected after 20 minutes. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the chilled water valve to cycle with the heater.

**FUC-D** (e.g. General Areas) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit outside the scheduled hours shall be via a push button, and the unit shall run for a maximum period of 2 hours. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the chilled water valve to cycle with the heater.

#### **18.01.19 Control – Variable Air volume Boxes (VAVs)**

*Delete existing paragraphs and replace with the following;*

Provide time schedule control of VAVs as follows;

**VAV-A** (Staff Offices) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit shall be via a motion detector, and the unit shall stop if no motion is detected after 20 minutes. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the VAV damper between its minimum and maximum positions in cycle with heater activation.

**VAV-B** (e.g. Areas operating continuously) – Provide a daily time schedule to limit the operating hours of the unit. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the VAV damper between its minimum and maximum positions in cycle with heater activation.

**VAV-C** (e.g. Seminar Rooms, laboratories and meeting/conference rooms) - As for **VAV-A** above

**VAV-D** (e.g. General Areas) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit outside the scheduled hours shall be via a push button, and the unit shall run for a maximum period of 2 hours. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the VAV damper between its minimum and maximum positions in cycle with heater activation.

#### **18.01.20 Control – Air Handling Units (AHUs)**

*Delete existing paragraphs and replace with the following;*

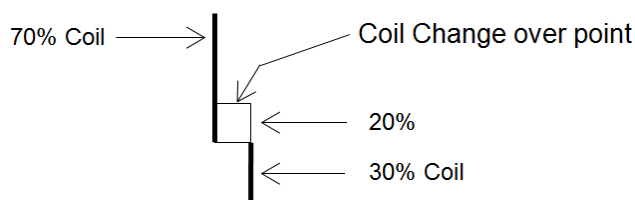
Provide control of AHUs where applicable as follows;

**Supply Air** – All AHUs shall have a temperature sensor fitted to the unit air supply.

**Chilled Water Flow to Coils** - Wherever possible, all AHUs shall be fitted with split coils in the ratio of 30% and 70%. Each coil shall be fitted with a chilled water supply valve controlled by the BMS. The control strategy for operation of the coils is as follows;

- The small coil shall be activated first and the valve shall modulate the CW flow to meet the cooling load
- When that load exceeds the 100% cooling capacity of the small coil for more than 5 minutes (adjustable), then the large coil shall be activated and its CW flow modulated to achieve the required air temperature while maintaining the small coil at full capacity
- If the load requires more than 100% of cooling capacity of the small coil plus 20% of the capacity of the large coil, then the CW flow to the large coil shall be modulated upward to achieve 100% cooling capacity while the supply to the small coil is closed down (see Diagram 18.i)
- When the load exceeds the 100% capacity of the large coil for more than 5 minutes (adjustable), then the small coil shall be reactivated and the CW flow modulated to achieve the required temperature while maintaining the large coil at full capacity

- If the load requires less than 50% of the cooling capacity of the large coil and the small coil is closed down, then the small coil shall be reactivated and the CW flow to both coils modulated to decrease the capacity of the large coil and increase the capacity of the small coil
- When the load has once again exceeded the 100% cooling capacity of the small coil, then the CW flow control outlined above will commence a new cycle.



**Diagram 18.i**

The object of this operating strategy is to achieve the maximum amount of cooling required for the minimum amount of the coil cooling capacity available. This will also de-humidify the air and provide the potential to maintain comfort levels while allowing the temperature set point to be raised, with a consequent saving in energy.

**Economy Cycle** – Air handling units within systems which utilise an economy mode shall have temperature and humidity sensors installed in the return air. The BMS shall be programmed to calculate the enthalpy of the return air. This enthalpy calculation shall be compared with the enthalpy reading at the campus weather station and the unit shall then be controlled to the most efficient mode.

**Carbon Dioxide (CO<sub>2</sub>) Control** – Provide a CO<sub>2</sub> sensor in the return air to modulate the return and outside air dampers to maintain the CO<sub>2</sub> level between 600 and 900ppm using proportional control.

**Economy Cycle and CO<sub>2</sub> Control** – CO<sub>2</sub> control shall have precedence.

Provide time schedule control of AHUs as follows;

**AHU-A1** (Single zone unit) – Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit outside the scheduled hours shall be via a push button, and the unit shall run for a maximum period of 2 hours. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the chilled water valve to cycle with the heater bank/coil.

**AHU-A2** (Single zone unit) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit shall be via a motion detector, and the unit shall stop if no motion is detected after 20 minutes. A sensor shall monitor the room temperature and the set point shall be maintained by modulating the chilled water valve to cycle with the heater bank/coil.

**AHU-B** (VAV unit) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit outside the scheduled hours shall be via a push button, and the unit shall run for a maximum period of 2 hours. VAV cooling demand shall be determined by selecting the highest reading from multiple sensors and reset the supply air temperature set point between 12<sup>o</sup>C and 20<sup>o</sup>C as the maximum cooling demand varies from maximum to nil. The supply air temperature set point shall be maintained by modulating the chilled water valve to cycle with the heater bank/coil. Modulate the VSD to the supply fan to maintain supply air pressure at the set point.

**AHU-C** (Multi zone face and bypass unit) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit outside the scheduled hours shall be via a push button, and the unit shall run for a maximum period of 2 hours. Modulate the zone face and bypass dampers to cycle with the heaters to maintain the zone set point. Zone cooling demand shall be determined by selecting the highest reading from multiple sensors and reset the temperature set point of the supply air off the coils between 12<sup>o</sup>C and 20<sup>o</sup>C as the maximum cooling demand varies from maximum to nil. The control of the chilled water supply to the coils to maintain the off

coil air temperature set point is described elsewhere in this clause. Bypass dampers shall adopt the full face position on the shutdown of the AHU.

**AHU-D** (Single zone DX unit) - Provide a daily time schedule to limit the operating hours of the unit. Activation of the unit outside the scheduled hours shall be via a push button, and the unit shall run for a maximum period of 2 hours. A sensor shall monitor the room temperature and the set point shall be maintained by cycling cooling and heating modes.

#### **18.01.21 Control - Refrigeration**

*Delete the first paragraph and insert the following;*

**Primary Chilled Water System (Chillers)** – The temperature sensor in the return line in the chilled water loop shall control the sequencing of the chiller units in a chilled water generation plant.

Step Up time shall be dynamic varying from thirty (30) minutes to two (2) minutes depending on the temperature differential between common return chilled water and the Step Up temperature set point.

Step Down time shall be dynamic varying from thirty (30) minutes to two (2) minutes depending on the temperature differential between common return chilled water and the Step Down temperature set point.

Settle time shall be dynamic varying from thirty (30) minutes to fifteen (15) minutes depending on the temperature differential between common return chilled water and the Step Up and Step Down temperature set points.

The following control/monitoring points shall be able to be forced with an indicator;

- Common entering return chilled water temperature
- Total Chiller load %
- Master cooling call

The following control points shall be changeable;

- Set Up temperature set point
- Step Down temperature set point
- Step Up load % set point
- Step Down load % set point
- Step Up time controller
- Step down time controller
- Settle time controller
- Chiller sequence

The following control points **shall not** be changeable from the graphics page and shall be dynamic;

- Set Up time
- Step Down time
- Settle time

**Chiller Units Graphics Page** – Each chiller unit shall have its own graphics page.

If a chiller is in fault or fails to start then a command to start shall be passed to the next chiller in available sequence.

The sequence in which the chillers are operating shall be highlighted on each chiller graphics page.

**Chilled Water Reticulation Graphics Page** – The sequence in which the chillers are operating shall be highlighted on the page.

The following points shall be able to be forced with an indicator;

- Change lead chiller/pump

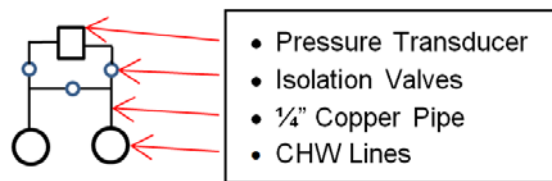


- Secondary chilled water pump start/stop
- Pump VSD speed
- Cooling call

If secondary chilled water pumps in a building on the chilled water loop are running, and the building return water temperature is greater than the Step Up temperature set point for more than ten (10) minutes and no chillers are running, then a signal shall be given to start the lead chiller.

*Insert the following at the end of the existing second paragraph;*

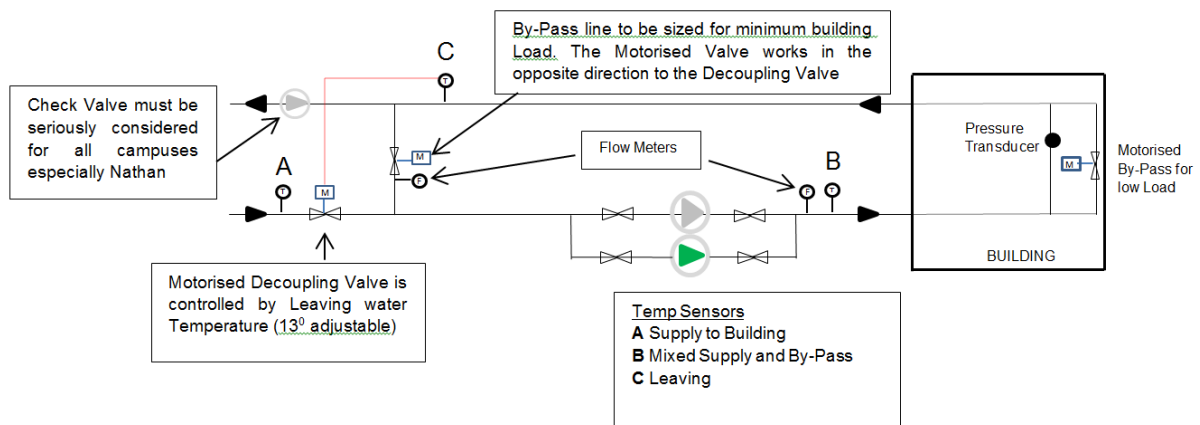
The VSD of any secondary chilled water pump shall be controlled by a pressure transducer located in an easily accessible location at approximately two thirds (2/3) of the distance along the index chilled water pipe run. The pressure transducer pipework shall be configured as shown in the following Diagram 18.ii.



**Diagram 18.ii**

*Insert following new paragraph between the existing fourth and fifth paragraphs;*

**Secondary Chilled Water Pipework Layout** – The supply and return pipework within a building, shall incorporate the secondary pipework and control/monitoring valves and equipment as shown on the following Diagram 18.iii to maintain consistent water flows and temperature control throughout the building pipework system.



**Diagram 18.iii**

*Amend text of existing sixth paragraph as follows;*

.....until all fans are running at 50% speed,.....

**18.01.26 Graphics Pages**

*Insert the following new paragraph between the existing first and second paragraphs;*

An Alarm page shall be created and be located on the main Campus Directory page index. The alarms, whether in a new building or a refurbishment project, shall include but not be limited the following;

- Loss of compressed air pressure (Building No.)
- Loss of vacuum (Building No.)
- Demineralised water, fault/extra low level (Building No.)
- Sewer pump (Building No. or location)
- Oxygen level (Building No.)
- Power loss/fault - critical buildings (Building No.)

Some alarms will be critical and will need to dial out/SMS, others may not. This is to be determined in consultation with CLF and the space/equipment Users.

*Amend existing second paragraph as follows;*

- *Delete mush and insert must. Delete par and insert part*

**B. For refurbishment projects**

*Delete text to second dot point and replace with the following;*

- For minor refurbishment works, the control may remain on an existing INet system but this will need to be discussed with CLF on a case by case basis, however if this is approved the graphics shall be updated to reflect the latest standard.

*Delete existing third dot point.*

**18.01.27 Energy Management**

*Insert the following new paragraph at the beginning of the clause;*

All air conditioning system designs shall be assessed for the potential to introduce an Economy Mode. The mechanical consultant shall consult with CLF to establish which areas within a building are appropriate for utilising this Mode. Refer to **Subclause 18.01.20** for controls to be provided to operate this system feature.

*Delete existing second paragraph and replace with the following;*

Staff offices shall be fully air conditioned with individual controls as described in **Subclauses 18.01.18** and **18.01.19**.

*Amend the text of the existing fifth paragraph;*

.....use of enthalpy control and/or heat transfer systems.....

*Amend the text of the existing sixth paragraph;*

Electric heaters in..... program. Refer to **Subclause 18.01.09**.

*Amend the text of the second sentence in the existing ninth paragraph;*

.....switches on for two (2) hours (adjustable) through.....

*Delete the abbreviation FCE in the first line fourth paragraph and replace with FCU*

**18.01.29 Design Requirements for VAV Air Conditioning Systems**

*Delete the abbreviation AGU from the fourth line of the sixth dot point and replace with AHU*

*Delete the last sentence of the sixth dot point and replace with the following;*

If electric heaters are fitted to the AHU, then the unit fan shall be time delay switched so that it will continue to run on at low speed for a period of five (5) minutes after the shutdown of all VAV boxes in order to dissipate the residual heat from the heater bank.

*Replace the word Fir at the beginning of the second sentence of the eleventh paragraph with For.*

#### **18.02.04 Fume Cupboard Services**

*Insert the words appropriately labelled after GPOs in the first line of the third paragraph.*

#### **18.02.07 Control Systems**

*Insert the following new paragraph after the existing second paragraph;*

The fume cupboard control system shall incorporate terminals to enable connection of the BMS. These terminals shall provide 2 Volt free contacts for the BMS to monitor the fume cupboard status, and faults. The BMS is required to monitor the fume cupboard status so that the AHU serving the laboratory can be started and continue to run while the fume cupboard is in use even though the laboratory is unattended due to a prolonged experiment or reaction procedure.

#### **18.03.02 Exhaust Unit**

*Replace the word tow in the second line of the seventh paragraph with two.*

#### **18.03.06 Electrical & Controls**

*Add the following text to the end of the third paragraph;*

All GPOs must be labelled as per the requirements of **Section 20 Subclause 20.07.01**.

#### **18.03.07 Change clause title to Dangerous Goods & Safety Storage Cabinets**

*Delete all existing text and diagram and replace with the following;*

The venting of dangerous goods and safety cabinets, unless mandatory under Australian Standards, shall be subject to a risk and safety assessment to be undertaken in conjunction with CLF and the GU Health & Safety Advisor (Chemical & Radiation Safety).

Reference shall be made to the following Australian Standards with respect to the design of ventilation systems, duct materials and fan types;

- AS 1940 – The Storage & Handling of Flammable & Combustible Liquids
- AS/NZS 5026 – The Storage & Handling of Class 4 Dangerous Goods
- AS 4326 – The Storage & Handling of Oxidizing Agents
- AS 2414 – The Storage & Handling of Organic Peroxides
- AS/NZS 4452 – The Storing & Handling of Toxic Substances

#### **18.04.02 Laboratory Gases**

*Delete existing text to the first paragraph and replace with the following;*

It is preferable that gases be supplied from bottles located within a secure ventilated storage compound located external to the building and which is easily accessible from a service road. Where this is not possible or practical e.g. refurbishment projects, the bottles shall be stored internally in an appropriate secure, ventilated store room adjacent to the laboratory with readily accessible from the circulation corridors and the building lift for the replacement and removal of gas bottles.

#### **18.04.03 Compressed Air**

*Delete the last sentence of the first paragraph and replace with the following;*

Compressors shall from a manufacturer acceptable to CLF and shall be fitted with volt free contacts for connection of the BMS to monitor 'Common Fault' and 'Low Pressure'.

*Insert 15% between the words with and silver in the first line of the third paragraph.*

**18.04.04 Vacuum**

*Add the following sentence to the end of the first paragraph;*

The pump shall be fitted with volt free contacts for connection of the BMS to monitor 'Common Fault' and 'Loss of Vacuum'.

**18.04.05 Change clause title to Purified Water**

*Delete existing text to the first paragraph and replace with the following;*

Each laboratory building shall have a central water purification system, capable of delivering Type 3 pure water to all laboratories. If higher quality water (Type 2 or Type 3) is required in particular laboratories by the SDFs, then additional purification equipment shall be provided locally within the nominated spaces. Purified water quality shall comply with the following guideline specification;

Contaminant	Parameter & Unit	Type 3	Type 2	Type 1
Ions	Resistivity (MΩ·cm @ 25 <sup>0</sup> C)	>0.05	>1	>18
Organics	TOC (ppb)	<200	<50	<10
Pyrogens	(EU/mL)	NA	NA	<0.03
Particulates	Particulates > 0.2 μm (units/mL)	NA	NA	<1
Colloids	Silica (ppb)	<1000	<10	<10
Bacteria	Bacteria (cfu/mL)	<1000	<100	<1

The system shall be fitted with volt free contacts for connection of the BMS to monitor common faults. Conductivity meters shall be of the digital type

*Delete the first sentence of the second paragraph and replace with the following;*

Storage tanks shall be fabricated from Type 316 stainless steel.

*Delete the fifth paragraph.*

**18.04.07 Outlets to Piped Services**

*Amend text to first sentence of the second paragraph to read;*

..... shall be Broen, Enware LF Series or equal as approved by CLF.

**18.04.09 CCMS Alarm Points**

*Amend last line of table as follows;*

Water purification plant alarms	High and Low level alarms to tank Common fault from RO plant
---------------------------------	---

**18.05.01 Generally**

*Delete the word unit between undertaken and the Superintendent in the last sentence of the second paragraph and replace with until.*

**Appendix A – GRIFFITH UNIVERSITY STANDARD POINTS LIST**

*Add the following to the current Table;*

Point Description	Type	DI	DO	AI	AO	Field Device	Comments
<b>CEILING FAN COIL UNITS</b>							
Motion Detector			1			Motion detector	
<b>HEAT PUMP FOR HOT WATER HEATING</b>							
Stop/Start			1				

Supply & return water temp			2			MSSB terminal strip	
Pump VSD, control & fault		1	1		1	VSD	
<b>DECOUPLING</b>							
Mixed Bypass/Supply temp				1		Pipe temp sensors	
Motorised decoupling valve					1	Valve actuator	
Motorised decoupling bypass valve					1	Valve actuator	
Flow meter, bypass & pump supply		2		2		Flow meter	
Low load motorised bypass					1		Located in building

## Section 19.00 Fire Services

*Wherever the name University Fire Office or its abbreviation UFO are used in the clauses and paragraphs of this Section, replace with University Fire Protection Officer and FPO.*

*Wherever the name Queensland Fire & Rescue Service or its abbreviation QFRS are used in the clauses and paragraphs of this Section, replace with Queensland Fire & Emergency Services and QFES*

### 19.07 Visual Alarm Indicators

*Delete existing clause and replace with the following;*

All new buildings or any upgrade of an existing building shall have an emergency warning system installed with visual alarm indicators in accordance with AS 1603.11, comprising dual AMBER and RED flashing lights. The AMBER light shall be programmed to flash on an 'Alert' alarm, and the RED light will be programmed to flash on an 'Evacuate' alarm.

## Section 20.00 Electrical Services

### 20.01 General Requirements

*Amend third paragraph as follows;*

Where island rooms exist, these **must** be conducted.....

*Add the following paragraph;*

All redundant electrical services including cables, equipment, switch boards, light fittings and accessories resulting from the refurbishment of spaces, **must** be removed in their entirety from the construction site and the 'as constructed' record amended accordingly.

### 20.02 Lighting

#### 20.02.02 Design Requirements

*The subsection of this clause titled **Luminaires** shall be split, amended and rearranged as follows. Amendments to existing text only are shown in 'green';*

**Internal Luminaires** – All luminaires shall be manufactured from Australian made components where possible and be approved by the Electricity Authority. All luminaires shall be supplied complete with lamps and fused terminal blocks. Spring loaded 'tombstone' lamp holders **shall not** be used.

Single lamp luminaires generally shall be installed, however dual lamp luminaires may be used where high ceilings occur or high lighting levels are required.

Fluorescent luminaires shall be of the high efficiency type incorporating high frequency warm/soft start 'Osram', 'Tridonic Atco' or approved equal **A1/A2 BAT** electronic ballasts with a suitable controller as outlined in **Clause 20.03** of this **Section 20.00**.

All luminaires shall be adequately ventilated. Temperature rise in the fittings should be restricted to 50°C above ambient.

Diffusers shall be integral to the luminaire and easily removable. All components shall be easily accessible, with the luminaire in-situ. Fittings which have to be dismantled in order to replace diffusers, lamps or tubes shall not be used.

Diffusers to T8 single lamp luminaires shall be

- K12 or equal performance diffuser for common areas
- K19 or equal performance diffuser for offices, computer rooms and seminar rooms

Installation of luminaires with a T5 lamp shall only occur with the express agreement of the Superintendent. Diffusers to T5 lamped luminaires shall be selected to suit the glare control requirements of the area while achieving a light output ratio (LOR) > 85%.

The length and type of luminaire shall suit the ceiling module and/or location of the installation.

Where existing fluorescent luminaires are to be reused, or approval for non-electronic ballasts has been given, the luminaires must be cleaned, incorporate new diffusers, lamps and starters of the non-flickering warm/soft start electronic type, power factor corrected and be of the switch start type complete with fuse terminal blocks and low loss ballasts. Spring loaded tombstone lamp holders shall not be used.

Luminaire design and layout should satisfy the intensity, glare and uniformity requirements for open offices with sufficient flexibility to enable partitioning of individual perimeter or island offices. For internal areas preference shall be given to 36w T8 lamps. The use of compact fluorescent lamps shall be limited and only with the express approval of the Superintendent. Generally, the number of different lamp source types shall be kept to a minimum.

Fluorescent tube lamps shall be 'Osram Lumilux Plus Eco' or 'Phillips Alto 840' T8 cool white (4000°K) or equivalent in all areas unless stated otherwise in the Space Description Forms to suit specific functions.

Lamp selection shall be limited to the types currently used within the University as per the following Table.

**Table 1: Existing General Lamps**

Wattage	Base	Type	°K
<b>Fluorescent Lamps</b>			
36		T8	4000
<b>Compact Fluorescent Lamps</b>			
13,18,26	G24d-1, G24q-1, G24d-2, G24q-2, G24d-3, G24q-3	Dulux D, D/E, S, S/E or equal	4000
<b>Discharge lamps</b>			
Metal Halide 70, 150, 250	RX7s, G12, E27	HCL-T DE, HCL- TS, HCL E/P or equal	4000 or more
High Pressure Sodium	E40, E27	Eye Lighting or equal	

Where false ceilings exist, luminaires shall be connected to the wiring loom by means of a three-pin plug and 1500mm of flexible lead. Lighting loom sockets in ceiling spaces shall be circuit numbered using the Sub Board No. and Circuit Breaker No. marked neatly with permanent felt pen. The loom socket shall be firmly fixed to the concrete ceiling, purlins, catenary wires or chain suspended off the ceiling grid system. Use a non-conductive material support system such as 'Ezi-Fix'. Supporting off other services or ceiling hangers is unacceptable. All incoming/outgoing cables in a junction box or lighting loom socket must be strapped to avoid movement in the terminal.

Downlights shall not be used for general illumination unless they are of the compact fluorescent type and then only with the express agreement of the Superintendent. Incandescent downlights may only be used where required for specific tasks, with the approval of the Superintendent. Downlights are not to be used in external areas unless specifically approved.

All LED fittings specified must allow for the LED board to be easily replaced without the need for special access equipment or tools. All LED fittings selected must have a minimum 5 year warranty.

All luminaires shall be installed at a maximum of 3000 mm above f.f.l. Installation shall provide easy access for maintenance, and locations such as ceilings to voids or over stairs must be avoided.

Light fittings in ceilings shall be mounted in accordance with the requirements of **Section 14.00 Ceilings**.

**External Lighting & Luminaires** – The requirement for lighting externally of buildings shall be discussed with the Superintendent before design work commences. White light (using metal halide or LED fittings) shall be employed.

New roads and paths associated with a particular building shall be illuminated as part of that building project.

Where paths run adjacent to, through or beneath buildings, the luminaire shall be mounted on the external wall of the building.

Road and pathway lighting, which is apart from a building and which requires separate illumination, shall be achieved using pole-mounted luminaires generally to match those existing on that campus to the approved of the Superintendent. Lighting bollards are generally unacceptable.

All sports field, street and path lighting poles shall have terminals and fuses located in the base. Terminals and fuses must be mounted on non conductive material such as Bakelite. The use of timber/plywood for mounting purposes is prohibited.

Lighting poles shall be fitted with base plates and mounted on concrete pads or piers with cast-in holding down bolts complete with levelling nuts and washers. After erection, HD bolts shall be trimmed and capped to a maximum of 10mm above the lock nut. Poles with bases buried in footings are unacceptable.

All external luminaires shall possess a suitable International Protection (IP) rating, to AS 1939, for the location of the luminaire. As a minimum the IP rating shall be such that the luminaire prevents the ingress of insects. Carpark and street lighting luminaires shall be 'GEC Optispan' or WE-EF VFL 4000°K mounted on 9 metre high poles, or an approved equal to match existing.

Hinged poles must be used where the pole high is greater than 2 metres and there is no access for EWP or 'cherry picker', or there is no flat surface to utilise a work platform.

Pathway lighting luminaires shall be WE-EF VFL or approved equal, mounted on 5 metre high poles. External lighting shall be served by two (2) separate circuits, one (1) for general external lighting and one (1) for feature lighting. Both circuits must be controlled by CCMS lighting control signals.

All pole top mounted LED fittings must have a 'quick release' feature to allow ease of maintenance. Fittings which have to be dismantled in order to replace the LEDs or control gear must not be used. Fittings selected shall be fitted with a surge diverter internally and have a 10 year parts and labour warranty. All poles for LED fittings must be supplied with a DIN rail mounted surge diverter at the base of the pole.

**Signage** – *Add the following paragraph to the end of this subsection;*

Any light fittings and associated equipment such as transformers installed within signs for illumination, must be easily accessible for maintenance or replacement.

**Auditoria, Lecture Theatres, Seminar Rooms, Teaching Spaces** – *Amend the third and fourth paragraphs of this subsection as follows;*

In addition to the requirements of these Standards, adequate focused lighting, without excess shadows, shall be provided on both the face of the presenter for lip reading and on the interpreter for sign language interpretation. **Spot lights must be specified, positioned and controlled to avoid adversely impacting on the vision of the presenter at the front of the theatre.** The proposed lighting solution must be approved by ITS.

Lecture theatre lighting shall be mounted on a lowerable 'lighting beam' system similar to those installed in buildings G26, G40, G42 and N78. These lighting beam systems have been custom manufactured by Lin-Eng Pty Ltd (Contact: Mike Arnott). All lighting beams must have local key lockable controls for raising and lowering.

**Videoconferencing Rooms** - *Amend the second paragraph of this subsection as follows:*

Luminaires within such rooms shall employ linear 4000°K fluorescent lamps and Y5 diffusers. The lighting design shall achieve uniform and diffuse lighting in the vertical plane to eliminate facial shadows. **Advanced lighting control shall only be specified where interface to an AMX/Audio Visual system is required.**

**Stairs and Ramps** – *Amend the first and third paragraphs of this subsection as follows;*

Within stairwells, luminaires shall be mounted on the walls or to the soffit of the landings **at no more than 3 meters above f.f.l.**

Aisle stairs and ramps within rooms that have dimmable lighting, e.g. auditoriums, lecture theatres and the like, shall have low voltage 'Hawko LED cinema' aisle lights mounted on the end of the seating rows or fixed writing benches. Light fittings shall have natural white colour LEDs and shall have Number inserts. If self illuminating nosings are used, lighting is still required to ensure that the nosing luminance remains charged for the duration of the space use.

**Service/Plant Rooms** – *Amend this subsection as follows;*

Luminaires in plant rooms shall be 1 x 36 watt T8 chain suspended fittings with wire guards, located to provide maximum evenly distributed illumination, and shall be IP rated where required.

## 20.03 Lighting Control

### 20.03.01 General Requirements

*Delete last two sentences from the fourth paragraph;*

*Amend eighth paragraph as follows;*

Switches shall be located on permanent walls or columns wherever possible, at 1 metre above the finished floor level. All switch plates shall be identified with type written labels with black lettering as to circuit and switchboard of origin. Light switches shall be **20A rated push button type 'Clipsal PB30 - C2000' series with I.D. covers secured with j-screw mechanism located behind the switchplate. The installation of light switches on metal backing plates behind wall linings is not acceptable as it can result in loose switches and cause loose wiring connections with an increased risk of hot joints.**

*Amend tenth paragraph to read as follows after deleting the last two words of the last sentence;*

An electronic copy of the lighting program, and any **hand held device** software required to modify the **lighting control** program, shall be included in the 'As Constructed' documentation. All rights, intellectual or otherwise, to the programming shall be vested in the Principal. Any special devices or equipment required for programming the system shall be supplied to the campus Maintenance Supervisor at Final Completion.



### 20.03.02 Lighting Control System

Delete third dot point to the first paragraph.

Amend second paragraph to read;

Controllers shall be located at the local distribution board, in a clearly labelled segregated section or separate enclosure.

Add new third paragraph;

Control circuit block diagram drawings must be provided in the local control board. All cables must have circuit ID and must be shown in the control block diagram drawing.

### 20.03.04 Spaces with Lighting Interface to AMX AV Control

Amend Clause title as above.

### 20.03.05 Programming Lighting Controls

Amend Table 2 as follows;

Prog.	Area	Control	Operation
<b>A</b>	Small rooms, typically offices	<p>a) One (1) Gang Switch Panel: Position 1 – 'On' Position 2 – 'Off'</p> <p>b) Movement detector</p>	<p>Operation to position 1 will engage lights to 360 lux.</p> <p>When the lights are 'On' and the PE cell has detected no movement for a period of 20 minutes, all fittings will dim to 'Off'. Detection of movement will return the fittings to 'On'.</p>
<b>B</b>	Open Offices, general areas of Learning Centres	As above	As for <b>A</b> above
<b>C</b>	Foyers, Corridors, Toilets & internal Stairwells	As above	As for <b>A</b> above but with 180 lux illumination level and 20 minutes delay time
<b>D</b>	Large Storage	As above	As for <b>A</b> above but with 180 lux illumination level
<b>E</b>	Small Storage	As above	As for <b>A</b> above but with 180 lux illumination level
<b>F</b>	Video Conference Room	<p>a) Two (2) button 'Dynamlite' panel</p> <p>b) Movement detector</p>	<p>Button 1 = 'On/Off' function to provide 360 lux for general lighting Button 2 = 'Off/Off' function to provide 600 lux vertical illuminance at 1500mm above f.f.l.</p> <p>When the lights are 'On' and no movement has been detected by the PE cell for a period of 60 minutes, all fittings will be dimmed to approximately 30%. After a further period of 5 minutes, all fittings will dim to 'Off'. Activation of the PE or buttons within this 65 minute period will return the fittings to their previous state. Illumination levels required in the room will be determined by ITS.</p>

<b>G</b>	Lecture Theatres & Auditoriums fitted with AMX systems	Dimtek - AMX control panel	Scene Selection as per AMX program.	
		Two (2) push button 'Dynalite' panel at each Entry/Exit (refer to diagram in Appendix A to this Section)	Top button (Entry)	Preset 5
			Bottom button (Exit)	Preset 6
		Eight (8) push button/switch 'Dynalite' panel on teaching wall or lecturn (refer to diagram in Appendix A to this Section)	Button 1 – Channels 1,2,4,6,8 (100% IL) Button 2 – Channels 2,4,6,8 (50% IL) Button 3 – Channels 2,4,5,6,8 (25% IL) Button 4 – Channels 5,6,8 (25% IL) Switch 5 – Channel 1 Switch 6 – Channel 2 Switch 7 – Channel 3 Switch 8 – Channel 4	Preset 1 Preset 2 Preset 3 Preset 4 Whiteboard (On/Off) FOH lights (On/Off) Spot lights (On/Off) House lights (On/Off)
	Minimum two (2) movement detectors	When any lights are 'On' and no movement has been detected by the PE cell for a period of 60 minutes, all fittings will be dimmed to approximately 30%. After a further period of 5 minutes, all fittings will dim to 'Off'. Activation of the PE or buttons within this 65 minute period will return the fittings to their previous state. Illumination levels required in the room will be determined by ITS.		
<b>H</b>	Teaching Rooms e.g. Seminar Rooms, PBL Rooms	One (1) single gang switch panel at entry  One (1) triple gang switch panel at lecturn or teaching wall  Maximum two (2) movement detectors	Will activate all lights in room  Individual switches will control whiteboard, FOH, or main house lighting.  When the lights are 'On' and no movement has been detected by the PE cell/s for a period of 60 minutes, all fittings will dim to 'Off'. Detection of movement by the PE cell/s will return the fittings to their previous state.	
<b>I</b>	External lighting (above G.L. on building walls, balconies, walkways etc.)	Detector/s	Light level and Motion detection. On after dark in conjunction with movement, time-delay off nominally of 20 minutes.	
<b>J</b>	External lighting (at G.L. or away from building)	CCMS: Auto/On/Off AOM switch mounted on DB	Auto = CCMS time schedule control, typically Dusk till Dawn	
<b>K</b>	External illuminated Signage and feature lighting	CCMS: Auto/On/Off AOM switch mounted on DB	Auto = CCMS time schedule control, typically Dusk till nominated hour typically 11pm.	
<b>L</b>	Plantrooms & service risers	Local switch	On/Off	

**Notes:**

- 1) Lux levels quoted above are for typical areas and will need to be changed to suit specific task lighting. Additional control scenarios will need to be developed to suit specific project requirements e.g. competition and training level lighting on sports facilities or specialist laboratories.
- 2) Use a dedicated lighting control cabling system to avoid poor termination usually found in terminal boxes and to reduce installation time
- 3) Wiring with single insulation without additional mechanical protection is not acceptable.

## 20.04 Particular Lighting Requirements for Lecture Theatres

**General Lighting** - *Amend this subsection as follows;*

*Add the words or approved equal to the end of the first paragraph*

*Delete the fifth paragraph commencing* The lecturn shall.....

**'Theatre in Use' Signs** – *Delete existing text to this subsection and replace with the following;*

Illuminated 'Theatre in Use' signs must be provided adjacent to all entry doors to lecture theatres which seat 100 or more persons.

**Equipment Rack Lighting** – *Delete this subsection*

## 20.05 Particular Lighting Requirements for Other Teaching Spaces

*Amend text to second paragraph as follows;*

**General Lighting** – General lighting shall be provided by means of fluorescent lighting controlled by 'on/off' switches at the room entry and the teaching wall and by movement detectors. AMX control will be nominated on the SDF if required for the space. Lighting interface wiring between the lighting controls and the equipment rack is not required unless noted otherwise on the SDF.

## 20.06 Particular Lighting Requirements for Collaborative Learning & Study Centres

*Amend Clause title as above*

## 20.07 Power

### 20.07.01 General Purpose Outlets

**Socket outlets** – *Amend second paragraph in this subsection as follows;*

GPOs shall be 'Clipsal C2000' series with ID covers. The colour of the GPO face plates and rocker switches shall be white except for the Logan campus where they shall be light grey, or as nominated elsewhere in this Clause. All outlets shall fitted with Type printed labels indicating the circuit number and distribution board of origin e.g. DB.2.A-15. Traffolyte labels shall be provided for any GPO which has no ID window.

**Suspended outlets** - *Add the following to the end of this paragraph;*

Suspension chains must be fixed to a solid support surface such as a concrete slab soffit or steel beam.

### 20.07.07 Lecture Theatres

**Front of Theatre** - *Delete last sentence of this paragraph commencing* Two (2) GPOs shall.....

### 20.07.10 Collaborative Learning & Study Centres

*Amend Subclause title as above;*

*Delete existing paragraphs and replace with the following;*

Provide the following minimum numbers of GPOs;

**Collaboration Zones (technology enabled)** – One (1) GPO for each wall mounted TV monitor; One (1) GPO to each fixed seat position mounted above seat back; One (1) GPO per wheelchair position

**Collaboration Booths (technology free)** – Two (2) GPOs per booth

**Team Study Booths** – One (1) GPO for wall mounted monitor; One (1) GPO for table mounted equipment

**Individual Study Zone** – One (1) GPO per computer

**Chill/Quiet Zone** – Four (4) GPOs

**Lounge** – One (1) GPO to each fixed seat position mounted above seat back; One (1) GPO per TV monitor

**Resource area** – One (1) 15A GPO per MFD; Two (2) GPOs

#### **20.07.11 Laboratory and Other Special Equipment**

*Insert the following new paragraphs after the existing second paragraph;*

Sensitive equipment which requires good power quality must be supplied with a power quality device such as a Voltage Optimiser or a SAG Fighter. Critical equipment may need to be supported by a UPS or emergency generator power supply. Any such specific requirement must be discussed with the equipment User.

Electrical infrastructure for UPS or generator emergency power, must comprise a split chassis and ATS system along the principles used in the G26 Glycomics Institute building at the Gold Coast campus. Details of this system will be made available by CLF.

*Amend the existing third paragraph as follows;*

Outlets connected to an emergency generator power source shall be fitted with a 'red' rocker switch, and outlets connected to a UPS power source shall have a 'blue' rocker switch.

*Add the following new paragraph to the end of the Clause;*

To avoid the use of power boards with associated trip and other hazards as a means of providing additional power outlets within laboratory areas, the design of laboratory spaces shall consider the provision of a reasonable number of additional GPOs to cater for future equipment items. This potential requirement shall be discussed with the space User and the CLF Electrical Engineer to determine the appropriate type, rating and number of outlets prior to finalising the electrical design.

#### **20.07.12 Telecommunications Equipment Room (TER)**

*Amend existing Clause as follows;*

All power circuits within the TER shall originate from a dedicated load centre installed within the TER. The poles within the load centre shall be grouped into two sections, Section A (left) and Section B (right) Provision shall be made for a 50% spare pole capacity within each Section (**Note;** 'Super High Immunity' MCB+RCD combinations can be larger than one pole). Each Section shall be clearly identified using 'traffolyte' type labels as DB.TER.A and DB.TER.B. The power supply to the load centre shall be directly from the building's Main Switchboard via a separate feed and be capable of being maintained if the supply to the rest of the building is switched off.

Two (2) separate 32A power circuits on 'Super High Immunity' MCB+RCDs capable of providing better continuity of service and immunity against nuisance tripping of networking and other IT related equipment (e.g. Schneider iDPN Class A Type Si 32A MCB D Curve or approved equivalent or better), one from each Section (A left and B right) and from matching and corresponding pole positions on the board, shall feed each cabinet via overhead chain or Unistrut (hot dipped galvanised or powder coated) mounted IEC 60309 or approved equal 250V, 32A, 3 Pin single phase socket outlets complete with locking plug retainer and isolator switch.

In specific cases, and only following consultation with and the written approval of ITI, smaller building TERs may only require two (2) separate 20A power circuits on 'Super High Immunity' MCB+RCDs, and the single phase socket outlet to feed each cabinet as previously described shall be a IEC 6039 or approved equal 250V, 16A, 3Pin outlet with locking plug retainer and isolator switch.

The load centre shall be fitted with transient overvoltage protectors as described later in this Section.

In cases where a UPS is required which supplies a PABX room or a special purpose TER, the wiring of the load centre shall allow continuous power supply to the TER via a closed-transmission maintenance bypass switch (with automatic protection against connecting outputs out of sync) when the UPS is undergoing maintenance. The bypass switch should also have an 'isolate' position to allow the UPS to be disconnected for shutdown/removal/upgrade to transition to and from powering the load off unprotected mains without operation.

Lighting circuits within the TER shall be fed from a distribution board outside of the TER.

The TER shall also have one (1) dual outlet GPO mounted 800mm above f.f.l., on a separate RCD (mod6 RCBO or equal to suit external DB) non UPS protected circuit to that used for the equipment racks. This GPO shall have a red rocker switch and face plate, and labelled 'Telecommunication Equipment Only'.

The TER shall have one (1) dual outlet GPO mounted 300mm above f.f.l., on a separate RCD (mod6 RCBO or equal to suit external DB) non UPS protected circuit from a DB outside the TER that is for general use other than IT functions. This GPO shall have a green rocker switch and face plate, and labelled 'Cleaner Outlet Only'. It shall be installed in an accessible location for plugging in portable cleaning or other equipment.

If emergency power is provided, or planned to be provided to a building, all TERs including PABX rooms or special TERs with UPS support, shall be served by emergency power to ensure that all the TERs remain functional during any power outage that triggers a switch from mains to emergency power.

The TER network data and voice configuration relies strongly on the design of the electrical wiring within the TER which must be carried out in close consultation with ITI and CLF.

All racks and cable trays shall be earthed as per Section 4.5 of the Telecommunication Standard HB29 2007.

### **20.07.13 External GPOs**

*Insert new paragraph between existing paragraphs;*

Higher rated outlets may be required to service special events such as Open, Career and Market Days. The requirement for such outlets shall be discussed with the Campus Facilities Manager and the CLF Electrical Engineer.

*Insert the following new subclause;*

### **20.07.16 Hand Dryers**

Electric hand driers must be provided with an isolator. This isolator shall be recessed into the wall at high level below the ceiling line and shall be lockable.

## **20.08 Switchboards & Sub-boards**

### **20.08.01 Main Switchboard**

*Amend the text of the fifth paragraph as follows;*

Non-fading laminated A3 size prints of the 'As Constructed' line diagram schematic drawings of the main switchboard and the external electrical power reticulation to the building shall be provided in the Main Switch Room. These drawings shall be ring bound into a plastic folder and placed in a suitable wall mounted rack holder. The main Switchboard line diagram must include the size, rating, and the length of all incoming and outgoing cables. The rating, model and manufacturer of all switchgear shall also be included.

*Delete existing sixth paragraph.*

*Add the following new paragraphs;*

The MSB must be supplied with a label plate containing information as to the switchboard rating, manufacturer and date of manufacture.

The building main switchboard (MSB) should be located within the building in accordance with the requirements of AS 3000, protected from weather and other conditions which may impact on the life of the board. If the MSB is required to be installed outside of the building, the cabinet shall be constructed in stainless steel or aluminium and shall be sealed against the ingress of moisture (refer to Subclause 20.08.03). In corrosive environments such as the Gold Coast campus, particular attention must be given to the materials used and construction of the board whether located internally or externally of the building. The approval of the CLF Electrical Engineer for materials to be used and the construction details is required before the fabrication of the board commences.

#### **20.08.02 Distribution Boards**

*Amend sixth paragraph as follows;*

All cables to and from the board shall be installed in ducting with easily removable covers. The size of the ducts shall include spare capacity for future cables.

*Add the following new paragraphs to the end of the subclause;*

In refurbishment projects, the Electrical Contractor must maintain the full operation of existing control systems which also control the loads within adjacent unrefurbished space.

#### **20.08.03 Board Design, Access & Colour**

*Add the following sentence to the end of the first paragraph;*

All switchboards shall have a dedicated compartment of adequate size for metering services.

*Amend second paragraph as follows;*

..... 'L' shaped handles, spare capacity for future load as determined by CLF, bottom cable entry and hinged doors/escutcheons.

*Add new paragraph;*

All switchboards, distribution boards, control panels, Tee-Off boxes or any boxes containing electrical accessories must be installed in locations which allow access without the use of ladders or work platforms.

#### **20.08.05 Polyphase Kilowatt-hours Meters**

#### **20.08.06 Labelling**

*Amend fifth paragraph as follows;*

..... individually identified with DB.X.Y where 'X' is a numeral indicating the building level and 'Y' is a letter between A – Z commencing from A indicating the board 'identity number' on that level e.g. **DB3B** would be the second distribution board on the third level of that building.

## 20.08.08 Circuit Breakers

*Amend first paragraph to read as follows;*

Circuit breakers to final circuits shall be 'NHP, Terasaki, ABB, Schneider or Merlin Gerin DIN Range' miniature circuit breakers or better, subject to approval by the CLF Electrical Engineer.

*Amend second paragraph to read;*

'Eaton Quicklag' circuit breakers must not be installed in existing electrical distribution boards. Install NHP or Schneider brand breakers with the correct adaptor to fit an existing 'Eaton' board. Replace any existing 'Eaton' switchboard when any refurbishment project results in more than 35% of the board circuits being replaced or modified.

*Delete existing third paragraph.*

## 20.08.11 Electrical Tee-Off Boxes

*Amend first paragraph as follows;*

..... they shall be accessible (refer Subclause 20.08.03), painted .....

*Insert new paragraph between the existing paragraphs;*

The front panel of the box must be fitted with D handles to assist with removal.

## 20.10 General Wiring

### 20.10.01 Cable Types & Sizes

*Amend third paragraph as follows;*

..... shall not be less than 2.5mm<sup>2</sup> stranded copper. Control wiring.....

*Add the following paragraphs;*

Cable exposed to sunlight in external locations must be UV rated.

Wiring for lighting movement detectors must be done using a 'soft' wiring system to minimise electrical risks/hazards in the ceiling space.

### 20.10.03 Cable Trays, Ladders & Conduits

*Add the following paragraph;*

Cable trays and ladders installed in uncovered outdoor locations such as chiller compounds, shall be fitted with cover sections to protect cables from physical damage, and to minimise insulation degradation and increased resistance from the effects of UV light and heat.

### 20.10.04 Cabling & Accessories in Ceiling Spaces & Risers

*Amend Subclause heading as above.*

*Delete all existing text and replace with the following;*

Main, sub-board feeders and sub circuit wiring shall be run on cable ladders in service risers, and on trays for all major cable routes in ceiling voids. Cable ladders shall be fitted with covers to a height of 1metre above f.f.l. to protect cables from physical damage.

Where cables are not run on ladders and trays, every cable shall be supported clear of the ceiling grid or framing using 'Unicon' or approved equal push-in clips, or tied to a catenary wire. The spacing of clips and ties shall not exceed 1.20 metres. Shot, nail or adhesive fixed clips are not permitted.



Where cables are run in conduits, any connection between rigid and flexible conduit shall use an appropriate adaptor and not be adhesive or silicon joined. Conduits cast in slabs shall be 35mm min. dia. and their location shall be properly surveyed and clearly shown on the 'as constructed' drawings.

All electrical accessories such as junction boxes, battery packs, control gear and lighting power sockets must also be supported clear of the ceiling grid or framing.

The laying of cable on top of the ceiling tiles or lining, or tying cables to ceiling grid, cable tray or duct support hangers is not permitted.

Where the number of cables running parallel in the ceiling space exceeds six (6), a cable tray must be used for support.

Care must be taken to provide enough slack in the cable runs to eliminate stretching of the cables and strain on supports.

#### **20.10.07 Installation of Mains & Submains**

*Add the following new paragraph after existing first paragraph;*

Cables must be installed vertically on cable ladders and horizontally on cable trays. Provide cover sections to ladders for a height of 1metre above f.f.l. in all risers, and to ladders and trays where cables are installed in uncovered outdoor locations as per Subclause 20.10.03.

#### **20.10.08 Cable Penetrations in Slabs & Walls**

*Amend Subclause title as above.*

*Amend text as follows;*

All penetrations for cabling through slabs and walls shall be sealed after cable installation where necessary to meet fire, acoustic or moisture barrier requirements.

Where cables are installed through existing sealed penetrations, the barrier material shall be reinstated to meet the original rating or requirement.

Fire rated sealing of penetrations shall be carried in accordance with **Clause 5.08 of Section 5.00 Building Structure.**

#### **20.12 Emergency Evacuation Lighting**

##### **20.12.01 Emergency Lighting System**

Amend second paragraph to read;

The master controller and communications network shall be either a 'Clevertronics Zoneworks L10' or a 'Stanilite Nexus RF (NCS)' system supplied and installed as a complete system.

##### **20.12.02 Emergency Lighting Luminaires**

*Delete all existing text after shall be symbol Z, in the last sentence of the sixth paragraph and replace with the following;*

Floor Level/Fitting No., or Staircase No./Fitting No. e.g. Z/2/01 or Z/ST2/01.

#### **20.13 Lightning Protection**

*Add the following sentence to the end of the first paragraph;*

Provide a copy of all documentation associated with the risk assessment to the Superintendent as part of the Operation & Maintenance Manual, if the assessment determines that protection is not required.



*Add the following paragraph to the end of the Clause;*

*Complete 'As Constructed' drawings of the lightning protection system shall be provided as part of the Operation & Maintenance Manuals.*

## **20.15 Underground Electrical Services**

*Amend first paragraph as follows;*

All underground electrical services shall be designed by the project Electrical Consultant and installed in accordance with.....

*Add the following to the end of the third paragraph;*

No backfilling of trenches shall be undertaken until photographs of all open trenches have been taken to identify the cable route, and the conduit installation has been inspected and approved by a GU representative. The photographic record shall be provided to the Superintendent.

## **20.16 High Voltage System**

*Amend third paragraph as follows;*

Whenever any work is to be performed on the high voltage system at a GU campus, the following procedures are to be followed;

- An appropriately accredited HV Auditor must be engaged by the Contractor to audit the work of the HV Electrical Contractor from the commencement of the HV works with a view to obtaining a report and statement of compliance for the HV installation for issue to the Superintendent
- All HV design work must be undertaken by Energex or an Energex approved HV Design Consultant
- All HV switching shall be performed by Energex or a qualified HV Electrical Contractor
- ~~DELETED~~
- Where any HV cable is to be cut, altered or moved, the Contractor shall arrange for a suitably qualified and licensed HV Contractor to test and mark the cable to ensure that it is the correct cable and that it is not 'live' before work commences
- All work shall be checked and/or tested as being compliant before the switching is carried out by the HV Contractor at the end of the job
- The Contractor shall meet all costs associated with the above
- Wherever possible any new substation shall be installed within the ring main system on the respective campus. 'Spur lines' or radial feeding of new substations must be avoided.

Note: The 11kv network on the Logan campus is privately owned by GU. The above works can only be conducted by a suitably qualified and licensed HV Contractor e.g. Asset Power Solutions, N & P Contracting or ERDS Contracting, with the prior approval of the Superintendent. All works shall be completed in compliance with both AS 3000 and all Energex standard requirements. Full documentation detailing the proposed modifications to the HV network shall be submitted to the Superintendent for approval.

## **Section 21.00 Communication & Data Services**

*Where the abbreviation ICTS is used in the clauses and paragraphs of this Section, replace with ITI*

### **21.01 System Generally**

*Amend first paragraph as follows:*

..... computer, telephone and audio visual systems .....

## 21.02 Subsystems

**Equipment subsystem** – *Amend the first sentence of this subsection as follows;*  
The equipment subsystem consists of electronic communications and audio visual equipment.....

### 21.03.01 Types of Use

*Add following new dot point between third and fourth dot points under Data Communications;*

- IEEE-802.3at (Power over Ethernet Plus)

*Amend dot points under Voice Communications as follows:*

- IP Telephony
- Analogue telephone
- Digital telephone
- Facsimile and Modems

*Add new first dot point under Video as follows;*

- IP telephony with video and audio

### 21.04.01 Materials

*Amend the second sentence of the first paragraph as follows;*

Length, colour and quantity to be provided within the contract shall be nominated by ITI.

*Delete the second and third paragraphs*

### 21.05.04 Cable Supports

*Delete existing second paragraph and replace with the following;*

On exiting the cable tray system, cables can be directed to their ultimate connection point through the use of catenary wires to the top of service columns or partition walls on which the workstation outlet is located. Ensure that the ends of catenary wires are not attached to the cable trays, but are anchored to strong and stable structural elements such as columns, walls or slab beams.

### 21.05.05 Cable Hangers

*Amend second paragraph as follows;*

If approved, cable hangers should only provide strain relief or ensure that the radius of any bend in the cable route conforms to the requirements AS/NZS 3084. Cable hangers must be a type which is approved by the cable manufacturer as suitable for the cable type, and must be installed to conform to the manufacturer's correct cable installation procedures including spacing and attachment requirements.

### 21.05.08 Installation Practices

**General** - *Add the following two paragraphs to the end of this subsection;*

Cables within partitions or wall cavities shall be installed vertically from the ceiling space to the outlet or connection position. Cables shall not be installed diagonally or horizontally. The use of wall framing components shall not be permitted as a 'cable tray' pathway.

Where cables need to be installed in inaccessible locations such as behind wall linings, or horizontally within partitions, they shall be installed within conduits so that they can be withdrawn and so that there will be sufficient segregation provided for the installation of new cables across its path.

#### 21.05.09 Identification Requirements

*Amend the first paragraph as follows;*

**Outlet Identification** - Faceplates of the Clipsal C2000 type with an ID window shall be fitted with type printed labels. Where faceplates without an ID window are used, each faceplate shall be engraved with the outlet identification in accordance with AS 3084.

#### 21.06 Riser Subsystem

*Add the following to the end of the dot point to the third paragraph;*

(refer to GU Standard Detail Drawing No. GSD-705 Cable Identification Tag)

#### 21.07.02 Materials

*Amend the second paragraph as follows;*

Fibre optic patch leads shall be at least 3 metres in length with LC Duplex connectors at both ends. ST or SC connectors may be used where installed equipment exists.

#### 21.08.01 Materials

**Equipment Cabinets** – *Amend first two dot points as follows;*

- A MFB type A 650/19” reduced Rack cabinets 45RU and 855mm deep (Part No. MFBP4397), and provided with cage nuts and bolts
- Supplied with the following unless otherwise specified by an ITI representative –
  - For 32A socket installations: 1 x horizontal APC branded(AP7724) Rack ATS, 2U 230V, 32A, IEC309 32 2P+E, (16) C13, (2) C19 Out
  - For 20A socket installations: 2 x horizontal, 1U, 230V PDUs with 10 x 10A (IEC C13) and 2 x 16A (IEC C19) with matching and locking 20A IEC plug

**Wall Mounted Cabinets** – *Amend dot points as follows;*

- A MFB 650/19” .....
- Fitted with steel sides, roof, and.....

#### 21.08.03 Installation Procedure

*Delete third paragraph*

#### 21.09.03 Installation Procedure

**Underground Cables** – *Amend sixth paragraph of this subsection as follows;*

A pit shall be installed at each cable entry point to the building.

**Identification Practices** – *Amend the first paragraph of this subsection as follows;*

All inter-building cables shall be identified with a permanent and indelible label in every pit clearly indicating destination from/to (refer to GU Standard Detail Drawing No. GSD-705, Cable Identification Tag).

#### 21.10.02 Telecommunication Equipment Rooms (TER)

*Add the following sentence to the end of the fourth paragraph between the two tables;*

..... in that room. Written approval must be obtained from ITI prior to the final acceptance of the TER size.

Amend second table as follows;

No. of Outlets Served	Size of Equipment Room (mm)	No. of Cabinets Required
<190	2600 x 2,00	2
>190 and <380	2600 x 3250	3
>380 and <840	2600 x 4000	4
>840	Consult ITI	Consult ITI

Add the following to the end of the seventh paragraph;

..... accessible cable trays. Refer to Clause 21.10.05 Riser Subsystem

Add the following to the end of the ninth paragraph;

..... where installed. Vinyl flooring shall be covered at walls, and the room linings shall be sealed to painted floors around the perimeter against the ingress of moisture.

Delete existing eleventh paragraph which refers to a wall mounted phone.

### 21.10.03 Telecommunications Risers

Amend last paragraph as follows;

No communications or other electronic equipment is to be mounted or terminated in a telecommunications riser.

### 21.10.04 Campus Subsystem

Amend first dot point as follows;

- It shall be connected to the campus TERs by two (2) physically diverse 100mm conduits for fibre optical cable.

Amend third dot point as follows;

- It shall be connected to the campus TERs by two (2) 24 core single mode Fibre Optic cables. Final composition of the Fibre types shall be determined by ITI.

### 21.11 Standard Documentation & Labelling Requirements

Voice Patch Panel Labelling – Amend third dot point to second paragraph of this subsection as follows;

- N51 to N74.....

### 21.12.01 Generally

Amend fifth dot point as follows;

- No building control system shall be installed in Data rooms or Data risers with the exception of legacy 'Cardax' installations in Residential Colleges.

### 21.12.02 Early Data Network Provisioning for BCS

Amend fifth dot point as follows;

- The MAC address of the BMS equipment to be activated must be provided by ITI

Amend sixth dot point as follows;

- The IP address for the BMS outlet is to be obtained from ITI, DHCP configuration should be used

### 21.13 Wireless Networks

Amend fifth paragraph as follows;

**WAP Equipment & Mounting Brackets** - WAP equipment and mounting brackets are to be installed and securely fixed with the correct alignment close to the.....

## 21.15 Power over Ethernet Clocks

*Amend first paragraph as follows;*

An Ethernet Clock system shall be installed in new buildings in spaces nominated on the SDFs and generally as required by **Clause 20.14.01** of **Section 20.00 Electrical Services**.

*Delete existing second paragraph*

*Amend dot points to existing third paragraph as follows;*

- Analogue clocks – Simplex Part No. ONTA12-BK of 343mm dia. with raised surround Part No. W643-481 (ensure that clock is ordered with MAC address label details on external packaging).
- Digital clocks – Simplex Part No. ONT4BK-S with a 102mm digit height (ensure that clock is ordered with MAC address label details on external packaging)

*Delete existing fourth paragraph*

*Amend existing sixth paragraph as follows;*

Particular attention shall be given to mounting the Ethernet clocks to ensure that when the provided fly lead is attached to both the clock and the Ethernet outlet, that it is hidden by the mounted clock which should hang flush with the wall.

*Amend existing seventh paragraph as follows;*

The Ethernet outlet shall be wired back to the patch panel in the TER using Category 6 cable. All outlets shall be identified and labelled as required by **Clause 21.05.09** of this **Section 21.00**.

## Section 22.00 Security Services

No amendments

## Section 23.00 Lifts

No amendments

## Section 24.00 Landscaping

### 24.14 Irrigation Systems Generally

*Add the following paragraph at the end of the existing Clause;*

Where new landscaped areas are created between existing buildings and along circulation spines, or existing landscaped areas are upgraded or modified and where no piped irrigation system is proposed, consideration shall be given to providing a supply of water for the establishment and maintenance of planting and grassed areas. If there is no rainwater storage in an adjacent building which can be utilised for this purpose, one or more external stand alone rainwater storage tanks shall be provided within the landscaped precinct. These tanks shall be the above ground type of no less than 3,000 litres capacity, positioned adjacent to buildings in easily accessible locations and where modifications to the building downpipe system for the charging of the tank and the disposal of overflows can be achieved. Tanks shall generally be concealed from view by planting or screening and therefore sized accordingly. If a gravity feed for watering hoses cannot be achieved, a small electric pressure pump shall be provided adjacent to the tank or in an accessible location agreed with the campus landscape staff.

## **24.17 Outdoor Furniture**

*Amend Clause title to read as above.*

*Delete existing clause text and replace with the following;*

New outdoor furniture for all campuses shall be in accordance with the GU Outdoor Furniture Catalogue developed from the Nathan campus Master Plan. This catalogue is available from the PD&C Senior Architect who will also provide advice with respect to suitable manufacturers and installation details.

There may be situations where the introduction of the furniture styles shown in the catalogue is not appropriate due to the extent of existing outdoor furniture in close proximity which is not affected by the particular project, in which case new furniture to match the existing should be considered subject to consultation with and the agreement of the PD&C Senior Architect.

The disposal of waste water from drinking fountains located in landscaped areas must be in accordance with Local Authority requirements.

## **Section 25.00 Signage**

*Delete all existing Clauses and Schedules of this Section and replace with the following;*

### **25.01 Generally**

The University has adopted a new suite of standard signs to be used across all its campuses. All sign types are illustrated in the Griffith University Signage Manual together with any Pending Amendments to that Manual, which are published on the University website at the following address;

**<http://www.griffith.edu.au/campus-development/standard-drawings-and-signs>**

In conjunction with this Manual, CLF is preparing a series of Standard Drawings for the fabrication and installation of all signs which are not 'flat plate' or fabricated from proprietary components. The current list of Standard Drawings is provided later in this Section.

### **25.02 Responsibilities of Design Consultants for Signage**

Unless otherwise advised by CLF, the project Architect is responsible for the preparation of documentation required for the procurement and installation of all project signage, both internal and external, which shall be included in the tender documents. This documentation shall be based on the Signage Proposal example and Signage Schedule template documents published on the foregoing web address.

The text to be included on each sign type will be provided to the architect by the CLF Project Manager following consultation with and input from the project User Coordinator or principal User.

### **25.03 Departures from the Signage Manual**

There shall be no departures from the design and use of the signage types, colours and graphics nominated in the Signage Manual. Any proposal to depart from the Manual's requirements must be submitted to CLF for consideration and approval.

### **25.04 Statutory Signage**

All statutory signage required for a project shall be provided as part of the Contract Works. The project Architect in conjunction with the other design consultants is responsible to determine all statutory signage requirements in accordance with the BCA, Australian Standards or relevant legislation.

Statutory signage also includes all hazard identification and safety signage associated with laboratories and other specialist areas. These requirements shall be confirmed with the relevant Group/School/Research Centre WH&S officers.

### **25.05 Braille and Tactile Signage**

Braille and tactile signage shall be provided in accordance with the requirements of the BCA and the recommendations of the GU Access Consultant. Braille and tactile elements are a mandatory requirement for the following signage types;

- Internal room identification
- Facility entrance identification
- Public directory information

### **25.06 Special Signage**

The use of special signage to the reception area or counter for Groups, Schools, Research Centres or Departments to identify and portray the unique nature or function of that facility including logos, non standard text fonts or illumination, is permissible. Such signage shall be designed by the project architect or interior designer in consultation with CLF and the Users.

In designing and locating special signage, consideration must be given to the future removal or modification of the signage without causing significant damage to wall, bulkhead or ceiling surfaces and finishes.

The use of the Griffith University logo in signage elements, must be referred to the Office of Marketing & Communication for their review and approval to ensure compliance with the GU Identity Manual.

Signage for commercial tenancies will normally be the responsibility of the tenant/operator, subject to the approval of CLF.

### **25.07 Standard Signage Drawings**

Standard Drawings (GSS Series) have been prepared by CLF which are applicable to the following sign types;

- Building Identification sign –freestanding
- Pedestrian directional sign – freestanding
- Site directory information sign – freestanding
- Identity sign – projecting
- Directional sign - suspended

These drawings are under regular review and the current revision will be provided by the PD&C Senior Architect on request. Drawings for other sign types will be developed progressively and made available when completed.

## **26.00 Loose Furniture & Equipment**

### **26.01 Generally**

*Delete last two paragraphs and replace with the following;*

User requirements for furniture types shall be described in the project Space Description Forms.

Furniture purchased shall comply with the specifications contained in the Furniture Catalogue prepared by CLF. This catalogue is located on the Griffith Portal which is accessible to GU employees only, however the relevant specifications will be made available to Consultants and Contractors on written application to the Senior Architect, CLF (t.powell@griffith.edu.au).



## Section 27.00 Post Construction Responsibilities of Consultants & Contractors

### 27.03 Guarantees & Warranties

*Add the following sentence to the end of the second paragraph;*

Refer to Section 14.00 Clause 14.02 for warranty requirements with respect to mineral fibre tile suspended ceiling systems.

### 27.04 Operating & Maintenance Manuals

*Delete all content of the existing clause and replace with the following;*

Operating and Maintenance (O&M) manuals shall cover all aspects of the work undertaken in the project.

All Manuals shall have a Cover page providing the key project information as required by Standard Drawing GSD-001D.

Each Manual shall have a Contents page properly structured into Sections and indexed with page numbers.

The manuals shall be submitted to the Superintendent in electronic format, and they shall be grouped into a single PDF file for each discipline corresponding to the list provided on Standard Drawing GSD-001C. The PDF file shall be fully searchable and bookmarked according to the section index.

If hard copies of the O&M Manuals are requested by the Superintendent, they shall be structured in an identical form to, and submitted at the same time as the electronic version for review and approval.

The O&M manuals shall include but not be limited to the following;

- A general description of the scope of the project
- A list of all design consultants employed on the project whether by the Principal or the Contractor
- Details of all suppliers and subcontractors supplying goods or services to the project
- Finishes and colour identification schedules
- Operating instructions and technical schedules for all equipment and plant installed as component parts of the project
- Maintenance instructions including time schedules
- Control system and electrical layout plans complete with terminal numbers corresponding to wiring ferrules, with cross referencing as necessary
- Testing and commissioning dates, set points, flow rates, timer settings etc. including all testing evidence certificates
- An asset list of all maintainable equipment (CLF will provide a template which must be completed in full)
- All warranties and guarantees
- All statutory certificates and approvals

### 27.05 'As Constructed' Drawings

Add the following to the table of drawings to be provided;

Discipline	Content of Drawing
Signage	Sign location plan including type Structural engineers drawings for construction of major signs including footings etc. Electrical power supply drawings and installed electrical lighting equipment for illuminated signs



## 27.06 Post Construction Site Survey

*Add the following text to the end of the first paragraph;*

The new post construction survey undertaken must relate to the original site survey provided to the Consultant/Contractor by the Principal, and shall be merged, aligned and presented in layers which correspond with the overall existing campus CAD file survey record.

*Amend the text of the second dot point in the second paragraph as follows;*

- .....showing the ground level contours at 0.25m (maximum) intervals.....

*Delete all text after the words immediate vicinity from the last dot point of the second paragraph.*

*Delete the word paths from the existing last dot point in the third paragraph and replace with path*

*Add the following dot points to the third paragraph;*

- Location and size of drains, columns, poles, sign posts, overhead structures, planters, steps, ramps and retaining walls
- Ground line markings for car parks and traffic, traffic islands, boom gates and traffic lights
- All building entry locations and levels
- All trees with a girth greater than 200mm measured at one (1) meter above surrounding ground level and exposed rocks greater than one (1) meter in any one dimension which occur within ten (10) meters of the building footprint
- Any other permanent site features

## Section 28.00 Project Briefing & Procurement

### 28.02 The Strategic Objective Brief

*Amend the text of the second paragraph as follows;*

The Brief will be developed, with the assistance of CLF, by the Academic Group/s having ultimate responsibility for the staff and/or functions to be housed in the proposed building.

*Amend the text of the fourth paragraph as follows;*

Once this Brief has been reviewed and agreed to by the Group PVC/s and senior executives of the University if appropriate, the Brief will be circulated to members of the Project User Committee (PUC) for comment with a view to the formal ratification of the Brief at the first scheduled PUC meeting.

### 28.03 Structure & Content of the Strategic Objective Brief

*Amend Clause heading as above*

*Amend the text of the first paragraph as follows;*

The Strategic Objective Brief will comprise two specific sections. Each section will address a key objective for the project as follows;

- **Overview and Purpose** – to provide a structured outline of the strategic and academic intent of the proposed building
- **Design Intent** – to provide guideline as to how the strategic and academic intent of the proposed building might be reflected in its design to realise the User's specific requirements and expectations

*Delete the illustration after the first paragraph*

## 28.03.01 Overview & Purpose

*Amend the text and structure of the Subclause as follows;*

This section contains four specific topics to be considered in context by the Users to demonstrate how the proposed building will achieve the strategic goals and functional requirements of the University. These topics are as follows;

- University context
- Community context
- Campus context
- Academic context

In considering each topic, the Users are presented with an opportunity to explore and elaborate on the role that the new or refurbished building will play in the context of meeting the strategic development goals of the University and its campuses, the enhancement of engagement with both the University and the wider communities, and the expansion and improvement in the delivery of academic programs.

**University Context** - This topic will explain how the proposed new or refurbished building is intended to meet the Vision and Mission of Griffith University. It should cover the key principles of excellence and innovation in teaching, research and community services and specifically if and whether these principles are integral to the academic function and design of the proposed building.

This explanation will demonstrate how the building will enhance the following goals of the University to;

- maintain and enhance its position as the dominant provider of tertiary education in the Brisbane-Gold Coast corridor
- provide a national model for innovative teaching and learning through bringing disciplines together
- establish itself as a major research-based University with international recognition of expertise in key areas of research strength;
- develop best practice in ensuring equitable and effective environments for students and staff
- consolidate a series of key strategic alliances to develop a network of service provision in teaching and information services

**Community Context** - This topic will explain the role of the building and its functions in the community, and should address the following issues;

- will the building serve broader University community needs?
- how will it relate to other professional or academic institutions?
- how will the University and wider community interact with the building?
- who in the University and wider community will interact with the building?

**Campus Context** - This topic will include an explanation of the selected campus and building location within that campus and why this is the case. Consideration may be given to briefly cover any other options that have been or should be considered (e.g. off-campus location, cross-campus operations). The importance or necessity of a specific location in terms of the identified demand or critical relationship with a specific campus zone or other buildings is explained.

**Academic Context** - This topic elaborates on the aspects of the building that are critical to the academic, research and community objectives of the specific elements (Group, School, Centre, Department) that are to be housed in the proposed building. It provides a description of the academic and working environment to be created in the new building by considering each of the following aspects or requirements to be catered for in the proposed building;

- Teaching;
- Flexible Learning
- Research

- Day to day functionality
- Number, type, size and mix of the elements e.g. Academic Research, General Staff Administration, **special teaching or research spaces**
- Organisational structure
- Explanation of the likely future direction, expansion or change anticipated within the elements over the short to medium term after occupation.

### 28.03.02 Design Intent

*Amend the text of the Subclause as follows;*

This **section** contains three **topics** to guide Consultants and Users in developing their concept of the new building. In 'Design Intent', users have an opportunity to elaborate on the role of the proposed new building in realising the issues covered in the 'Overview and Purpose' **section** of the **Brief**. The three **topics** are to be used as a guideline to cover the following design issues;

**Building Concept** - This **topic** is intended to focus on the building itself and provide an opportunity for User groups to imagine the building on the preferred site already identified. Any essential aspects or ideas should be covered, and these could include:-

- Building size or scale (No. of storeys)
- Building orientation
- Vehicle and pedestrian access
- Outside area requirements with reasons e.g. work areas, patios etc
- Aesthetics

**Design Parameters** - This **topic** deals with the functionality of the proposed building itself. Here the **Brief** should explain any critical relationships, restrictions or movement that will dictate the overall internal layout of the building. A schematic sketch ('bubble diagram') of the preferred relationships between and within elements occupying the building, may be provided to clarify those relationships.

Once the broad parameters that impact on the overall layout of the internal spaces have been described, the main functional areas will be listed in a provisional Schedule of **Useable Spaces**. The **likely** total **Useable Floor Area (UFA)** available within the building will have been **calculated** by CLF **based on** the allocated budget for the building **and its anticipated cost per square meter**. The total of the functional areas listed in the Schedule of **Useable Spaces** should not exceed this **nominated UFA** figure.

**Human Factors** - This **topic** provides an explanation of User requirements in terms of human comfort and behaviour. For instance, any special requirements or expectations around WH&S, security, hygiene, ergonomic design, or any special visual, auditory or thermal requirements are outlined. This **topic** includes internal aesthetic preferences/requirements as well as interior fitout and design issues.

These factors are couched in general terms only at this stage, as the determination of detail will be part of the **development of the design phases** that follow.

### 28.05 Capital Works Procurement

*Amend Clause title as above*

*Delete existing flowcharts and replace with the following;*

The University has an ongoing Capital Management Plan (CMP) for the development and upgrade of its campuses. Funds for the CMP are approved by the University Council as part of the University Budget, and this funding generally covers a period of three (3) years.

The CMP will identify the projects required to address ongoing accommodation needs generated by new courses/programs, increases in student places and research initiatives. CLF plays an important role in identifying emerging space needs and advising the University Executive on likely building projects to satisfy those needs.

Projects nominated in the CMP will be activated when appropriate to match those needs with respect to time and annual funding allocations.

GU uses three project procurement methodologies for all its capital, alteration and refurbishment works. Projects are procured under either a 'Traditional' Lump Sum Fixed Price Contract, or 'Non Traditional' Construction Management (CM) or Design & Construction Management (D&C) arrangements.

The method of procurement is generally determined by project type, size, value and program, and will be nominated by CLF at project initiation based on these criteria, plus any other special considerations which may be appropriate.

Generally, all alteration and refurbishment works and new buildings with a contract sum up to \$3m, will be procured under a 'Traditional' Lump Sum Fixed Price Contract. All new building projects with a contract sum greater than \$3m, will generally be procured under a two stage 'Non Traditional' Design & Construct contractual arrangement, however there may be instances where this benchmark will not apply due to the nature of the project.

Projects where the scope cannot be easily defined within a reasonable period to allow full documentation for tendering as a Lump Sum Fixed Price Contract, may be procured using a Construction Management (CM) procurement methodology subject to a thorough assessment of the risk profile of the project with respect to time and cost.

Each method has its own particular procedures for the appointment of design consultants (refer to **Section 29.00**).

GU has developed Standard Conditions of Contract to be used for each procurement methodology. The appropriate GU Conditions of Contract will be used for each project, and no other Conditions are permitted except with the approval of the CLF.

## **Section 29.00 Design Procedures for Consultants & Contractors**

### **29.01 Generally**

*Delete existing fourth and fifth paragraphs and replace with the following;*

The Associate Director Capital Works (ADCW) CLF is delegated by the Director CLF as having the administrative and technical responsibility for the delivery of Capital Works for GU. All correspondence from Consultants and Contractors shall be addressed to the ADCW.

All instructions to Consultants and Contractors will only be issued by the ADCW, the PD&C Project Manager or any other officer of CLF as nominated in writing by the ADCW. Consultants or Contractors must not under any circumstances accept any instruction whatsoever from any other person or persons, whether involved in the project or not. If a Consultant or Contractor accepts an instruction from anyone other than the ADCW or its nominees, then the Consultant or Contractor shall be responsible for any costs it incurs if that instruction is rescinded by the ADCW.

*Amend sixth paragraph as follows;*

The ADCW is the Superintendent under the contract for all capital and minor works projects undertaken by GU. The GU Committees.....

*Delete existing seventh paragraph and replace with the following;*

It is the longstanding practice of CLF not to appoint a single consultant for the design and documentation of both Electrical and Mechanical Services, but to award separate commissions for each Service to two individual unrelated consultancy firms. Any departure from this practice requires the written approval of the ADCW.

## 29.04 Selection of Consultants for 'Traditional' Contracts

*Amend the first sentence of the first paragraph as follows;*

Only consultants who have lodged an Expression of Interest to undertake consultancy services on GU projects, and who have been advised in writing that their EOI has been accepted (with or without qualification) and have been entered on the GU Approved Supplier Register for Consultants & Contractors, will be invited to submit proposals (including fees) to undertake design and documentation services on GU projects to be procured under a fully documented and tendered Lump Sum Fixed Price contractual arrangement. GU reserves the right.....

*Amend the second paragraph as follows;*

CLF will prepare a package of documents to be issued to consultants to prepare proposals which will include, but not be limited to, the following;

- Letter of Invitation
- Strategic Objective Brief (if available)
- Technical Brief (if available)
- Space Description Forms (if available)
- GU Standard Conditions of Appointment for Consultants (current Edition) including the following Schedules 1 to 4
- Schedule 1 – Consultancy Services
- Schedule 2 – Supplementary Information and Requirements
- Schedule 3 – Additional information to be Provided with Proposal
- Schedule 4 - Proposal Form
- Site plan showing location of building
- Any sketch plans of the proposed works prepared by PD&C or other consultants
- GU Guidelines for Delivery of Consultant Services

*Delete the existing third paragraph and replace with the following;*

All consultants will be engaged by and contracted to GU, and CLF will manage the design consultancy team throughout the project duration however one consultant, usually the architect, will be appointed as the Coordinating Consultant with responsibility to review and coordinate the work of all the design consultants to ensure that the designs and documentation are comprehensive and fully integrated. CLF will review all documents issued for tender with respect to scope definition and compliance with these Design Guidelines, but will not be checking the accuracy and coordination of the documents.

## 29.05 Selection of Consultants for D&C Contracts

*Amend first paragraph as follows;*

As for 'Traditional' Contracts, consultants will generally be selected from the GU Approved Supplier Register for Consultants & Contractors.

*Delete existing second paragraph and replace with the following;*

GU will select an architectural firm through a CLF managed EOI, design concept submission and interview process. The selected firm will have demonstrated to a Selection Panel that it has provided the best response to the EOI criteria and has the necessary design skills to satisfy the Project Brief requirements. The full selection process will be outlined in detail to participating firms when invited to submit an EOI, and may vary slightly from project to project. The selected architect will be nominated to the Contractor for engagement as the project architect.

*Amend third paragraph as follows;*

Following the appointment of a preferred Contractor for Stage 1 Services as defined by the project Conditions of Contract, the Contractor will compile in consultation with CLF, a shortlist of design consultants for all disciplines other than architecture, from which fee proposals will be sought.

## 29.06 Conditions of Engagement

*Delete the existing text in the first paragraph and replace with the following;*

Consultants engaged to provide services to GU on 'Traditional' Lump Sum contracts will be appointed by the Associate Director Capital Works (ADCW), CLF to perform the required services under the current edition of the 'Griffith University Standard Conditions of Appointment for Consultants', including the Schedules 1 to 4 completed by the consultant and submitted as part its proposal. Consultants will receive a letter of appointment and an Official Order to undertake the commission.

*Insert the following new paragraph between the existing second and third paragraphs;*

The appointment of the GU nominated architectural consultant by the Contractor will be based on a document titled 'Minimum Scope of Architectural Service required for D&C Projects' prepared by GU and provided to the architectural firms participating in the selection process as a basis for providing a fee to undertake those services. The Contractor has the right to increase the scope of services to be provided by the architect, with any corresponding adjustment in the proposed fee, if it considers it necessary for the efficient delivery of the project. Any such change to the scope of service and fee must be submitted to the ADCW for approval. The Conditions of Appointment shall not be less than the GU Standard Conditions used for consultant appointments for 'Traditional' contracts.

*Amend existing third paragraph as follows;*

In the absence of any instructions to the contrary from the ADCW, the requirements .....

## 29.07 GU Organisation

*Delete existing Clause and chart and replace with the following;*

The following GU bodies, committees and boards are responsible for the approval or oversight of all significant construction projects, new buildings or refurbishments, undertaken by GU on or off the University's designated campuses.

<b>University Council</b>	The Council of the University is the governing body ultimately responsible for all construction projects and related policy decisions wherever they occur. The Council will approve each three year Capital Management Plan (CMP) for the development of the campuses. On all projects, the Principal under the Contract is Griffith University as represented by the Council.
<b>Finance, Resources &amp; Risk Committee</b>	The Finance, Resources & Risk (FR&R) Committee advises the Council on Capital Works matters. The Committee reviews each CMP proposed by the GU Executive and recommends its approval by the Council. Once approved by Council, CMP projects may be implemented by CLF under the oversight of the FR&R Committee subject to adherence to the financial allocation made in the CMP for each project.
<b>Tender Board</b>	<p>The Tender Board must approve the awarding of all Contracts where the contract sum exceeds \$1m. All such approvals will be reported to the FR&amp;R Committee by the Board. The Vice Chancellor &amp; President (VC) has the authority from Council to approve the award of contracts for any project up to \$1m in value without Board approval.</p> <p>For 'Traditional' Lump Sum Contracts, a detailed evaluation of the tenders received is undertaken by CLF and a fully documented recommendation for award is made to the Tender Board.</p> <p>For D&amp;C Contracts, The Tender Board will approve the appointment of the preferred D&amp;C Manager based on an evaluation of the management proposals received from Contractors undertaken by CLF and scored against nominated criteria. The Board does not need to approve the acceptance of the Total Project Sum (TPS) Offer from the D&amp;C Manager, as the TPS Offer must fall within the previously approved CMP financial allocation.</p> <p>All evaluations and recommendations undertaken or made by CLF for presentation to the Board are reviewed by the Office of Planning &amp; Financial Services (PFS) who will confirm that the evaluation and recommendation has been carried out in accordance with approved procedure.</p>



<b>Project User Committee</b>	<p>The Project User Committee (PUC) is established by the VC for all major projects. The PUC membership comprises key representatives from the senior University management and the ultimate Users of the proposed project, and may be chaired by the VC.</p> <p>The role of the PUC is to review and approve the following;</p> <ul style="list-style-type: none"> <li>• The project Strategic Objective Brief</li> <li>• The Schematic Design (subject to compliance with budget)</li> <li>• The Developed Design (subject to compliance with budget)</li> <li>• Internal and external colour schemes and materials</li> </ul>
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**29.08 Information to be provided to Consultants & Contractors by CLF**

*Amend the dot points to the first paragraph as follows;*

- Communication protocols required by CLF relevant to the procurement method proposed
- Names and contact details of all members of the Consultant team
- Names of the principal User and the Project User Coordinator or User Representative
- Program details including times and venue for design meetings
- Availability of a detailed site survey
- Availability of relevant existing ‘as constructed’ drawings and O & M manuals
- *DELETE*
- Specific project protocols relevant to drawing sheet title blocks, project titles etc.
- GU Design Guidelines & Procedures (Current Edition) plus any Pending Amendments
- The GU Signage Manual (Current Edition) plus any Pending Amendments

*Amend the dot points to the second paragraph as follows;*

- GU Principal Architect
- GU appointed Building Surveyor
- GU Fire Protection Officer
- CLF Mechanical Engineer
- CLF Electrical Engineer
- CLF WH&S Coordinator
- *DELETE*
- CLF Security & Traffic Manager
- CLF Campus Facilities Manager
- ITI Network Services Project Manager
- ITS Audio Visual Technical Officer
- Project User Coordinator or User Representative

**20.09 Project Control Group**

*Amend the text of the first paragraph as follows;*

**Function & Duties** – A Project Control Group (PCG) will be established for most major projects irrespective of the procurement methodology, and will meet monthly for the duration of the Contract. The function, power.....

*Delete the text from the second paragraph and replace with the following;*

**Composition** – Membership of the PCG shall be limited to the contracted parties only and shall consist of the Director and Associate Director Capital Works of CLF representing GU, and two representatives of the Contractor, one of who should be the Site Manager. Other persons such as the Coordinating/Principal Consultant (‘Traditional’ contracts), the User Coordinator/User Representative or design consultants, may be invited to attend and assist at meetings but only with the prior approval of the PCG members. The relevant PD&C Project Manager and the Audit/Project Quantity Surveyor will attend all PCG meetings. Only PCG Members will have voting rights, but all other attendees at PCG meetings will be able to contribute to the discussion but cannot vote on any matters raised for which a determination is required.

*Amend the third paragraph as follows;*

**Reports** – The Contractor shall prepare and present a report to each PCG meeting which shall include but not be limited to, the following information relating to the project;

- Meeting agenda
- Minutes of previous PCG meeting
- Extension of time claims and approvals
- Current program and site progress
- Approvals issued by and required from the Principal
- Design report indicating status of design work for each stage of the works (D&C Projects only)
- Trade package procurement report (D&C Projects only)
- Construction report including performance against program and any issues impacting on progress
- Cost report including updated Cashflow and Variations register
- Quality control reports from consultants (D&C Projects only)
- Rectification status of defective or non-compliant work identified by the Superintendent or consultants
- Commissioning plans and implementation status
- Current site photos

*Delete all text from the existing fourth paragraph and replace with the following;*

The Contractors PCG report for D&C projects shall include a report from each design consultant which shall include information with respect to the following;

- Resources currently allocated to the project
- Status of design work
- Status of documentation for trade package tenders and construction
- Authorities approvals applied for or obtained
- Information or approvals required or outstanding from the Principal
- Site inspections undertaken or planned
- Defective or non compliant work identified during site inspections
- Quality of work completed
- Any other issues

## **29.10 Traditional Contracts, Particular Requirements & Procedures**

*Amend the first paragraph as follows;*

The following paragraphs define the key documents, procedures and responsibilities which impact on the performance of consultancy commissions undertaken for GU.

*Add the following to the end of the second paragraph titled **Budget**;*

Consultants are required to prepare a design solution within the nominated budget amount and shall bear the cost of modifying the preferred design option until this requirement is achieved, unless the consultant can demonstrate at Schematic Design stage that the Client requirements are unachievable within the advised budget.

*Amend third paragraph as follows;*

**Conditions of Contract** – General Conditions of Contract AS 2124 – 1992 with GU Amending Conditions or GU Minor Works Contract (Refer to [Section 33.00](#))

*Amend fourth paragraph as follows;*

**Conditions of Tendering** - The GU General Conditions of Tendering for Building Works (current edition) including Appendix A Supplementary Information, Form of Tender and Supplementary



Tender Form (if required). Please note that the GU Minor Works Contract is inclusive of Conditions of Tender and Tender Form (Refer to [Section 33.00](#))

*Delete the words Director OFM from the end of the fifth paragraph titled **PC & Provisional Sums** and replace with Associate Director Capital Works CLF.*

*Amend sixth paragraph as follows;*

**Cost Estimates** – Consultants shall provide cost estimates if required by the Scope of Service in Schedule 1 to the GU Conditions of Appointment for Consultants issued with the Letter of Invitation to submit a proposal. The project Quantity Surveyor/Cost Consultant shall prepare detailed estimates of construction costs only in either elemental or trade format which shall be inclusive of all contractor's overheads and margins, preliminaries and a reasonable contingency allowance. Services consultants shall provide estimates which reflect the likely subcontractor trade costs together with a reasonable contingency allowance but exclude all contractor mark-ups. Cost estimates shall be continuously reviewed and any design changes which have a significant impact on any estimate must be immediately advised to the PD&C Project Manager by the relevant consultant. Clause 3.10 of the GU Conditions of Appointment for Consultants defines the liability of consultants with respect to estimates prepared.

*Amend ninth paragraph as follows;*

**Site Meetings** – Throughout the construction phase of the project, all consultants shall attend site meetings with the PD&C Project Manager and the Contractor as nominated in Schedule 1. These meetings are intended to review and resolve any issues arising from documentation errors or omissions, unforeseen works and RFI's from the Contractor. These meetings also provide the opportunity for consultants to inspect the works and to bring matters relating to quality and compliance with construction documents to the attention of the Superintendent and the Contractor.

*Delete the last sentence of the tenth paragraph titled **Design Guidelines & Procedures** and replace with the following;*

These can be accessed at [www.griffith.au/campus-development](http://www.griffith.au/campus-development), along with any Pending Amendments to the current edition. Consultants shall note that reproducing or referencing only Sections, Clauses and paragraphs from these Design Guidelines & Procedures (DG&P) in lieu of preparing detailed Specifications of work to be undertaken, is unacceptable to GU.

*Delete the wording of the thirteenth and fourteenth paragraphs and replace with the following;*

**Variations** – Only the Superintendent can issue a Variation to a Contract. Variations to a project must be minimised through the preparation of comprehensive and coordinated tender documents by the consultant team, and Variations should only occur as a result of scope changes by the Principal, latent conditions or unforeseen works, or changes to legislation or Standards which occur after the works are tendered. If a consultant becomes aware of the need for a Variation to be issued to the Contractor for whatever reason, it shall immediately notify the Superintendent who will determine if a Variation is appropriate.

If the Superintendent is required to issue a Variation to the Contractor for a design error or omission on the part of a consultant, then GU will expect to recover any additional costs it incurs from the relevant consultant in accordance with Clause 3.11 of the Conditions of Appointment for Consultants.

## 29.11 D&C Contracts, Particular Requirements & Procedures

*Amend first paragraph as follows;*

The following paragraphs define the key documents, procedures and responsibilities which impact on the performance of the Design Management of GU D&C Contracts by the appointed Design & Construct Manager.

*Amend the second paragraph as follows;*

**Budget** – The Budget for the design and construction of the project (excluding design consultants fees) is nominated in the Technical Brief. The Budget and its component parts will be adjusted for the actual lump sums and percentages offered by the selected D&C Manager' for on-site overheads (Preliminaries), Stage 1 Design Management fee, off-site overheads and management fee (profit), and the lump sum fees for design consultants when appointed. The adjusted Budget is inclusive of, and not adjustable for, inflation or industry cost escalation during the period of the Contract.

*Amend the third paragraph as follows;*

**Conditions of Contract** – The current edition of the GU Standard Conditions of Contract for Design & Construct Projects (Based on AS 4300 – 1995, amended and reproduced under copyright License 1311-c113-3), including the Annexures A to H inclusive.

*Amend the fourth paragraph as follows;*

**Conditions of Submission Of Proposals** – The current edition of the GU Conditions of Submission of Proposals by Contractors for the Management of the Design & Construction of Projects (Based on AS 4300 – 1995). This document outlines the duties and responsibilities of the D&C Manager during Stage 1 of its appointment up to and including the submission of a Total Project Sum Offer to design and construct the project.

*Delete the existing sixth paragraph and replace with the following;*

**Cost Plans** – The Cost Plan included as part of a Total Project Sum submission from the D&C Manager in accordance with the requirements of the Conditions of Contract, shall be prepared in Elemental format and shall be in sufficient detail to enable the Audit Quantity Surveyor to check the quantum of work included and the basis for the rates applied to each item in the Cost Plan. A generic Cost Plan template is available from PD&C in electronic format which indicates the level of detail GU believes is required to evaluate the price component of the TPS submission.

## 29.12 Documentation Format

*Amend text of last paragraph as follows;*

Specifications shall be provided to CLF in MS Word format, and.....

## 29.13 Technical Requirements for CAD Drawings Issued in Electronic Format

*Delete existing first paragraph and replace with the following;*

Electronic files of all drawings shall be submitted in AutoCAD.dwg and PDF formats. If the Consultant or Contractor has utilised BIM capable software (e.g. Autodesk Revit, Graphisoft ArchiCAD, Bentley Microstation) in the documentation process, the model matching with the 'As Constructed' Drawings shall be submitted before the Practical Completion of the project. The model file should be cleaned to remove all extraneous 'scrap' or 'working space' layers, stories, abandoned designs, object creation and testing spaces, empty layers or other content typically produced in BIM production.

## 29.18 Practical Completion

*Delete Director CLF from the first sentence of the first paragraph and replace with Associate Director Capital Works CLF*

*Delete QFRS from the first sentence of the second paragraph and replace with QFES*

## 29.19 Work Opportunities for GU Students

*Amend first and second paragraphs as follows;*

Contractors undertaking construction works for GU, and Design Consultants awarded commissions to design and document GU projects either by direct appointment by GU or

appointed by a Contractor, are encouraged to provide work experience and training opportunities for students enrolled in appropriate courses at GU.

In particular, students enrolled with the Schools of Engineering, Environment (Architecture) and Information & Communications Technology, would benefit from receiving some practical experience and training from Engineering and Architectural Consultants, on the University's own projects, to comply with the Engineers Australia and Australian Institute of Architects requirements and policies for industry experience.

*Amend dot points to the third paragraph as follows;*

- Civil, structural & geotechnical engineering
- Architecture
- Mechanical engineering
- Electrical & electronic engineering
- Mechatronic engineering
- Environmental engineering
- Environmental science
- Information technology & computing
- Urban & environmental planning

*Amend fourth paragraph as follows;*

Contractors and Consultants can seek further information regarding the relevant School's objectives for industry training including the Industry Affiliates Program on the GU website [www.griffith.edu.au](http://www.griffith.edu.au).

## **Section 30.00 Certification Under the Building Act at Griffith University**

No amendments

## **Section 31.00 Standard Drawings**

*Delete web address in the second sentence of the first paragraph and replace with the following;*

[www.griffith.edu.au/campus-development/signage-manual-standard-drawings](http://www.griffith.edu.au/campus-development/signage-manual-standard-drawings)

## **32.00 Standard Forms**

*Delete existing Space Description Form template and replace with the following;*

*Insert current SDF template*

## **Section 33.00 Conditions of Tendering & Conditions of Contract for Lump Sum Contracts**

### **33.01 Change heading to Conditions of Tendering & Form of Tender**

*Delete the existing paragraphs and replace with the following;*

The Griffith University 'General Conditions of Tendering for Building Works', Version 2 dated April 2013 and Form of Tender included in this Section apply only to all tenders for 'Traditional' Lump Sum Fixed Price Contracts unless the project is deemed to be Minor Works.

If a breakdown of the Tender Sum is required, then a Supplementary Tender Form shall also be issued to Tenderers.

The Head Consultant shall incorporate these General Conditions, Form of Tender and Supplementary Tender Form (if required) into the tender documentation without amendment other than project details.

### **33.02 Conditions of Contract**

*Delete the existing first paragraph and replace with following;*

The Conditions of Contract to be used for 'Traditional' lump Sum Fixed Price Contracts as defined in **Section 4.00 Clause 4.03**, shall be the general Conditions of Contract (AS 2124-1992) together with the Griffith University Amending Conditions of Contract Modifying the General Conditions of Contract (AS 2124-1992) dated July 2012.

### **33.03 Minor Works Contracts**

*Amend the text of the first paragraph as follows;*

For projects with a Contract Sum of less than \$500,000, the Griffith University Minor Works Contract may be used subject to **Clause 4.03** of **Section 4.00**. This document.....

# General Conditions of Tendering for Building Works

## (Version 2, July 2013)

**1.00** In these conditions, unless the context otherwise indicates and requires, the following terms shall have the meanings respectively assigned to them;

**'Principal'** – Griffith University, Queensland 4111, a Body Corporate and Statutory Body within the meaning of the Financial Administration and Audit Act;

**'Invitation'** – The letter given to prospective Contractors indicating that Tenders will be received for the execution of work;

**'Tender'** – A response by a prospective Contractor to an Invitation;

**'Conditions'** – The General Conditions of Tendering for Building Works as outlined in this document.

**'Contract'** – The agreement between the Contractor and the Principal for the execution of work constituted by the;

- Invitation to Tender
- General Conditions of Tendering for Building Works
- Any Special Conditions of Tendering
- GU Amending Conditions of Contract Modifying the Australian Standard General Conditions of Contract (AS 2124-1992)
- Specifications, Plans or Drawings (where applicable)
- Griffith University Design Guidelines and Procedures (where applicable)
- Schedule of Quantities and Prices or Rates (where applicable)
- Completed Form of Tender
- Letter of Acceptance

**'Contractor'** – A person, business, partnership or company who has entered into a Contract with the Principal to perform the works;

**'State'** – The Crown in right of the State of Queensland;

**'Officer'** – An officer or employee of the Principal, or any other person engaged by the Principal in relation to a Contract or any part thereof, or any of the employees of that person;

**'Tenderer'** – Shall apply equally to all and each of the persons, businesses, partnerships, or companies, or to any single individual making a Tender.

**2.00** These conditions shall apply to Lump Sum Fixed Price contracts, subject to any special conditions detailed in the Invitation.

**3.00** Tenders shall close and shall thereupon be opened in accordance with these conditions at the place, on the day, date and time shown on the Tender documents.

**4.00** Every Tenderer shall state in the Tender;

- In the case of an individual, full Christian or given names, surname, and address;
- In the case of a business, the business name and address of the principal place of business;
- In the case of a company, the full name of the company and the address of the registered office of the company;
- Contact telephone and fax numbers
- The Australian Business Number (ABN) registration number
- Workers' Compensation Policy number
- Public Liability Policy number
- QBCC Licence number
- PQC Registration number

**5.00** Unless otherwise stated in the Invitation every Tender shall be submitted in the format as supplied by the Principal;

- Appendix A, Supplementary Information to these General Conditions of Tendering; and
- Griffith University Form of Tender

**6.00** Unless otherwise stated in the Invitation, Tenders shall:

- be sealed
- be endorsed on the front of the envelope with the Tender Name and Closing Date and Time
- not be submitted by facsimile or electronic means

**7.00** Unless otherwise stated in the Invitation, **Tenders shall be lodged in the Tender Box at the Office of Planning & Financial Services, Sewell Building (N12), Griffith University, Nathan, 4111** before the time specified for the closing of Tenders. Any Tender not so lodged before the specified closing time shall not be considered unless there is satisfactory evidence that such Tender;

- was delivered to the office of the Principal before the specified closing time; or
- was despatched to the office of the Principal via a third party in sufficient time before the specified closing time to reach that office under normal circumstances but was still in the course of delivery at the specified closing time

**8.00** The Principal at its discretion may reject a Tender delivered after the closing time for the receipt of Tenders no matter what the reason for the late delivery and in this regard;

- franking machine stamps will not be accepted as proof of the date of posting of a Tender received after the specified closing time for the receipt of Tenders

**9.00** The type of contract shall be as stated in the Invitation.

**10.00** Prices offered shall

- be in Australian currency
- be exclusive of GST (GST will be added to invoices and on payment of Progress Claims)
- include the GST component as a separate amount

**11.00** Tenderers shall be deemed to have visited the site of the work and satisfied themselves of all local conditions and facilities.

**12.00** Tenderers must furnish the technical data requested in the Technical Schedules included in the Specification.

**13.00** The Principal reserves the right to accept one Tender for the whole or separate Tenders for any portion of the works as required in the Tender documents.

**14.00** The Principal reserves the right to enter into negotiations post-tender with one or more tenderer if it wishes to reduce or increase the scope of work defined in the Tender Documents.

**15.00** Section 67K of the Queensland Building Services Authority Act 1991 (as amended) implies conditions into building contracts as to limits retention amounts and security as follows;

At any time before practical completion of building work is reached, the total value of the following is not be more than 5% of the contract price for the contract:

- all retention amounts for the contract that are being withheld;
- all securities for the contract given and still held.

This Contract is not subject to those conditions and security will be withheld and/or retention deducted in accordance with clauses 5 and 42 of the Standard Conditions of Contract (AS 2124 – 1992).

**16.00** Any Tender which does not comply in every respect with the requirements of the Invitation may be rejected.

**17.00** The Principal shall not be bound by any oral advice given or information furnished in respect of the Invitation but shall be bound only by written advice or information furnished by the Principal.

**18.00** Unless stated in the Invitation documents, Tenders will not be opened publicly.

Where Tenders are opened publicly, Tenderers or their representatives may be present at the opening of Tenders.

Information as to the names of Tenderers and their prices may thereupon be supplied to the extent and in the manner determined by the Principal.

**19.00** The Principal shall reserve the right to accept a Tender with minor departures from the specified mandatory requirements where, after taking all factors into consideration, it is considered this Tender provides the best solution.

The Principal shall not be bound to accept the lowest nor any tender.

No Tender shall be deemed to be accepted until advice in writing of acceptance thereof has been given to the Tenderer by the Principal.

**20.00** Unsuccessful Tenderers are entitled to full counselling and debriefing by the Principal.

**21.00** No advertisement relating to the acceptance of any Tender shall be published in any advertising medium without the prior approval of the Principal.



# Appendix A

## Supplementary Information

The Project shall be known as:

**Project name (Building No.), campus name campus**

### ◆ Clause 6.00

The envelope enclosing the tender shall be marked:

**Tender for: Project name (Building No.) campus name campus**

***Tenders by facsimile will not be accepted***

### ◆ Clause 7.00

The closing date and time for the receipt of the tender is:

**Time** on the **Date**

at the

**Tender Box  
Office of Planning & Financial Services  
Level 0  
Sewell Building (N12), Griffith University, Nathan Campus, Queensland 4111**

### ◆ Clause 10.00

The Contract is a Lump Sum Fixed Price ***not*** subject to adjustment for Rise and Fall in costs.

# FORM OF TENDER

I\*/We\* the undersigned, do hereby tender to Griffith University to provide all materials and labour and perform all works as Principal Contractor required in and about and in connection with the full and proper construction of;

(Insert Project Number & Name)  
..... **campus**

This tender is strictly in accordance with the Tender Documents, and subject to the Griffith University Conditions of Tender & the General Conditions of Contract AS 2124 with Amendments issued by the Principal for the Fixed Lump Sum of;

- Tender Sum (excluding GST) \$ .....
- GST applicable \$ .....
- **Total Tender Sum** \$ .....

I\*/We\* acknowledge receipt of the following Addenda to the Tender Documents and my/our tender includes allowance for their provisions:

- Addendum Nos. .... (List all, if none received state NIL).

I\*/We\* elect to provide retention by way of **Cash\* / Unconditional Bank Guarantee\***. If no deletion is made then the Contractor shall be deemed to have elected to provide Cash retention.

I\*/We\* tender .....% as the margin for off-site overheads and profit to be applied to variations under the Contract. If no figure given, then 7% (4% for overheads & 3% for profit) will apply.

I\*/We\* nominate the following Subcontractors (where applicable) to undertake the following trade works;

- Electronic Fire Detection .....
- Emergency Lighting .....
- Data & Communication Cabling .....
- Security & Access Control (Cardax) .....

## Details of Individual / Company / Business submitting Tender:

**Name:** ..... **ABN:** .....

**Address:** .....

**State:** ..... **Postcode:** ..... **Phone:** ..... **Fax:** .....

**QBCC License No.:** ..... **PQC Registration No.:** .....

**Public Liability Policy No.:** ..... **Issuer:** ..... **Expiry Date:** ...../...../.....

**Workers Compensation Policy No.:** ..... **Expiry Date:** ...../...../.....

**Signature:** ..... **Name of Signatory:** .....

**Capacity in which signing:** .....

**Witness to Signature:** ..... **Name of Witness:** .....

**Date:** ...../...../.....

(\* delete whichever is not applicable)

(Insert Project Number & Name)  
..... campus

## SUPPLEMENTARY TENDER FORM

The Principal requires the Tender Sum (excluding GST) as stated on the Form of Tender to be broken down by Building/Stage\* for Trade Works, plus the amount for On-site Overheads (Preliminaries), for the purposes of funding allocations and for Progress Payment purposes. The Principal intends to award a single Contract to undertake the work in all of the nominated Buildings/Stages\* and will not award separate Contracts for individual Buildings/Stages\* based on the individual amounts contained in this breakdown.

If the Principal considers that any individual amount provided for a Building/Stage\* does not accurately reflect the value of the work to be undertaken in that building, then it reserves the right to negotiate an adjustment to that amount, providing that the Tender Sum remains unchanged after any adjustment.

Each amount provided, including that for On-site Overheads (Preliminaries), shall be inclusive of margins for off-site overheads and profit.

<b>Building/Stage*:</b>	<b>Amount (excluding GST)</b>
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
<b>On-site Overheads (Preliminaries)</b>	\$ .....
	_____
<b>Tender Sum (excl. GST) - to Form of Tender</b>	\$.....

### Details of Individual / Company / Business Submitting Tender:

Name: ..... ABN: .....

Address: .....

Signature: ..... Name of Signatory: .....

Capacity in which signing: .....

Witness to Signature: ..... Name of Witness: .....

Date: ...../...../ 2014

(\*Delete whichever is not applicable)

# Minor Works Contract

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## INVITATION TO SUBMIT A TENDER

You are invited to submit a Tender for the execution and completion of the works described below in accordance with the Drawings and Specification (if any) supplied herewith, the Griffith University Conditions of Tender & Conditions of Contract for 'Minor Works' herein, and any other information issued by the Principal for the purposes of tendering.

- Tenders shall close at:

**The Tender Box**  
**Office of Finance & Business Services**  
**Level 0, Sewell Building (N12)**  
**Griffith University, Nathan Qld 4111**

- Closing date and time for the receipt of the tender is:

**Date: xxxxxx**  
**Time: 2.00 pm**

- The sealed envelope enclosing the tender shall be marked:

**Tender for:**

- The Contract is a Lump Sum Fixed Price not subject to adjustment for rise and fall in costs.
- Tenders shall remain valid for 30 calendar days.
- The tenders will not be opened publicly.
- Date for Practical Completion: within ..... weeks from acceptance or by ...../...../.....
- Liquidated Damages: \$..... per day (Clause C13)
- Defects Liability period: ..... months from Practical Completion(Clause C14)
- Times for making payment claims: Monthly
- Retention: 10% of the value of work completed until 5% of the adjusted Contract Sum (including Variations) is held
- Amount of Retention to be held by Principal during Defects Liability period: 2.5% of the adjusted Contract Sum.

Any queries relating to the tender documents including drawings and specifications (if any) and requests for site access for an inspection, should be directed to the CLF Project Manager ....., on Telephone 3735 ....., Mobile ....., or Facsimile 3735 7746.

**Richard Kerr**  
Associate Director, Capital Works  
Campus Life  
Date: (...../...../.....)

# FORM OF TENDER

I/We the undersigned, do hereby tender to Griffith University to provide all materials and labour and perform all works as Principal Contractor required in and about and in connection with the full and proper construction of -

**Project No.:**

**Description of Works:**

**Campus:**

This tender is strictly in accordance with the Tender Documents, and subject to the Griffith University Conditions of Tender & Conditions of Contract for Minor Works issued by the Principal for the Fixed Lump Sum of ;

- Tender Sum (excluding GST) \$ .....
- GST applicable \$ .....
- **Total Tender Sum** \$ .....

I/We acknowledge receipt of the following Addenda to the Tender Documents and my/our tender includes allowance for their provisions:

- Addendum Nos. .... (List all, if none received state NIL).

I/We elect to provide retention by way of **Cash\* / Unconditional Bank Guarantee\*** (\*delete whichever not applicable). If no deletion is made then the Contractor shall be deemed to have elected to provide Cash retention.

I/We tender .....% as the margin for off-site overheads, attendance and profit to be applied to variations under the Contract. If no figure given, then 10% will apply.

I/We nominate the following Subcontractors (where applicable) to undertake the following trade works;

- Electronic Fire Detection .....
- Emergency Lighting .....
- Data & Communication Cabling .....
- Security & Access Control (Cardax) .....

## Details of Individual / Company / Business submitting Tender:

**Name:** ..... **ABN:** .....

**Address:** .....

**State:** ..... **Postcode:** ..... **Phone:** ..... **Fax:** .....

**QBCC License No.:** ..... **PQC Registration No.:** .....

**Public Liability Policy No.:** ..... **Issuer:** ..... **Expiry Date:** .../.../...

**Workers Compensation Policy No.:** ..... **Expiry Date:** .../.../...

**Signature:** ..... **Name of Signatory:** .....

**Capacity in which signing:** .....

**Witness to Signature:** ..... **Name of Witness:** .....

**Date:** .../.../.....

## CONDITIONS OF TENDER FOR MINOR WORKS

- 1.0 Unless otherwise stated in the Invitation, the Tender shall be submitted in the format as supplied by the Principal, signed, fully priced where required and accompanied by any other documents such as technical data, required to be submitted. A Tender that does not comply with any requirement of the tender documents may be rejected.
- 2.0 The tender documents shall comprise the Form of Tender, these Conditions of Tender and the Conditions of Contract for Minor Works, and such Specifications, Drawings and any other information issued by the Principal for the purposes of tendering and which may be inspected or obtained at the Campus Life.
- 3.0 Unless otherwise stated in the Invitation, Tenders shall be enclosed in a sealed envelope, endorsed with the name of the Tender Name and Closing Date and Time. Tenders submitted by facsimile or electronic means shall not be considered.
- 4.0 The Principal at its discretion may reject a Tender delivered after the Closing Time for the receipt of Tenders no matter what the reason for the late delivery, and in this regard, franking machine stamps will not be accepted as proof of the date of posting of a Tender received after the nominated closing time.
- 5.0 The Tenderer is required to satisfy itself as to the correctness and sufficiency of its Tender. A Tender shall be deemed to be on the basis that the Tenderer has a full knowledge of all matters relating to the contract and has undertaken an inspection of the site and any existing structures or features thereon. Tenderers may submit a fully detailed offer for alternative technical or innovative solutions, however a Tender fully conforming with the tender documents must also be submitted.
- 6.0 The Principal shall not be bound by any oral advice or information furnished in respect of the Tender but shall be bound only by written advice or information given or furnished to it.
- 7.0 The Principal shall not be bound to accept the lowest or any tender. The Principal may accept a Tender which on consideration of all the circumstances appears to offer the best 'Value for Money' as defined by the Queensland Government State Purchasing policy, or the Principal may decline to accept any Tender. Unless otherwise stated in the Invitation, post-tender negotiations are a prospect. A Tender shall not be deemed to be accepted until the date of notification in writing to the Tenderer of such acceptance. The Contract shall commence from the date of granting possession of the site as nominated in the notification of acceptance.
- 8.0 The name of the Tenderer, the tendered sum and subsequent Contractor and Contract details including the Contract Sum, shall be subject to public disclosure under Freedom of Information legislation. Where any information is provided on a confidential basis, the Tenderer should clearly endorse such information 'In Confidence', and the principal may take this into account when deciding if this information is to be disclosed.
- 9.0 Unsuccessful Tenderers are entitled to full counselling and debriefing by the Principal.

## CONDITIONS OF CONTRACT FOR MINOR WORKS

### C01. Interpretation

In these Conditions, unless the context otherwise indicates or requires, the following words and expressions shall have the meanings respectively assigned to them:

**'Contract'** - The agreement in writing between the Principal and the Contractor for the execution of the work under the Contract, including documents or parts of documents to which reference may properly be made to ascertain the rights and obligations of the parties.

**'Contractor'** – The person, business, partnership or company who has entered into a Contract with the Principal to supply the goods or perform the services offered.

**'Date for Practical Completion'** – The date, or last day of the period of time, nominated in the Invitation or the letter of acceptance.

**'Practical Completion'** – When the work under the Contract is complete in accordance with the Contract except for latent or undiscovered defects and for minor omissions and defects which will not (and the rectification of which will not) prevent or impair the normal use and occupation of the Works.

**'Principal'** – Griffith University, Queensland 4111, a Body Corporate and Statutory Body within the meaning of the Financial Administration and Audit Act.

**'Superintendent'** – The Associate Director Capital Works, Campus Life shall exercise the functions of the Superintendent under the Contract. The Superintendent shall have the power to nominate from time to time a Superintendent's Representative to exercise any of the powers, duties, discretions and authorities conferred on the Superintendent by the Contract.

**'Work under the Contract'** – The work which the Contractor is or may be required to execute under the Contract including any variations.

**'Works'** – The whole of the work to be executed and completed in accordance with the Contract, including all variations provided for by the Contract, which by the Contract is to be handed over to the Principal.

## **C02. Execution and Completion of Works**

The Contractor shall undertake the Work under the Contract as Principal Contractor in accordance with the Contract and any drawings, specifications and other documents issued by the Principal to the Contractor under the Contract. Unless otherwise provided for by the Contract, the Contractor shall be responsible for all things, including items not expressly mentioned in the Contract, necessary for the satisfactory completion and performance of the work under the Contract. The documents forming the Contract shall be taken as mutually explanatory and anything contained in one but not in another shall be equally binding as if contained in all.

The Contractor shall comply with the requirements of legislation and public or other authorities affecting the Works, and unless otherwise specified shall unless otherwise specified pay all fees, give all notices and obtain all necessary consents.

## **C03. Assignment and Sub-contracting**

The Contractor shall not assign or subcontract the Work under the Contract, or any part thereof or any payment there under without the prior written approval of the Superintendent. The Contractor shall not, without the prior written approval of the Superintendent, allow a subcontractor to subcontract the Work under the Contract. The Superintendent may, in its entire discretion and without giving reasons, reject any request for approval by the Contractor pursuant of this clause

## **C04. Work Health and Safety Act 2011**

For the purpose of this clause the words 'Principal Contractor', 'construction workplace', 'serious bodily injury', 'work caused illness' and 'work injury' have the meanings assigned to them by the *Work Health and Safety Act 2011* ('the Act').

If the Work under the Contract is construction work performed at a workplace, upon acceptance by the Principal of the Contractor's tender:-

- (a) the Principal shall be deemed to have appointed the Contractor to be the Principal Contractor pursuant to Section 20 of the Act which provides for a person conducting a business or undertaking (PCBU) with management or control of the workplace or workplace fixtures, fittings and plant.
- (b) the Contractor shall be deemed to have accepted the appointment; and
- (c) the Contractor shall, in respect of the works to be executed under the Contract, be responsible for the performance of the functions and obligations of the Principal Contractor within the meaning of the Act and Associated Regulation in force under the Act.

Such appointment as Principal Contractor under the Act shall be in force during the continuance of the Contract unless sooner revoked by the Principal giving twenty-one (21) days notice in writing to the Contractor of its revocation of by the Principal taking over or cancelling the Contract pursuant to any provision of the Contract or according to Law.

The Contractor shall indemnify and keep indemnified the Principal against liabilities which may arise out of the enforcement of any Section of the Act or Regulations.

The Contractor shall notify the Superintendent of every work caused illness, work injury, serious bodily injury and dangerous event which occur on site as soon as possible but not later than twelve (12) hours after such occurrence.

Except as stated in the Contract documents, if any material which may contain asbestos or any other hazardous material or substance is discovered, the Contractor shall not disturb the material or substance and shall inform the Superintendent who shall direct the action to be taken.

#### **C05. Protection of Persons and Property**

The Contractor shall take all measures necessary to protect people and property, avoid unnecessary interference with the passage of people and vehicles, prevent nuisance, unreasonable noise and disturbance. If the Contractor damages any property on or adjacent to the site, the Contractor shall provide temporary protection for and shall repair and reinstate the damaged property at its cost.

#### **C06. Care of Works and reinstatement of damage**

The Contractor shall be responsible for the care of the whole of the Work under the Contract. If loss or damage occurs to the Work under the Contract, the Contractor shall at the Contractor's cost rectify such loss or damage except loss or damage caused by the negligent act or omission of the Principal, or employees or agents of the principal, or caused by defects in the design of the Work under the Contract.

#### **C07. Indemnity by Contractor**

The Contractor indemnifies the Principal against:-

- (a) loss of or damage to the Principal's property; and
  - (b) claims by any person in respect of personal injury or death or loss of or damage to any property;
- resulting from or in any way connected with the Contractor carrying out the Work under the Contract, but the Contractor's liability to indemnify the Principal shall be reduced proportionally to the extent that the act or omission of the Principal or employees or agents of the Principal may have contributed to the loss, damage, death or injury.

#### **C08. Insurance of the Works and Public Liability Insurance**

Before commencing work under the Contract, the Contractor shall take out insurance sufficient to indemnify the Principal against loss or damage to the Works or to property of the Principal including existing property in or on which the Work under the Contract is being carried out.

The Contractor shall have public liability insurance for an amount not less than \$10 million to cover the Contractor's liability for loss of or damage to property and death or injury to any person.

The Contractor shall maintain such insurances for the duration of the Contract and provide evidence of such insurances prior to commencing the Work.

#### **C09. Insurance of Employees (WorkCover)**

Before commencing work the Contractor shall insure against liability for death of or injury to persons employed by the Contractor. Where the Contractor is a self employed person, The Contractor shall maintain an equivalent insurance policy for itself. The Contractor shall maintain the insurance for the duration of the Contract and shall produce evidence of the insurance prior to commencing work. The Contractor shall ensure that every sub-contractor is similarly insured.

#### **C10. Materials and Workmanship**

All materials used in any Work under the Contract and the standards of workmanship shall be in conformity with the provisions of the Contract. In the absence of such provisions in the Contract the material or standard of workmanship as the case may be shall be of a kind which is suitable for its purpose and is consistent with the nature and character of the Works. Unless otherwise specified in the Contract documents, all materials shall be new, and workmanship shall be in accordance with the relevant manufacturer's recommendations or, if none, the relevant Australian Standard where applicable. Apart from any tests specified, the Superintendent may at any time direct that any materials or work shall be examined and/or tested.

The Contractor shall comply with any direction of the Superintendent to remedy any work not in accordance with the Contract within the period of time stipulated in writing by the Superintendent. If the Contractor fails to comply with such a direction to carry out rectification work within the time stipulated, the Principal may have the rectification work the subject of the direction carried out by others at the Contractor's expense or may accept the work at a reduced value. The Principal may deduct the estimated cost of rectification work from payments until such time as the principal has incurred the cost of the rectification

#### **C11. Time for Commencement**

The Contractor shall commence work under the Contract within the time stated in the letter of acceptance and shall, unless otherwise permitted, give at least two (2) days' notice to the Superintendent prior to the commencement of work.



## **C12. Time for Completion**

The Contractor shall execute the Works to Practical Completion by the Date for Practical Completion or within any extended time agreed by the Principal. The Contractor shall not be entitled to an extension of time for delays caused by it whether occurring before or after the time for completion nor for delays due to inclement weather or industrial conditions occurring after the Date for Practical Completion. The Superintendent may extend the time for completion for any reason.

## **C13. Liquidated Damages**

If the Contractor fails to complete the Works by the Date for Practical Completion together with any extensions of time granted by the Superintendent, the Contractor shall be liable to the Principal for liquidated damages in the amount stated in the Invitation for every day after that date until Practical Completion has been achieved or the Contract terminated, whichever is sooner.

## **C14. Defects Liability Period**

The Contractor shall promptly rectify all defects and omissions notified to the Contractor during the defects liability period stated in the Invitation. If the Contractor fails to do so the Principal may have the omission or defect remedied by other persons and the cost so incurred shall be a debt due to the Principal which may be deducted from payments.

## **C15. Cleaning of Site**

The Contractor shall keep the site and the Works clean and tidy and regularly remove from the site rubbish and surplus material arising from the execution of the Works. On completion of the Works the Contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary works of every kind.

## **C16. Variations**

The Superintendent may direct in writing a variation to any Work under the Contract and the Contractor shall promptly comply with that direction. The Contractor shall submit to the Superintendent a detailed price for the variation within 14 days of the direction. The variation shall be valued by mutual agreement between the Contractor and the Superintendent or failing agreement, by the Superintendent, and the Contract price adjusted accordingly. The margin for off-site overheads, attendance and profit shall be that nominated by the Contractor in its Tender. No payment for additional work shall be made unless the additional work is authorised in writing by the Superintendent.

## **C17. Latent Conditions**

If the Contractor discovers physical conditions on the site or its surroundings, excluding weather conditions, which differ materially from those which should reasonably have been anticipated at the time of tender if it had:

- a) examined all information made available in writing by the principal to the Contractor for the purpose of tendering; and
- b) examined all information relevant to the risks, contingencies and other circumstances having an effect on the tender and obtainable by the making of reasonable enquiries; and
- c) inspected the site and its surroundings,

the Contractor shall immediately notify the Superintendent in writing and may request that a variation be directed pursuant to Clause C16.

The Superintendent may issue a direction in respect of the latent condition, and the Contractor shall be entitled to claim an extension of time for delays, and may be entitled to reimbursement of costs incurred as a consequence of the latent condition and directions issued in respect thereof.

## **C18. Payment**

At the times stated in the Invitation, the Contractor shall give the Superintendent a detailed payment claim supported by information the Superintendent may reasonably require. Subject to the provisions of Clause C19, payment will be made as follows:

- a) where this contract is a 'building contract' as that term is defined in the *Queensland Building & Construction Commission Act 1991*, payment will be made within 15 business days of receipt of a valid claim; and
- b) in all other cases, payment will be made within 22 business days of receipt of a valid claim.

Payment shall take into account the deduction of retention moneys (if any) and any other amount which the Principal may be entitled to deduct or which is due and payable by the Contractor to the Principal whether under the Contract, any other contract or independent of contract. If the moneys to be deducted are

insufficient to discharge the liability of the Contractor, the Principal may have recourse to retention moneys or unconditional undertakings provided in lieu of retention.

Payment of moneys to the Contractor shall not be evidence of the value of work or an admission of liability or evidence that work has been executed satisfactorily but shall be a payment on account only. The Superintendent may, in a later payment certificate correct an error in a previous payment certificate. Nothing in this Contract shall oblige the Principal to pay for work that is not in accordance with the Contract, or for plant or materials not incorporated in the works on site.

For the purposes of the *Building and Construction Industry Payments Act 2004*, the Superintendent is authorised to receive payment claims and issue payment schedules on behalf of the principal.

#### **C19. Default of Contractor**

- a) Subject to Clause C19(c), if the Contractor fails to commence the work under the Contract within the time stated in the tender, or fails to proceed with the work at a reasonable rate of progress or commits any substantial breach of the Contract or indicates that it is unable or unwilling to complete the Works, the Principal may, by written notice, require the Contractor to show cause by the date specified in the notice, which shall not be less than five (5) days, why the Principal should not exercise a right under Clause C19(b).
- b) If the Contractor fails to show reasonable cause by the date specified by the Principal, then the principal shall have the power upon notice in writing to the Contractor to terminate the Contract or suspend payment and take the work remaining to be completed wholly or partly out of hands of the Contractor without prejudice to any rights of the Principal under the Contract or at common law.
- c) If the Contractor:
  - (i) fails to hold a current licence required to perform the Work under the Contract; or
  - (ii) becomes insolvent or bankrupt, or being a company goes into liquidation, or takes or has instituted against it any action or proceedings which has as an object or may result in bankruptcy or liquidation; or
  - (iii) enters into a debt agreement, a deed of assignment or a deed of arrangement with its creditors, or an administrator or controller is appointed; or
  - (iv) has a receiver or a receiver and manager appointed or a mortgagee goes into possession of any of its assets,the Principal may, without giving notice to show cause, exercise a right under Clause C19(b)
- d) In the event that the Principal takes work out of the hands of the Contractor, the Principal may itself or by means of other persons complete the whole or any part of that work and may without payment of compensation take possession of the constructional plant and other things on or in the vicinity of the site as are owned by the Contractor. If the cost incurred by the Principal in completing the work is greater than the amount which would have been paid to the Contractor if the Contractor had completed the work, the difference shall be a debt due from the Contractor to the Principal, otherwise any difference shall be a debt due from the Principal to the Contractor.

#### **C20. Settlement of Disputes**

Within 14 days of a dispute arising either party may refer it to the Superintendent. Within 28 days of receiving notice of the dispute the Superintendent shall give its written decision to each party. If the Superintendent fails to give a written decision on the dispute, or if either party is dissatisfied with the decision of the Superintendent the parties shall, within 14 days of the date of receipt of the decision, or the date upon which the decision should have been given, confer at least once to attempt to resolve the dispute.

#### **C21. GST and PAYG**

- (a) *GST included in Price* – payments for any taxable supplies under the Contract include GST.
- (b) *Tax Invoices* – The Contractor must issue the Principal with a tax invoice or adjustment note (as the case may require) within five (5) business days after each of the following occurring in relation to that taxable supply:
  - (i) the Contractor submitting a claim for payment that is not in the form of a valid tax invoice;
  - (ii) the Superintendent certifying an amount for payment different to the amount claimed;
  - (iii) the amount for payment being otherwise determined to be different to the amount claimed or (if applicable) certified.
- (c) *PAYG Withholding* – Whenever the principal reasonably considers itself bound by law to do so, the principal shall be entitled to withhold from any payment otherwise due to the Contractor, amounts calculated and to be withheld in accordance with the law.

# **GRIFFITH UNIVERSITY**

**Amending Conditions of Contract**

**Modifying the Australian Standard**

**General Conditions of Contract**

**AS 2124 - 1992**

*for use on Griffith University projects.*

**July 2012**

## CONDITIONS OF CONTRACT

### **CLAUSE 1    GENERAL**

The Conditions of Contract are the Australian Standard General Conditions of Contract AS 2124 - 1992 as amended herein.

### **CLAUSE 2    INTERPRETATION**

*INSERT the following:*

"Adjudicator" means person who shall act as the Adjudicator pursuant to Clause 47;

"Adjusted Contract Sum" means the Contract Sum adjusted to include all agreed Variations pursuant to Clause 40

"Claim" includes any claim, demand, action, proceeding or suit which the Contractor may make or bring against the Principal or its employees relating to the interpretation of the Contract or as to any fact, matter or thing arising out of or in connection with the Contract or at law;

"Installation" means every item of apparatus, machinery or service (whether gaseous, liquid or electrical) or any such service attached to such apparatus or machinery, supplied to, forming part of or comprising the Works together with all necessary and appropriate requisites for the proper functioning, as stipulated in the Specification, of any such apparatus, machinery or service.

In addition to the requirements for the stage of Practical Completion under the General Conditions of Contract, the stage of Practical Completion shall not have been reached until:-

- (i) all relevant Statutory Requirements have been complied with and the relevant Statutory Authority Certificates have been obtained by the Contractor and copies delivered to the Principal; and
- (ii) warranties, guarantees, certificates, operating and maintenance manuals, as built drawings and other documents or information required to be provided by the Contractor to the Principal under the Contract have been provided; and
- (iii) the keys and other security devices have been delivered to the Superintendent; and
- (iv) the whole of the engineering services installation satisfies the various operational modes and performance requisites (i.e. to ensure that all service systems are capable of operating effectively individually and in unison) including but not limited to the following:-
  - Performance achievement shall be demonstrated after all routine testing, adjusting, commissioning, approvals and building work associated with the contract is completed.
  - Emergency/fire modes shall be simulated in the presence of the Superintendent
  - As a minimum requirement, the following operational modes shall be demonstrated and in particular the effective transition from one mode to the other:
    - (a) The normal automatic mode (i.e. the condition the building will normally operate in when occupied).
    - (b) Ordinary essential mode (i.e. when a loss of supply authority power occurs).
    - (c) Fire essential mode (i.e. the occurrence of a fire alarm during the ordinary essential mode which shall be demonstrated by inserting smoke into the air conditioning air handling system at an appropriate point).
    - (d) Five alarm mode (i.e. the occurrence of a fire alarm during the normal automatic mode which is to be demonstrated as for (c) above).
    - (e) The various after hours call up operational mode (i.e. single floor after hours air conditioning and the like).
    - (f) The manual call up modes (i.e. the start up on each engineering services installation as a whole on a manual basis).
    - (g) The manual call up of major equipment items e.g.:
      - each air handling point

- each chiller set
  - each standby generator set
- (h) The operation of the Building Management System in all of the modes listed above and the interfacing with all other systems nominated in the documents. This shall include all required formats for screen and printouts.
- The above operational modes shall be demonstrated in the order nominated.
  - Notwithstanding the normal warranty/performance guarantees the whole of the engineering services systems shall operate in unison and in a normal automatic mode for seven consecutive days to demonstrate that satisfactory operation can be maintained before the installation can be considered to have attained practical completion. (Note: This shall be performed after the above operational modes have been satisfactorily demonstrated.)
  - Failure to satisfy the above shall be deemed to be a defect to be rectified after Practical Completion.
  - The Principal will not be liable for any fuel, energy or other costs incurred to demonstrate performance achievement of engineering services.

"working day" means a calendar day excluding Saturdays, Sundays, Statutory or Public Holidays and other non working days as provided under the relevant industrial award.

### **CLAUSE 3     NATURE OF CONTRACT**

*ADD new subclause 3.4 as follows:*

#### **3.4 Goods and Services Tax (GST)**

The Principal shall pay GST on all goods and services provided by the Contractor. All invoices/progress claims shall be in the form of a Tax Invoice and shall include the GST component shown as a separate item.

### **CLAUSE 4     BILL OF QUANTITIES**

No amendments in respect of Clause 4.

### **CLAUSE 5     SECURITY RETENTION MONEYS AND PERFORMANCE UNDERTAKINGS**

#### **Clause 5.2     Provision of Security**

*ADD the following:*

The Contractor shall provide security to the Principal in the amount determined in accordance with the following scale.

Contract Sum	Amount of Security
Above \$100,000	2% of the Accepted Tender

#### **Clause 5.3     Form of Security**

*ADD the following:*

Only a bank trading in Australia that has lender of last resort facilities is approved by the Principal for the purpose of providing an unconditional undertaking for security and retention.

The form of unconditional undertaking included (if any) in the Contract is approved.

#### **Clause 5.4**

## **Clause 5.5**

## **Clause 5.6**

## **Clause 5.7**

## **Clause 5.8**

## **Clause 5.9**

No amendments to Clauses 5.4 to 5.9 inclusive.

## **Clause 5.10 Deed of Guarantee, Undertaking and Substitution**

*ADD the following:*

Where the Contractor is a corporation referred to in Clause 5.10 of the General Conditions of Contract the Principal will require a Deed of Guarantee, Undertaking and Substitution in the format required by the Principal.

## **CLAUSE 6 EVIDENCE OF CONTRACT**

*DELETE from the first paragraph of Clause 6.2 the following words and punctuation:*

", within 28 days after the date of acceptance of tender."

*ADD new last paragraph to Clause 6.2:*

The Formal Instrument of Agreement when required shall be in the form included in the Contract (if any).

*ADD new subclause 6.3 as follows:*

### **6.3 Collusive Arrangements**

The Contractor warrants and represents to the Principal and agrees with the Principal that it is a condition precedent to the agreement between itself and the Principal that:

- (a) it had no knowledge of the tender price of any other tenderer for the work under the Contract at time of its submission of tender;
- (b) except as disclosed in its tender, it has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association (above the published standard fee) or to or on behalf of any other tenderer in relation to this tender or any contract to be entered into consequent thereon, nor paid or allowed any money on that account, nor will it pay or allow any money on that account;
- (c) except by prior agreement with the Principal it has not paid or allowed or entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to or on behalf of any other tenderer nor received any money or allowance from or on behalf of any other tenderer in relation to its tender or this contract entered into consequent thereon, nor will it pay or allow or receive any money as aforesaid;
- (d) in the event of the Contractor paying or allowing to or on behalf of a trade or industry association or another tenderer any money in breach of these conditions, such money shall be held on trust for and become immediately payable to the Principal. The Principal shall be entitled to withhold from any payment due to the Contractor on any account an equivalent sum as liquidated damages.

## **CLAUSE 7 SERVICE OF NOTICES**

*ADD the following:*

Notwithstanding Clause 7 of the General Conditions of Contract any document sent by electronic facsimile to the number last communicated by the receiver shall be deemed to have been issued or given to or served upon the Contractor, or the Principal or the Superintendent upon receipt of the activity report by the sender.

## **CLAUSE 8     CONTRACT DOCUMENTS**

*ADD to Clause 8.1 the following:*

If the Contract provides for particular documents to take precedence over other documents then notwithstanding any other provisions of the Contract, in interpreting the Contract preference shall be given to the provisions relating to precedence of documents.

*ADD to Clause 8.4 the following:*

Notwithstanding Clauses 8 and 23 of the General Conditions of Contract any comments made by the Superintendent in respect of documents supplied by the Contractor (other than by a specific direction designated as such by the Superintendent) shall not constitute a direction under the Contract.

The Superintendent may make such comments but these comments shall not remove or affect the Contractor's obligations under the Contract. In particular the submission of documents by the Contractor and any such comments by the Superintendent shall have no effect on the Contractor's obligations as to progress of the Works or to not vary the work under the Contract without the direction of the Superintendent.

*DELETE the following words from Clause 8.7:*

"which approval shall not be unreasonably withheld."

## **CLAUSE 9     ASSIGNMENT AND SUBCONTRACTING**

No amendments.

## **CLAUSE 10    SELECTED AND NOMINATED SUBCONTRACTORS**

DELETE Clause 10.5 of the General Conditions of Contract.

## **CLAUSE 11    PROVISIONAL SUMS**

No amendments.

## **CLAUSE 12    LATENT CONDITIONS**

*DELETE Clause 12 of the General Conditions of Contract and SUBSTITUTE the following:*

### **12   LATENT CONDITIONS**

#### **12.1   No Warranty**

The Principal does not warrant, give or make any guarantee nor make any representation with respect to and the Contractor warrants that it has not placed any reliance upon the accuracy or adequacy of any information or data made available or provided to the Contractor as to the site or sub-surface conditions except any such information shown on the drawings or specifications prepared by the Principal specifically and exclusively for the Works.

Without limiting the generality of the foregoing the Contractor shall not be entitled to make a Claim for or receive compensation in respect of any fact, matter or thing arising out of or in any way connected with the information or data (including but not limited to site investigation reports) provided or failed to be provided to the Contractor by the Principal, his agents or employees except the information or data shown on the drawings or specifications prepared by the Principal specifically and exclusively for the Works.

#### **12.2   Site Information**

No information (including but not limited to site investigation reports), except the information or data shown on the drawings or specifications prepared by the Principal specifically and exclusively for the Works, in respect of the site or sub-surface conditions which is provided to the Contractor by the Principal, the Superintendent or their respective consultants, employees or agents shall form part of the drawings, the specification or of the Contract.

### **12.3 Contractor to Inform Itself**

The Contractor warrants that it has and shall be deemed to have among other things:

- (a) examined carefully and to have acquired actual knowledge of the contents of the Drawings, Specifications, Conditions of Tendering, the General Conditions of Contract and the Amending Conditions (if any), and any other information made available in writing by the Principal or any other person on the Principal's behalf to the Contractor for the purpose of submitting its offer for the Works;
- (b) examined all information relevant to the risks, contingencies and other circumstances which could affect its offer for the Works and which the Contractor could have obtained by making detailed enquires;
- (c) visited and examined the site and its surroundings and informed itself fully as to the physical conditions or obstructions upon and below the surface of the site, and the local conditions, including but not limited to, climatic and hydrologic at near or relevant to the site, or any other condition or characteristic of the site affecting or which may affect its performance of the Contract and obtained all necessary information as to risks, contingencies and other circumstances which could have an effect on the performance and cost of executing the Works;
- (d) informed itself completely of the nature of the work and materials necessary for the execution of the Works and the means of access to and facilities at the site and transport facilities for deliveries to or from the site;
- (e) informed itself as to the availability and cost of labour including, without limitation, the costs of complying with obligations imposed by any agreement between the relevant building industry unions and employers relating to the execution of construction and building work nationally and in the State or Territory in which the Works are situated and the materials required;
- (f) satisfied itself as to the correctness and sufficiency of its tender for the Works and that the tender covers the cost of complying with all its obligations under the Contract and of all matters and things necessary for the due and proper performance and completion of the Contract;
- (g) informed itself of the requirements of any Governmental Body or Authority in relation to the Works generally and, without limiting the generality of the foregoing in relation to measures necessary to protect the environment from any adverse effect or damage arising from execution of the Works; and
- (h) obtained all appropriate professional and technical advice on all matters and circumstances in respect of matters referred to in sub-paragraphs (a) - (g) hereof prior to submitting its offer for the Works.

### **12.4 Notification of Differing Conditions**

If during the execution of the work under the Contract, the Contractor becomes aware of a physical condition on or adjacent to the Site that differs from any physical conditions expressly stated in the contract documents, the Contractor shall before the physical conditions are disturbed and in any event within three (3) days of becoming aware of the differing condition, give written notice thereof to the Superintendent.

Within seven (7) days of giving such written notice, the Contractor shall provide the Superintendent with a statement in writing specifying:

- (a) the physical conditions encountered and in what respect they differ materially;
- (b) any change in the method of working, work or resources which the Contractor estimates to be necessary to deal with the physical conditions;
- (c) the time the Contractor anticipates will be required to deal with the physical conditions and the expected delay in achieving practical completion; and
- (d) the Contractor's estimate of the cost of the measures necessary to deal with the physical conditions.

Thereafter the Superintendent may request the Contractor to provide such other details as the superintendent may reasonably require and the Contractor shall provide such details within a reasonable time.

### **12.5 Extensions of Time and Cost**

If encountering differing physical conditions as described in the clause causes the Contractor to:

- (a) carry out more or less work;
- (b) use more or less materials or constructional plant; or
- (c) incur more or less cost (including but not limited to the cost of delay or disruption);



which differs from that necessary to deal with the physical conditions expressly stated in the contract documents, an adjustment shall be made to the Contract Sum valued in accordance with Clause 40.2.

Differing physical conditions as described by this clause may entitle the Contractor to an extension of time.

## **12.6 Time Bar**

Notwithstanding anything to the contrary in the Contract, if the Contractor fails to provide the notices required by Clause 12.4 within the times specified, the Contractor shall not be entitled to any variation, compensation or extension of time that it might otherwise be entitled to in respect of conditions that differ as described in Clause 12.4.

## **CLAUSE 13 PATENTS COPYRIGHT AND OTHER INTELLECTUAL PROPERTY**

No amendments.

## **CLAUSE 14 STATUTORY REQUIREMENTS**

No amendments to Clause 14.1.

### **Clause 14.2 Payment where there is No Variation**

*DELETE Clause 14.2 of the General Conditions of Contract.*

### **Clause 14.3 Notices and Fees**

*DELETE the third paragraph of Clause 14.3 of the General Conditions of Contract.*

*ADD New Clause 14.5 as follows:*

### **Clause 14.5 Work Health and Safety Act 2011**

For the purpose of this clause the words "Principal Contractor", "serious bodily injury", "work caused illness" and "work injury" have the meanings assigned to them by the Work Health and Safety Act 2011 ("the Act").

Upon acceptance by the Principal of the Contractor's offer:

- (i) the Principal shall be deemed to have appointed the Contractor to be the Principal Contractor pursuant to Section 20 of the Act which provides for a person conducting a business or undertaking (PCBU) with management or control of the workplace or workplace fixtures, fittings and plant.
- (ii) the Contractor shall be deemed to have accepted the appointment; and
- (iii) the Contractor shall, in respect of the Works to be executed under the Contract, be responsible for the performance of the functions and obligations of the Principal Contractor within the meaning of the Act and Regulations in force under the Act.

Such appointment as Principal Contractor under the Act shall be in force during the continuance of the Contract unless sooner revoked by the Principal giving twenty-one (21) days notice in writing to the Contractor of its revocation or by the Principal taking over or cancelling the Contract pursuant to any provision of the Contract or according to Law.

The Contractor shall indemnify and keep indemnified the Principal against all liabilities which may be imposed under or which may arise out of enforcement of any section of the Act or Regulations.

The Contractor shall notify the Superintendent of every work caused illness or work injury and of every serious bodily injury which occurs on site as soon as possible but no later than twelve (12) hours after such occurrence.

## **CLAUSE 15 PROTECTION OF PEOPLE AND PROPERTY**

## **CLAUSE 16 CARE OF THE WORK AND REINSTATEMENT OF DAMAGE**

**CLAUSE 17**    **DAMAGE TO PERSONS AND PROPERTY OTHER THAN THE WORKS**

**CLAUSE 18**    **INSURANCE OF THE WORKS**

**CLAUSE 19**    **PUBLIC LIABILITY INSURANCE**

**CLAUSE 20**    **INSURANCE OF EMPLOYEES**

**CLAUSE 21**    **INSPECTION AND PROVISION OF INSURANCE POLICIES**

**CLAUSE 22**    **CLERK OF WORKS AND INSPECTIONS**

No amendments in respect of Clauses 15 to 22.

**CLAUSE 23**    **SUPERINTENDENT**

*Clause 23 is amended as follows:*

The word "permission" is DELETED from the third paragraph of Clause 23 of the General Conditions of Contract. Permission given by the Superintendent or Superintendent's Representatives does not constitute a direction under the Contract.

No direction by the Superintendent with respect of the Works or any part thereof, shall amount to or be deemed to amount to an acceptance by him of any workmanship or materials which is not strictly in accordance with the Contract or which is otherwise defective and any such direction shall not relieve the Contractor of any of its obligations under the Contract.

Without limiting the generality of the foregoing, the Superintendent has no authority to alter or waive any terms of the Contract, nor authority to discharge or release the Contractor from any of its obligations pursuant to the Contract.

**CLAUSE 24**    **SUPERINTENDENT'S REPRESENTATIVE**

**CLAUSE 25**    **CONTRACTOR'S REPRESENTATIVE**

**CLAUSE 26**    **CONTROL OF CONTRACTOR'S EMPLOYEES AND SUBCONTRACTORS**

No amendments in respect of Clauses 24 to 26 inclusive.

**CLAUSE 27**    **SITE**

*ADD to Clause 27.2:*

Entry to the Site and Griffith University is at all times subject to the Statutes and Rules of Griffith University. The Contractor shall make itself familiar with relevant Statutes and Rules affecting the Contractor's operations and incorporate similar provisions in Subcontracts.

The Contractor, his employees, agents and subcontractors shall be permitted to park only in prescribed general parking areas and in accordance with the relevant Traffic and Parking Statute.

*ADD new Clause 27.6 as follows:*

**27.6 Extra Land Required by Contractor**

The Contractor shall procure for himself at his own cost the occupation or use of or relevant rights over any land in addition to the site which he may deem requisite or necessary for the execution of the work under the contract or for the purposes of the contract and shall, as a condition precedent to the issue of the Final Certificate, if so required by the Superintendent, provide a properly executed release from all claims or demands (whether for damages or otherwise howsoever) from the owner or occupier of and from other persons having an interest in such land. Any such release shall be in a form approved by the Principal.

## **CLAUSE 28    SETTING OUT THE WORKS**

No amendments in respect of Clause 28.

## **CLAUSE 29    MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT**

*ADD new subclause 29.4 as follows:*

### **29.4    Apprentice/Training Requirements**

The Contractor, in the execution of the work under the Contract, must employ on the site of the works either directly or indirectly through subcontractors, apprentices/trainees for a number of labour hours no less than 10% of the total hours of the remainder of the labour employed on site. In this regard -

- (i) this requirement excludes any consideration in respect of mechanical and electrical trades;
- (ii) the Contractor must submit to the Principal within seven (7) days after the issue of the Certificate of Practical Completion (or after the issue of the last Certificate of Practical Completion where the Contract is to be completed in separable parts) or termination of the Contract pursuant to Clause 44 herein a return in the Form attached to these Conditions. Without prejudice to any other rights under the Contract or otherwise, the Principal may suspend payment and return of security and retention monies (whether or not held in alternative form) to the Contractor until the return is received.
- (iii) the Contractor acknowledges that failure to comply with this requirement for employment of apprentices/trainees will be a factor that may be taken into account in the award of future Contracts by the Principal.

## **CLAUSE 30    MATERIALS AND WORK**

*ADD to Clause 30.1 the following:*

The Contractor may propose alternative materials, designs or methods of working to those required by the Contract. Where such proposals are made by the Contractor, the Contractor shall specify with the proposal any effect the execution of the proposal would have on the quality, time or cost requirements of the Contract together with sufficient supporting data to substantiate the said effects.

Permission for the Contractor to undertake the proposal shall be entirely at the discretion of the Principal. If the Principal gives written permission for the Contractor to undertake the proposal the Contractor shall do so upon such terms and conditions as the Principal permits. The value of the proposal shall be valued under Clause 40.5 but in any case the Contractor shall be responsible for the consequences of the implementation of the proposal including but not limited to design suitability and construction.

*ADD to Clause 30.2 the following:*

The Contractor shall plan, establish and maintain a quality system that conforms in all respects with an appropriate Quality System so described in Australian Standard AS 2990 Quality Systems for Engineering and Construction Projects the Specification and to the satisfaction of the Superintendent.

The category of quality system which shall apply is Category B.

*DELETE the words "increase or" from the third last line of Clause 30.5.*

## **CLAUSE 31    EXAMINATION AND TESTING**

No amendments in respect of Clause 31.

## **CLAUSE 32 WORKING HOURS**

*ADD to Clause 32:*

The working hours shall be between 7:00 am and 6:00 pm and the working days shall be as defined in Clause 2.

*DELETE* the last paragraph of Clause 32 of the General Conditions of Contract and add:

If the Contractor works or intends to work outside the working hours or working days provided by this Clause, the Contractor accepts the responsibility and risk for all extra costs, damages and losses, (including the Principal's increased costs of supervision of the Contractor's work) which may arise out of such work.

## **CLAUSE 33 PROGRESS AND PROGRAMMING OF THE WORKS**

*ADD to Clause 33.2 the following:*

Within fourteen (14) days of the date of acceptance of Tender, the Contractor shall submit to the Superintendent the Contractor's construction programme as described in this clause for the whole of the Works.

will be On the last day of every month or whenever the duration of critical activities change by more than two (2) weeks (whichever is the less) the Contractor shall submit revised construction programmes to the Superintendent. The revised construction programmes shall be in the same form as the original programme and shall incorporate in a similar format the activities already completed as they were constructed by the Contractor to a date not earlier than five (5) working days prior to the date of submission together with details of the planned future work.

The format of the construction programme shall be a detailed graphic programme consisting of an activity oriented critical path network drawn to a daily time scale for contracts to be completed within eight (8) weeks and a weekly time scale for contracts to be completed within a time greater than eight (8) weeks. The construction programme shall be in an arrow and node format satisfactory to the Superintendent and showing at least the following:

- (a) the methods, duration and sequence of, and the dependencies between the planned activities which comprise the Works;
- (b) at least one activity for each item of work identifying the critical path and the logic of the construction programme, and no activity shall exceed three (3) weeks in time;
- (c) each separable part of the Works and the whole of the Works finishing on the due dates for Practical Completion of the separable part and the whole of the Works;
- (d) lead times for the supply of information or materials by the Principal or his agents;
- (e) lead times for significant off-site activities to be incorporated into the Works;
- (f) periods of extensions of time granted to the Contractor and the delays to which those extensions of time relate;

The programme shall also show prior to Practical Completion the duration and dates of the following activities:

- (a) Commissioning of all plant and equipment;
- (b) Consultants hand over inspections;
- (c) University acceptance inspections and defect identification.

If the Contractor fails to meet the starting and completion dates of any critical activity, they shall immediately undertake and continue such emergency measures as are necessary, including the working of over-time and/or shift work, until the lag in progress has been recovered and the works as a whole are progressing according to programme.

Should any Subcontractor's work be more than ten working days behind schedule, the Superintendent reserves the right to direct the Contractor to employ additional subcontractors as may be necessary to make up the time lag.

Similar directions may be given where goods or fabricated parts are behind schedule.

Any such emergency measures shall be at the Contractor's expense and no extras will be allowed on account of such work.

Failure of the Contractor to maintain a rate of progress in accordance with the program or otherwise to comply with requirements of the Principal under this clause, sufficient cause for the Superintendent to withhold the issue of any progress certificate.

The provisions of this clause shall in no way relieve the Contractor's entire responsibility for completion of the work within the contract period.

**CLAUSE 34    SUSPENSION OF THE WORKS**

No amendment.

**CLAUSE 35    TIMES FOR COMMENCEMENT AND PRACTICAL COMPLETION**

*INSERT after the words "the claim is based," on the fourth line of the third paragraph of Clause 35.5 the following:*

.....explanation and supporting evidence of how the critical activities on the program have been affected by the delay and the steps which the Contractor has taken and will take to alleviate and otherwise deal with the delay,

*DELETE Sub-clauses 35.5 (b) (ii) and (vi).*

*REPLACE the full stop at the end of the sixth paragraph of Clause 35.5 with a semicolon and ADD the following:*

; delays that do not affect activities on the critical path of the construction programme or revised construction programme under Clause 33 current at the time the cause of the delay arose.

*DELETE Clause 35.8.*

**CLAUSE 36    DELAY OR DISRUPTION COSTS**

**CLAUSE 37    DEFECTS LIABILITY**

*ADD to Clause 37:*

The Contractor shall allow for the performance of regular preventative maintenance and servicing of the works during the period of the defects liability period. Such maintenance shall be in accordance with the manufacturer's instructions and the requirements of the Workplace Health and Safety Legislation, Australian Standards or other applicable regulations, legislation or advisory standards. With respect to any mechanical or electrical service, fire alarms, hydraulic systems, lifts etc, maintenance shall be carried out not less frequently than monthly. The Contractor shall provide a maintenance service schedule for all equipment for the first 12 months.

A written report shall be provided to the Principal through the Campus Facilities Manager immediately after each monthly service is performed. The report shall detail all work done, defects identified and repaired, and general comments on overall performance.

The Certificate of Final Completion will not be issued until such time as all preventative maintenance requirements have been completed.

**CLAUSE 38    CLEANING UP**

**CLAUSE 39    URGENT PROTECTION**

No amendments in respect of Clauses 36, 38 and 39.

**CLAUSE 40    VARIATIONS**

*DELETE the last paragraph of Clause 40.2 and INSERT in lieu the following:*

The Contractor shall not be entitled to reimbursement of any additional expense or loss incurred in complying with the requirements of Clause 40.2.

*DELETE paragraphs (c), (d), (e) and (f) of subclause 40.5 and INSERT in lieu the following:*

- (c) to the extent that neither Clause 40.5 (a) or 40.5 (b) apply, reasonable rates or prices shall be used in any valuation made by the Superintendent. Only the actual cost of on site overheads as substantiated by the Contractor with written evidence shall be taken into account. Off-site overheads and profit shall be applied at the rates stated in Annexure A;

- (d) in determining the deduction to be made for work which is taken out of the Contract, the deduction shall include an amount for profit and off-site overheads of 5% of the price of the variation otherwise;
- (e) if the valuation is of an increase or decrease in a fee or charge or is a new fee or charge under Clause 14.3, the value shall be the actual increase or decrease or the actual amount of the new fee or charge without regard to off-site overheads or profit;
- (f) if the valuation relates to extra costs incurred by the Contractor for delay or disruption, the valuation shall include the actual cost incurred for on site overheads and an amount calculated at the rate in Annexure A for off-site overheads substantiated by written evidence but shall not include profit or loss of profit;

*DELETE all the words after "cost" in the second line of the last paragraph of Clause 40.5 and INSERT in lieu the following:*

"the cost of doing so shall be deemed to be included in the Contract Sum and the Contractor shall not be entitled to any additional cost or loss so incurred."

## **CLAUSE 41    DAYWORK**

No amendments in respect of Clause 41.

## **CLAUSE 42    CERTIFICATES AND PAYMENTS**

*DELETE Clause 42.1 and INSERT in lieu the following:*

### **42.1 Payment Claims, Certificates, Calculations and Time for Payment**

To accord with the times for payment claims stated in the Annexure or at the expiration of the Defects Liability Period, the Contractor shall provide to the Superintendent as agent for the Principal, progress payment calculations for review and agreement by the Superintendent. The progress payment calculations shall include the value of work carried out by the Contractor in the performance of the Contract to that time together with all amounts then due to the Contractor arising out of or in connection with the Contract and shall be supported by any documentary evidence or other information reasonably required by the Superintendent. Claims for any alleged breach of Contract including the costs of delays caused by breach shall not be submitted as part of a regular progress payment but shall be lodged as a separate claim in accordance with the relevant provisions of the contract.

On agreement between the Superintendent and the Contractor on the amount of payment to be made by the Principal to the Contractor, or by the Contractor to the Principal, the Superintendent shall issue to the Principal and the Contractor a payment certificate stating the agreed amount. The Superintendent shall allow in any payment certificate issued pursuant to this Clause 42.1 or any Final Certificate issued pursuant to Clause 42.8 or a certificate issued pursuant to Clause 44.6, amounts paid under the Contract and amounts otherwise due from the Principal to the Contractor and /or due from the Contractor to the Principal arising out of or in connection with the Contract including but not limited to any amount due or to be credited under any provision of the Contract. The Superintendent shall issue a separate payment certificate in respect of amounts due for breach of Contract.

On receipt of the payment certificate from the Superintendent, the Contractor shall lodge with the Principal, or the Principal shall lodge with the Contractor, a Tax Invoice corresponding to the agreed amount stated on the payment certificate issued by the Superintendent.

Subject to the provisions of the Contract, and except in respect of claims for breach of Contract, within 15 working days of providing the progress payment calculation for agreement by the Superintendent, the Principal shall pay the Contractor or the Contractor shall pay the Principal, an amount not less than the amount shown in the Certificate as due to the Contractor or the Principal as the case may be.

Despite any other provision of the Contract, the principal shall not be obliged to pay the Contractor, or the Contractor pay the Principal, any amount certified by the Superintendent as due to the Contractor or due to the Principal, as the case may be, until five (5) business days after the Contractor provides to the Principal, or the Principal provides to the Contractor as the case may be, a Tax Invoice in respect of the claim for payment.

In respect of claims for breach of Contract, within 10 working days after issue by the Superintendent of the relevant payment certificate, the Principal shall pay to the Contractor or the Contractor shall pay to the Principal, an amount not less than the amount shown in the certificate as due to the Contractor or to the Principal as the case may be.

A payment made pursuant to this Clause shall not prejudice the right of either party to dispute under Clause 47 whether the amount so paid is the amount properly due and payable and on determination (whether under Clause 47 or as otherwise agreed) of the amount so properly due and payable, the Principal or Contractor, as the case may be, shall be liable to pay the difference between the amount of such payment and the amount so properly due and payable.

Payment of monies shall not be evidence of the value of work or an admission of liability or evidence that work has been executed satisfactorily but shall be a payment on account only, except as provided by Clause 42.8.

Except as provided in the Contract and where listed in the Annexure, the Principal shall not be obliged to pay for any item of unfixed plant or materials which is not incorporated into the works.

*ADD to the first sentence of the first paragraph of Clause 42.8:*

"or give to the Contractor and the Principal in writing the reasons for not issuing the certificate."

*DELETE subclause 42.10 and INSERT in lieu the following:*

#### **42.10 General Right of Set Off**

Without limiting the Principal's rights under any other provision in the contract and notwithstanding the provision of or the issue of a certificate by the Superintendent under Clause 42.1, the Principal may deduct from any monies due to the Contractor any sum which is due and payable by the Contractor to the Principal whether or not the Principal's right to payment arises by way of damages debt restitution or otherwise and whether or not the factual basis giving rise to the Principal's right to payment arises out of this contract, any other contract, or is independent of any contract. If the monies payable to the Contractor are insufficient to discharge the liability of the Contractor to pay such sum to the Principal, the Principal may have recourse to retention monies, and if they are insufficient, to security provided under Clause 5.2 of the contract and if that security is insufficient to any security provided under Clause 5.11 of the contract but in respect thereof only after satisfaction of all Subcontractors Charges. Nothing in this clause shall affect the right of the Principal to recover from the Contractor the whole of such monies or any balance that remains owing.

### **CLAUSE 43 PAYMENT OF WORKERS AND SUBCONTRACTORS**

No amendment in respect of Clause 43.

### **CLAUSE 44 DEFAULT OR INSOLVENCY**

*ADD to Clause 44.2:*

(h) failing to comply in any respect with the requirements of Clause 5.

*DELETE from subclause 44.3 (d) the words and punctuation:*

"(which time shall not be less than 6 clear days after the notice is given to the Contractor)"

*DELETE Clause 44.10 and INSERT in lieu the following:*

#### **44.10 Rights of the Parties on Termination**

If the Contract is terminated under Clause 44.4 (b) or Clause 44.9 or under any other provision of the Contract it shall be deemed terminated as from the date when notice of termination in writing is served upon the relevant party.

On such termination of the Contract all or any sums of money which may be in the hands of the Principal or the Contractor in respect of the Contract and are not then payable to the Contractor or the Principal under or pursuant to any provision of the Contract, and the whole or part of any security, including cash lodged or retained for the due and proper performance of the Contract and all or any sums of money named in the Contract as liquidated damages which have accrued due to the Principal or the Contractor may be declared by the Principal or the Contractor to be forfeited and all sums and the whole or part of any security that are so declared to be forfeited shall be forfeited and shall be retained by or become payable to or vested in the Principal or the Contractor as the case may be, only to the extent required to complete the works and/or recover any damages.

On such termination of the Contract all moneys which have been previously paid together with all moneys then payable under or pursuant to any provision of the Contract to the Contractor or the Principal shall be deemed to be in full satisfaction of all claims of the Contractor and of the Principal of any kind or description whatsoever under or in respect of the Contract.

### **CLAUSE 45 TERMINATION BY FRUSTRATION**

**CLAUSE 46 TIME FOR NOTIFICATION OF CLAIMS**

No amendments in respect of Clauses 45 and 46.

**CLAUSE 47 DISPUTE RESOLUTION**

*DELETE Clause 47.2 and insert in lieu the following:*

**47.2 Further Steps Required Before Proceeding:**

Within fourteen (14) days after service of a notice of dispute, the parties shall confer at least once, and at the option of either party and provided the Superintendent so agrees, in the presence of the Superintendent, to attempt to resolve the dispute and failing resolution of the dispute to explore and if possible agree on methods of resolving the dispute by other means. At any such conference each party shall be represented by a person having authority to agree to a resolution of the dispute.

In the event that the dispute has not been so resolved within twenty-eight (28) days after the first conference of the parties, or if at any time either party considers that the other party is not making reasonable efforts to resolve the dispute, either party may by notice in writing delivered by hand or sent by certified mail to the other party refer such dispute to an Adjudicator selected by the Principal who has not been involved with the design of the Works or administration of the Contract.

The reference shall be in writing stating both parties opinions as to the facts, relevant legal provisions of the Contract or at law, the relevant supporting documents and the way in which the matter should be decided. The Adjudicator shall confer with the parties and give a decision on the matter to both parties within twenty-eight (28) days of receiving the reference unless extended by agreement of the parties.

The parties shall abide by the Adjudicator's decision until at least Practical Completion has been reached after which either party may refer the matter to arbitration or litigation.

*ADD to the first line of Clause 47.3 after the words "who shall be", the words "agreed by the parties or failing agreement within fourteen (14) days after reference of the dispute to arbitration".*

**CLAUSE 48 WAIVER OF CONDITIONS**

No amendments in respect of Clause 48.

**CLAUSE 49 RISE AND FALL**

*INSERT new Clause 49 as follows:*

Where it is stated elsewhere that the Contract shall be subject to adjustment for rise and fall in costs, then the provisions of Annexure 2 shall apply.

**CLAUSE 50 RATES OF WAGES AND CONDITIONS OF EMPLOYMENT**

*INSERT new Clause 50 as follows:*

Unless the Contract otherwise provides, the Contractor shall not be entitled to reimbursement over and above the Contract Sum for any costs or losses suffered by the Contractor in respect of rates of wages and conditions of employment of workmen including but not limited to in respect of Site Allowances, Site Agreements, adjustments to any Award to compensate for over-award payments or actual or proposed improvements in productivity or efficiency or any costs in respect of redundancy, portable long service leave or any building industry superannuation scheme.

**CLAUSE 51 RECORDS AND ACCESS TO RECORDS**

*INSERT new Clause 51 as follows:*

51.1 The Contractor shall make and keep and shall ensure all Subcontractors make and keep accurate records of their tenders and of the work under the Contract including but not limited to all documents referred to in these General Conditions of Contract, and the Specification, design calculations, tender estimates, calculations and make ups, records as to progress of the works, diary records of daily tasks, complete



photographic records, quality system documents and records, manning and equipment records, results of the examination and testing of any work or materials, quality assurance records and reports, cost to date records, costs to complete calculations, time records, all cost records relating in any way to delays, variations and day works, all consultants' reports and opinions obtained by the Contractor in relation to the matters referred to in this clause and all necessary supporting documents, invoices, records and related financial statements whether in writing or stored on any other medium whatsoever.

- 51.2 The Superintendent shall have the right to inspect and to copy at any time any record referred to in Clause 51.1, notwithstanding anything to the contrary contained herein, and may defer any determination until after such inspection is permitted by the Contractor. In the case of any records referred to in Clause 51.1 stored on a medium other than in writing, the Contractor shall make available forthwith upon request such facilities as may be necessary to enable a legible reproduction thereof to be provided to the Principal.
- 51.3 The Contractor shall not be entitled to refuse inspection of any record referred to in Clause 51.1 on any basis whatsoever.
- 51.4 The records referred to in Clause 51.1 shall not be destroyed without the prior written approval of the Principal and a copy shall, if so required by the Superintendent be handed over to the Principal at the end of the defects liability period.

**PART A**  
**ANNEXURE to the Australian Standard**  
**General Conditions of Contract AS 2124 – 1992**  
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This Annexure shall be issued as part of the tender documents and is to be attached to the General Conditions of Contract and shall be read as part of the Contract.

The law applicable is that of the State or Territory of: (Clause 1)	<b>Queensland</b>
Payments under the Contract shall be made at: (Clause 1)	<b>Griffith University Nathan, Brisbane, QUEENSLAND</b>
The Principal: (Clause 2)	<b>Griffith University</b>
The address of the Principal:	<b>c/- Associate Director, Capital Works Campus Life Griffith University, NATHAN QLD 4111</b>
The Superintendent: (Clause 2)	<b>Associate Director, Capital Works Campus Life Griffith University, NATHAN QLD 4111</b>
The address of the Superintendent:	<b>Facilities Management Building (N23) Nathan campus, Griffith University 170 Kessels Road NATHAN QLD 4111</b>
Limits of accuracy applying to quantities for which the Principal accepted a rate or rates:  (Clause 3.3(b))	<b>The lower and upper limits are 75% and 125% respectively of total stated contract quantity</b>
Bill of Quantities - the alternative applying: (Clause 4.1)	<b>Alternative 1</b>
The time for lodgement of the priced copy of the Bill of Quantities: (Clause 4.2)	<b>Not Applicable</b>
Contractor shall provide security in the amount of: (Clause 5.2)	<b>The amount provided by Clause 5.2 of the Conditions of Contract plus retention monies Under Clause 42.3</b>
Principal shall provide security in the amount of: (Clause 5.2)	<b>NIL</b>
The period of notice required of a party's intention to have recourse to retention moneys and/or to convert security: (Clause 5.5)	<b>No Prior notice required</b>
The percentage to which the entitlement to security and retention moneys is reduced: (Clause 5.7)	<b>50%</b>

Interest on retention moneys and security - the alternative applying: (Clause 5.9)	<b>Alternative 2</b>
The number of copies to be supplied by the Principal: (Clause 8.3)	<b>Three (3) copies</b>
The number of copies to be supplied by the Contractor: (Clause 8.4)	<b>Three (3) copies</b>
The time within which the Superintendent must give a direction as to the suitability and return the Contractor's copies: (Clause 8.4)	<b>Ten (10) working days for each individual document (including but not limited to drawing, specification manual or part thereof) submitted. Where more than ten (10) documents are submitted on any one day than an additional day shall apply for each additional document and the period for giving a decision shall not commence to run for documents submitted at a later date until the expiration of the time for giving a decision for documents submitted previously</b>
Work which cannot be subcontracted without approval: (Clause 9.2)	<b>Any work under the Contract</b>
The percentage of profit and attendance: (Clause 11)	<b>5%</b>
Insurance of the Works - the alternative applying: (Clause 18)	<b>Alternative 1</b>
The assessment for insurance purposes of the costs of demolition and removal of debris: (Clause 18(ii))	<b>10% of the Contract Sum</b>
The assessment for insurance purposes of consultants' fees: (Clause 18(iii))	<b>2.5% of the Contract Sum</b>
The value of materials to be supplied by the Principal (Clause 18(iv))	<b>Not Applicable</b>
The additional amount or percentage: (Clause 18(v))	<b>Not Applicable</b>
Public Liability Insurance - the alternative applying: (Clause 19)	<b>Alternative 1</b>
The amount of Public Liability Insurance shall be not less than: (Clause 19)	<b>\$10 Million</b>
The time for giving possession of the Site: (Clause 27.1)	<b>14 days</b>
The Date for Practical Completion: (Clause 35.2)	
Liquidated Damages per day: (Clause 35.6)	<b>\$</b>

Limit of Liquidated Damages: (Clause 35.7)	\$
Bonus per day for early Practical Completion: (Clause 35.8)	<b>Not Applicable</b>
Limit of bonus: (Clause 35.8)	<b>Not Applicable</b>
Extra costs for Delay or Disruption: (Clause 36)	<b>Not Applicable</b>
The Defects Liability Period: (Clause 37)	<b>Twelve (12) months</b>
Percentages for off-site overheads or profit: (Clauses 40.5 (c) and (f))	<b>Off-site overheads 3% Profit 4%</b>
The Charge for overheads, profit, etc. of Daywork: (Clause 41(f))	<b>In respect of Clauses 41(a), 41(b), 41(c) and 41(e) - 10% and in respect of Clause 41(d) - 5% of the value otherwise</b>
Times for payment claims: (Clause 42.1)	<b>At a date to be mutually agreed but not less than 30 days after acceptance of the tender and thereafter at monthly intervals unless otherwise permitted by the Principal</b>
Unfixed plant and materials for which payment claims may be made notwithstanding that they are not incorporated in the Works: (Clause 42.1)	<b>Not Applicable</b>
Retention Moneys on: (Clause 42.3)	<b>Adjusted Contract Sum</b>  <b>(a) work incorporated in the Works and any work items for which a different amount of retention is not provided, 10% of the value until 5% of the Adjusted Contract Sum is held;</b>  <b>(b) items on Site but not yet incorporated in the Works, 100%;</b>  <b>(c) items off Site but in Australia, 100%;</b>  <b>(d) items not in Australia, 100%;</b>  <b>(e) disbursements incurred by the Contractor or customs duties, freight, marine insurance, primage, landing and transport in respect of the work under the Contract, 100%.</b>
Unfixed Plant or Materials - the alternative applying: (Clause 42.4)	<b>Alternative 3</b>
The rate of interest on overdue payments: (Clause 42.9)	<b>As per Clause 67P of the QBSA Act 1991</b>
The delay in giving possession of the Site which shall be a substantial breach: (Clause 44.7)	<b>Three (3) months</b>
Dispute Resolution - the alternative applying:	<b>Not applicable</b>

(Clause 47.2)

The person to nominate an arbitrator:  
(Clause 47.3)

**Director, Campus Life,  
Griffith University, NATHAN QLD 4111**

Location of arbitration:  
(Clause 47.3)

**Brisbane Queensland Australia**

Contract to be subject to Adjustment  
for Rise and Fall in Costs:  
(Clause 49 and Annexure 2)

**No**

## **PART B**

### **ANNEXURE to the Australian Standard General Conditions of Contract AS 2124 - 1992**

NOTE: This table is intended for easy reference to clauses that may have been deleted, amended or added to Australian Standard 2124 - 1992.

1. The following Clauses have been DELETED from the General Conditions in AS 2124 - 1992:

Clauses DELETED include:

Clause 10.5	- Direct Payment of Nominated Subcontractor
Clause 14.2	- Payments where there is no Variation
Sub-clause 35.5(b)(ii)&(vi)	-
Clause 35.8	- Bonus for Early Practical Completion
Clause 47.2	- Further Steps required before Proceedings

2. The following Clauses have been amended and differ from the corresponding Clauses in AS 2124 - 1992:

Clauses amended include:

Clauses 1, 2, 5.2, 5.3, 5.10, 6.2, 7, 8.1, 8.4, 8.7, 12, 14.3, 23, 27.2, 30.1, 30.2, 30.5, 32, 33.2, 35.5, 37, 40.2, 40.5, 42.1, 42.8, 42.10, 44.2, 44.3, 44.10, 47.2 &, 47.3.

3. The following Clauses have been added to those of AS 2124 - 1992:

Clauses added including in respect of Clauses 3.4, 6.3, 14.5, 27.6, 29.4, 44, 49, 50 & 51.