



1 March 2019

Office of the Secretary

Public Service Association
160 Clarence Street
Sydney NSW 2000
Attn; Mr Matthew Drake- Brockman
Industrial Officer

Re: Bathurst Re-Location Consultation

Dear Matthew,

As per our previous discussions I have obtained further instructions from the Business (Spatial Services) in response to the list of questions you provided to me following your meeting with the affected employees.

I provide below the consolidated response from the Business. As per our previous discussions we look forward to the PSA providing a written response to this correspondence, in an effort to streamline any outstanding matters prior to scheduling a meeting between the parties.

Change Management Plan

It is not a DFSI requirement or common practice to develop a Change Management Plan, therefore one was developed to meet the request. The document is in draft form and will be updated once DFSI has consulted with Property NSW.

The proposed location of business units was discussed with management and decided based on how best to physically collocate business units, while ensuring each business unit had the correct number of desks. This information was then discussed with the Line Managers who then discussed with staff. The plans were also presented at the Spatial Services Town Hall consultation on 4th December 2018 and made available on the Spatial Services Intranet for all staff to review. **Attachment A** is a copy of the proposed floor plan with highlighted business areas.

A cost benefit analysis was not required considering the change is to move from one desk to another existing desk, incurring minimal removalist expense. The change is also in line with DFSI's direction to consider consolidating where possible. Spatial Services will continue to review and reduce its current accommodation occupancy, where possible and therefore reduce the rent expense. Any building expense with the meeting rooms is also in-line with DFSI's new accommodation direction and to meet an ever-growing demand for meeting spaces. This pressure is in part due to new tenants entering the building and the need to

collaborate both internally with DFSI and externally with customers, suppliers and other agencies.

Purpose of the change

The main purpose of the change is to align business units together to improve business operations, processes and increase collaboration and performance capability. The benefits of building and aligning teams within business units is essential for any business to improve business processes, communications and operational performance. Regardless of DFSI direction for flexible working, business units should be physically located together, where possible. Having staff working flexibly, does not alter the need for co-location.

Two groups in the Survey Operations business unit, BOSSI and GNB were given early permission by Property NSW to relocate to level 2 as the proposed area had become vacant and no additional desks were required for the move. Therefore, the move had a nil effect on egress for the building.

Spatial Service's occupancy on level 1 is yet to be reviewed. Last year Spatial's Executive Office moved to level 3, EPA moved into this space on level 1 and the Public Works Authority group will become a tenant as at 31 May 2019. Property NSW handles the tenancy of the building, further information will need to be directed to them.

Spatial Services funds and provides the reception, mail and dispatch services for the building, at no cost to the other tenancies.

DFSI tenancies are subject to DFSI's management direction, however other tenants are subject to the direction of their Agencies. Property NSW has direction regarding the building and public safety.

Physical Move, Records Management and Flexible Working

The physical relocation information, including use of removalists was covered during consultation through business unit and team workshops and meetings. The Town Hall consultation also covered this information and it documented in the presentation, which is located on the Spatial Services Intranet. Staff are not required to move anything. Staff will be provided with a number of boxes to pack their personal items into and label. The removalists will have a desk plan (designed by the teams) and move these boxes to the staff member's new desk location. Line Managers will indicate where any furniture is to relocate to, if any. The ICT Help Desk Line Manager has instructed us that they prefer to move all ICT equipment. Staff will just need to unpack their personal items. Records are being moved to lower floors for internal digitising, which is in-line with DFSI's direction to be paperless. Further information on the physical move will be provided in the Relocation Packages, so that staff know exactly when and how they will move.

In an effort to be 'paperless' paper files will be moved to various store locations, particularly level one, so that the Digital Service's Digitisation team can digitise the files for the business units. Records management processes are in place to ensure our records are stored digitally.

Moving staff from an existing desk on one level to another existing desk on another level will not increase numbers of people and therefore not increase the noise level. The proposed

move suggests moving the Valuation Services call centre group from level 3 to level 2 north, which will reduce the amount of noise on level 3 and keep them separate from the other groups on level 2.

Generally lighting will not change as it is a base building (Property NSW) responsibility, however the ICT group have indicated they may review their proposed area.

The Architects who drafted the plans, have ensured that egress and any other building and health and safety regulation requirements are met. Property NSW will also review and advise if the proposed plans meet with legislation. Only a small increase in desks numbers have been added to the two floors, so very limited changes have been made.

DFSI has implemented new communication tools such as Skype, Yammer and Teams to improve communications and to enhance mobility, however it is still important to have physical teams working together consistently.

This change does not affect the wireless network as there is no increase in numbers. The physical network is being worked on by ICT to meet the needs of each business unit.

Regarding flexible working, at present, those working in the Spatial Operations area are limited to a certain number of people able to work with a virtual machine capacity at one time. However, ICT are working to increase this capability. Other areas have the capability to 'remote' into the network from outside the building.

This proposed change does not require a move to activity base working. To be activity based, there would need to be a larger whole of building refurbishment project, which is not in scope of this change.

PSA Consultation

DFSI is not required to consult on all change actions, especially on Spatial Service's small local change. Local PSA members (Spatial staff members) have been aware of this change from the beginning of this proposal, which is well over a year now and to-date they have not raised any issues. That is, other than for one individual that had special wellbeing issues, which HR and WH&S were able to assist with and resolve. They have not engaged with the Executive or asked any questions. As staff members they are responsible to discuss the change with their manager, however as PSA members they have a responsibility to consult with the Executive Director, if they have any concerns or require further information, which is something they did not do. The local PSA members did not even consult or raise issues with their Regional PSA member, so she was not even aware of this change until December 2018, when the Sydney PSA became involved. The local PSA members/staff are aware of our open-door access to the Executive Director and could have at any time met to discuss the change or raise any issues, which they did not do. DFSI intention was to consult with PSA once Property NSW had approved the technical side of the proposed floorplans, if no approval then the change would cease before it got started. DFSI HR are aware of Spatial's change and have advised on the process to date. HR have also assisted staff as required.

All staff have access to EAPs and are encouraged to contact them, if they need assistance. Details are located on our Intranet. We also have a Spatial Services Mental Health Support Unit, which are qualified to provide mental health first aid, if ever required. They would also

refer people for further assistance through EAPs, their doctor or professional mental health support.

Staff Consultation

Staff have been consulted within their teams in meetings, their business unit in workshops and as a whole organisation at the Town Hall. Information has been provided as it comes available, which includes their input into developing the relocation and refurbishment plans. The directors and managers decided that the best way to consult with staff was through themselves and their immediate line manager, which is was the engagement process taken. The Town Hall whole organisation consultation was the first opportunity to showcase the proposed (input completed) floor plans.

Refurbishment

Of the new meeting rooms, the largest room will accommodate 18-20 seats. However, with the removal of the old canteen commercial kitchen, it will allow a larger space to accommodate much larger numbers with events. By adding a skype system to this space, it will enable groups to connect to online training programs and workshops. At present Spatial Services must hire other accommodation to conduct larger workshops, training and events. The new meeting rooms will be added to the current booking system. All rooms will be ceiling height and meet the standards the DFSI Accommodation program is rolling out in the McKell building. The meeting rooms will enhance the way staff work and communicate.

The addition of a lunch room to level 3 will seat just under 50 staff at one time. Any additional lunch rooms on other levels would be a part of a whole building refurbishment. The areas being refurbished are within the current Spatial Services tenancy and at a cost to Spatial Services. There are various other existing kitchenettes and lunchrooms throughout the building, which are currently being used. Other DFSI tenancies would be able to use the lunch room. At present, approximately <10 DFSI staff would use the existing 'canteen space' for lunch purposes.

The current ICT Datacentre, while meeting standards, is still a little noisy due to the required air conditioning system, especially for those not used to the current level. The acoustic work is essential prior to moving adjoining business units as requested by managers and staff. The Datacentre usage will reduce over time with the intended move to Silverwater. However, a whole of building refurbishment would need to cover the extensive work to see the Datacentre size reduced. It is currently out of scope and budget for Spatial Services.

WH&S & Risks

Any risks and/or issues raised by managers and staff are to be added to the existing Risk table, to-date nothing has been raised.

With the utilisation of existing desks, any desks reported as faulty will be assessed, repaired or replaced. There is currently a pool of sit/stand desks attachments that can be used where required, however if the existing workplace layout allows it, a new sit/stand desk maybe procured. Each request will be reviewed on a case by case basis, depending on the individual's needs. Staff with existing sit/stand equipment will keep their equipment and be moved and set up/replicated according the individuals current WH&S requirements. The internal WH&S team will assist with this work. If any external assessments are required, this will be looked at on a case by case basis and with HR advice.

The disabled toilet on level 2 with the door opening out and obstructing the walkway is a WH&S issue that should have been reported to the person's line manager, one of the WH&S representatives, Building Facilities or the Executive to fix, not through PSA questions. All WH&S hazards should be reported as early as possible and it is an employment require to do so. Now that we have been are aware of this issue we have reported it to WH&S and Building Workplace Services to look at resolving this issue.

In any open plan office, we cannot guarantee any security of personal or work items, people always need to be vigilant of potential security risks with personal items. Staff would be moving from one open plan to another open plan with their team, there is no change in the way the staff currently work and operate.

Property NSW Base Building Responsibilities

Parking facilities is a Property NSW responsibility and PSA should consult with them directly on this issue. Spatial Services has raised the issue of increasing the parking with the number of tenants, however no formal response has been made to-date. Disability parking is also a Property NSW responsibility, however we are aware they meet the regulated number of disability parks required and they increase the number of parks on as required basis at the rear of the building. Property NSW have mentioned the potential for them to build a ramp at the front of the building and moving disability parking to the front. We are unaware of the status of this action.

Building security is also a Property NSW responsibility, PSA would need to consult directly on this issue.

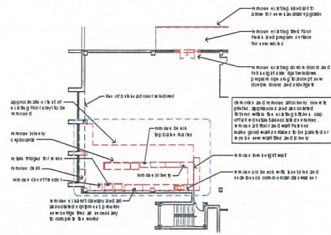
Bathrooms are also a base building Property NSW responsibility. The bathrooms don't currently meet today's disability requirements or accommodate the growing number of female staff on each of the floors. We are aware that Property NSW may be looking at refurbishing the level one bathroom, due to the new tenancies on level one. However, the other two floors also desperately need a complete refurbish to accommodate appropriate numbers.

I trust this information suitably outlines the Department's position and look forward to receiving your response.

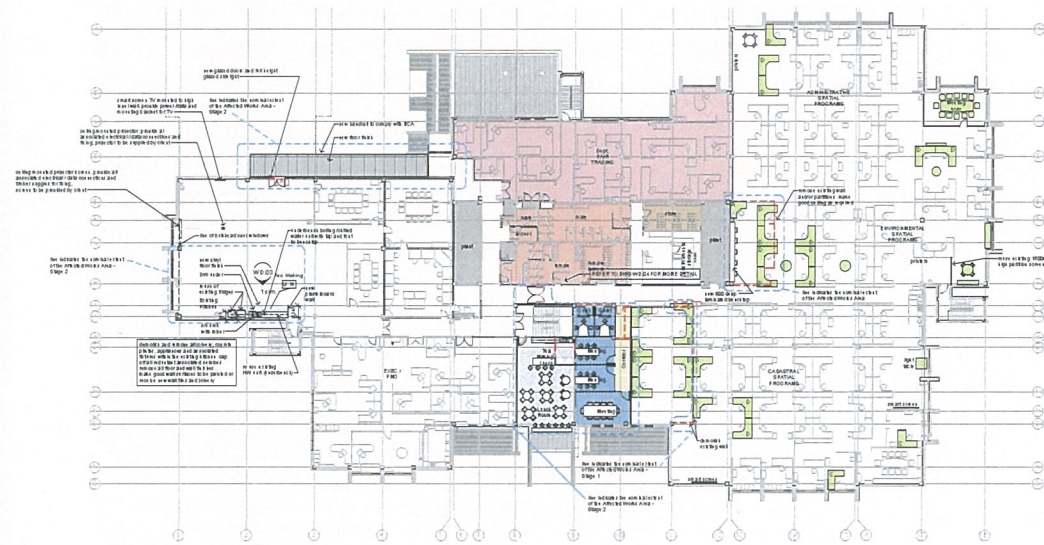
Kind regards,



Greg Selig
Manager, Employee Relations
Department of Finance, Services and Innovation



2 KITCHEN DEMOLITION FLOOR PLAN - LEVEL 3
1:200



1 FLOOR PLAN - LEVEL 3
1:200

ROOM / SPACE

- Room 301
- Service / Function Area
- Public / Open Access
- Plant / Services
- Staff / Office
- Reception / Waiting Area
- Staff / Office
- Staff / Office
- Staff / Office

LÉGEND

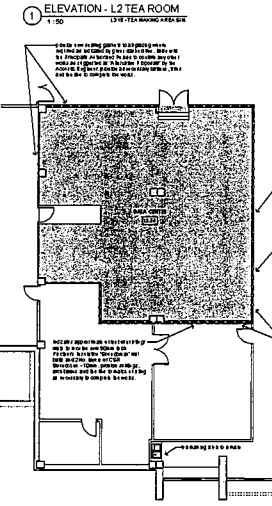
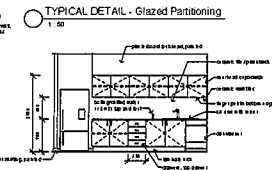
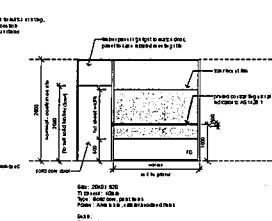
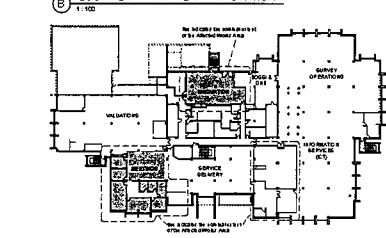
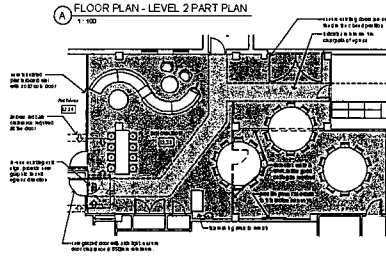
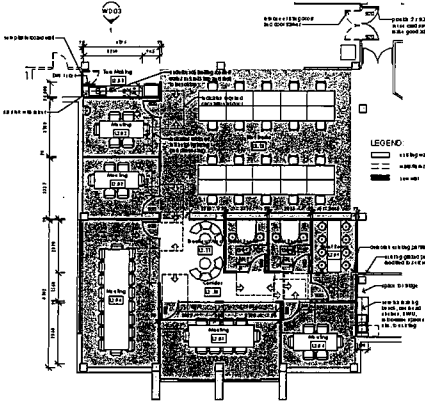
- Existing walls to be retained
- New walls

WORKSTATION LEGEND

- Type A - 1500 x 900mm desk
- Type B - 2100 x 2100mm desk
- Type C - 2100 x 1500mm desk
- Type D - normal existing desk size on site
- existing desks to be moved to cut new works

NOTE: NEW WORKSTATION PANELS HAVE BEEN DRAWN AT 50mm THICK NOM.

DRAWING MUST BE PRINTED IN COLOUR



WORKS TO BE COMPLETED BY:

CONTRACTOR:

DATE:

SCALE:

PROJECT:

CLIENT:

REVISIONS:

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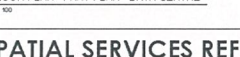
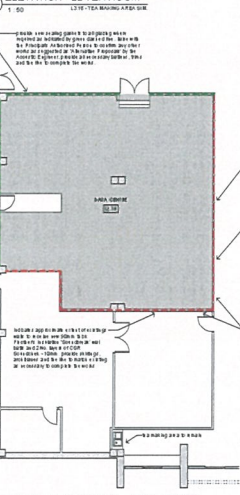
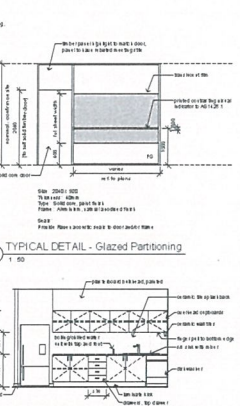
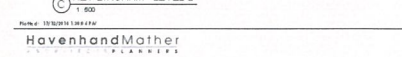
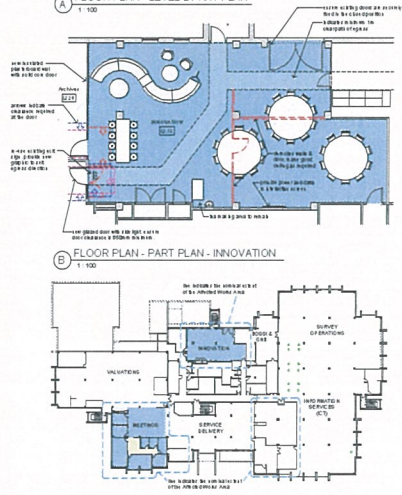
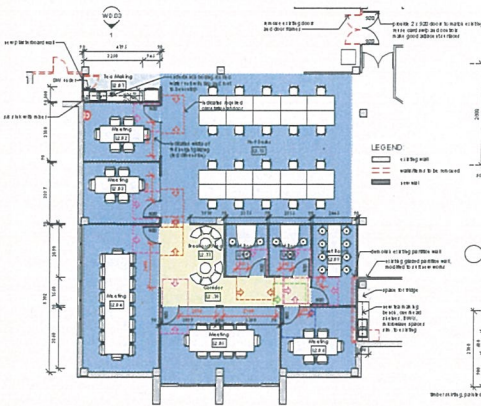
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DRAWING MUST BE PRINTED IN COLOUR



LEGEND

- Existing wall
- Proposed wall
- Proposed door

NOTE

- Proposed wall to be constructed in accordance with the specification.
- Proposed door to be constructed in accordance with the specification.
- Proposed wall to be constructed in accordance with the specification.

GENERAL NOTES

- All work shall be in accordance with the specification.
- All work shall be completed in accordance with the specification.
- All work shall be completed in accordance with the specification.

FINISHES

- Walls: Paint
- Floors: Carpet
- Ceiling: Acoustic

MECHANICAL

- Proposed wall to be constructed in accordance with the specification.
- Proposed door to be constructed in accordance with the specification.

ELECTRICAL

- Proposed wall to be constructed in accordance with the specification.
- Proposed door to be constructed in accordance with the specification.

PLUMBING

- Proposed wall to be constructed in accordance with the specification.
- Proposed door to be constructed in accordance with the specification.

STEELWORK

- Proposed wall to be constructed in accordance with the specification.
- Proposed door to be constructed in accordance with the specification.

GLAZING

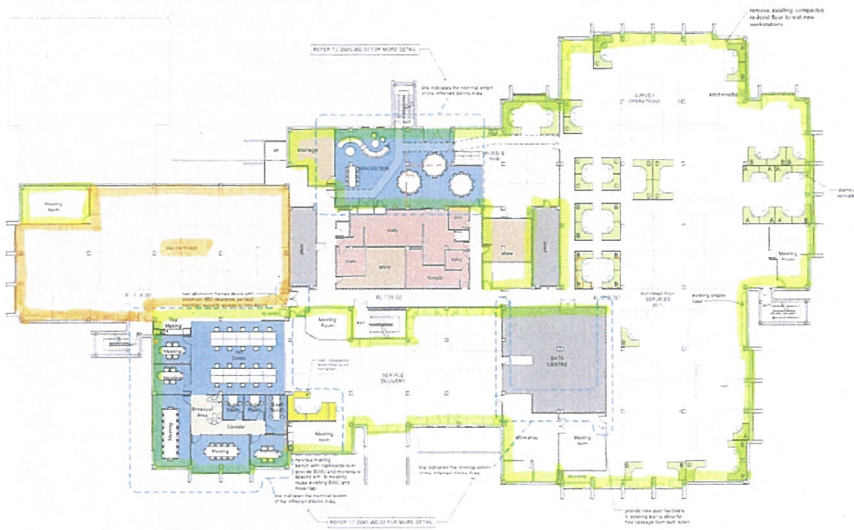
- Proposed wall to be constructed in accordance with the specification.
- Proposed door to be constructed in accordance with the specification.

CONCRETE

- Proposed wall to be constructed in accordance with the specification.
- Proposed door to be constructed in accordance with the specification.

DRAWING MUST BE PRINTED IN COLOUR

Spatial Services
 Valuation Services



FLOOR PLAN - LEVEL 2
1/2025

ROOM SPACE

- office
- meeting conference
- general circulation
- open office
- open office
- reception lounge
- lounge
- lounge
- lounge
- lounge
- lounge
- lounge
- lounge
- lounge

LEGEND

- existing wall
- walls to be removed
- new wall

WINDOW LEGEND

- Type A - 800 x 1800mm size
- Type B - 2100 x 2100mm size
- Type C - 2100 x 1800mm size
- Type D - horizontal ceiling panel light or air
- existing glass to be retained to suit new walls

NOTE: NEW WINDOW STATION PANELS HAVE BEEN DRAWN AT 50mm THICK FOR NEW

DRAWING MUST BE PRINTED IN COLOUR

Public Works
 Spatial Services (current usage)

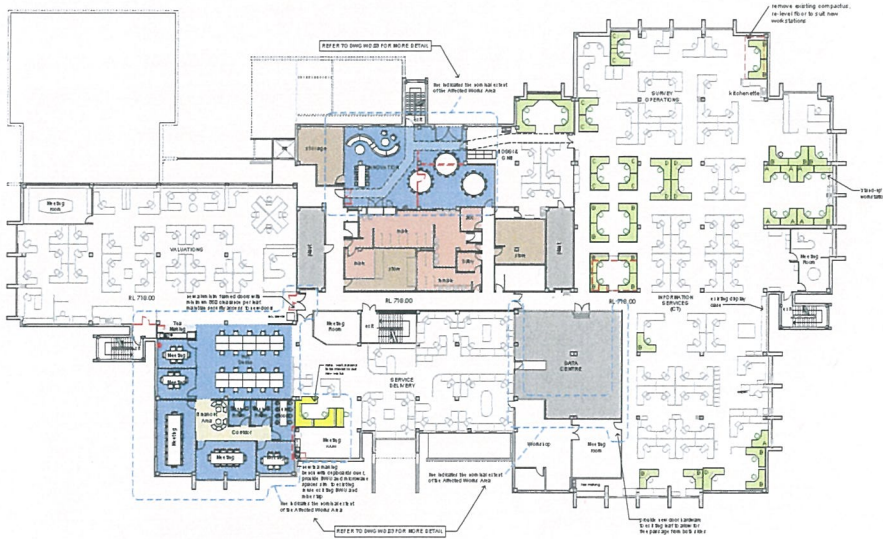
Legend - Net Lettable Areas

Spatial Services
 = 5212.96 sqm



NSW Finance & Services
 5th FLOOR
 FINANCE & SERVICES
 345 PANDORAMA AVENUE
 BATHURST, NSW 2795

LEVEL 1	L1	ALL
LEVEL 1 NET LETTABLE AREA	5212.96	5212.96
DATE	24/11/14	21/07/20
SCALE	1:100 @ A4	01



FLOOR PLAN - LEVEL 2
1:200

ROOM / SPACE

- [Pink] MEETING
- [Blue] OFFICE/WORKSPACE
- [Light Blue] PRIVATE OFFICES
- [Light Green] RECEPTION
- [Light Green] OFFICE COPY
- [Light Green] RECEPTION/RECEPTION
- [Pink] RECEPTION BENCH
- [Light Blue] LOBBY
- [Light Blue] WAIT
- [Light Green] KITCHEN

LEGEND

- [Red Outline] EXISTING WALL
- [Red Outline] EXISTING WALL TO BE REMOVED
- [Red Outline] NEW WALL

WORKSTATION LEGEND

- [Green L-shaped] Type A: 1600 x 1800mm desk
- [Green L-shaped] Type B: 2100 x 2100mm desk
- [Green L-shaped] Type C: 2100 x 1800mm desk
- [Green L-shaped] Type D: minimal existing desk size on site
- [Yellow Square] existing desks to be moved to suit new works

NOTE: NEW WORKSTATION PANELS HAVE BEEN DRAWN AT 50mm THICK NOM

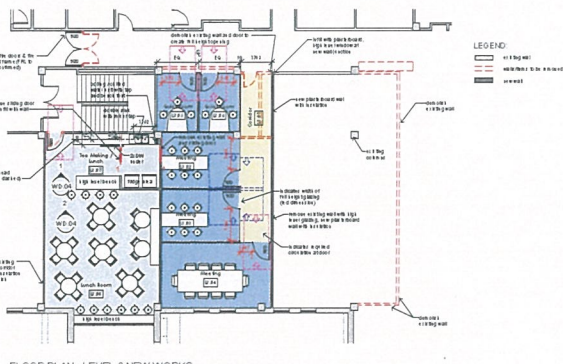
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MELBOURNE VIC 3008
1800 699 888
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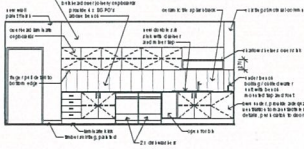
SPATIAL SERVICES REFURBISHMENT
346 PANORAMA AVENUE, BATHURST

PROPOSED FIT-OUT WORKS
PROPOSED FLOOR PLAN - LEVEL 2

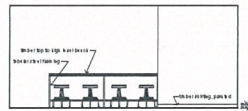
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SCALE: As indicated
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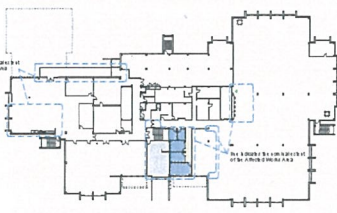
A FLOOR PLAN - LEVEL 3 NEW WORKS
1: 100



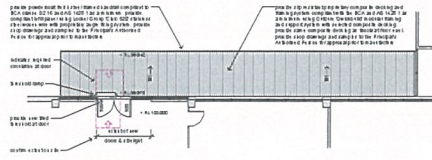
1 ELEVATION - TEA MAKING / LUNCH
1: 50



2 ELEVATION - HIGH LEVEL BENCH
1: 50



B KEY DIAGRAM - LEVEL 3
1: 100



C FLOOR PLAN - PART PLAN - VERANDAH
1: 100

PROPOSED MATERIALS

CONCRETE
 - ALL CONCRETE WORK SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR CONCRETE
 - ALL CONCRETE SHALL BE SUPPLIED AND CAST BY THE CONTRACTOR
 - ALL CONCRETE SHALL BE SUPPLIED AND CAST BY THE CONTRACTOR
 - ALL CONCRETE SHALL BE SUPPLIED AND CAST BY THE CONTRACTOR

WOODWORK
 - ALL WOODWORK SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR WOODWORK
 - ALL WOODWORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR
 - ALL WOODWORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR

PAINTS
 - ALL PAINTS SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR PAINTS
 - ALL PAINTS SHALL BE SUPPLIED AND APPLIED BY THE CONTRACTOR
 - ALL PAINTS SHALL BE SUPPLIED AND APPLIED BY THE CONTRACTOR

GLASS
 - ALL GLASS SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR GLASS
 - ALL GLASS SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR
 - ALL GLASS SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR

CEILING
 - ALL CEILING SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR CEILING
 - ALL CEILING SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR
 - ALL CEILING SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR

FLOORING
 - ALL FLOORING SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR FLOORING
 - ALL FLOORING SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR
 - ALL FLOORING SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR

MECHANICAL
 - ALL MECHANICAL WORK SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR MECHANICAL
 - ALL MECHANICAL WORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR
 - ALL MECHANICAL WORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR

ELECTRICAL
 - ALL ELECTRICAL WORK SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR ELECTRICAL
 - ALL ELECTRICAL WORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR
 - ALL ELECTRICAL WORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR

PLUMBING
 - ALL PLUMBING WORK SHALL BE TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR PLUMBING
 - ALL PLUMBING WORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR
 - ALL PLUMBING WORK SHALL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR

PROPOSED FINISHES

CONCRETE
 - ALL CONCRETE SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR CONCRETE
 - ALL CONCRETE SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR CONCRETE

WOODWORK
 - ALL WOODWORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR WOODWORK
 - ALL WOODWORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR WOODWORK

PAINTS
 - ALL PAINTS SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR PAINTS
 - ALL PAINTS SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR PAINTS

GLASS
 - ALL GLASS SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR GLASS
 - ALL GLASS SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR GLASS

CEILING
 - ALL CEILING SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR CEILING
 - ALL CEILING SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR CEILING

FLOORING
 - ALL FLOORING SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR FLOORING
 - ALL FLOORING SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR FLOORING

MECHANICAL
 - ALL MECHANICAL WORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR MECHANICAL
 - ALL MECHANICAL WORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR MECHANICAL

ELECTRICAL
 - ALL ELECTRICAL WORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR ELECTRICAL
 - ALL ELECTRICAL WORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR ELECTRICAL

PLUMBING
 - ALL PLUMBING WORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR PLUMBING
 - ALL PLUMBING WORK SHALL BE FINISHED TO COMPLY WITH THE NEW ZEALAND CONSTRUCTION STANDARDS FOR PLUMBING

PROPOSED SCHEDULES

COMPONENTS

1.01	Concrete	Concrete
1.02	Woodwork	Woodwork
1.03	Paints	Paints
1.04	Glass	Glass
1.05	Ceiling	Ceiling
1.06	Flooring	Flooring
1.07	Mechanical	Mechanical
1.08	Electrical	Electrical
1.09	Plumbing	Plumbing

ITEMS

2.01	Concrete	Concrete
2.02	Woodwork	Woodwork
2.03	Paints	Paints
2.04	Glass	Glass
2.05	Ceiling	Ceiling
2.06	Flooring	Flooring
2.07	Mechanical	Mechanical
2.08	Electrical	Electrical
2.09	Plumbing	Plumbing

DETAILS

3.01	Concrete	Concrete
3.02	Woodwork	Woodwork
3.03	Paints	Paints
3.04	Glass	Glass
3.05	Ceiling	Ceiling
3.06	Flooring	Flooring
3.07	Mechanical	Mechanical
3.08	Electrical	Electrical
3.09	Plumbing	Plumbing

DRAWING MUST BE PRINTED IN COLOUR