

# Final Plan Attachment 8.6 V10 Supporting Information 1

Business Cases

Ardent Architect Report

December 2016

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# API Thomastown

## Site Audit and Master Planning

January 2015

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## Contents

Introduction:	3
Project aims:	3
<b>Executive Summary</b>	<b>4</b>
Risk	4
Risk and Cost Summary	4
Costs	4
Primary Issues	5
Short term (1 - 3 years)	5
Medium Term (4 - 6 years)	5
Long Term (6 - 10 years)	5
Itemised Risks and Costs	6
<b>Building A</b>	<b>8</b>
Water Leaks	9
Refurbishment	18
Ceiling Tiles	18
Carpet Replacement	18
Amenities Refurbishment	19
Window furnishings	20
External Refurbishment	20
<b>Building BCD</b>	<b>22</b>
Insulated panels	22
Painting	22
<b>Issue List</b>	<b>23</b>
Cost Disclaimer	23

## **Introduction:**

Ardent Architects were engaged to complete a site audit of the site and a master plan for refurbishing building A.

Ardent engaged sub consultants in engineering disciplines as well as BCA compliance.

## **Project aims:**

1. Deliver a site audit from all relevant disciplines
2. Identify building fabric issues and suggested rectifications
3. List building code and Australian Standards non compliance issues
4. Develop a master plan showing estimated work station numbers if the building was refurbished to be open plan.
5. Compile reports and drawings for Quantity Surveyor to provide quote on costing

## Executive Summary

The site is generally in good condition in regards to base building integrity. The main issues on site that relate to risk are:

1. Water ingress into the main building
2. Age of all the HVAC services on site
3. Disabled access compliance
4. Fire services compliance

While the base building is in good condition the fit-out has gone past its serviceable life in many areas. To meet APA's corporate guidelines on office fitout as well as providing a level of accommodation reflective of APA's image and values Building A may require a full refurbishment.

### Risk

We have evaluated the risk on a scale to 1 to 5 where:

1 = Very Low

2 = Low

3 = Medium

4 = High

5 = Critical

**The scale is based on risk being to either disruption to business or injury to people on site.**

In this we have given the HVAC system a risk profile of 3 as it will most likely fail in the next 3 - 5 years and would severely reduce productivity. We have given the leaking roof a risk profile of 5 as it has the potential to damage any new internal works.

### Risk and Cost Summary

Sum of Cost Estimate	Risk					
Priority	1	2	3	4	5	Grand Total
1 - 3 Years	\$580,000	\$15,000	\$187,000	\$1,334,250	\$143,500	\$2,259,750
4 - 6 years	\$277,000	\$127,000	\$220,000			\$624,000
6 - 10 years	\$475,000	\$168,750	\$5,000			\$648,750
<b>Grand Total</b>	<b>\$1,332,000</b>	<b>\$310,750</b>	<b>\$412,000</b>	<b>\$1,334,250</b>	<b>\$143,500</b>	<b>\$3,532,500</b>

### Costs

As per our accepted proposal costings are to be completed by a Quantity Surveyor. In the interests of time and planning we have allocated some cost estimates next to items, however these are high level and need to be verified by a Quantity Surveyor.



## Primary Issues

The issues outlined below are maintenance and risk issues not aesthetic. For example the external of building A needs to be painted to prevent decay of materials and structure. The internal of building A is due to be repainted however there would be no decay or risk in leaving in its current state for years to come.

### Short term (1 - 3 years)

The main issues that need to be addressed immediately are:

1. Water ingress due to leaking roof.
2. Disabled access upgrades.
3. Essential services upgrades to electrical and fire.

Issues that need to be addressed within the next couple of years are:

4. Replacement of the entire mechanical system in Building A
5. External painting of all buildings.
6. Replacement of polycarbonate roofs.

### Medium Term (4 - 6 years)

The main issues that could be delayed in addressing for several years are.

7. Disabled amenities upgrades to toilets and showers.
8. New main switchboard.
9. Replacement of light fittings

### Long Term (6 - 10 years)

There are no high risk items that are foreseen long term. The most pressing issue will probably be the hot water services that will increase in risk over that time from a 3 to a 4 or 5 due to their increasing age and reduction in serviceable life.

# Itemised Risks and Costs

Cost - Estimate	Building	Risk	Item	Description		
Priority 1-3	A	1	20	Relamp lights		
			72	Ceiling tile replacement		
			73	Carpeting		
			74	Repainting		
			83	Plaster sheet repair		
		3	18	Exist and emergency lighting testing		
			21	Survey boards		
			23	Running man signs		
			25	Replace DB's		
			32	Mixing valves		
			41	Pathway to reception		
			46	Kerb ramp		
			47	Rotunda path		
			48	Regrade southern pathway		
			52	Other entry doors		
			54	Transitions		
			55	Pathway		
			59	Relocate phone		
			4	4	Domed atrium replacement	
				5	Thermal Plant Replacement	
		6		Air handling unit replacement		
		7		Absorption chiller replacement		
		8		Packaged Units replacement		
		10		HVAC Controls replacement		
		11		Mechanical switchboards replacement		
		22		Relabelling of switchboards		
		51		Entrance doors		
		53		Southern entrances		
		5		67	Hydrants	
			1	Sump Replacement		
			2	Box gutter lining		
			3	Ridge capping replacement		
			17	Storage in switchboard room		
			19	RCD Installation		
			28	Booster replacement		
			29	Hose reel upgrade		
			62	Services in corridors		
			64	Stair strips		
			65	Exit door hardware		
			66	Electric locks		
			68	Maintenance manual		
		88	Entrance			
		A Total				
		A B C D	1	70	External Painting	
			3	49	Kerb ramp	
		A B C D Total				
		B	4	14	Mechanical plant replacement	
		B Total				
		B C D	2	71	Insulated Panel	
		B C D Total				
		C	3	15	Packaged Units replacement	
		C Total				
D	3	16	Packaged Units replacement			
D Total						
Site	3	79	Canopy steel			
		40	Pathway to site			
		42	Handrails			
		43	Widen path			
		44	New footpath			
		50	BBQ seating			
5	60	DDA car parks				
	45	Line marking				
Site Total						
1 - 3 years Total						
4 - 6 years	A	1	12	Ductwork cleaning and testing		
			24	Replace lights		
			69	Part J compliance		
			75	Amenities		
			77	Blinds		
		2	84	Workstations		
			38	Rainwater tanks		
			56	Internal doorways		
			82	Western façade		
			89	IT Reconfigure		
			3	26	Main switchboard replacement	
	30	Alarm replacement				
	57	DDA toilet				
	58	New DDA toilet shower				
	61	Lunchroom egress				
	A Total					
	A B C D	1	33	Replace Fittings		
	2	35	CCTV sewer			
A B C D Total						
Site	2	78	Poly carbonate roofing			
Site Total						



4 - 6 years Total				
6 - 10 years	A	1	13	BMS System
			27	Solar power
			31	Central Hot Water
			34	Remove HW
			39	Solar hot water
			76	Lunchroom refurb
			80	Render
			85	Windows
			86	Natural light
			87	Furniture and joinery
			9	Exhaust Systems
		36	Replace boiling water	
		63	Stair risers	
		A Total		
A B C D	1	37	Natural GAS	
A B C D Total				
Site	1	81	Garden beds	
Site Total				
6 - 10 years Total				
Site Total				

The full detailed list of all of these items is at the end of this section of the report.

## Building A

Building A was predominantly built in the 1980's and the Western end was extended in 1997.

The building is a typical example of the time of an office building fronting an industrial site.

The base building is in good condition with the exception of the leaking roof. The finishes and fittings have mostly reached the ends of their serviceable lives.



## Water Leaks

The building has substantial water leaks as shown in the photos below. The plumbers inspection of the roof has found a number of issues requiring attention.

According to the plumber the roof issues stem primarily from failed flashings and sumps that require replacement. Until the water ingress issue is address and tested with flood testing measures other refurbishment works should not be undertaken due to the risk of damage.



Photo 1. Water damage to reception



Photo 2. Water damage to boardroom



Photo 3. Water damage to boardroom



Photo 4. Water damage to reception



Photo 5. Water damage to meeting room



Photo 6. Water damage to office



Photo 7. Water damage to office



Photo 8. Water damage to office





Photo 9. Water damage to office



Photo 10. Water damage to office



Photo 11. Water damage to office





Photo 12. Water damage to office



Photo 13. Water damage to office



Photo 14. Water damage to office





Photo 15. Water damage to office



Photo 16. Water damage to office



Photo 17. Water damage to office





Photo 18. Water damage to comms area



Photo 19. Water damage to office



Photo 20. Water damage to meeting room corridor





Photo 21. Water damage to first aid room



Photo 22. Water damage to lunch room



Photo 23. Water damage to lunch room





Photo 24. Water damage to lunch room

## Refurbishment

The building finishes are looking tired and some are worn beyond their serviceable life. This coupled with the office layout being non compliant with APA's national office standards would suggest a complete refit of the office space.

### Ceiling Tiles

Extensive water damage to ceilings coupled with mechanical refurbishment and relocation should coincide with replacement of ceiling tiles. We would recommend replacing all the ceiling tiles with more modern ceiling tiles and perhaps some feature tiles to break up the ceiling.



Photo 25. Ceiling tile replacement

### Carpet Replacement

While the carpet is maintained and has been repaired and patched it is at the end of its serviceable life. We recommend full replacement of all carpet as part of any refurbishment.



Photo 26. Carpet Replacement



Photo 27. Carpet Replacement

## Amenities Refurbishment

While fittings and fixtures in the amenities are currently serviceable the fittings are getting to the end of their serviceable life. If the office is to be refitted there will be major works needed in the toilets to make them compliant to the latest standards. This would be an ideal time to completely refit all the toilets to modern finishes and fittings.

The fittings and layout of the shower room are serviceable while the fittings are approaching the age of replacement. As part of a whole office refurbishment we would recommend refitting the shower room including new, modern, built in lockers with digital locks.

The first aid and mothers room is quite grim and shows its age. We would recommend refurbishment of this area including a window or glass doors to the room with beds.



Photo 28. Bathroom Refurbishment



Photo 29. DA Bathroom Refurbishment



Photo 30. Shower Refurbishment



Photo 31. First Aid Refurbishment

## Window furnishings

Of the windows furnishings/blinds are looking very tired and many are damaged through wear. We would recommend in a refurbishment that new double roller blinds be installed.



Photo 32. Blind Replacement



Photo 33. Blind Replacement

## External Refurbishment

There are a number of items requiring attention externally.

10. The external surfaces of Building A are all due for repainting.
11. External steelwork to walkways need rust removal and repainting.
12. Polycarbonate walkway roofing needs replacement.
13. BBQ area needs redesign and redevelopment.
14. Base of render to building to be repaired.
15. Western elevation sheet cladding to be repaired.
16. Garden beds to be replanted and rejuvenated.



Photo 34. External painting



Photo 35. Polycarbonate replacement



Photo 36. External painting



Photo 37. Steel work rusting



Photo 38. External painting, render repair



Photo 39. External Cladding repair

## Building BCD

Building's BCD had only their external condition included in the audit.

The buildings are generally in reasonable condition needing mostly cosmetic maintenance.

### Insulated panels

The primary concern is the condition of the insulated panels that make up these buildings walls. The factory coating on the insulated panels is nearing the end of its serviceable life having been exposed to full sun for 30+ years.

Consultation will need to be made with the panel manufacturer as to the best course of action in regards to refinishing the panels.

There are some small areas of paneling where the coating has completely failed and the base metal skin has rusted badly. Given the difficulty in replacing panels consultation will need to be made with a the manufacturer as to potential rectification methods that don't require panel replacement.

### Painting

Most all external painted surfaces on buildings BCD are due for repainting. Much of the paint is in very poor condition and will require extensive preparation before new top coat paint is prepared to ensure longevity.



Photo 40. Insulated panels rusting



Photo 41. Insulated panels rusting



Photo 42. Repaint external surfaces



## Issue List

The following issue list sets out all items identified by the consultants.

We have evaluated the risk on a scale to 1 to 5 where:

1	Very Low
2	Low
3	Medium
4	High
5	Critical

We have highlighted all the items that may trigger the requirement for a building permit. These items have their item number cell highlighted magenta.

Item Number	May trigger a building permit
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## Cost Disclaimer

The costings provided in this document are high level for scoping purposes only. As per our proposal and engagement and costs to be used for budgeting purposes will need to be provided by a Quantity Surveyor who was to be engaged once this audit was complete so as they would have a defined scope to quote on.

Item	Building	Risk	Discipline	Description	Detail	Consultant
1	A	5	Hydraulic	Sump Replacement	All existing sumps in box gutter are deteriorating and require replacement.	Plumber
2	A	5	Hydraulic	Box gutter lining	Clean out existing box gutters and have them lined with a rust and UV proof membrane	Plumber
3	A	5	Hydraulic	Ridge capping replacement	Existing ridge capping's have deteriorated over time and their joints have opened up. Replacement is recommended.	Plumber
4	A	4	Hydraulic	Domed atrium replacement	Translucent sheeting on domed atriums has cracked and deteriorated. Requires replacement with UV proof polycarbonate. All capping, flashing and sealing needs replacement.	Plumber
5	A	4	Mechanical	Thermal Plant Replacement	The unit is in satisfactory condition and should service the building adequately for 5+ years	Lucid
6	A	4	Mechanical	Air handling unit replacement	The units are in poor condition and are at the end of their serviceable life. They are likely to fail in the next 3 - 5 years	Lucid
7	A	4	Mechanical	Absorption chiller replacement	The unit is in poor condition and is at the end of its serviceable life. It is likely to fail in the next 3 -5 years	Lucid
8	A	4	Mechanical	Packaged Units replacement	These units are in poor condition and are at the end of their serviceable life. They are likely to fail in 3 - 5 years.	Lucid
9	A	2	Mechanical	Exhaust Systems	Theses systems are in satisfactory condition and should be serviceable for the next 10 years.	Lucid
10	A	4	Mechanical	HVAC Controls replacement	The controls for the systems are in poor condition and at the end of their serviceable life	Lucid
11	A	4	Mechanical	Mechanical switchboards replacement	The switchboards are in poor condition and are nearing the end of their serviceable life. It is recommended that they are replaced.	Lucid
12	A	1	Mechanical	Ductwork cleaning and testing	The ductwork is in good condition however cleaning and pressure testing is recommended.	Lucid
13	A	1	Mechanical	BMS System		Lucid
14	B	4	Mechanical	Mechanical plant replacement	The units are in poor condition and are at the end of their serviceable life. They are likely to fail in the next 3 - 5 years	Lucid
15	C	3	Mechanical	Packaged Units replacement	The units are in poor condition and are at the end of their serviceable life. They are likely to fail in the next 3 - 5 years	Lucid
16	D	3	Mechanical	Packaged Units replacement	The units are in poor condition and are at the end of their serviceable life. They are likely to fail in the next 3 - 5 years	Lucid
17	A	5	Electrical	Storage in switchboard room	Materials stored in switchboard room need to be removed	Lucid
18	A	3	Electrical	Exist and emergency lighting testing	All exit lights and emergency lighting to be tested	Lucid
19	A	5	Electrical	RCD Installation	RCD Installation to all switchboards	Lucid
20	A	1	Electrical	Relamp lights	All lights to be cleaned and relamped	Lucid
21	A	3	Electrical	Survey boards	Thermographic survey of main switchboards and distribution boards	Lucid
22	A	4	Electrical	Relabelling of switchboards	Relabeling of switchboards and creating updated single line diagrams (not required if full MSB/DB upgrade undertaken)	Lucid
23	A	3	Electrical	Running man signs	Upon testing failure exit signs should be replaced with running man type	Lucid
24	A	1	Electrical	Replace lights	Replace light fittings with newer, more efficient T5 or LED fittings, plus lighting control, to current applicable BCA/NCC	Lucid
25	A	3	Electrical	Replace DB's	Replace DBs (would include RCD protection if this has not already occurred) to provide BCA/NCC Part J8.3 compliant metering (to MBS)	Lucid

26	A	3	Electrical	Main switchboard replacement	Possible Main Switchboard replacement	Lucid
27	A	1	Electrical	Solar power	10kW Solar photovoltaic array	Lucid
28	A	5	Fire	Booster replacement	Replacement of fire hydrant booster and external fire hydrant outlets	Lucid
29	A	5	Fire	Hose reel upgrade	Upgrade of internal fire hose reels	Lucid
30	A	3	Fire	Alarm replacement	As part of a full refurbishment replace automatic fire detection alarm system	Lucid
31	A	1	Hydraulic	Central Hot Water	Provide central hot water flow and return system complete with associated circulation pumps	Lucid
32	A	3	Hydraulic	Mixing valves	Provide thermostatic mixing/tempering valves to hygiene outlets	Lucid
33	A B C D	1	Hydraulic	Replace Fittings	Fittings and fixtures are aging and many are worn. Replacement is recommended.	Lucid
34	A	1	Hydraulic	Remove HW	Remove Redundant hot water unit in shower	Lucid
35	A B C D	2	Hydraulic	CCTV sewer	CCTV sewer drains to assess condition	Lucid
36	A	3	Hydraulic	Replace boiling water	Replace aging boiling water unit	Lucid
37	A B C D	1	Hydraulic	Natural GAS	Natural Gas augmentation	Lucid
38	A	2	Hydraulic	Rainwater tanks	Rainwater capture and re-use	Lucid
39	A	1	Hydraulic	Solar hot water	Solar boost hot water	Lucid
40	Site	3	DDA	Pathway to site	Reconstruction of existing pathways on either side of the service road to create an access path which is compliant to DDA	Sterling
41	A	3	DDA	Pathway to reception	Construct a defined DDA compliant path from access path on the western side of Building A to the reception entrance.	Sterling
42	Site	3	DDA	Handrails	Provide compliant handrails to both sides of ramp to car park along with tac tiles.	Sterling
43	Site	3	DDA	Widen path	Western footpath to building A to be widened to allow for passing areas.	Sterling
44	Site	3	DDA	New footpath	Reconstruct existing pathways on either side of the service road to the north to create an access path which is DDA compliant	Sterling
45	Site	5	DDA	Line marking	Install line marking and signage to define pedestrian crossing and warn cars of crossing	Sterling
46	A	3	DDA	Kerb ramp	Provide kerb ramps at road crossings from eastern car park to building A	Sterling
47	A	3	DDA	Rotunda path	Redesign and construct compliant access path around rotunda walls and landscape area	Sterling
48	A	3	DDA	Regrade southern pathway	Resurface walkway to reduce cross fall to a compliant level (<1:40) and provide handrails on both sides of the walkway where gradient is steeper than 1:20	Sterling
49	A B C D	3	DDA	Kerb ramp	Construct kerb ramps on both sides of the pedestrian crossing to allow of accessibility by people in wheelchairs	Sterling
50	Site	3	DDA	BBQ seating	Install DDA compliant seating throughout external access paths at intervals of no greater than 60m	Sterling
51	A	4	DDA	Entrance doors	Front entry doors to be replaced to ensure minimum clear opening width of 1 leaf is a minimum of 850mm	Sterling
52	A	3	DDA	Other entry doors	Two entry exit doors to lunch room are non compliant with only 740mm clear opening. Replace with doors that have minimum opening of 850mm	Sterling
53	A	4	DDA	Southern entrances	The three southern entrances to building A require redevelopment by construction compliant ramp with appropriate landings, handrails, tactiles etc.	Sterling
54	A	3	DDA	Transitions	There are number of doorways with 10 -12mm high transitions that are a tripping hazard.	Sterling
55	A	3	DDA	Pathway	Photocopiers are positioned such that they impede pathway access	Sterling

56	A	2	DDA	Internal doorways	There are approximately 11 doors inside building A that are non compliant and require replacement with doorways with a minimum of 850mm clear.	Sterling
57	A	3	DDA	DDA toilet	Redevelop internal fixtures and fittings.	Sterling
58	A	3	DDA	New DDA toilet shower	Develop a new unisex accessible toilet and shower in the amenities	Sterling
59	A	3	DDA	Relocate phone	The telephone provided in the airlock to the rear entrance needs to be relocated lower down at 1200mm for DDA compliance.	Sterling
60	Site	3	DDA	DDA car parks	There is only one DDA car park provided on site. There should be one in each car parking and need to have a bollard to prevent inappropriate use.	Sterling
61	A	3	BCA AS	Lunchroom egress	The pathway to egress the lunchroom is not wide enough and obstructed by a concrete panel and landscaping the pathway needs to be widened to at least 1000mm	Stokes Perna
62	A	5	BCA AS	Services in corridors	Electrical meters and other services are not to be accessed from corridors leading to exits. Sealing of holes in tops of cabinets and smoke seals to doors are required. 35mm solid core doors required.	Stokes Perna
63	A	3	BCA AS	Stair risers	Stairs were observed to have slightly varying risers however acceptable	Stokes Perna
64	A	5	BCA AS	Stair strips	Non-slip 30% luminance contrast strips to nosing's should be provided immediately as per requirements of access report.	Stokes Perna
65	A	5	BCA AS	Exit door hardware	Small snibs have been used on exit doors. They require replacement with lever action type at 900mm - 1100mm AFFL.	Stokes Perna
66	A	5	BCA AS	Electric locks	Confirm electric strikes on security doors are fail safe and release on activation of the fire detection system or power failure.	Stokes Perna
67	A	4	BCA AS	Hydrants	Hydraulic engineers have recommended replacement. In doing this the walls they are against require fire rating.	Stokes Perna
68	A	5	BCA AS	Maintenance manual	A consolidated essential services manual should be maintained and should include compliance with legislative requirements for annual statements of compliance.	Stokes Perna
69	A	1	BCA AS	Part J compliance	If the building is to be completely refurbished Part J compliance should be sort.	Stokes Perna
70	A B C D	1	Architectural	External Painting	All external painted surfaces are due for painting	Ardent
71	B C D	2	Architectural	Insulated Panel	The workshop and store buildings external finish to their insulated panels is degrading. These panels need to be prepared and recoated before their base metal starts rusting.	Ardent
72	A	1	Architectural	Ceiling tile replacement	The existing ceiling is badly stained and damaged in numerous places. In refurbishing the whole building we would recommend all new ceiling tiles.	Ardent
73	A	1	Architectural	Carpeting	Most of the carpet is at the end of it's servicable life with many walk areas heavily worn and or damaged. We would recommend full recarpeting of the building.	Ardent
74	A	1	Architectural	Repainting	In refurbishment of the building all internal painted surfaces should be repainted.	Ardent
75	A	1	Architectural	Amenities	With the additional pans and basins required along with new fittings we would recommend a complete refurbishment of the toilet areas with all new fittings, fixtures, benches, cubicles, tiles, mirrors.	Ardent
76	A	1	Architectural	Lunchroom refurb	The lunchroom is tired and should be considered for partial refurbishment if the whole building is going to be refurbished.	Ardent
77	A	1	Architectural	Blinds	We recommend due to their age and look that all new window furnishings be installed with dual blind allowing for better light control.	Ardent

78	Site	2	Architectural	Poly carbonate roofing	The polycarbonate roofing to the outdoor walkways at a minimum requires cleaning. However it seems to be getting to the end of its serviceable life and should be considered for replacement as part of an overall refurbishment.	Ardent
79	Site	1	Architectural	Canopy steel	The steel structure to the external canopies has extensive rusting. The steel requires sanding, kill rusting and sealing with paint to prevent major works later on.	Ardent
80	A	1	Architectural	Render	Render to the base of building A is breaking away as it seems to have been exposed. As part of a refurbishment and repainting this should be repaired.	Ardent
81	Site	1	Architectural	Gardent beds	The garden beds especially around building A seem to have been neglected, dug down and had substantial planting removed over time. If water tanks are to be installed a watering system should be incorporated. The garden beds need to be rejuvenated with new planting, mulsh and compost. A landscape Architect should be engaged to design the planting and treatment.	Ardent
82	A	2	Architectural	Western façade	The Western façade that is part of the building extension needs repair work. The cladding panels and reder are cracking and lifting creating the risk of water ingress to the building.	Ardent
83	A	1	Architectural	Plaster sheet repair	The plaster sheet ceilings in the entrance and front meeting rooms need repair and painting	Ardent
84	A	1	Architectural	Workstations	If full refurbishment is to occur workstations will need at least new inserts to update them.	Ardent
85	A	1	Architectural	Windows	If energy efficiency is to be a high priority then replacing all of the offices windows with double glazed and low e glazing should be considered.	Ardent
86	A	1	Architectural	Natual light	If full refurbishment is to occur we would recommend the introduction of natural light to the centre of the building via solartube skylights.	Ardent
87	A	1	Architectural	Furniture and joinery	As part of a full refurbishment, fixed joinery should be considered for replacement as well as furniture in the lunch room.	Ardent
88	A	5	Architectural	Entrance	The front entrance is non DDA compliant. It was originally designed to be an airlock only with a maned reception desk inside. Now that the site has an unmanned reception the airlock is to small to accommodate a proper unmanned reception.	Ardent
89	A	2	Architectural	IT Reconfigure	If the office is to be refurbished into open plan most phone and data points will need to be moved or rewired along with many new points. 100 phone/data points moved and 100 new points connected to workstations.	Ardent

## Photo List

Photo 1.	Water damage to reception	8	Photo 35.	Polycarbonate replacement	19
Photo 2.	Water damage to boardroom	8	Photo 36.	External painting	20
Photo 3.	Water damage to boardroom	9	Photo 37.	Steel work rusting	20
Photo 4.	Water damage to reception	9	Photo 38.	External painting, render repair	20
Photo 5.	Water damage to meeting room	9	Photo 39.	External Cladding repair	20
Photo 6.	Water damage to office	10	Photo 40.	Insulated panels rusting	21
Photo 7.	Water damage to office	10	Photo 41.	Insulated panels rusting	21
Photo 8.	Water damage to office	10	Photo 42.	Repaint external surfaces	21
Photo 9.	Water damage to office	11			
Photo 10.	Water damage to office	11			
Photo 11.	Water damage to office	11			
Photo 12.	Water damage to office	12			
Photo 13.	Water damage to office	12			
Photo 14.	Water damage to office	12			
Photo 15.	Water damage to office	13			
Photo 16.	Water damage to office	13			
Photo 17.	Water damage to office	13			
Photo 18.	Water damage to comms area	14			
Photo 19.	Water damage to office	14			
Photo 20.	Water damage to meeting room corridor	14			
Photo 21.	Water damage to first aid room	15			
Photo 22.	Water damage to lunch room	15			
Photo 23.	Water damage to lunch room	15			
Photo 24.	Water damage to lunch room	16			
Photo 25.	Ceiling tile replacement	17			
Photo 26.	Carpet Replacement	17			
Photo 27.	Carpet Replacement	17			
Photo 28.	Bathroom Refurbishment	18			
Photo 29.	DA Bathroom Refurbishment	18			
Photo 30.	Shower Refurbishment	18			
Photo 31.	First Aid Refurbishment	18			
Photo 32.	Blind Replacement	19			
Photo 33.	Blind Replacement	19			
Photo 34.	External painting	19			

