

# TRANSPORT FOR NSW (TfNSW)

## QA SPECIFICATION G4

### PRINCIPAL'S PROJECT ACCOMMODATION

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#### REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1/Rev 0		First issued.	GM, RNIC	17.02.05
Ed 1/Rev 1	Global  5, Annex A3.3  Annex B	Clauses re-written to clarify intent. Correction of grammatical or typographical errors.  Title changed to "Telecommunications Infrastructure". Provision of telephone services changed to provision of lead-in cable; Principal's voice and data services to be arranged by Principal.  Pay Items' scope changed.	GM, RNIC	31.07.06
Ed 1/Rev 2	6	Potable water requirements further clarified.	GM, RNIC	28.03.07
Ed 1/Rev 3	Guide Notes section A  10  Table G4/A.3	Guide notes re-written to improve clarity.  Requirement to notify Principal in advance of date for disconnection of utilities added.  Photocopier, Laser Printer and Fax Machine replaced by Multi Function Device. Provision of power outlet for MFD added.	GM, IC	05.06.08
Ed 1/Rev 4	2	Requirement for anti-slip material at landings and edges of steps added.	GM, IC M Andrew	11.09.09
Ed 1/Rev 5	Guide Notes  Annex A	Note inserted that Multi Function Devices (MFDs) will not be supplied by Contractor, and reminder to order MFDs from IMIT.  A3.1, Table A.3 – requirement for MFD to be supplied by Contractor removed.	GM, IC	02.12.09

<b>Ed/Rev Number</b>	<b>Clause Number</b>	<b>Description of Revision</b>	<b>Authorised By</b>	<b>Date</b>
Ed 1/Rev 6	Global Guide Notes 1.1, 2 1.2.1, 1.2.2, 1.2.3, 1.2.4 4 4.1 4.2 8 Annex A Annex B Annex C Annex M	References updated. Commentary on Annexure A3.3 added. Retitled “Scope”. Clause on preparation of parking and site compound area relocated to Clause 2. New subclause headings added. New clause with new title “Utility Services”, grouping together previous Clause 4 “Electrical Services”, Clause 5 “Telecommunications Infrastructure” and Clause 6 “Water and Sewerage Connection”. Requirement to provide separate utility services to Principal’s accommodation and Contractor’s office added. Requirement to provide and maintain electricity supply from mains electricity if this becomes available during the Contract added. Type of lead-in cable to be in accordance with Annexure A3.3 added. Option for removal of Principal’s accommodation at a time after completion added. A2 - Number of persons in audit team requiring meeting accommodation to be nominated (nominated in spec Q) deleted. A3.3 - Option for either copper or optic fibre lead-in cable added. Extent of electrical services covered by Pay Items expanded to improve clarity. Requirement to support claim for payment for fuel costs for generator with receipts added. Provision, maintenance and removal of telecommunication services to be covered by Pay Items clarified. Pay items P1 and P4 scope elaborated. Reference to witness points deleted. Referenced documents updated.	GM, IC	22.03.12
Ed 1/Rev 7	2 Annex A2	Clauses inserted on provision for disabled access. Option item inserted on provision for disabled access	GM, IC	10.07.12

<b>Ed/Rev Number</b>	<b>Clause Number</b>	<b>Description of Revision</b>	<b>Authorised By</b>	<b>Date</b>
Ed 2/Rev 0	Global	Clauses rearranged and reworded to improve clarity. Terminology used corrected.	GM, CPS B Bestwick	10.08.15
	Guide Notes	Guide Notes amended.  New Guide Notes GN2 on guidance for selection of kitchenette and meeting/conference room size, and GN3 on telecommunications infrastructure, added.		
	1.1	Scope edited.		
	1.2	New clause incorporating Hold Point for submission of details of Principal's site accommodation facilities, moved here from previous clause 2.		
	2.1	New clause on access road to Principal's site compound, consolidating requirements from other clauses.		
	2.2	New clause on Principal's car parking area and site compound, consolidating requirements from other clauses.		
	2.1, 2.2	Sealing of access road and site compound area, including car park, provided as an option.		
	3	New clause incorporating previous clause 2 (now clause 3.1) and clause 3 (now clause 3.3).		
	3.1	Individual items within list of office building requirements rearranged, and edited. Item (m) in list moved here from previous clause 6.		
	3.2	New clause specifying office space requirements. Size of site office building changed from previous 3 discrete sizes, to open plan office floor area based on number of staff, plus various rooms to be nominated as required.		
	3.2.1	Provision of meeting/conference room and file server room made mandatory.		
	3.2.2	Provision to nominate separate rooms for Authorised Delegate, and public exhibition room.		
	3.3	New clause on furniture, appliances and fixtures for office, incorporating requirements previously in Annex A3.1.  Some sizes and capacities changed to those available in the market.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 2/Rev 0 (cont'd)	3.4	New clause on lighting, heating/air conditioning and hot water, incorporating previous clause 3 and Annex A3.2.		
	3.4.2	Lighting coverage reduced from one twin 40 W fluorescent lights every 2 m <sup>2</sup> to one every 8 m <sup>2</sup> .		
	3.4.3	Air conditioning capacity requirements changed, with minimum of 2.0 kW for plan areas up to 15 m <sup>2</sup> .		
	3.4.4	New sub-clause on provision of hot water system, moved here from Annex A2.		
	3.5	Previous clause 5, edited. Heading title changed from "Amenities" to "Toilets". Headings added to form sub-clauses 3.5.1 to 3.5.4.		
	4.1	Previously clause 4. Headings added to form new sub-clauses 4.1.1 and 4.1.2.		
	4.1.2	Previous requirement to rectify within 24 hours any faults reported by the Principal on telecommunications service, now made general and applied to all utility services provided by Contractor.		
	4.2	Previously clause 4.1 on electricity supply. Headings added to form new sub-clauses 4.2.1 to 4.2.4.		
	4.2.3	"Earth leakage safety cut-out system" changed to "residual current devices safety switch".		
	4.2.4	New sub-clause on responsibility for costs, incorporating clauses from Annex B.		
	4.3	Previously clause 4.2. Provision inserted in Annex A7 to specify which of clauses 4.3.1 to 4.3.3 applies.		
	4.3.1	New sub-clause on provision of optical fibre connection.		
	4.3.2	Previous clause 4.2 now under heading of "Copper Wire Connection". "Jumperable Profil Frame" specified for MDF.		
	4.3.3	New sub-clause on "Wireless Connection".		
	4.3.4	New sub-clause incorporating part of previous clause 4.2 on responsibility for cabling within Principal's office building.		
	4.3.5	New sub-clause on responsibility for costs, incorporating clauses from Annex B.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 2/Rev 0 (cont'd)	4.4	Previously clause 4.3 on water supply and sewage disposal. Heading title changed.		
	4.4.2	New sub-clause on responsibility for costs, incorporating clauses from Annex B.		
	5	Previously clause 6 on security. Headings added to form new clauses 5.1 and 5.2.		
	5.3	New clause on other security measures, to be nominated in Annex A8 if required.		
	6	Previously clause 7 on cleaning and maintenance. Clause edited.		
	7	Previously clause 8 on removal and restoration. Heading title changed. Clause edited.		
	Annex A1	Former Table A.1 reorganised and reworded.		
	Annex A2	Changed to cover only access road, car park and site compound. Site office building requirements moved to Annex A3.		
	Annex A3	Office building size changed from 3 fixed sizes (Small/Medium/Large), to one based on number of persons in open plan area and specific nominated rooms.		
		Guidance notes on when separate room for Authorised Delegate is required added.		
		Guidance on selection of kitchenette and meeting/conference room size added.		
		3 suggested sizes for kitchenette, and 4 suggested sizes for meeting/conference room added.		
	Annex A4	Sub-annexure covering office furniture, appliances and fixtures. Table provide for nominating number of each item required. Specification of items moved to main body of spec.		
	Annex A5	New sub-annexure covering lighting, heating/air conditioning and hot water. Table provide for nominating number of each item required. Specification of items moved to main body of spec.		
Annex A6	New sub-annexure covering toilet facilities requirements previously in A3.5.			
Annex A7	New sub-annexure covering utility services to be provided.			
Annex A8	New sub-annexure covering security.			

<b>Ed/Rev Number</b>	<b>Clause Number</b>	<b>Description of Revision</b>	<b>Authorised By</b>	<b>Date</b>
Ed 2/Rev 0 (cont'd)	Annex B  Annex M	Clauses on responsibility and apportioning of costs moved to clauses 4.2.4, 4.3.4 and 4.2.2.  New pay item P5 added for provision of optical fibre connection as a Provisional Sum.  Referenced Documents updated.		
Ed 2/Rev 1	3.4.1, Annex M	Referenced WHS Regulation updated to 2017.	MCQ	08.01.19
Ed 2/Rev 2	Global	References to “Roads and Maritime Services” or “RMS” changed to “Transport for NSW” or “TfNSW” respectively.	DCS	22.06.20
Ed 2/Rev 3	4.3.1, Annex A	Optical fibre connection requirements updated.	SMCSp	04.05.21

## **GUIDE NOTES**

(Not Part of Contract Document)

### **GN1 PROJECT ACCOMMODATION BUILDING PROVIDED BY TfNSW**

If TfNSW intends to provide its own office building for the project accommodation, replace Clause 3 with the following:

An existing building, located at (*insert building address*), will be used as the Principal's project accommodation. The Principal will fit out and furnish the building and arrange for the necessary utility services connections.

Delete or amend all other clauses that are not applicable. Where entire clauses are deleted, replace the heading title with "Not Used".

### **GN2 KITCHENETTE AND MEETING/CONFERENCE ROOM SIZE**

Refer to the table below for guidance on selecting the appropriate size of the kitchenette and meeting/conference room.

Number of Persons in Site Management Team	Designation	Nominal Dimensions	
		Kitchenette	Meeting Room
Up to 4	Small	2.1 m x 2.4 m	3.0 m x 3.6 m
5 to 10	Medium	3.0 m x 2.4 m	6.0 m x 3.6 m
11 to 18	Large	4.8 m x 3.0 m	9.0 m x 3.6 m
19 or more	Extra Large	-	12.0 m x 3.6 m

### **GN3 TELECOMMUNICATIONS INFRASTRUCTURE**

The TfNSW Project Manager should contact TfNSW IM&IT as early as possible to determine the type of telecommunications infrastructure to be provided.

Refer also ProjectPack Procedure *ILC-MI-TP3-455* for guidance on setting up IT and office systems for construction sites.

A new pay item has now been added for provision of optical fibre connection arranged by the Contractor as a Provisional Sum.

### **GN4 MEASUREMENT AND PAYMENT**

For smaller size projects and where the Principal's project accommodation is not expected to be required after Completion, the four individual Pay Items may be combined into a single Lump Sum Pay Item, as follows:

#### **Pay Item G4P1 Establishment, Maintenance and Removal of Principal's Project Accommodation**

This is a Lump Sum item.

The Lump Sum covers all costs associated with the establishment, maintenance and removal of the Principal's project accommodation as detailed in this Specification for the period nominated in

Annexure G4/A1, including provision of access road, car parking area, site office building and furniture, utility services, security, cleaning and maintenance.

Progress payments will be made on a pro-rata basis, having due regard to the duration of the Contract.





# PRINCIPAL'S PROJECT ACCOMMODATION

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VERSION FOR: DATE:
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## FOREWORD

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### REVISIONS TO PREVIOUS VERSION

This document has been revised from Specification TfNSW G4 Edition 2 Revision 2.

All revisions to the previous version (other than minor editorial and project specific changes) are indicated by a vertical line in the margin as shown here, except when it is a new edition and the text has been extensively rewritten.

### PROJECT SPECIFIC CHANGES

Any project specific changes are indicated in the following manner:

- Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

# **TfNSW QA SPECIFICATION G4**

## **PRINCIPAL'S PROJECT ACCOMMODATION**

### **1 GENERAL**

#### **1.1 SCOPE**

This Specification sets out the requirements relating to the construction and maintenance of site accommodation facilities for the Principal, including site office building(s) and furniture, utility services, car parking area, access road, security fence and other security measures, for the period specified in Annexure G4/A1, and their removal at the end of this period.

#### **1.2 STRUCTURE OF THE SPECIFICATION**

This Specification includes a series of annexures that detail additional requirements.

##### **1.2.1 Details of Work**

Project specific requirements are detailed in Annexure G4/A.

##### **1.2.2 Measurement and Payment**

The method of measurement and payment is detailed in Annexure G4/B.

##### **1.2.3 Schedules of HOLD POINTS and Identified Records**

The schedules in Annexure G4/C list the **HOLD POINTS** that must be observed. Refer to Specification TfNSW Q for the definition of **HOLD POINTS**.

The records listed in Annexure G4/C are **Identified Records** for the purposes of TfNSW Q.

##### **1.2.4 Referenced Documents**

Unless specified otherwise or provided by the Principal, the applicable issue of a referenced document is the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

Standards, specifications and test methods are referred to in abbreviated form (e.g. AS 1234). For convenience, the full titles are given in Annexure G4/M.

### **1.3 PRINCIPAL'S APPROVAL**

Prior to commencing any work on the Principal's site accommodation facilities, obtain the Principal's approval for their location and layout.

## **HOLD POINT**

Process Held.	Work to provide the Principal's project accommodation.
Submission Details.	Details of the following: <ul style="list-style-type: none"><li>- location and layout of site office compound, showing arrangement of the individual buildings, car parking area and access road;</li><li>- plan and internal layout of buildings;</li><li>- furniture, appliances and fixtures, and any other items to be provided, and their locations;</li><li>- security measures, including procedures if the alarm is triggered;</li><li>- any approved alternatives to specified requirements;</li><li>- program for the construction and fit-out of the Principal's project accommodation.</li></ul>
Release of Hold Point:	The Principal will consider the submitted documents, and may request changes to the details, prior to authorising the release of the Hold Point.

## **2 ACCESS ROAD AND SITE COMPOUND**

### **2.1 ACCESS ROAD**

Provide an all-weather trafficable access road to the Principal's site compound. The access road must be topped with a gravel base layer of at least 150 mm thickness, and sealed where specified in Annexure G4/A2.

Keep the access road to the Principal's compound unobstructed at all times.

### **2.2 CAR PARKING AREA AND SITE COMPOUND**

Locate the Principal's site compound adjacent to the Contractor's site office, away from any dust and noise generating activities.

Where specified in Annexure G4/A2, provide a car parking area within the Principal's site compound, with the number of car parking spaces specified in Annexure G4/A2, for use by Principal.

Provide a roof cover for the number of car parking spaces specified in Annexure G4/A2.

The car parking area and the remainder of the site compound area must be topped with a gravel base layer of at least 100 mm thickness, and sealed if specified in Annexure G4/A2.

Locate the car parking area such that it is visible from inside the site office building.

### **3 SITE OFFICE BUILDING(S) AND FURNITURE**

#### **3.1 BUILDING STRUCTURE AND FABRIC**

Provide site office building(s) for the Principal, separate from the Contractor's site office buildings, with the following features:

- (a) Weather-proof interior.
- (b) Steel frame with steel outer wall cladding and steel roof sheeting, or approved alternative.
- (c) Structural grade floor boards, overlain with vinyl floor covering, or approved alternative.
- (d) Plywood internal wall and ceiling lining, or approved alternative.
- (e) Insulated external walls and roof.
- (f) Walls painted internally and externally.
- (g) Internal ceiling height of at least 2.4 m.
- (h) Openable windows in each room, fitted with insect-proof screens, security grills, and vertical or venetian blinds.
- (i) Interior door(s) between the open plan general office area and the additional separate rooms specified in Clause 3.2.
- (j) Exterior door(s) fitted with deadlatch lock, security bar, and an additional security screen door(s), preferably fixed on the internal side of the exterior door and lockable from the inside. Provide the number of keys nominated in Annexure G4/A3 for the exterior door. Exterior door(s) must be lockable on the inside with a lock separate from the external lock.
- (k) Emergency exits (or push-out windows) for egress in the event of a fire emergency, located such that egress is possible from any part of the building in the event of any such emergencies.
- (l) Landing and awning at the exterior door of minimum size 1.2 m x 1.2 m complete with steps, and handrails if the landing is elevated off the surrounding ground by more than 0.5 m. Provide anti-slip material such as carborundum strips on the steps and at the edges of landings.

Provide a neatly painted sign with the words "Transport for NSW Office" adjacent to the exterior door.

If specified in Annexure G4/A3, provide a ramp for disabled access at the entrance to the building, and ramps within the building if rooms are at different levels.

#### **3.2 ROOMS AND SPACES REQUIRED**

##### **3.2.1 Mandatory Requirements**

Provide the following rooms or spaces within the Principal's site office building(s):

- (a) an open plan general office area, to accommodate the number of persons nominated in Annexure G4/A3, with a minimum amount of floor space of 7 m<sup>2</sup> per person, for the number of persons nominated in Annexure G4/A3;
- (b) a kitchenette, separate from the open plan general office area, of size specified in Annexure G4/A3;
- (c) a separate meeting/conference room, of size specified in Annexure G4/A3;
- (d) a separate file server/printer/utility room, of nominal dimensions 3.6 m x 3.6 m. The internal door to this room must be fitted with a lock, with two sets of keys supplied to the Principal.

### **3.2.2 Optional Requirements**

If specified in Annexure G4/A3, provide the following additional rooms:

- (a) one separate room for the Principal's Authorised Delegate, of nominal dimensions 3.6 m x 3.6 m;
- (b) one separate public exhibition room, of nominal dimensions 3.6 m x 6.0 m.

Fit the internal doors to each of the rooms stated in items (a) and (b) above with a lock, and supply two sets of keys for each lock to the Principal.

### **3.3 FURNITURE, APPLIANCES AND FIXTURES**

Provide furniture, appliances and fixtures of the types and number specified in Annexure G4/A4.

Furniture and appliances supplied must meet or exceed the requirements stated as follows:

- (a) Workstation: 1.8 m x 0.8 m, with 1.2 m high partitions at the front and sides of each workstation; with 3 drawers, one of which is lockable.
- (b) Table for fax machine, "In" and "Out" trays, etc: 1.5 m x 0.6 m.
- (c) Desk for Authorised Delegate: 2.1 m x 0.8 m, with 3 drawers, one of which is lockable.
- (d) Desk for receptionist: 2.1 m x 0.8 m, with counter and 3 drawers, one of which is lockable.
- (e) Table for meeting/conference room: 1.8 m x 1.2 m.
- (f) Chairs: with adjustable seat height and backrest angle, and swivel base with five castors.
- (g) Drawing table: 1.5 m x 0.9 m.
- (h) Stool for drawing table.
- (i) Plan drawer cabinet: to fit A0 size plans, with at least 5 drawers.
- (j) Filing cabinet: 5 drawers per cabinet, lockable.
- (k) Book shelf: 1.8 m high x 0.9 m wide, with five tiers.
- (l) Lock up cupboard: 1.02 m high x 0.9 m wide x 0.45 m deep, with not less than two shelves.
- (m) White board: 1.2 m wide x 0.9 m high.
- (n) Cork notice board: 1.2 m wide x 0.9 m high.
- (o) Kitchen benchtop with sink: 0.6 m wide, with hot and cold running water.
- (p) Instant boiling water unit: wall mounted above sink, connected to drinking water supply.
- (q) Storage shelves under and above benchtop.
- (r) Kitchen paper towel dispenser.
- (s) Refrigerator with freezer: 300 L capacity.
- (t) Microwave oven: 21 L capacity.
- (u) Hooks for hanging safety vests, hard hats and wet weather gear: to be located inside building next to exterior door.
- (v) Boot cleaner: secured to the ground, located outside building next to exterior door.
- (w) Fire extinguisher: 3.5 kg CO<sub>2</sub>.

Supply to the Principal two keys for each lockable item specified above.



### **3.4 LIGHTING, HEATING/AIR CONDITIONING AND HOT WATER**

#### **3.4.1 Inspection, Testing and Tagging of Electrical Items**

Arrange for the regular inspection, testing and tagging of all the Principal's electrical items in accordance with *Work Health and Safety Regulation 2017 (NSW)*.

#### **3.4.2 Lighting and Power Points**

Provide an exterior light at the entrance to the site office building if specified in Annexure G4/A5, with the switch located inside of the building.

Provide luminaires, each fitted with twin 40 W fluorescent lamps and diffusers, at a rate of one luminaire for every 8 m<sup>2</sup> of floor space, or part thereof, for each of the rooms and the open plan general office area.

Provide the number of double power points specified in Annexure G4/A5.

#### **3.4.3 Heating/Air Conditioning**

Provide non-ducted reverse cycle air conditioning units for each of the rooms and the open plan general office area specified in Annexure G4/A5, at a rated cooling/heating capacity of 2.0 kW for a plan areas up to a maximum of 15 m<sup>2</sup>. For plan areas exceeding 15 m<sup>2</sup>, increase the rated capacity by 1.0 kW for every additional 10 m<sup>2</sup> or part thereof.

As an alternative to individual air conditioning units, you may provide a ducted reverse cycle air conditioning system with a minimum rated cooling/heating capacity of 5.0 kW, up to a maximum plan area of 50 m<sup>2</sup>. For plan areas exceeding 50 m<sup>2</sup>, increase the rated capacity by 1.0 kW for every 10 m<sup>2</sup> or part thereof.

The ducted system must be zoned to provide a minimum number of outlets equal to the number of non-ducted units as specified above.

Fit the control unit and one thermostat for the ducted system in the open plan general office area, and an additional thermostat in another room.

The air conditioning units or ducted air conditioning system must comply with AS/NZS 3823.1.3 for performance of the rated capacity.

#### **3.4.4 Hot Water**

Provide a 50 litre hot water system to supply hot water to the kitchen sink and toilet hand basins.

### **3.5 TOILET FACILITIES**

#### **3.5.1 General**

Provide toilet and washing facilities for the Principal's use. If so specified in Annexure G4/A6, locate the toilets inside the Principal's site office building, and with separate rooms for "Male" and "Female" toilet.

If the toilet blocks are separate from the Principal's site office building, the toilet buildings must be weatherproof, and painted both internally and externally.

### **3.5.2 Toilet Fixtures**

Each toilet room, or cubicle inside a toilet block, must have a cistern and water closet and toilet paper roll holder, fitted with partition and a door. Provide a separate wash area, with wash basin and hot and cold running water, paper towel dispenser and mirror. Provide an electrically operated exhaust fan in each toilet room or toilet block.

### **3.5.3 Locks**

Fit the exterior door of toilets with locks.

For exterior toilets, keep the toilets locked after hours or and on non-working days.

Provide two sets of keys to the locks to allow the Principal 24 hour access to the facilities.

### **3.5.4 Covered Walkway**

Provide a covered walkway, not less than 1.8 m wide, between the Principal's site office building and the toilet facilities if the facilities are separated from the building. Seal or pave the ground surface of the walkway to make it trafficable in wet weather conditions.

## **4 UTILITY SERVICES**

### **4.1 GENERAL**

#### **4.1.1 Utility Service Connections Independent of Contractor's**

Unless approved otherwise by the Principal, the utility service connections for the Principal's project accommodation must be independent of those for the Contractor's, so that the utility services to the Principal's project accommodation is maintained in the event that the accommodation is to remain after the removal of your office.

#### **4.1.2 Rectify Any Faults**

Maintain any utility service infrastructure provided by you. Arrange to have any faults rectified within 24 hours of being notified by the Principal.

### **4.2 ELECTRICITY SUPPLY**

#### **4.2.1 Mains Electricity Available**

Where mains electricity is available as stated in Annexure G4/A7, provide a connection from the mains to the Principal's project site accommodation facilities. Provide a separate meter to record the Principal's electricity usage. Locate the meter inside the Principal's site office building, or if this is not practical, locate it outside the building within a box which is secured with a lock.

Tariff charges for electricity used by the Principal will be borne by the Principal. Arrange for the accounts to be in the name of "Transport for NSW" and sent to the Principal for payment by the Principal directly to the electricity provider.

#### **4.2.2 Mains Electricity Not Available**

Where mains electricity is not available, supply power to the Principal's site accommodation facilities from a generator.

If mains electricity subsequently becomes available during the course of the Contract, provide a connection from the mains to the Principal's project site accommodation facilities as soon as mains electricity becomes available, and disconnect from the generator.

#### **4.2.3 RCD Safety Switch and Power Surge Protection**

Provide a residual current devices (RCD) safety switch to cut off the power supply in the event of an earth leakage.

Provide power surge protection for the sensitive office equipment such as computers, photocopiers and facsimile machines.

#### **4.2.4 Responsibility for Cost**

Where mains electricity is available, the cost of the initial connection, in-service maintenance and subsequent disconnection, but not the tariff charges for electricity used by the Principal, will be borne by you.

Where mains electricity is not available, the costs of setting up and subsequent disconnection of the generator will be borne by you. Fuel costs for the generator will be apportioned between you and the Principal, based on the respective floor areas of buildings and sheds of the Contractor and the Principal which are provided with electricity from the generator. Submit in your claim for payment receipts of the fuels used.

Where mains electricity is not available at the commencement of the Contract, but becomes available during the course of the Contract, the costs of establishment and subsequent removal of the generator will be borne by you, but the cost of the initial connection, tariff charges and subsequent disconnection of electricity supply from the mains electricity will be borne by the Principal.

### **4.3 TELECOMMUNICATIONS**

Annexure G4/A7 will state which one of Clause 4.3.1, Clause 4.3.2 or Clause 4.3.3 applies.

#### **4.3.1 Optical Fibre Connection**

Where optical fibre infrastructure is available in the vicinity, engage your telecommunications carrier to haul and terminate the optical fibre cable (lead-in cable) from its nearest available Fibre Access Point (FAP) to the customer optical fibre termination unit (COFTU) located inside the Principal's site office building.

The Principal will nominate the location for the COFTU (which will usually be adjacent to or above the communications cabinet).

The Principal will separately engage its own telecommunications carrier to supply and install an Ethernet switch located in the Principal's telecommunications rack, and the fibre optic patch lead connections to the COFTU. This Ethernet switch is reserved for the Principal's exclusive use.

For your own telecommunication needs, engage your telecommunications carrier to install an optical fibre cable from the Principal's COFTU to the COFTU in your site office building. You may utilise a

pair of optical fibres from the lead-in optical fibre cable to connect to your own Ethernet switch in your telecommunications rack.

### **4.3.2 Copper Wire Connection**

Where optical fibre infrastructure is not available in the vicinity but the Principal's site office building is close (generally within 1 km) to a telecommunications exchange, engage a telecommunications carrier approved contractor to supply and install a 30-pair lead-in cable to connect the telecommunications carrier's Network Access Point (NAP) with the main distribution frame (MDF) located inside the Principal's site office building. House the lead-in cable inside a 50 mm diameter conduit laid underground.

The Principal will nominate the location for the MDF.

For the MDF, supply and install a Jumperable Profil Frame, 11 Way (KRONE 6460 1 042-00) with Jumperable Frame Cover, 11 Way (KRONE 6455 2 024-01). Include the following:

- (a) termination modules comprising 4 no. of Series 2 Disconnection Modules (KRONE 6468 5 043-10);
- (b) MDF record book (KRONE 6462 3 010-03).

Test and earth the lead-in cable. Earth the enclosure for the MDF.

Terminate the lead-in cable on the first 3 termination modules.

The first 10 pairs of the lead-in cable are reserved for the Principal's exclusive use. You may utilise the remaining 20 pairs for your own telecommunication needs, using an internal tie cable as an extension to the intermediate distribution frame located within your office.

### **4.3.3 Wireless Connection**

The Principal will contract directly with the telecommunications carrier to provide a wireless connection to the Principal's site office building.

### **4.3.4 Cabling Within Principal's Site Office Building**

The Principal will install the cabling within the Principal's site office building.

### **4.3.5 Responsibility for Cost**

Where you are responsible for contracting with the telecommunications carrier to provide an optical fibre connection to the Principal's site office building, payment for the costs of the initial connection, in-service maintenance and subsequent disconnection will be made under Pay Item G4P5 as a Provisional Sum.

Where you are required to provide a copper wire connection to the Principal's site office building, the cost of the initial connection, in-service maintenance and subsequent disconnection will be included under Pay Item G4P1.

The Principal will be responsible for payment of rental charges for the Principal's telecommunication connections, and charges for calls made and data used by the Principal.

## **4.4 DRINKING WATER SUPPLY AND SEWAGE DISPOSAL**

### **4.4.1 General**

Provide a supply of fresh drinkable water for the Principal's project accommodation, and the proper management and disposal of all sewage in accordance with the requirements of the relevant local water authority. If existing water and sewer mains are available for connection, it will be stated so in Annexure G4/A7.

### **4.4.2 Responsibility for Cost**

The costs of provision of drinking water and sewage disposal, including water usage and sewerage services costs, provided to the Principal's project accommodation will be borne by you.

## **5 SECURITY**

### **5.1 SECURITY FENCE**

Provide a 1.8 m high man-proof pipe and chainwire boundary fence surrounding the Principal's site office compound, with 3 strands of barbed wire on top.

Provide a 6 m wide double vehicular gate in the fence, complete with a padlock and 6 sets of keys.

Keep the gates into the site compound locked outside of normal working hours.

### **5.2 SECURITY ALARM SYSTEM**

#### **5.2.1 Features**

Provide a security alarm system for the Principal's site office building, with the following features:

- (a) motion detectors, installed at sufficient locations within the interior of the site office building to detect any unauthorised intrusions;
- (b) magnet and reed switch sensors on the exterior doors of the building;
- (c) integration with smoke detector(s);
- (d) an audible internal alarm;
- (e) backup battery;
- (f) "back-to-base" monitoring installed and in operation;
- (g) external flashing light secured in a location that can be seen by traffic; and
- (h) screamer to be located where it can be heard from a public road.

#### **5.2.2 Response Time**

Provide for a security patrol officer to arrive at the Principal's site office compound when the alarm is triggered outside of normal working hours, within the response time specified in Annexure G4/A8 to investigate the cause of the alarm.

### **5.2.3 Responsibility for Cost**

The cost of supply and installation of the equipment for the security system will be borne by you.

If the Principal's project accommodation is located apart from your site facilities, the cost of security monitoring of the Principal's project accommodation, including the cost of security patrol call-outs when an alarm has been triggered, will be borne by the Principal.

If this is the case, arrange for the accounts to be in the name of "Transport for NSW" and for the invoices to be sent to the Principal for payment by the Principal directly to the provider.

## **5.3 OTHER SECURITY MEASURES**

If so specified in Annexure G4/A8, provide:

- (a) lighting at entrance gate into the Principal's site compound;
- (b) flood lighting of the Principal's site compound including the car parking area, fitted with an automatic light sensitive switch outside, and a manual switch located inside the Principal site office building;
- (c) CCTV surveillance system for site compound, covering the entrance gates and office building.

## **6 CLEANING AND MAINTENANCE**

Keep the Principal's site office buildings, toilets and site compound clean and in a sanitary condition at all times.

Clean the Principal's site offices and toilets at least once a day during working days. Carry out litter collection at the Principal's site compound at least once a week. Dispose of the garbage regularly.

Mow the grass areas at least once a fortnight.

Carry out a background security check on cleaning staff.

## **7 REMOVAL AND RESTORATION**

At the end of the period specified in Annexure G4/A1 or any further periods as directed by the Principal, remove from the Site the site office building(s) including toilets, and all furniture and fittings provided by you for the Principal's project site accommodation.

Arrange for disconnection of the utility services provided by you for the Principal's project accommodation. Advise the Principal of the proposed disconnection dates at least 2 weeks in advance. Remove from the Site all items associated with the utility services that have been installed by you, such as conduits, pits, septic tanks, water tanks, power poles, telephone poles, which are not part of the permanent works.

Restore all areas disturbed by you, including the areas occupied by the site office buildings, car parking area and access road, and revegetate the areas in accordance with Specification TfNSW R178.

Restore all existing boundary fences.

## **8 ALTERNATIVE ACCOMMODATION**

The Principal may approve the provision of the Principal's project accommodation in an existing building within the Site, or of buildings and furnishings which are different from those specified.

The Principal is not obliged to accept or approve any alternative accommodation arrangements different to those specified in this Specification. Alternatives will not be approved if the standard of accommodation is lower than that specified in this Specification.

## ANNEXURE G4/A – PROJECT SPECIFIC DETAILS

### A1 PERIOD FOR PROVISION OF PRINCIPAL'S PROJECT ACCOMMODATION

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A1)*

*Specify below the period for provision of Principal's project accommodation by deleting whichever option is not applicable, and filling in the required number of weeks if appropriate.*

Refer to Clause 1.1.

Provide and maintain the Principal's project accommodation:

**Commencing** at ..... weeks:

after the date of acceptance of your tender / prior to the commencement of permanent works on site

**Until:**

the Contractual Completion Date / ..... weeks after the Contractual Completion Date.

### A2 ACCESS ROAD, CAR PARK AND SITE COMPOUND

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A2)*

*Complete the table below by deleting whichever option is not applicable, and filling in the required details.*

*The access road, car parking area and remainder of site compound should generally be unsealed unless there are particular circumstances to warrant sealing.*

Refer to Clause 2.

Item	Description	Requirement
A2.1	Sealing required for	
(i)	Access road	Yes / No
(ii)	Car parking area and remainder of site compound	Yes / No
A2.2	Car parking area required	Yes / No
A2.3	Total number of car parking spaces (with and without roof cover) required	.....
A2.4	Number of car parking spaces with roof cover required	.....



**A3 SITE OFFICE BUILDING**

**NOTES TO TENDER DOCUMENTER:** (Delete this boxed text after customising Annexure G4/A3)

Complete the table below by deleting whichever option is not applicable, and filling in the required details.

Generally, a separate room for the Authorised Delegate (item A3.6) is required where the Principal's site management team comprises four or more persons.

Refer to Guide Note GN2 for guidance on selection of kitchenette and meeting/conference room size.

Refer to Clauses 3.1 and 3.2.

<b>Item</b>	<b>Description</b>	<b>Requirement</b>
A3.1	Number of exterior door keys required	.....
A3.2	Disabled access required	Yes / No
A3.3	Number of persons (staff) to be accommodated in open plan general office area <sup>(1)</sup>	.....
A3.4	Kitchenette size <sup>(2)</sup>	S / M / L
A3.5	File server/printer/utility room required	Yes
A3.6	Separate room for Principal's Authorised Delegate required	Yes / No
A3.7	Meeting/conference room size <sup>(2)</sup>	S / M / L / XL
A3.8	Separate public exhibition room required	Yes / No

**Notes:**

<sup>(1)</sup> Provide the corresponding minimum amount of floor space in accordance with Clause 3.2.1.

<sup>(2)</sup> Refer to Table G4/A3-N1 below for interpretation of specified size.

**Table G4/A3-N1 - Kitchenette and Meeting/Conference Room Sizes**

<b>Code</b>	<b>Designation</b>	<b>Nominal Dimensions</b>	
		<b>Kitchenette</b>	<b>Meeting Room</b>
S	Small	2.1 m x 2.4 m	3.0 m x 3.6 m
M	Medium	3.0 m x 2.4 m	6.0 m x 3.6 m
L	Large	4.8 m x 3.0 m	9.0 m x 3.6 m
XL	Extra Large	-	12.0 m x 3.6 m

**A4 FURNITURE, APPLIANCES AND FIXTURES**

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A4)*

*Complete the table below by filling in the number required for each item listed.*

*For the number of chairs required, include chairs for each workstation in the open plan general office area, receptionist, Authorised Delegate's room (multiple chairs), and meeting/conference room (multiple chairs) where applicable.*

*For meeting/conference room tables, the number of tables required will depend on the size of the room.*

Refer to Clause 3.3.

<b>Item</b>	<b>Description <sup>(1)</sup></b>	<b>Number Required</b>
A4.1	Workstation for staff in open plan general office area	.....
A4.2	Table for fax machine, "In" and "Out" trays, etc	.....
A4.3	Desk for Authorised Delegate	.....
A4.4	Desk for receptionist	.....
A4.5	Table for meeting/conference room	.....
A4.6	Chairs (total for all areas)	.....
A4.7	Drawing table	.....
A4.8	Stool for drawing table	.....
A4.9	Plan drawer cabinet	.....
A4.10	Filing cabinet	.....
A4.11	Book shelf	.....
A4.12	Lock-up cupboard	.....
A4.13	White board	.....
A4.14	Cork notice board	.....
A4.15	Kitchen benchtop with sink	.....
A4.16	Instant boiling water unit	.....
A4.17	Storage shelves under and above benchtop	.....
A4.18	Paper towel dispenser in kitchen	.....
A4.19	Refrigerator with freezer	.....
A4.20	Microwave oven	.....
A4.21	Hooks for hanging safety vests, hard hats and wet weather gear	.....
A4.22	Boot cleaner	.....
A4.23	Fire extinguisher	.....

**Note:**

<sup>(1)</sup> Refer to Clause 3.3 for dimensions, capacity and other requirements.

**A5 LIGHTING, HEATING/AIR CONDITIONING AND HOT WATER**

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A5)*

*Complete the table below by deleting whichever option is not applicable, and filling in the number of each item required.*

*For power points, as a guide, provide one double power point at 3 m spacing around the perimeter of the open plan office area, and at least one in each room. Additional power points may be required in the file server/printer/utility room.*

Refer to Clause 3.4.

<b>Item</b>	<b>Description<sup>(1)</sup></b>	<b>Requirement</b>
<b>Lighting and Power Points</b>		
A5.1	Light at entrance to site office building required	Yes / No
A5.2	Number of double power points required for:	
(i)	Workstations (1 per workstation, mounted on workstation partition)	.....
(ii)	Open plan general office area (other than those on workstations)	.....
(iii)	Kitchenette	.....
(iv)	Meeting/conference room	.....
(v)	File server/printer/utility room	.....
(vi)	Authorised Delegate's room	.....
(vii)	Public exhibition room	.....
<b>Heating/Air Conditioning</b>		
A5.3	Non-ducted reverse cycle air conditioning units <sup>(2)</sup> required in:	
(i)	Open plan general office area	Yes / No
(ii)	Meeting/conference room	Yes / No
(iii)	File server/printer/utility room	Yes / No
(iv)	Authorised Delegate's room	Yes / No
(v)	Public exhibition room	Yes / No

**Notes:**

<sup>(1)</sup> Refer to Clause 3.4 to determine the number of luminaires (fitted with twin 40 fluorescent lamps) and number/capacity of air conditioning units required.

<sup>(2)</sup> Individual non-ducted air conditioning units may be replaced by a ducted air conditioning system, in accordance with Clause 3.4.3.

**A6 TOILET FACILITIES**

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A6)*

*Complete the table below by deleting whichever option is not applicable, and filling in the number of each item required.*

Refer to Clause 3.5.

<b>Item</b>	<b>Description</b>	<b>Requirement</b>
A6.1	Toilets located inside Principal's site office building required <sup>(1)</sup>	Yes / No
A6.2	Separate "Male" and "Female" toilet rooms required	Yes / No

**Notes:**

<sup>(1)</sup> If "No", the Principal will share the Contractor's toilet facilities.

**A7 UTILITY SERVICES**

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A7)*

*Complete the table below by deleting whichever option is not applicable.*

Refer to Clause 4.

<b>Item</b>	<b>Description</b>	<b>Requirement</b>
<b>Electricity Supply</b>		
A7.1	Mains electricity is available for connection	Yes / No
<b>Telecommunications</b>		
A7.2	Applicable clause	Clause 4.3.1 Optical Fibre Connection / Clause 4.3.2 Copper Wire Connection / Clause 4.3.3 Wireless Connection
<b>Drinking Water Supply and Sewage Disposal</b>		
A7.4	Water mains available for connection	Yes / No
A7.5	Sewer mains available for connection	Yes / No

**A8 SECURITY**

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A8)*

*Complete the table below by deleting whichever option is not applicable, and filling in the required details.*

Refer to Clause 6.

**G4**

**Principal's Project Accommodation**

<b>Item</b>	<b>Description</b>	<b>Requirement</b>
A8.1	Security guard response time	..... minutes
A8.2	Lighting at entrance gate to site compound required	Yes / No
A8.3	Flood lighting required	Yes / No
A8.4	CCTV surveillance system required	Yes / No

**A9 OTHER REQUIREMENTS**

*NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G4/A9)*

*Insert below any other requirements relating to the Principal's site accommodation, for example, accommodation at off site locations such as steel fabrication workshop or concrete precasting yard.*

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## **ANNEXURE G4/B – MEASUREMENT AND PAYMENT**

Payment will be made for all costs associated with the provision of the Principal's project accommodation for the nominated period in accordance with the following Pay Items.

Where no specific pay items are provided for a particular item of work, the costs associated with that item of work are deemed to be included in the rates and prices generally for the Work Under the Contract.

### **Pay Item G4P1            Establishment of Principal's Project Accommodation**

This is a Lump Sum item.

The Lump Sum covers all costs associated with the establishment of the Principal's project accommodation, including the construction of access road, car parking area, site office buildings, toilets, security fence, provision of office furniture, appliances and fittings, lighting, heating/air conditioning, hot water, security alarm system, and initial connection of utility services where applicable, as detailed in this Specification.

Where the Principal requires the Contractor to contract with the telecommunications carrier to provide an optical fibre connection to the Principal's site office building, payment for this work will be made under Pay Item G4P5.

### **Pay Item G4P2            Maintenance of Principal's Project Accommodation until Completion**

The unit of measurement is the "week". Payment will be made for each calendar week or part thereof from the date the Principal's project accommodation is ready for occupation until the Date of Completion or the Contractual Completion Date, whichever is the earliest.

The weekly rate covers all costs associated with the continued provision of the Principal's project accommodation, including maintenance of access road, car parking area, site office buildings, toilets, security fence, office furniture, appliances and fittings, lighting, heating/air conditioning, hot water, security alarm system, cleaning, and any charges or tariffs payable (other than those specifically excluded) as detailed in this Specification.

### **Pay Item G4P3            Maintenance of Principal's Project Accommodation after Completion**

The unit of measurement for this Pay Item is the "week". Payment will be made for each calendar week or part thereof after the Date of Completion, as directed by the Principal.

The weekly rate covers all costs associated with the continued provision of the Principal's project accommodation, including maintenance of access road, car parking area, site office buildings, toilets, security fence, office furniture, appliances and fittings, lighting, heating/air conditioning, hot water, security alarm system, cleaning, and any charges or tariffs payable (other than those specifically excluded) as detailed in this Specification.

The quantity for this pay item is Provisional.

### **Pay Item G4P4            Removal of Principal's Project Accommodation**

This is a Lump Sum item.

The Lump Sum covers all costs associated with the removal of the Principal's project accommodation, including access road, car parking area, fences, site office buildings, toilets, security fence, office furniture, appliances and fittings, disconnection of utility services provided by the Contractor and removal of associated items, and restoration of the site as required under this Specification.

**Pay Item G4P5          Provision of Optical Fibre Connection**

This Pay Item only applies where Annexure G4/A7 states that the Contractor is responsible for contracting with the telecommunications carrier to provide an optical fibre connection to the Principal's site office building.

This is a Provisional Sum item.

Payment will be made for the invoiced costs by the telecommunications carrier, plus the provisional sum margin added in accordance with Clause 55.4 of the GC21 "General Conditions of Contract".

## **ANNEXURE G4/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS**

### **C1 SCHEDULE OF HOLD POINTS**

<b>Clause</b>	<b>Description</b>
1.3	Submission of details of Principal's project accommodation

### **C2 SCHEDULE OF IDENTIFIED RECORDS**

The records listed below are Identified Records for the purposes of TfNSW Q.

<b>Clause</b>	<b>Description of Identified Record</b>
1.3	Details of Principal's project accommodation

## **ANNEXURES G4/D TO G4/L – (NOT USED)**

## **ANNEXURE G4/M – REFERENCED DOCUMENTS**

### **TfNSW Specifications**

TfNSW Q Quality Management System.

TfNSW R178 Vegetation

### **Australian Standards**

AS/NZS 3823.1.3-2005 Performance of electrical appliances – Airconditioners and heat pumps

### **Other TfNSW Documents**

GC21 General Conditions of Contract

### **NSW Government Legislation**

Work Health and Safety Regulation 2017