

17 April 2009

**CIRCULAR TO SHAREHOLDERS AND CLERKS
SELBORNE & WENTWORTH CHAMBERS
AND LOCKHART CHAMBERS**

UPCOMING BUILDING WORK

Counsel's Chambers has planned a number of building upgrade and maintenance works to take place before 30 June. The works have been scheduled in the middle of the year as they are urgent and can be carried out without disrupting Shareholders and Staff.

A brief summary of the works follow:

**Selborne & Wentworth Chambers – Stair Pressurisation Fans (BCA Upgrade Stage 9.5)
Currently underway – 30 June 2009 (After hours)**

This is part of the BCA upgrade to the building, and is a vital part of ensuring the safety of building occupants in the event of a fire and evacuation. The work commenced on Wednesday and is scheduled to continue until 30 June 2009. All of the work will take place in the buildings fire stairs and on the roof, whilst tradesmen will be visible they will not be working on any floors.

There will be some noisy work involved with this job, however the noisy work is expected to be minimal and all work will take place after 6pm and on weekends.

A brief electrical shutdown to the entire building will be scheduled in early June in order to connect these new services to the buildings electrical infrastructure. This will be scheduled on a weekend, CCL will provide further details and advice on shutdown procedures closer to the time.

**Selborne & Wentworth Chambers – Lift Shaft Cleaning
Saturday and Sunday, 18 & 19 April 2009**

The lift shafts in Selborne & Wentworth will be cleaned this weekend. The cleaning is conducted annually to remove dust and debris that accumulates during the year. Whilst the lift service will continue, it will be somewhat slower this weekend.

**Selborne & Wentworth Chambers – Replacement of Front Glass Doors
2 May 2009 – 31 May 2009**

Over consecutive weekends, each of the Front Glass Doors on the front concourse will be upgraded and/or replaced. The doors frames will be upgraded to match the new façade, and new security and access equipment installed to enable easier after hours access.

The work is not expected to cause any disruptions for those wishing to access the buildings after hours, however access out of the building may be diverted to the side entrances.

**Selborne Chambers – Upgrade to Lift Electrical Supply
Saturday 2 May 2009**

The lift service to Selborne Chambers suffered a major interruption recently when electrical power to the lift motor room failed. An intermediate repair was made to restore the lift service, however another schedule outage is required to carry out the final repair.

As a result, all of the Selborne lifts will be out of service on Saturday 2 May 2009. All access will be diverted through Wentworth Chambers.

**Lockhart Chambers – Installation of Smoke Detection, Fire Alarms and Stair Pressurisation (BCA Upgrade Stage 9.5)
Monday 29 April 2009 – 30 June 2009 (After hours)**

The installation of smoke detectors and alarms to all rooms and areas in Lockhart Chambers will begin on Monday 20 May 2009. Working their way floor by floor after 6pm during the week and possibly on weekends the tradesmen, through our maintenance staff, will keep the Clerks up to date on a daily basis on the progress of the work and also outline the requirements for access to rooms in Lockhart Chambers.

The work will also involve the installation of a cabinet on the Ground Floor which will be the control point. In addition to this, a stair pressurisation fan will be installed at the top of the Lockhart Fire Stairs with the associated ductwork installed throughout the full height of the fire stairs.

As with a Selborne & Wentworth Chambers, a brief electrical shutdown to the entire building will be scheduled in early June in order to connect these new services to the buildings electrical infrastructure. Once again, this will be scheduled on a weekend, CCL will provide further details and advice on shutdown procedures closer to the time.

If you have any questions, please contact me on 9231 3644.

Regards,

Lee Albert
Operations Manager