

# Argosy

23 Customs Street

Auckland

Tenancy Manual



Guidance for property tenants of Argosy Property Limited

# Table of Contents

<b>Argosy Property Limited .....</b>	<b>4</b>
Your Property Manager .....	4
Your Asset Manager.....	4
General contact detail .....	4
<b>Commonly asked questions .....</b>	<b>5</b>
Who should I call about my lease, rent review or a problem with a service? .....	5
What are the landlord's responsibilities? .....	5
What are the tenant's responsibilities? .....	5
What do I do if a building service (e.g. air conditioning) is faulty? .....	5
What do I do in the event of an emergency? .....	5
How do I report a building fault? .....	6
What do I do if I identify a health and safety hazard? .....	6
Who do I call with a general query about the building? .....	6
<b>After hours help desk .....</b>	<b>7</b>
<b>Fit-out and/or alteration rules .....</b>	<b>8</b>
<b>Occupational Safety &amp; Health .....</b>	<b>9</b>
Introduction .....	9
Duties of persons with control of places of work.....	9
Duties of the people in control of a place of work .....	9
Business Continuity Plan .....	9
Civil Defence information .....	10
In the event of an earthquake.....	10
In the event of a storm.....	10
In the event of a tsunami warning.....	10
In the event of a volcanic eruption... ..	10
In the event of a flood... ..	10
In the event of a pandemic... ..	10
In the event of a bomb threat... ..	11
<b>Building Rules .....</b>	<b>12</b>
After hours opening and access to the premises .....	12
Air conditioning, lifts and other services .....	12
Animals, birds or pets .....	13

Building directory .....	13
Cleaning of the premises by tenant.....	13
Dangerous goods.....	13
Emergency contact .....	13
Eviction.....	13
External window cleaning .....	14
Foodstuffs.....	14
Forbidden activities.....	14
Goods delivery .....	14
Interference with machinery.....	14
Keys, access and security.....	14
Name of building .....	15
Notice to landlord of damage, accident, etc.....	15
Obstruction.....	15
Protection of services .....	15
Roof Access .....	15
Rubbish.....	16
Sound reproduction apparatus.....	17
Statements .....	17
Tenant to participate in fire drills.....	17
Window coverings.....	17
<b>Attachment 1: Fire Evacuation Scheme .....</b>	<b>18</b>
<b>Schedule 1: Building Operational Hours .....</b>	<b>21</b>
Main entry doors.....	21
Carpark access.....	21
Lifts .....	21
Air conditioning.....	21
Lighting.....	22
<b>Schedule 2: Security .....</b>	<b>23</b>
The Citigroup Centre has six aspects of security which maintain the safety of the tenants in the building and their visitors. The six aspects are: .....	23
Access card system.....	23
Security Cameras (CCTV).....	23
Building monitoring .....	23
After hours contact.....	23
Security incidents.....	24
Serious incidents .....	24

# Argosy Property Limited

Argosy Property Limited is committed to ensuring properties are professionally managed and that the building environment is safe and conducive to comfortable occupation.

The duties, responsibilities and obligations of both landlord and tenant are covered in the lease documentation and in the building rules. If there is anything that you find unclear or confusing, please feel free to discuss this with us.

The purpose of this manual is to provide you with a working tool that will assist with the efficient and effective operation of your tenancy and the building. The manual includes procedures for repairs and maintenance, and information on how to deal with any general enquiries you may have. If you are not sure about anything, please feel free to contact us (details below).

**The lease documents should always take precedence over any other, including this manual.**

Property contact details

## Your Property Manager

Micky Sutinovski

Direct dial: 304 3430

Mobile: 021 488 351

Email: [msutinovski@argosy.co.nz](mailto:msutinovski@argosy.co.nz)

## Your Asset Manager

Warren Cate

Direct dial: 304 3412

Mobile: 021 799 015

Email: [wcate@argosy.co.nz](mailto:wcate@argosy.co.nz)

If you require urgent assistance and your Property Manager is not available, any of the other Property Management Team members will be able to help. The team includes:

Anne Staub	021 488 397
Shamus O'Halloran	021 488 376
Solei Paul	021 190 8193
Kay McGoram	021 663 918

## General contact detail

Level 1,  
39 Market Place  
PO Box 90214, Victoria St West  
Auckland 1142

Telephone: 09 304 3400  
Facsimile: 09 302 0996

# Commonly asked questions

## Who should I call about my lease, rent review or a problem with a service?

Please ring your Property Manager if your enquiry relates to services or maintenance in the building. You need to contact the Asset Manager regarding any lease-related issues. Contact details for your Property Manager and the Asset Manager are on page 4.

## What are the landlord's responsibilities?

In general, it is the landlord's responsibility to ensure the services that maintain the building are kept in good working order and condition. The cost of maintenance is generally charged through operating expenses. Services could include air conditioning, fire alarms, lifts, security systems, automatic doors, roller doors, common area cleaning and Building Act requirements.

## What are the tenant's responsibilities?

In the same way that you are entitled to the quiet enjoyment of your premises, you must respect the quiet enjoyment of other tenants in the building.

In general, it is the tenant's responsibility to repair, maintain and clean the premises, so that they are kept in a clean, tidy and tenantable condition, free from all defects. This includes the replacement of all internal tenancy lights and the repair of any damaged internal walls, doors and/or windows. It may also include the maintenance of plumbing services, if not shared with any other tenants. Individual leases may prescribe some differences to these responsibilities and who is responsible for the costs.

## What do I do if a building service (e.g. air conditioning) is faulty?

After ensuring the safety of onsite staff is not compromised, inform your Property Manager by email or telephone. Please supply the following information: location, fault experienced, and onsite contact (name and number). In the unlikely event of a lift failure, please also advise if there is anyone trapped.

## What do I do in the event of an emergency?

In the event of a fire or similar emergency, the building should be evacuated by following the specific evacuation plan. After ensuring the safety of onsite staff is not, and will not, be compromised, immediately inform your Property Manager of the emergency situation, by email or telephone. Your Property Manager will inform you of the intended action and, where possible, will come to the site and provide assistance.

### How do I report a building fault?

Maintenance concerns relating to the landlord's responsibilities should be reported to your Property Manager, by email or telephone. The Property Manager will provide the appropriate contractor with all relevant information regarding your concern. The Property Manager will then inform you of the contractor's details, intended action and expected time of arrival. If your call is urgent and the Property Manager is unavailable, please contact any other member of your Property Management Team or the Asset Manager.

### What do I do if I identify a health and safety hazard?

Take appropriate steps to ensure people onsite are not exposed to unnecessary risk and contact your Property Manager immediately. Where appropriate, your Property Manager will come to site to inspect the hazard and take necessary steps to ensure the hazard is removed.

### Who do I call with a general query about the building?

If your query relates to building services, please contact your Property Manager. If your query relates to your lease or rental matters, please contact your Asset Manager.

# After hours help desk

Argosy provides an afterhours service Help Desk. Any issues with the building after hours the tenant should contact the helpdesk number on 0800 464 7767 from the hours 7pm to 7am.

The Help Desk will take the call and respond in the appropriate manner either contacting the contractor directly if a maintenance issue or contact security if needed, or will respond to the issue the next day if the decision is made that urgent attention is not required. If necessary the Help Desk will contact the Property Manager to assist.

## Fit-out and/or alteration rules

If you wish to complete a new fit-out or alter the existing fit-out, please provide a written request seeking landlord approval before starting any work.

Please ensure that no work is commenced without written approval. Where necessary, please ensure all requirements of local or territorial authorities are fully complied with, e.g. resource and building consent and code compliance certification. When submitting your request, please include adequate plans and, where appropriate, specifications showing the proposed work.



# Occupational Safety & Health

## Introduction

Argosy is committed to creating and maintaining a safe and healthy working environment for building occupiers and contractors. The primary objective of this policy is to establish minimum guidelines for all relevant parties who, from time to time, are involved with the property. These guidelines are intended to eliminate or, if this is not practical, to minimise the risk of personal injury under the requirements of the Health and Safety in Employment Act 1992 and the Health and Safety in Employment Regulations 1995.

## Duties of persons with control of places of work

It is the responsibility of anyone who has control of any place of work to take all practicable steps to ensure that people in the place of work, and people in the vicinity, are not harmed by any hazard that is, or arises, there.

People who have control of places of work relating to this situation include Argosy as landlord and you as tenant. All contractors on site have ultimate control of the place of work and are required to delay commencement of any work until satisfied that the environment is safe or that appropriate measures have been taken to eliminate any hazard or to minimise the risk of personal injury.

## Duties of the people in control of a place of work

Every person in control of a place of work shall take all practicable steps to ensure that:

- No officer, invitee or employee of a tenant, contractor or sub-contractor; and
- No individual, contractor or sub-contractor is harmed while lawfully occupying the property or completing any work that the contractor was engaged to do.

Through the nature of its activities, Argosy cannot be on site at all times. Therefore, this policy is intended to act as a management guide to tenants, employees, contractors and sub-contractors of Argosy.

All Argosy employees, contractors and their sub-contractors or their tenants, sub-tenants and other occupiers of Argosy properties must abide by all current and future legislation in the conduct of their duties, in so far as those duties are undertaken on or in the vicinity of the property of which Argosy is the steward.

## Business Continuity Plan

Argosy maintains a business continuity plan to be enacted in the event of an emergency. In the event of a significant disaster or emergency that has potential to disrupt either your or our business, your Property Management Team will still be contactable.

We strongly encourage you to prepare a business continuity plan to reduce your business risk during times of emergency. A business continuity plan will include: what to do if a disaster

strikes; evacuation routes, how to contact your team, and how you plan to continue business operation.

If you have a business continuity plan please send a copy to your Property Manager.

## Civil Defence information

The best means to avoid serious harm to employees and detrimental effects to your business is to be prepared. We strongly encourage you to have a business continuity plan and a survival kit at your premises. The survival kit should contain: medical supplies; a radio and batteries; and a torch and batteries.

### ➤ In the event of an earthquake...

Before an earthquake: identify safe places very close to your workplace, such as under a sturdy table, in a doorway or next to a structural wall; secure objects and keep insurance up to date.

During the earthquake move no more than a few steps to a safe place - **do not run outside** - and if you are in a lift, stop at the nearest floor, get out and find the nearest point of safety.

After the earthquake: treat injuries; evacuate in the event of a fire; and be prepared for aftershocks.

### ➤ In the event of a storm...

When a strong wind warning is issued: secure outdoor furniture and place tape across large windows to prevent shattering.

During a severe storm: stay indoors; close the curtains; stay away from windows and doors; do not go driving unless absolutely necessary; and avoid dangling and broken power lines , and report these to your local lines company.

### ➤ In the event of a tsunami warning...

Listen to the radio and follow civil defence instructions; if you are close to a river or beach move inland to high ground; go at least one kilometre inland or 35 metres above sea level.

### ➤ In the event of a volcanic eruption...

Before a volcanic eruption: learn about the surrounding area's warning systems and emergency plans. During a volcanic eruption: stay indoors as much as possible; save water as supplies may become contaminated; and if you must go outside, use protective clothing, cover your head, breathe through a mask or cloth, and carry a torch.

### ➤ In the event of a flood...

Before a flood: find out about the flood risk in your locality; know how to reach the nearest safe ground; and keep your insurance cover up to date.

When the flood threatens: listen to the radio and follow civil defence instructions; disconnect all electrical appliances; raise and remove valuables, weed killers and chemicals. If you are being evacuated, turn off your electricity and gas and take your emergency kit with you; avoid flooded areas; and do not drink flood water as it could be contaminated.

### ➤ In the event of a pandemic...

If the building is open during the pandemic: stay home if you are sick; wash your hands before handling food and after coughing, sneezing or using the bathroom; use tissues to cover coughs and sneezes and throw away tissues in a rubbish bin; give fluids to people who have a fever and/or diarrhoea.

➤ **Bomb threats...**

If threat received over the phone:

**Listen - Do not interrupt caller.** Keep caller on the line as long as possible and note caller's voice characteristics, speech patterns, language proficiency, manner of speech and background noises.

**Attempt to ask** the following questions:

**When** will it go off?

**Where** has it been placed?

**What** does it look like?

**Why** are you doing this?

**What** type of explosive is it?

**What** will make the bomb explode?

**Who** are you?

**Call New Zealand Police (Dial 111)** after the caller hangs up.

**Immediately notify Argosy Property Management** (contact details listed on page 4)

**Do not discuss** the call with other persons. This may cause panic.

The best course of action will be decided on based on feedback from local police.

Discovery of an unusual or suspicious object:

If a suspicious object is found, please inform:

**Notify Argosy Property Management immediately** (contact details listed on page 4) and appropriate course of action will be carried out by Argosy & New Zealand Police.

Suspicious objects that have been discovered or left by an unknown person must not be moved. Objects received through the mail may be moved if necessary.

If an object is discovered, isolate it by evacuating the immediate area. Evacuation should be by word of mouth as the alarms may trigger the bomb. Once the area is evacuated, secure and prevent access. Do not lock doors unless absolutely necessary; ensure that occupants who may be oblivious to the emergency cannot enter the danger area.

**REMAIN CALM AND INFORM ONLY THOSE WHO NEED TO KNOW.**

For further information, please see the Ministry of Health website: [www.moh.govt.nz/influenza](http://www.moh.govt.nz/influenza).

For more information on how to be prepared, contact your local council or see the Civil Defence website - [www.civildefence.govt.nz](http://www.civildefence.govt.nz)

# Building Rules

Argosy believes that building rules are made to ensure tenants and visitors to the building feel safe and secure and the building is kept in good order and repair.

## After hours opening and access to the premises

The tenant will be entitled to use the premises throughout the 24 hours of each day in the year. Access to the defined tenancy outside normal business hours, weekends and public holidays included, will be governed by the security procedures provided by the landlord or as previously agreed with the landlord in writing. The landlord will not be liable for any reason should the tenant be unable to gain entry to the building.

The landlord reserves the right to close the building or any part of the building as may be required to be closed by law, emergency or if the landlord deems such action reasonably necessary for the safety of any person or property within or on the building. The landlord may close or control the common areas to protect the landlord's or any tenant's interest or any public interest as the landlord may deem necessary or desirable. The landlord will not be held liable for any claim from the tenant as a result of closure.

Any costs associated with the occupancy of tenancies after normal business hours will be borne by the tenant. This includes (without limitation) all building services onsite. The tenant will pay all reasonable costs associated with their after-hours operation within 20 working days upon receipt of notification from the landlord. In the event of default in payment by the tenant, such costs and expenses shall be deemed to be rent in arrears and recoverable accordingly.

## Air conditioning, lifts and other services

Where any equipment for heating, ventilation or air conditioning is provided or installed in the building or premises by the landlord:

- The air conditioning plant will not be used on Saturdays, Sundays or public holidays or any other day the building is not open to the public except where the tenant has independent control of the system affecting the premises.
- The tenant will at all times comply with and observe the reasonable requirements of the landlord in relation to the air conditioning plant. The landlord will not permit any actions that may impair the operation of the air conditioning plant in the premises or the building.
- The tenant will be required to keep any sun protection devices installed for the purpose of reflecting solar heat in the proper operational position, as determined by the landlord to ensure the performance of the air conditioning. While the air conditioning is operating the windows in the premises will not be opened by the tenant or tenant's visitors.

Where passenger lifts are provided or installed in the building by the landlord, the tenant will use those lifts only for passengers and will not use them for carriage of goods without the express consent of the landlord.

When goods are being carried in the lifts it will be the responsibility of the tenant to ensure that all necessary measures are taken to protect the lift from damage. The cost to repair any damage brought up from any purposes apart from passenger use may be charged to the tenant concerned.

### Animals, birds or pets

The tenant will not keep any animals, birds or pets in or around the building or premises.

### Building directory

The landlord will maintain a directory of tenants in the main entrance lobby of the building. Name plates on the directory will be prepared for the tenant by the landlord at the tenant's cost. The form of each name plate will be solely determined by the landlord.

### Cleaning of the premises by tenant

The landlord will use its reasonable endeavours to provide a cleaning service from one contractor who will in a proper and workmanlike manner clean all parts of the building including the exterior and interior of all windows, grease traps and all car parking areas. The tenant will use cleaning services to the same or a better standard and will permit access to the premises during or outside normal working hours for the purpose of cleaning. The landlord shall not be responsible for any damage suffered by the tenant and the tenant's visitors arising out of such cleaning.

The landlord will instruct the cleaning contractor providing the cleaning services to separate the accounts direct to the tenant for the cost of cleaning the premises. This would include the cleaning of the internal surfaces of all outside windows, the cleaning of all other windows and glass within the premises and the cleaning of any service area.

All other cleaning costs will form part of the operating expenses of the building.

### Dangerous goods

The tenant will not, except for customary office applications, use or allow anyone to use any chemicals or inflammable gases fluids or substances in or on the premises and will not use or allow anyone to use any method of heating or lighting the premises other than by electric current or gas, supplied through the meters.

### Emergency contact

The tenant will advise the landlord of the private address and telephone number of the appropriate contacts for the tenancy in case of an emergency and shall keep the landlord promptly informed of any change of such address or telephone number.

### Eviction

The landlord reserves the right to exclude or evict from the building any person who in the opinion of the landlord is under the influence of intoxicating liquor or drugs, or who in any manner wilfully does any act in violation of these rules. The landlord may also delegate this authority to the relevant security patrol contractor.

## External window cleaning

If the tenant requires cleaning of external window surfaces more frequently than the landlord considers appropriate, the costs of such additional cleaning will be paid for by the tenant requesting such additional cleaning, or if more than one tenant is involved then proportionately by each tenant, calculated on the area of floor space occupied.

## Foodstuffs

The tenant may prepare or cook food only with the consent of the landlord and only in the areas approved by the landlord for that purpose. The customary serving of morning and afternoon teas within the premises are excluded from this clause.

## Forbidden activities

The tenant will not allow members of any charitable or other organisation to hold functions or solicit donations within the premises without the prior written consent of the landlord.

## Goods delivery

If the tenant wishes to load or unload goods or articles of bulk or quantity in or out of the building they must consult with the landlord to ascertain a suitable time and which part of the building can be used.

## Interference with machinery

The tenant will not interfere with or attempt to control any part of the landlord's machinery installed or to be installed in any part of the building or in the premises, except where the tenant has individual control over air conditioning temperature or running controls.

## Keys, access and security

The tenant acknowledges that all keys or access cards relating to the building or premises held by the tenant during its occupancy (whether they have been provided by the landlord or made or procured by the tenant for the tenant's own use) shall be surrendered to the landlord at the end of the lease. The tenant shall not make or allow any duplicates to be made, nor make any changes to, a key or access card without the prior consent of the landlord.

The tenant will only provide keys or access cards to employees or contractors of the tenant. A list of key and access card holders will be maintained by the tenant. The tenant will supply this information to the landlord immediately upon request from the landlord. In the interests of effective security the landlord has the right (at its sole discretion) to restrict the number of keys and cards issued.

If any key or access card is lost, stolen, destroyed or mutilated the tenant will pay all costs and expenses associated with either replacement of the key or card and/or ensuring the security of the building is not compromised.

All keys and/or access cards will be provided in the first instance by the landlord. The tenant must notify the landlord of, and return, obsolete cards and keys. The tenant will be held responsible for retaining any access cards and/or keys if the holder is no longer a tenant or employee of the tenant.

## Name of building

If the name of the building is used by the tenant on letterheads or other business forms or advertising material then the name so used must be the full and proper name of the building. It is acknowledged that the landlord is the owner of all naming and advertising rights to the building.

## Notice to landlord of damage, accident, etc.

The tenant will give notice to the landlord immediately when it becomes aware of:

- Any damage or defects in the premises or the building or in any of the services or facilities provided by the landlord in the premises or the building; or
- Any circumstances likely to cause any damage or injury within the premises or the building or any accident or injury to any person; or
- Any damage or defects in the building's security or surveillance system; or
- Any serious or potentially serious infectious illness occurring in the premises or the building. The tenant shall also give notice of the same to the proper authorities and, at the expense of the tenant, shall thoroughly fumigate and disinfect the premises to the satisfaction of such authorities and otherwise comply with their lawful requirements.

## Obstruction

Visitors to tenants will not use the footpath entrances, lobbies, passages, halls, lifts and staircases for any purposes other than for entry to, or exit from, the building. Tenants will also keep these areas free from obstruction, as required by fire regulations and other authorities to ensure public safety.

## Protection of services

The tenant will not use, or permit to be used, the toilets or any other water supply/drainage apparatus for any purpose other than that for which they were designed. This includes placing tea leaves, sweepings, rubbish, rags, ashes or other foreign or corrosive substance in the apparatus.

If the tenant who is responsible for the damage is not discovered, then the cost to repair the apparatus arising from the misuse shall be borne by all tenants in proportion to the area occupied by each of them on the floor at which the damage occurred.

## Roof Access

**No person is permitted to access the roof of an ARGOSY PROPERTY LIMITED building without the express written approval of the building's property manager. This is, to ensure roof access is controlled and only accessible to competent, approved persons.**

Below are some very basic questions that should be considered before stepping out on to the roof.

Have you created a controlled work environment when working at height?

This should include:

- ensuring safe access and egress

- installing guardrails around perimeters and penetrations
- setting up fall protection barriers (such as safety mesh or edge protection)
- considering the risks involved from overhead services such as power lines
- considering the risks involved from objects falling from height
- implementing a suitable means to prevent a fall.
- making sure any walking or working surfaces are strong enough to support employees safely and that any unprotected edges have fall protection in place.
- making sure emergency procedures are in place should an accident occur or anything goes wrong on site.
- making sure any necessary isolation procedures are in place (such as
- barricading and signage below the area of work) to prevent workers or
- passers by from being harmed from tools or material which may be
- dislodged from above.
- providing anchorage points compatible with any fall arrest system (such as a safety harness) being used.

Remember:

- You can be seriously injured or killed through falling just a short distance.
- Where a fall from any height could result in harm, an effective means of fall prevention needs to be put in place.

## Rubbish

The tenant must not litter in any parts of the building, such as the common areas including the main entrance foyer, stairways, car parks, roof of the building or in the lift wells or any public areas, and must not place any article upon any sill ledge or such like. All rubbish from individual tenancies must be taken away from the premises in the appropriate manner. Any rubbish removed from inside or outside of the building by the Landlord, the costs will be passed onto the tenants.



## Sound reproduction apparatus

The tenant is not to install any radio or television mast or antennae to the building, or link into any existing mast or antennae except with the written consent of the landlord (and then only in compliance with the terms of such a consent). If the landlord considers the rights or interests of other tenants are being adversely affected, they may revoke or modify any previous consent by giving 14 days' notice.

## Statements

The tenant will not issue statements, verbal or written, to the media in respect of the building. Requests for statements or interviews shall be referred to the landlord or its representatives.

## Tenant to participate in fire drills

The landlord has the right to require the tenant to perform fire drills from time to time and observe all necessary and proper emergency evacuation procedures. This includes, without limitation, the appointment and participation of appropriate fire wardens and the tenant and the tenant's visitors' co-operation with the landlord in performing such drills and procedures. In no case will there be any compensation payable by the landlord on account of any loss or damage caused to or sustained by the tenant and the tenant's visitors as a result of a fire evacuation or where an evacuation is required for the safety of onsite tenants and visitors.

## Window coverings

The tenant will not erect window blinds, drapes, curtains, screens or awnings without the consent in writing of the landlord. Such items installed in the premises shall be of non-flammable material and will comply with all relevant standards approved by the landlord.

The tenant will maintain, in a neat, clean and proper state of repair, all window curtains or coverings whether supplied by the landlord or otherwise and will as often as the need (in the opinion of the landlord) arises replace at the tenant's own cost any curtain or coverings of a material or type nominated by the landlord. Where such window curtains or coverings are supplied by the landlord, then despite anything contained in this clause, the landlord may at its discretion if in its opinion such window curtains or coverings require replacement, replace at its cost.

Other than as provided above the tenant will not in any way, without the express written authority of the landlord, cover or obstruct the windows.

# Attachment 1: Fire Evacuation Scheme

# Generic Evacuation Scheme Common for All Buildings

## Occupants Instructions

### **ACTION TO TAKE IF YOU DISCOVER A FIRE**

On discovery of a fire raise the alarm immediately.

Call (you may need an outside line) 111 emergency services from a safe phone either within the building, or from a neighbouring building, or by using a mobile phone. Once connected with the emergency operator ask for the Fire Service. Inform the Fire Service that there is a fire and provide them with the building address. Provide any relevant information about the location of the fire and include the nearest intersection as a reference if requested to do so by the Fire Service. Confirm the address of the building with the Fire Service.

Evacuate the building via the nearest safe exit path. Follow the evacuation procedures.

Only attempt to extinguish fire if, there is no risk or danger presented to yourself. Ensure that the alarm has been raised and a “111” call has been made before attempting to fight the fire. Refer to the Fire Fighting section of this manual for more information.

### **EVACUATION PROCEDURES**

On hearing the continuous sounding of the fire alarms, or if you are given an instruction to evacuate by a Fire Warden, all occupants must evacuate immediately. Leave via the nearest safe exit following fire exit signs. Do not linger to finish a phone call or task. Close doors as you leave but do not lock. Turn off any appliances or systems that if left unattended could cause a fire. Leave the lights on.

### **DO NOT RUN. DO NOT CARRY FOOD OR DRINK. DO NOT USE THE LIFTS**

Staff must assist and direct visitors, patrons and customers and disabled persons to the nearest safe exits and advise them of the designated assembly area(s). Keep well clear of the building and do not obstruct any exit doors or driveway entrances to the building. The Fire Service must have unobstructed access into the building. Occupants may only re-enter the building after the Fire Service has given the clearance to do so.

### **ASSEMBLY POINTS**

Please refer to the Emergency Procedure notices that are on display within your building to locate your assembly areas.

All building occupants are to assemble and remain at these points until the “All Clear” is given. The Chief Warden will give this directive on advice received from the Fire Service.

# WARDENS DUTIES

## Chief/Building Warden

**On discovering a fire or other danger, activate your Manual Alarm Call Point and follow these instructions:**

1. Ensure Fire Service has been called. Dial 111 – you may need an outside line. (Or delegate, i.e. send someone to find a cell phone or to make the call at a neighbouring premises)
2. Report with Chief/Building warden's ID to the Fire Panel (with emergency folder) or Evacuation Board.
3. Receive status reports from Fire Wardens.
4. Issue instructions as necessary, using common sense. i.e. Stop Traffic, Guide Fire Appliance, Guard Doors, Help people with disabilities, If imminent danger move wardens and assembly point to a safer area.
5. Be aware of Gas, Water and Power mains switches
6. When Fire Service arrives, advise them of the evacuation status, including the location of any persons remaining in the building.
7. Do not allow any person back into the building until a Fire Service Officer has given the all clear.

## Fire Warden

**On hearing the warning signal or being advised of fire or other danger:**

1. Evacuate occupants from your area via the nearest safe exit, Wear your warden's identification
  - Check all areas of responsibility, incl., toilets, kitchens, storerooms etc.
  - Physical check must be thorough, as head counts / roll calls are not reliable
  - Close doors, leave lights on, and ensure major equipment switched off.
  - Inform occupants to evacuate to the assembly area, leaving behind drinks, personal belongings, handbags etc.
2. Note the location of any persons remaining in the building and advise the Building Warden. If necessary or possible, appoint a suitable person to assist.
3. Report to the Chief/Building Warden at the Fire Panel or Evacuation Board and advise status of evacuation. Ensure your report is received clearly and await further instructions.
4. Only if it is safe to do so, and if you are trained, and accompanied, should fire fighting be attempted.

## **ENSURE WARDEN IDENTIFICATION IS WORN AT ALL TIMES.**

1. All staff and wardens should ensure means of escape are kept clear of obstacles at all times
2. All means of escape should not be used as storage areas.
3. Please also ensure that Smoke or Fire Stop doors are not wedged open.

**ALL WARDENS SHOULD ENSURE THEIR DEPUTIES ARE AWARE OF PROCEDURES IN THEIR ABSENCE**

# Schedule 1: Building Operational Hours

## Main entry doors

The main entry doors open at 7.30am and close at 6.00pm Monday to Friday

To gain entry through the main doors after these hours you will need to use your access card.

The stairway doors are on 24/7 security, therefore to gain access through these doors you will need to use your access card at all times.

## Carpark access

The carpark roller doors are on secure access 24/7. To gain access swipe your card at the top of the ramp to activate the roller doors.

## Lifts

The lifts access timing is specified to each tenant's requirements.

## Air conditioning

The air conditioning is on set times from 6am to 6.30pm Monday to Friday.

To extend your floors air conditioning beyond normal operating hours for the building, a button is located in the riser (service) cupboard on each level on the northern side of the lift shaft. To access the cupboard, each tenancy can obtain a service key for their floor from the Concierge. The button is a distinctive green and will allow the air conditioning to run for a two hour period before shutting off. Further time can be achieved by repressing the button. Some floors have an override switch which can be set to the floors after-hours requirements.

## Lighting

The lighting in the building will be turned on automatically from the hours 6.00am to 7.00pm Monday to Friday. Each tenant has their own lighting switch for their floor within the tenancy area.

# Schedule 2: Security

The Citigroup Centre has six aspects of security which maintain the safety of the tenants in the building and their visitors. The six aspects are:

## Access card system

The security system is controlled through Advanced Security who provide the access cards, programming etc. If you require more access cards or change of programming please contact the Facilities Manager. Please note that an invoice will be sent for the cost of new cards

Lost or stolen cards should be reported immediately to the Facilities Manager so they can be cancelled from the security system. Faulty cards that fail to activate a reader should be reported to the Facilities Manager and a new card will be issued at no cost.

To ensure the safety and security of you, other building occupants, property and to avoid unnecessary liability issues or incidents, please ensure cards are not loaned to any other person including other staff members, family members, partners or friend who are considered unauthorised users.

## Security Cameras (CCTV)

Security cameras have been installed in the main entrance foyer of the building, outside the lifts in the basement, including the carpark and external carpark as well as the loading dock. These cameras are operated 24/7.

## Building monitoring

Matrix Security monitors the building after hours they carry out random checks through the night.

## After hours contact

Argosy provides an afterhours service Help Desk. Any issues with the building after hours the tenant should contact the helpdesk number on 0800 464 7767 from the hours 7pm to 7am.

The Help Desk will take the call and respond in the appropriate manner either contacting the contractor directly if a maintenance issue or contact security if needed, or will respond to the issue the next day if the decision is made that urgent attention is not required. If necessary the Help Desk will contact the Property Manager to assist.

## Security incidents

Security incidents that occur within and around the building are to be reported to the Property Manager, who will attend, assist, follow up and record the incident. However, incidents that occur within the tenants premises, such as theft and fraud, is an internal matter for the tenant to conduct.

To assist our tenants in the best way possible when an incident occurs we are able to provide:

- a) Proximity access reports. This tracks staff members using their proximity card coming into and out of the building or accessing lifts.
- b) With the use of the buildings CCTV system we are able to visually track a person's movements with a recording device for up to two weeks.

The Property Manager will assist your needs in evidence gathering utilising the buildings security facilities.

## Serious incidents

Any incidents involving immediate violence, please contact the Property Manager who will provide immediate assistance or, as the situation dictates contact police.

If there are any persons who are deemed an unwanted visitor within your premises please contact the Property Manager immediately.