

Rules & On-Site Procedures

72 Hour notification for working at CCL

Contacting CCL Maintenance Staff

COUNSEL'S
CHAMBERS
LIMITED

17 July 2024

Dear: Contractors

I refer to my circular of 21 December 2022 which most of you received. This is a reminder of the following:

- *CCL Rules & On-Site Procedures*
- *Compulsory 72-hour notification for work at CCL*
- *Contacting CCL Maintenance Staff*

CCL Rules & On-site Procedures

Contractors are reminder of [CCL's Rules & On-Site Procedures](#). These are published on CCL's website and can be found [here](#). Contractors must strictly abide by the Rules & On-Site Procedures at all times, please ensure that your trades and sub-contractors are all fully aware of the requirements before arriving on site.

All contractors must sign-in and sign-out each day, ensure your ID Tag is clearly visible and observe the notices and directions issued by CCL Staff.

For further information, please contact our [Maintenance Team](#).

Compulsory 72-hour notification for work at CCL

Except for emergencies, **Contractors must always notify CCL Maintenance Staff of planned work no less than 72 hours in advance.** This applies for work carried

out for CCL, Floors or Barristers and includes scheduled and routine maintenance and all other non-urgent works.

CCL has strict requirements for notifying Members & Clerks and the 72 hour notice period is necessary to ensure that adequate coordination and communication can take place.

Failure to provide 72 hours notice will result in trades being **turned away and having to reschedule**, so to ensure that your trades and sub-contractors are not turned away, please ensure that you provide the required notice.

CCL Staff will be strictly enforcing this policy so plan ahead and notify CCL in writing each and every time 72 hours before you attend site.

Contacting CCL Maintenance Staff

CCL's Office, including CCL's Maintenance Office remain strictly off limits to all trades and contractors, unless specifically authorised by CCL Maintenance Staff to enter. CCL observe strict security protocols in accordance with our policies and insurance requirements, and also to prevent CCL Staff being disrupted from their processes.

In addition to providing notice, please ensure that trades do not enter CCL's Office, rather wait at reception for Staff to assist. If the Reception desk is unattended, please use the Courtesy phone.

CCL Maintenance Staff are able to meet with trades in the Utilities room (where the sign in kiosk is located) or at Reception.

If you have any questions about this, please contact me directly.

Kind Regards,

Lee Albert

Operations Manager



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Our office is on the traditional lands of the Gadigal People of the Eora Nation. We acknowledge each of the First Nations Peoples on whose lands we work and live, and pay deep respects to their elders past, present and emerging.

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