

IORA AIRCONDITIONING UPGRADE VERSION 4 – WEST BLOCK
INFORMATION PACK FOR AIR CONDITIONING UPGRADERS
TO BE COMPLIANT WITH NORTH SYDNEY COUNCIL DA REQUIREMENTS
AND
DIVISION BETWEEN OWNERS CORPORATION AND OWNER RESPONSIBILITY WITH RULES

The constraints and requirements for a DA Compliant upgrade are:

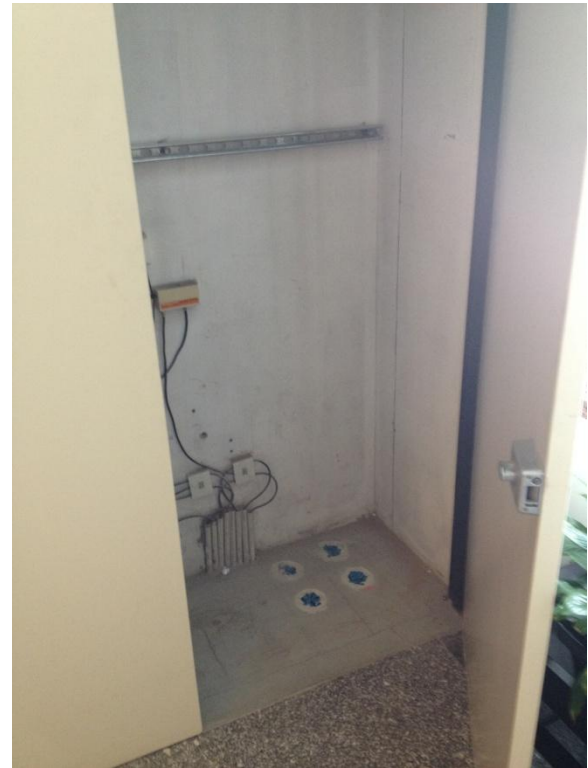
1. **Acoustic:** Check the technical specifications of the unit you wish to install to make sure the sound level is no greater than 52dB(A). Our Acoustic Engineer has evaluated sound levels at surrounding apartments and confirmed that sound from the condensers on the roof will be sufficiently attenuated to meet DA requirements when it gets to surrounding apartments. This 52dB(A) requirement is generally standard for condensers.
2. **Insulation:** In a multi rise building the requirements for the Building Code and Fire Regulations need to be met. The buildings of Iora are Class 2 Buildings. To comply with Section J5 of the Building Code of Australia, all refrigerant pipe work is required to be installed with 25mm thermal rated insulation in all areas of a Class 2 building. The insulation must also meet Fire Test criteria AS1530.3. (We understand 25mm Bradford FR Rubber insulation is an example of suitable insulation but you should confirm this with your installer).
3. **Installation Drawings:** Installation drawings are attached in PDF format which will be difficult to read if printed in A4. You will need to forward this Information pack to your installer from which the installation drawings can be printed to a size to meet the installer's requirements.
4. **Pipeway Access Holes – Owners Corporation Responsibility:** Installation drawings will show where holes have been drilled for your pipework and associated pathways to access the Plantroom. From there your installer will run the piping fixed to Flexistrut racks to your condenser. There was a need to change some of the hole and condenser bracket positions as per the example in the attached photo. The holes and condenser brackets to be used will be identified by a unit number disc adjacent to each hole. Our caretaker has a full set of drawings with "AS BUILT" changes which can be referred to but not removed from site.
5. **Inspection holes – Division of Responsibilities:** Your installer will need to install inspection holes in the lift lobbies where piping will be leaving apartments and accessing electrical or telecom cupboards or rubbish rooms. The Owners Corporation will supply inspection covers to be used by your installer and a diagram for their use through our caretaker.
6. **Access Holes – Owner Responsibility:** Your installer will need to install access hatches in the lift lobbies and or common areas where piping will exit your apartment to access electrical, telecom cupboards or rubbish rooms depending on the specified pathway for your pipework. The Owners Corporation will supply 450mm square inspection covers to be used by your installer and an approximate locations are shown on the construction drawings held by the caretaker. An installation drawing is included in the attached drawings.
7. **Bracket clamps:** Your installer will need to supply bracket clamps for clamping pipework to the Unistrut/Flexistrut channels, mid steel for vertical rises to Plantroom and galvanised steel inside and outside the Plantroom.
8. **Condenser.** Only one condenser is provided for. It must be installed as specified in the installation drawings on brackets provided for you to position your condenser, generally, on the plant room wall. To fit all the condensers your condenser should not exceed 900mm width and 350mm depth. The brackets allow adjustment so the condenser "feet" can sit on the bracket rails – see photo.

9. **Firestopping:** Temporary fire stopping of all penetrations through slabs and brick/concrete walls that have been core holed will be done by the Owners Corporation (see attached photo). After pipework has been installed, all penetrations used for your pipework from your apartment into the Plantroom/roof area need to be permanently fire stopped using a compliant (Australian standard) firestopping method. It will need to be certified as appropriate by your AC installer and subject to a future audit to meet the Australian standard and fire safety compliance for the Iora complex. (Note: The method described in the drawings is not mandatory - we only require a compliant method.) It is critical this is done to prevent denial of any future fire related insurance claim.
10. **Electrical Connection:** The electrical connection of the A/C unit will need to be done to ensure electrical load balance. Therefore if the electrical connection of a new A/C unit is single or double phase it will need to be done by a certified electrician who can also
 - a. confirm the phase balancing of electrical usage within your apartment, and
 - b. connect the A/C unit to the phase allocated for a specific apartment.This is not required in the A/C unit is 3 phase.
11. **Making Good:** If installing the pipework in the common area requires your installer to open the gyprock ceilings and install the access hatches/man holes provided by the Owners Corporation, or further access is required to feed pipes, this will need to be made good at the unit owner's expense. Painting will be undertaken by the Owners Corporation at the Owner Corporation's expense once the gyprock has been made good to match the existing surrounds by the unit owner's installer. If your pipework accesses the roof via the rubbish chutes cosmetic covers will be installed by the Owners Corporation and they will need to be re-installed and made good by the unit owner's installer if they have been removed to install AC pipework.
12. **Specific By-Law:** If you intend to upgrade your AC, you need to submit the By-Law form and the Consent document. At a General Meeting the Owners Corporation will consider a resolution and, if passed, attach your specific By-Law to the Special By-law No 74. The By-Law form and the Consent document are attached and require you to insert some specific details of your proposal and sign.
13. **Proposed DA Upgrade Checklist Submission:** Once you are satisfied you have a DA Compliant upgrade proposal you need to make a submission using the Submission Checklist in the Information Pack together with supporting documentation. If the submission is not in order it will be returned for completion.
14. **Authority to Proceed:** If the submission is in order you will be issued with an Authority to Proceed. Allow 5 business days turnaround for consideration of your submission checklist.
15. **Upgrade fee:** together with the Authority to Proceed will be an invoice for \$1650 to cover the cost of the piping pathway to the roof that has been paid for by the Owners Corporation.

RWD
12 March 2014



Condenser bracket. The bars can be adjusted to suit the “feet” of your condenser. Cored holes for pipework that have been temporarily firestopped are also shown.



Electrical cupboard showing temporarily firestopped holes and the horizontal Flexistrut rack to which pipework will be clamped. It is similar in the rubbish chute rooms and telecom cupboards.

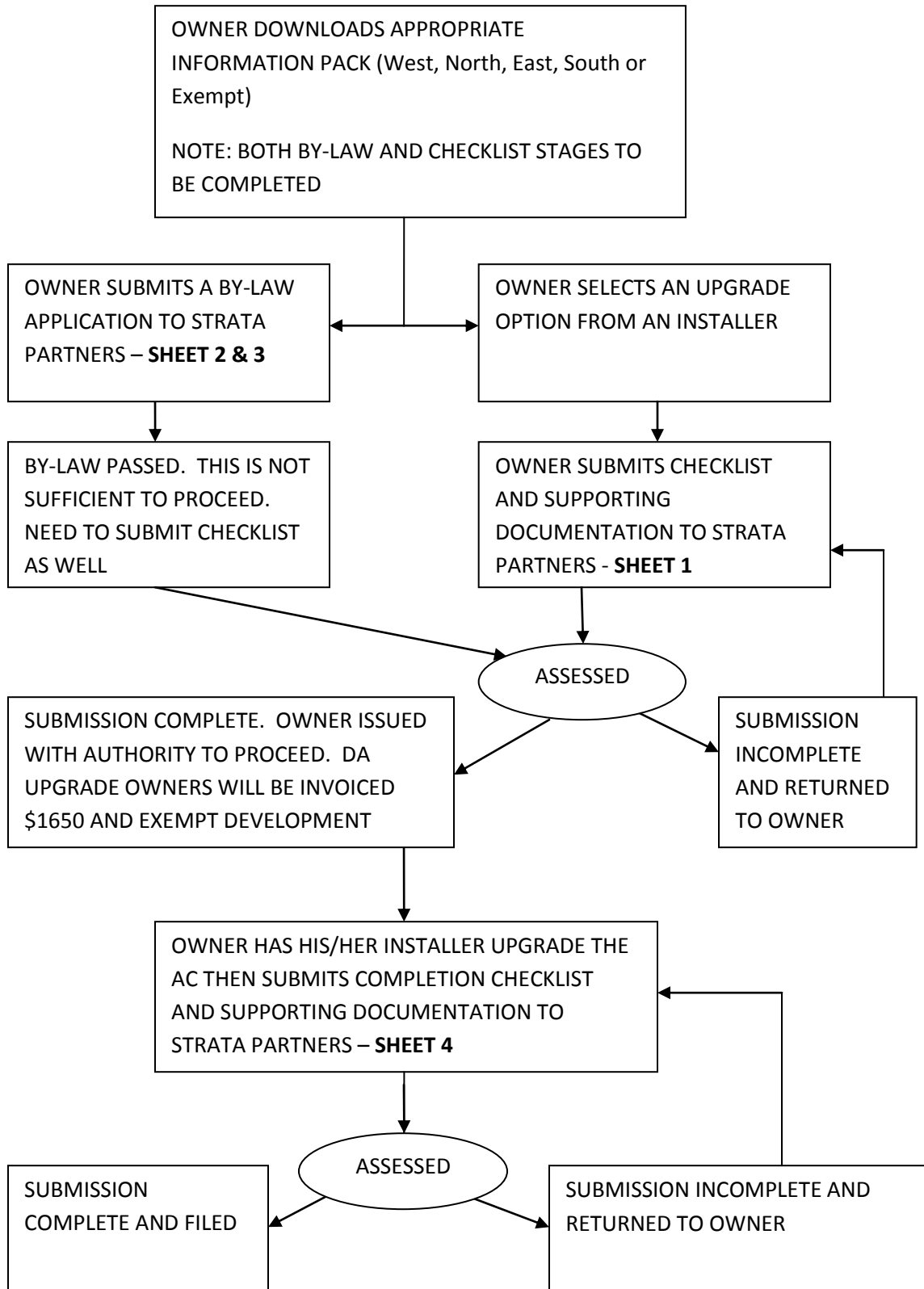


Plantroom showing cored holes with temporary firestopping and vertical Flexistrut rack to which your pipework will be clamped.

Attachment	Purpose
1. Workflow Diagram	Road map for Upgrade
2. SHEET 1 - Submission Checklist	Checklist for information to be submitted to be granted an Authority to Proceed
3. SHEET 2 - Form of Special Resolution	To have a by-law motion considered for your Upgrade – to be submitted at least 2 weeks prior to an AGM or EGM
4. SHEET 3 - Consent under Section 52	To be completed and submitted with SHEET 2
5. SHEET 4 - Certification Checklist required at Upgrade Completion	Checklist to be submitted at the completion of the Upgrade with supporting documentation
6. South Block Location and Installation Drawings	To be supplied to your installer.

IORA AIRCONDITIONING UPGRADE

WORKFLOW



SHEET 1

Phil Vandervaere
Strata Partners
PO Box 3046
Willoughby North NSW 2068

Date.....

Dear Phil

**STRATA PLAN 36253 – AIRCONDITIONING UPGRADE
PROPOSED DA UPGRADE SUBMISSION CHECKLIST FOR UNIT**

Submit this checklist with the attached application for consideration of a By Law resolution permitting the DA Upgrade.

- The sound level of the condenser (should be no more than 52dB(A)). Attach technical data sheet with condenser sound level highlighted.
- Pipework insulation should meet specific requirements for a Class 2 building. Attach correspondence from your installer that the insulation proposed to be used is compliant with Section J5 of the Building Code of Australia and will meet Fire Test criteria AS1530.3.
- Confirm only one condenser is to be installed.
- Confirm the condenser size does not exceed 900mm width and 350mm depth. Attach technical data sheet highlighting the condenser dimensions.

Signature:

Name:

Phone no:

Email:

Mailing Address:

SHEET 2

Form of Special Resolution

MOTION

Subject to the by-law in the next succeeding motion being approved, The Owners – Strata Plan No. 36253 SPECIALLY RESOLVE pursuant to section 65A of the *Strata Schemes Management Act, 1996* (NSW) for the purpose of improving or enhancing the common property to specifically authorise the Works carried out by the owner of lot _____ to lot and common property on the terms and in the manner as set out in the by-law.

Form of By-law

MOTION

Subject to the preceding motion being passed, The Owners – Strata Plan No. 36253 SPECIALLY RESOLVE pursuant to section 52 of the *Strata Schemes Management Act, 1996* (NSW) to make a by-law in the following terms:

SPECIAL BY-LAW NO.

Works

The provisions of Parts 1, 2, and 3 of Special By-law No. **74** are adopted for the purposes of this by-law with the exception of the amendment of the definition of “Lot” as follows:

“**Lot**” means _____ in strata plan registration no 36253.

SHEET 3

CONSENT UNDER SECTION 52

STRATA SCHEMES MANAGEMENT ACT 1996 (NSW)

TO: The Registrar General
Land & Property Management Authority NSW
Queens Square
SYDNEY NSW 2000

I/ We, _____, CONSENT to the making of a by-law conferring rights over the common property for the installation of an air conditioning unit to be carried out by the Owner(s) of Lots _____ (me/us) in our scheme and conferring on them the responsibility to repair and maintain such works.

The by-law to be made by the Owners Corporation at a general meeting on _____ or any adjournment of that meeting.

Dated:

.....

.....

Signature of owners/s of Lot

cc: The Owners – Strata Plan No 36253

SHEET 4

Phil Vandervaere
Strata Partners
PO Box 3046
Willoughby North NSW 2068

Date.....

Dear Phil

**STRATA PLAN 36253 – AIRCONDITIONING UPGRADE
CERTIFICATION CHECKLIST REQUIRED AT UPGRADE COMPLETION FOR UNIT**

At the completion of the DA Upgrade, the Body Corporate will require from the owner the following certifications, the bulk of which can come from the tradespeople used for the upgrade. These will include confirmation that:

- Appropriate insulation was used. Attach certification from your installer.
- The pipework utilised the allocated pathways in the supplied drawings. Attach certification from your installer.
- If 3 phase power, just tick.
- If single phase, the electrical load was balanced when the electrical connection was made. Attach certification from a certified electrician.
- After removing the temporary firestopping, the pipework was permanently firestopped using a compliant method and the firestopping method used will need to be certified as appropriate. Attach certification from your installer. This can typically be done by the firestopping installer or from the technical data of the firestopping device that was used.

Dated:

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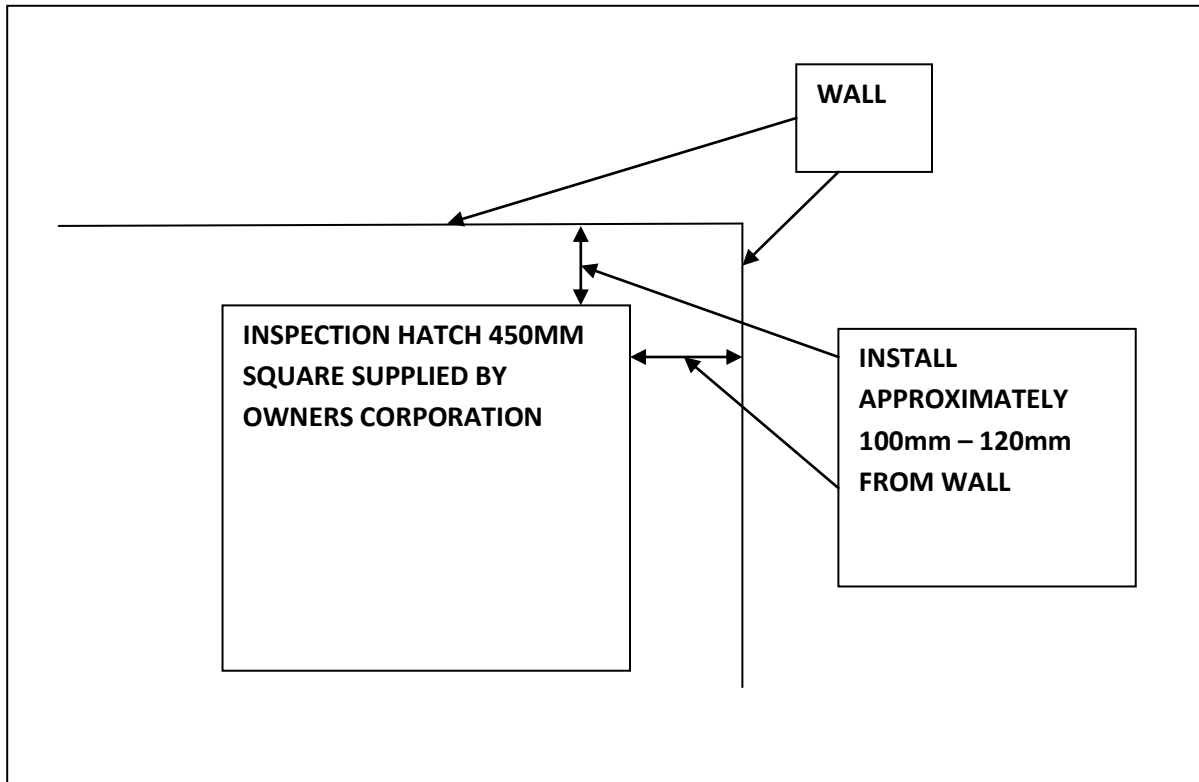
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Signature of owner/s of Lot

INSTALLATION DRAWINGS

Separately available

INSPECTION HATCH INSTALLATION



RWD

12 March 2014

Note: The drawings are "AS PLANNED" not "AS BUILT". Construction required a few changes. The position of your condenser and the holes to be used are marked with a plate showing your unit number. If unsure, our caretaker has a full set of "AS BUILT" drawings that can be inspected but not removed from site.