

32.00 Standard Forms

- x Space Description Form and Completion guide

- x Bank Guarantee in lieu of Security Deposit / Retention

- x The Deed of Guarantee, Undertaking and Substitution

- x Waste Minimisation Plan

- x Sustainability Matrix

SPACE DESCRIPTION FORM, PART A

SDF No.

Building No:

Campus:

SPACE	Room No:	Description:		
	No of Occupants:	Usable Floor Area (m2):	No. of Identical Rooms	
	Essential:	<i>Provide Room Nos. for identical spaces where noted on Part B of this SDF</i>		
	Desirable:	ACCESS	Primary:	
			Secondary:	
FINISHES		Code		
	Floor:		Skirting type:	
	Walls:		Ceiling Height:	min. max.
	Ceiling:			

BUILDING SERVICES (refer to GU Design Guidelines & Procedures for full requirements of systems, materials etc.)

Electrical			Mechanical	Comms & Data; AV; Security		
Lighting:			Air Conditioning:		Data Outlets:	
General to SAA Standard		Y/N	Comfort		Y/N	Phone Qty:
Special	(Provide specification)	Y/N	Special	Temperature	Y/N	Computer Qty:
Controlled		Y/N		Humidity	Y/N	Printer Qty:
Task	(Provide specification)	Y/N		Directional air flow	Y/N	Clock Qty:
			Mechanical Exhaust/Ventilation:			

Bank Guarantee in Lieu of Security Deposit/Retention

TO: Griffith University
170 Kessels Road
Nathan Qld 4111

At the request of _____
(hereinafter called "the Design & Construction (D&C) Manager / Contractor") and in consideration of
Griffith University (hereinafter called "the Principal") accepting this undertaking for Security* /
Retention* in respect of the contract for the construction of the

on the Principal's _____ campus, _____

The Deed of Guarantee, Undertaking and Substitution

Is made the _____ day of _____ 20_____.

BETWEEN

(hereinafter called "the Guarantor") of the first part

AND

(hereinafter called the "the Design & Construction (D&C) Manager/Contractor*") of the second part

AND GRIFFITH UNIVERSITY

(hereinafter called "the Principal) of the third part.

WHEREAS –

- (1) by a formal agreement dated the _____ day of _____ 20__ the D&C Manager/Contractor* entered into an agreement with the Principal (hereinafter called "the Contract") for the execution and performance by the D&C Manager/Contractor* of certain works described in the Contract namely construction of _____ on the _____ campus, Griffith University (hereinafter called "the works");
- (2) in accordance with the provisions of the Contract the D&C Manager/Contractor* is required, if so requested in writing by the Principal, to lodge with the Principal at the time of execution of the said formal agreement a Deed of Guarantee, Undertaking and Substitution for the performance of the obligations and discharge of the liabilities of the D&C Manager/Contractor* under the Contract in a form approved in writing by the Principal, duly executed by the D&C Manager/Contractor* and the Guarantor;
- (3) the Principal has requested that the D&C Manager/Contractor* lodge with him a Deed of Guarantee, Undertaking and Substitution in the form of this present deed;
- (4) the Guarantor has fully informed itself of the obligations and liabilities of the D&C Manager/Contractor* under the Contract and, at the request of the D&C Manager/Contractor*, is prepared to give and execute the guarantee, undertakings and agreements herein contained;

Waste Minimisation Plan

Materials on-site		Reuse and Recycling		
Type of waste materials to be generated	Estimated quantity		ON SITE – Specify proposed reuse or on site recycling method	OFF SITE – Specify contractor and recycling outlet
	(m3)	(Tonnes)		
Soil				
Rock				
Vegetation greenwaste				
Concrete				
Steel reo				

Type of waste to be generated	Estimated quantity		Waste Reduction Technique	Method (On-site or Off site)
	(m3)	(Tonnes)		
Bricks				
Plasterboard				
Timber - ceiling				
Timber - trim				
Timber - wall				
Tiles				
PVC				
Metal - ferrous				
Metal – non ferrous				
Doors and windows				
Glass - other				
Carpet				
Carpet underlay				
Fixtures and Fittings - other				
Paper and Cardboard				
Timber pallets				
Cement bags				

Reuse and Recycling Potential of Construction and Demolition Material

Materials	Process	Use	End Use	Potential
Concrete	Crushed	Recycled	Fill, levelling, road base	100%
	Surplus	Use up	Base for paths, clothes lines	High
Bricks	Cleaned	Reused	Sold, reused in construction	100%
	Crushed	Recycled	Landscaping, driveways,	

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
Note: If a sustainability issue is not included in the proposed design solution, reasons for its exclusion are to be provided in 'Comments' column.					
Stormwater	Stormwater management	Pollution and erosion	Use biologically based stormwater management features such as swales, sediment control ponds, pools and wetlands along drainage courses, and infiltration basins to retain and treat stormwater onsite		
	Stormwater management	Erosion	Design pavements and locate them in such a manner as to reduce stormwater velocity		
	Stormwater management	Runoff	Minimise landscapes and use permeable paving and surface materials to maximise site water absorption Develop and design strategies that minimise disturbances to watershed		

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
-------------------------	----------------------	------------------	---	---	----------

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
-------------------------	----------------------	------------------	---	---	----------

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration
----------------------------	-------------------------	------------------	----------------------

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
-------------------------	----------------------	------------------	---	---	----------

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
-------------------------	----------------------	------------------	---	---	----------

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution
----------------------------	-------------------------	------------------	--	--

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
-------------------------	----------------------	------------------	---	---	----------

Note: If a sustainability issue is not included in the proposed design solution, reasons for its exclusion are to be provi

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
Note: If a sustainability issue is not included in the proposed design solution, reasons for its exclusion are to be provided in 'Comments' column.					
Waste	Construction waste	Minimise generation of waste as much as possible	Reduce and recycle construction waste		
	Packaging waste	Minimise generation of packaging waste	Reduce and recycle packaging waste, use suppliers with take back schemes		

Sustainability Category	Sustainability Issue	Impact / Benefit	Design Consideration (Objective / Target)	Included / Not Included in proposed Design Solution	Comments
<p>Note: If a sustainability issue is not included in the proposed design solution, reasons for its exclusion are to be provided in 'Comments' column.</p>					
Waste			<ul style="list-style-type: none"> › Use a sandwich space between the ceiling to floor level for structure, sprinklers, supply and return ductwork, etc. x Use raised floor system for power and telecommunications wiring to accommodate reconfiguration of spaces and information technology support x Use modular space planning, partitions and furnishings x 		
	Recycling opportunities	Waste minimisation and resource conservation	Provision of recycling/waste collection areas within the building that are easily accessible by the occupants, and accommodate collection needs specific to the project area		
	Recycling opportunities	Recovery of resources	Installation of recycling bin enclosures outside the building		