## **Notification of Construction Start**

|  |  |
| --- | --- |
| **Project No:** | Project No. |
| **Project Name:** | Project Name |
| **Project Manager:** | Name | **Mobile:** | Mobile |

This notice is to inform you that the construction phase of the following project is about to commence. If you have any queries please contact the Project Manager.

**Project Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Building: |  | Location/Room: |  |
| Any Accessibility Impacts:  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description Of Work: | New |  | Refurbishment |  | Demolition |  |
|  |

|  |  |
| --- | --- |
| Asbestos Removal | **Yes / No** |
| Expected Start Date: |  |
| Expected Completion Date/Duration: |  |

|  |  |
| --- | --- |
| **Contractors** | **Emergency Contact Nos.** |
| Builder: |  |  |
| Mechanical: |  |  |
| Electrical: |  |  |
| Fire: |  |  |
| Plumbing: |  |  |
|  | **After Hours Access** | **Day Key** |
| Plant: |  |  |
| Building: |  |  |
| Electrical: |  |  |

**Distribution:**

**Infrastructure**

|  |  |
| --- | --- |
| * Director, Capital Projects & Facilities Management
 | * Senior Manager, Operations
 |
| * Manager, Capital Projects Delivery
 | * Manager, Communications & Engagement
 |
| * Facilities Manager, AHMS *(For projects in this building)*
 | * Maintenance Planner and Scheduler
 |
| * Facilities Manager, Waite *(For projects on this campus)*
 | * Senior Technical Officer
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| * Facilities Manager, Roseworthy *(For projects on this campus)*
 | * Senior Data Coordinator
 |
| * HSW Advisor
 | * Contract Manager
 |
| * Security Services – North Terrace (All)
 | * Senior Administration Officer
 |
| * Security Services - Waite / Roseworthy (For projects on those campuses)
 |  |

**Legal & Risk**

**University Library**

**Contractors**

|  |  |
| --- | --- |
| * GJK
 |  |
| * O’Connors
 |  |
| * Programmed
 |  |

**As identified by Project Manager below:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Executive Director, Infrastructure |  | Chief Operating Officer |
|  | Director, Estate Planning & Investment |  | Arts & Heritage |
|  | Manager, Property and Leasing Portfolio |  | Insurance Specialist |
|  | Infrastructure CSO – Bookings & Events  |  | Ask Adelaide/Card Services |
|  | Infrastructure Support Desk  |  | Student Life & Disability Support  |
|  | Facilities Manager Soft Services |  | AV/ITDS  |
|  | Parking Administrator – parking@adelaide.edu.au |  |  |
|  | Faculty/Division Representative: | Insert Name |
|  | School Manager: | Insert Name |
|  | Chief Fire Warden: | Insert Name |
|  | Other: |  |
|  | Other: |  |
|  | Other: |  |
|  | Other: |  |
|  | Other: |  |