## **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 |
| * 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](mailto:parking@adelaide.edu.au) | |  |  |
|  | Faculty/Division Representative: | Insert Name | | |
|  | School Manager: | Insert Name | | |
|  | Chief Fire Warden: | Insert Name | | |
|  | Other: |  | | |
|  | Other: |  | | |
|  | Other: |  | | |
|  | Other: |  | | |
|  | Other: |  | | |