

Task/Timeline		Prelims	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8		
Construction Phase	Construction Activity		1-Jul	5-Jul	8-Jul	12-Jul	15-Jul	19-Jul	22-Jul	26-Jul	29-Jul	2-Aug	5-Aug	9-Aug	12-Aug	16-Aug	19-Aug	23-Aug	
Preliminaries	Pre Start Cruise																		
	Subcontractor PO's																		
	Supplier PO's																		
	Order Tiles and WPT Test Certification																		
	Site Signage and Management Docs.																		
	Install Key Lockbox																		
Demolition & Decomission	Terminate electrical supply to unit and lock out																		
	Install RCD protected builders supply GPO and test and tag																		
	Complete solar inspection/commission and report findings to LL																		
	Remove all redundant electrical fixtures and fittings																		
	Remove all redundant mechanical fixtures and fittings																		
	Remove all redundant hydraulic fixtures and fittings																		
	Remove all redundant furnishings (curtains, grabrails, blinds, hooks etc.)																		
	Remove all redundant kitchen/bathroom/laundry joinery items																		
	Remove all redundant bathroom/kitchen/laundry wall tiling and effected linings																		
	Remove all redundant floor coverings																		
Construction Bathroom & Toilet	Roughin electrical services																		
	Builder Burnings materials delivery (Framing, sheets, doors, trims)																		
	LLR, Burnings FFE delivery 1 (Vanities, tiles, laundry troughs, kitchen sink)																		
	Roughin hydraulic services & new toilet suite																		
	Door alterations for lift off hinges																		
	Fix, set and sand villaboard wall sheeting and cornice																		
	Install WP membrane																		
	Install vanity																		
	Install floor, wall and splashback tiles																		
	Shower screen site measure																		
	Prepare and paint walls, ceiling, doors and trims																		
	Burnings FFE delivery 2 (Elec, Hydra & Istoff fixtures)																		
	Install general fixtures and fittings																		
	Install hydraulic fixtures and fittings																		
	Complete skirting tiles, grout & caulking																		
	Install electrical fixtures and fittings (dead fit)																		
	Install shower screen																		
	Construction Kitchen	Roughin electrical services																	
		Roughin hydraulic services																	
		Cabinet maker site inspection and measure																	
Submit joinery shop drawings for approval																			
Fix, set and sand villaboard wall sheeting and cornice																			
Prepare and paint walls, ceiling, doors and trims																			
Install kitchen joinery items																			
Install cornice to kitchen joinery bulkheads																			
Install stone benchtops																			
Install hydraulic fixtures and fittings																			
Install splashback tiles																			
Install electrical fixtures, fittings & appliances (dead fit)																			
Install floor vinyl																			
Construction Laundry	Roughin electrical services																		
	Roughin hydraulic services for mixer tapware																		
	Roughin hydraulic services for mixer tapware																		
	Fix, set and sand plasterboard wall sheeting																		
	Install waterproofing membrane																		
	Install laundry trough																		
	Install floor & skirting tiles																		
	Prepare and paint walls, ceiling, doors and trims																		
	Install broom cupboard																		
	Install cornice to broom cupboard bulkhead																		
	Install hydraulic fixtures and fittings																		
	Install electrical fixtures and fittings (dead fit)																		
	Install floor vinyl																		
Construction Living	Roughin electrical services																		
	Roughin mechanical services																		
	Patch wall sheeting																		
	Prepare and paint walls, ceiling, doors and trims																		
	Install electrical fixtures and fittings (dead fit)																		
	Install mechanical fortures & fittings (dead fit)																		
	Install floor vinyl																		
	Construction Bedrooms	Roughin electrical services																	
Patch wall sheeting																			
Prepare and paint walls, ceiling, doors, robes doors and trims																			
Install electrical fixtures and fittings (dead fit)																			
Construction Garage	Install carpets																		
	Roughin electrical services																		
	Patch wall sheeting																		
	Prepare and paint walls, ceiling, doors and trims																		
	Install electrical fixtures and fittings (dead fit)																		
Construction General	Install garage door motor																		
	Install epoxy coatings																		
	Install new cloethline																		
	Install new door furniture (Plates, seals & catches)																		
	Install new hot water system																		
Pre Handover	Service windows and doors																		
	Charge supply to electrical circuits and test																		
	Commission electrical & mechanical appliances																		
	Defects inspection																		
	Key alike entry and laundry doors																		
Handover	Complete painting and general touchups																		
	Builders internal & external clean																		
	Rest Control																		
	Complete zero defects																		
	Documents/manuals/certificates																		
	Lendlease & Builder hold point - Approval required																		
	Builder hold point - Inspection Required																		
	Builder Deliverable																		
	Builders Subcontractor Deliverable																		
	Builders Subcontractor Site Measure																		
	Lendlease Procured Burnings FFE Delivery																		

Project Overview - Guidelines

Purpose	To identify, plan and implement new construction or redevelopment projects which meet the needs of our customers
Background	Projects Team shall prepare, approve and comply with the Procurement Guidelines and review them annually. 'Procurement Guidelines' means the principles, processes and procedures that will apply to all purchases of goods, services and works by Projects Team.
Goals & Objectives	To grow the property business in the Queensland marketplace. To deliver high quality construction projects professionally, safely and on time. To provide a construction service that exceeds our customers' expectations.
Related Policies	Contract Management Guidelines Property's Limits of Authority (LOA) Business Units Limits of Authority (LOA)
Related Documents	Conflict of Interest Preferred Supplier List or Nominated Suppliers List Managing Risk Purchase Orders Terms of Payment Payment Approvals

Project Responsibility Matrix

Project Activity	Property Development Manager	Stakeholders / Customer	Local Council, Surveyors etc	Architect / Int. Designer	Finance	Legal	EH&S	Project Manager	Contract Administrator	Contracted Builder	Builder Subcontractors
Identify New Projects / Redevelopments	X	X	X		X			X			
Stakeholder Consultations	X	X	X	X							
Design Phase	X	X	X	X				X			
Project Funding & Budget Approvals	X	X			X			X			
Scope of Works	X	X	X	X				X	X		
Investment Modelling	X	X			X			X	X		
Sustainability	X	X			X			X	X	X	X
Risks & Mitigation	X	X			X	X	X	X			
Builder Consultation & Prequalifications	X				X	X	X	X	X	X	
Tender Process & Management									X		
Prepare Contracts						X			X		
Delivery Programme	X	X					X	X	X	X	X
Claim Approvals & Payments									X	X	X
Defects Phase & Practical Completion								X	X	X	
Handover								X	X	X	
Certificate of Occupancy								X	X	X	
Stakeholder/Customer Occupancy Phase	X	X			X	X		X			

Minutes



Meeting: Buderim Gardens Upgrades - Principal Contractor PCG Meeting

Meeting Date: 9.00am Wednesday 4th September 2019

Meeting Location: Buderim Gardens Retirement Village Administration Office

Attendees:



LL Village Co-ordinator
LL Regional Upgrades Manager
LL Project Manager/Contract Administrator
LL Regional Property Manager
Site Supervisor
Contract Administrator
Director
LL EHS Manager

SD
PW
AM
JM
NN
MH
BM
JD

Apologies: See above list for apologies, highlighted in green.

Next Meeting: 9.00am Wednesday 18th September 2019

Disclaimer: Please advise any revisions to minutes within 24 hours of issue. The minutes will be deemed accepted if no response has been received before that time.

ITEM NO.	DISCUSSION	RESPONSIBLE	ACTIONED BY
A	EH&S SAFETY CONCERNS		
A1	04/09/2019 – No EH&S items raised.	ALL	Ongoing
B	DESIGN ISSUES / VARIATIONS		
B.1	04/09/2019 - U098A - [REDACTED] noted the relocation of the shower rose to side wall as opposed to how the Architect had placed it. This will prevent the water being directed straight out the shower door. - U252 & 098A – [REDACTED] mentioned the discovery that the electrical earthing to the wiring in these units was non-existent and a variation was approved for rewiring of both units at the time of discovery.	NN, PW	Note Only
C	PROGRAM – Units Current are (098A & 252)		
C1	04/09/2019 - Unit 307 – PC conducted this week with minor defects to complete. Contractor has completed earlier than PC date of 11/10/19. Handover of the unit to the Village to be conducted shortly once defects and additional works completed. - Unit 252 (PC 26/11/19) & 098A (PC of 14/11/2019) are both on target for completion.	ALL	Ongoing
D	GENERAL ITEMS		
D1	Discussed current upgrades Units 307, 098A, 350 & 252 with the following items raised; 07/08/2019 – Unit 307 Large tree to rear of property is a concern. Brought to the Village Managers Attention. 21/08/2019 – VC advised that the Team will investigate. PW to provide photo of tree for reference. 04/09/2019 – VC confirmed this tree was flagged as moderate risk at last audit 2018 and will be reassessed in the next audit in October 2019. Item closed. 04/09/2019 – Unit 098A Fire Wall [REDACTED] have gone to FERM engineering to confirm that they are happy with the product proposed for the Fire Wall at Unit 098a. Pending FERM.	SD,PW [REDACTED] PW	Closed 18/09/2019

