

Jaime Petrie JOHN HOLLAND PTY LTD	Stage 4 - Building Recleans SITE INSTRUCTION	04/04/2025 JH-SI-002543
Jaime Petrie JOHN HOLLAND PTY LTD	Stage 4 - Building Recleans REJECTION NOTICE	04/04/2025 JH-REJN-000666
Jaime Petrie JOHN HOLLAND PTY LTD	Re: Stage 4 - Building Recleans SITE INSTRUCTION	24/04/2025 JH-SI-002574
Ryan Murphy JOHN HOLLAND PTY LTD	Re: Stage 4 - Building Recleans SITE INSTRUCTION	06/05/2025 JH-SI-002596
Ryan Murphy JOHN HOLLAND PTY LTD	Re: Stage 4 - Building Recleans SITE INSTRUCTION	08/05/2025 JH-SI-002604
Ryan Murphy JOHN HOLLAND PTY LTD	Re: Stage 4 - Building Recleans SITE INSTRUCTION	YESTERDAY JH-SI-002619

Southern Qld Correctional Precinct Stage 2

Millers Road
(Lockyer Valley)
Spring Creek
QLD 4343 Australia



MAIL TYPE	MAIL NUMBER	REFERENCE NUMBER
Site Instruction	JH-SI-002619	JH-SI-002543

Re: Stage 4 - Building Recleans

From	Mr Ryan Murphy - John Holland Pty Ltd
To (3)	PATRICE GREENAWAY - ALLSTARS CONSTRUCTION CLEANING (+2 more...)
Cc (10)	Ms Jaime Petrie - John Holland Pty Ltd (+9 more...)
Sent	Thursday, 15 May 2025 2:18:14 PM AEST (GMT +10:00)
Status	N/A

DETAILS

Building Identity	Site Wide
Services Building Code	Sitewide
Is this a Services related?	No
Is this a Civil/External Works related?	No
Is this Site Wide related?	Yes
Is this a Design Issue?	No

ATTRIBUTES

MESSAGE

Allstars,

Works to be completed (detailed summary):

John Holland instructes the remaining buildings to be recleaned.

- Please carry out a thorough Sparkle reclean to the internal and external area of all remaining buildings as discussed with Scott Christie.
- Cleaning works to be carried out as per the contract scope of works (Sparkle cleans).
- 4 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

Attachments:

Nil.

Date works required to be completed:

The Subcontractor is to complete works commencing **19 May 2025** and cease works **23 May 2025**.

John Holland will advise if the dates change.

Engagement method:

In accordance with the Subcontract, for any additional amounts payable that arise due to this Site Instruction, the Subcontractor is required to provide a record of all resources used by the Subcontractor for the execution of the work undertaken in accordance with this Site Instruction, including particulars and copies of timesheets, invoices, receipts and other documents evidencing the cost of any Daywork. Timesheets are to be furnished to the Main Contractor’s relevant site supervisor each day for signature.

Buildings to be walked through once works have been complete each day by Tom Roberts or Scott Christie (complete or in progress) to then be signed off with date stamped photos.

Day dockets are to be delivered to Abbie Heaslip at the end of each day with photos emailed to support.

Exclusions/Limitations:

No Overtime will be approved unless otherwise instructed by Tom Roberts or Scott Christie.

Works are as directed by Tom Roberts and Scott Christie.

Works are to cease by 23 May 2025 or as directed by John Holland. Any further works past 23 May 2025 will require a new site instruction.

4 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

All Works conducted under this Site Instruction are to be undertaken in accordance with the Subcontract.

Abbie Heaslip

Assistant Contracts Administrator
Southern Queensland Correctional Precinct – Stage 2

M. +61 0438 969 537
W. johnholland.com.au



The Building Code applies to this project. The Building Code is available at <https://www.abcc.gov.au/building-code>

From: R Murphy
Sent: 08/05/2025 2:52:21 PM AEST (GMT +10:00)
To: Debbie Greenaway, PATRICE GREENAWAY, Ryan Murphy
Cc: Scott Christie, Neville Curran, Leonie Gotts, Abbie Heaslip, Darren Mansell, David Mascia, Ryan Murphy, Justin Perkins, Jaime Petrie, Tom Roberts
Mail Number: JH-SI-002604
Subject: Re: Stage 4 - Building Recleans

Building Identity:	Site Wide
Services Building Code:	Sitewide
Is this a Services related?:	No
Is this a Civil/ External Works related?:	No
Is this Site Wide related?:	Yes
Is this a Design Issue?:	No

Allstars,

Works to be completed (detailed summary):

John Holland instructes the remaining buildings to be recleaned.

- Please carry out a thorough Sparkle reclean to the internal and external area of all remaining buildings as discussed with Scott Christie.
- Cleaning works to be carried out as per the contract scope of works (Sparkle cleans).
- 4 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

Attachments:

Nil.

Scott Christie to provide programme asap.

Date works required to be completed:

The Subcontractor is to complete works commencing **13 May 2025** and cease works **16 May 2025**.

John Holland will advise if the dates change.

Engagement method:

In accordance with the Subcontract, for any additional amounts payable that arise due to this Site Instruction, the Subcontractor is required to provide a record of all resources used by the Subcontractor for the execution of the work undertaken in accordance with this Site Instruction, including particulars and copies of timesheets, invoices, receipts and other documents evidencing the cost of any Daywork. Timesheets are to be furnished to the Main Contractor’s relevant site supervisor each day for signature.

Buildings to be walked through once works have been complete each day by Tom Roberts or Scott Christie (complete or in progress) to then be signed off with date stamped photos.

Day dockets are to be delivered to Abbie Heaslip at the end of each day with photos emailed to support.

Exclusions/Limitations:

No Overtime will be approved unless otherwise instructed by Tom Roberts or Scott Christie.
Works are as directed by Tom Roberts and Scott Christie.
Works are to cease by 16 May 2025 or as directed by John Holland. Any further works past 16 May 2025 will require a new site instruction.
4 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

All Works conducted under this Site Instruction are to be undertaken in accordance with the Subcontract.

Abbie Heaslip

Assistant Contracts Administrator
Southern Queensland Correctional Precinct – Stage 2

JOHN HOLLAND Level 3, 1000 Ann St,
Fortitude Valley QLD 4006

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From: R Murphy
Sent: 06/05/2025 3:20:04 PM AEST (GMT +10:00)
To: Debbie Greenaway, PATRICE GREENAWAY
Cc: Scott Christie, Neville Curran, Leonie Gotts, Abbie Heaslip, Darren Mansell, David Mascia, Ryan Murphy, Justin Perkins, Jaime Petrie, Tom Roberts
Mail Number: JH-SI-002596
Subject: Re: Stage 4 - Building Recleans

Building Identity:	Site Wide
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Services Building Code:	Sitewide
Is this a Services related?:	No
Is this a Civil/External Works related?:	No
Is this Site Wide related?:	Yes
Is this a Design Issue?:	No

Allstars,

Works to be completed (detailed summary):

John Holland instructes the remaining buildings to be recleaned.

- Please carry out a thorough Sparkle reclean to the internal and external area of all remaining buildings as discussed with Scott Christie.
- Cleaning works to be carried out as per the contract scope of works (Sparkle cleans).
- 12 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

Attachments:

Nil.

Scott Christie to provide programme asap.

Date works required to be completed:

The Subcontractor is to complete works commencing **6 May 2025** and cease works **9 May 2025**.

John Holland will advise if the dates change.

Engagement method:

In accordance with the Subcontract, for any additional amounts payable that arise due to this Site Instruction, the Subcontractor is required to provide a record of all resources used by the Subcontractor for the execution of the work undertaken in accordance with this Site Instruction, including particulars and copies of timesheets, invoices, receipts and other documents evidencing the cost of any Daywork. Timesheets are to be furnished to the Main Contractor’s relevant site supervisor each day for signature.

Buildings to be walked through once works have been complete each day by Tom Roberts or Scott Christie (complete or in progress) to then be signed off with date stamped photos.

Day dockets are to be delivered to Abbie Heaslip at the end of each day with photos emailed to support.

Exclusions/Limitations:

No Overtime will be approved unless otherwise instructed by Tom Roberts or Scott Christie.

Works are as directed by Tom Roberts and Scott Christie.

Works are to cease by 9 May 2025 or as directed by John Holland. Any further works past 9 May 2025 will require a new site instruction.

12 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

All Works conducted under this Site Instruction are to be undertaken in accordance with the Subcontract.

Abbie Heaslip

**JOHN
HOLLAND** Level 3, 1000 Ann St,
Fortitude Valley QLD 4006
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W. johnholland.com.au



The Building Code applies to this project. The Building Code is available at <https://www.abcc.gov.au/building-code>

From: J Petrie
Sent: 24/04/2025 3:08:03 PM AEST (GMT +10:00)
To: Debbie Greenaway, PATRICE GREENAWAY
Cc: Scott Christie, Neville Curran, Leonie Gotts, Abbie Heaslip, Darren Mansell, David Mascia, Ryan Murphy, Justin Perkins, Jaime Petrie, Tom Roberts
Mail Number: JH-SI-002574
Subject: Re: Stage 4 - Building Recleans

Building Identity:	Site Wide
Services Building Code:	Sitewide
Is this a Services related?:	No
Is this a Civil/ External Works related?:	No
Is this Site Wide related?:	Yes
Is this a Design Issue?:	No

Allstars,

Works to be completed (detailed summary):
John Holland instructes the remaining buildings to be recleaned.

- Please carry out a thorough Sparkle reclean to the internal and external area of all remaining buildings as discussed with Scott Christie.
- Cleaning works to be carried out as per the contract scope of works (Sparkle cleans).
- 12 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

Attachments:
Nil.

Date works required to be completed:

The Subcontractor is to complete works commencing **28 April 2025** and cease works **2 May 2025**.
John Holland will advise if the dates change.

Engagement method:

In accordance with the Subcontract, for any additional amounts payable that arise due to this Site Instruction, the Subcontractor is required to provide a record of all resources used by the Subcontractor for the execution of the work undertaken in accordance with this Site Instruction, including particulars and copies of timesheets, invoices, receipts and other documents evidencing the cost of any Daywork. Timesheets are to be furnished to the Main Contractor’s relevant site supervisor each day for signature.

Buildings to be walked through once works have been complete each day by Tom Roberts or Scott Christie (complete or in progress) to then be signed off with date stamped photos.
Day dockets are to be delivered to Abbie Heaslip at the end of each day with photos emailed to support.

Exclusions/Limitations:

No Overtime will be approved unless otherwise instructed by Tom Roberts or Scott Christie.
Works are as directed by Tom Roberts and Scott Christie.
Works are to cease by 2 May 2025 or as directed by John Holland. Any further works past 2 May 2025 will require a new site instruction.
12 staff per day for 8hrs only approved. Any additional to be requested through Tom Roberts or Scott Christie.

All Works conducted under this Site Instruction are to be undertaken in accordance with the Subcontract.

Abbie Heaslip

Assistant Contracts Administrator
Southern Queensland Correctional Precinct – Stage 2

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From: J Petrie
Sent: 04/04/2025 9:53:16 AM AEST (GMT +10:00)
To: Debbie Greenaway, PATRICE GREENAWAY
Cc: Scott Christie, Neville Curran, Leonie Gotts, Abbie Heaslip, Darren Mansell, David Mascia, Ryan Murphy, Justin Perkins, Jaime Petrie, Tom Roberts
Mail Number: JH-SI-002543
Subject: Stage 4 - Building Recleans

Building Identity:	Site Wide
Services Building Code:	Sitewide

Is this a Services related?:	No
Is this a Civil/ External Works related?:	No
Is this Site Wide related?:	Yes
Is this a Design Issue?:	No

Allstars,

Works to be completed (detailed summary):

John Holland advises the following Sparkle recleans of buildings as per the attached programme.

- Please carry out a thorough Sparkle reclean to the internal and external area of all buildings as per the attached programme so the building can be handed over to the client.
- Cleaning works to be carried out as per the contract scope of works (Sparkle cleans).

Attachments:

Stage 4 Recleans Programme

Date works required to be completed:

The Subcontractor is to complete works as per the dates listed on the programme for each buildings.

Programmed dates are for the Subcontractor to commence and complete recleans of the building on that date.

John Holland will advise if the programmed dates change.

Engagement method:

In accordance with the Subcontract, for any additional amounts payable that arise due to this Site Instruction, the Subcontractor is required to provide a record of all resources used by the Subcontractor for the execution of the work undertaken in accordance with this Site Instruction, including particulars and copies of timesheets, invoices, receipts and other documents evidencing the cost of any Daywork. Timesheets are to be furnished to the Main Contractor’s relevant site supervisor each day for signature.

Buildings to be walked through once works have been complete each day by Tom Roberts or Scott Christie (complete or in progress) to then be signed off with date stamped photos.

Day dockets are to be delivered to Abbie Heaslip at the end of each day with photos emailed to support.

Exclusions/Limitations:

Overtime is only approved as stipulated in the programme for works on 05/04/2025.

Works are as directed by Tom Roberts and Scott Christie.

Works are to cease by 15/04/2025 or as directed by John Holland. Any further works past 15/04/2025 will require a new site instruction.

All Works conducted under this Site Instruction are to be undertaken in accordance with the Subcontract.

Abbie Heaslip

Assistant Contracts Administrator
Southern Queensland Correctional Precinct – Stage 2

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