	The Construction Training Centre	Version: 3.0
	FOR-ASM-024	Issue Date: 24/11/2020
	Precinct Works Authority	

The purpose of this form is to detail all information about a potential Infrastructure Project or Small Works to facilitate its smooth completion while maintaining high standards of workmanship across the precinct. The intention is to open a project using this form, give it a name and an ID and continue referring back to it as a live document until project completion.

Please note that this process is necessary for works affecting infrastructure whether carried out directly by a tenant or by a contractor. Bear in mind that most works affecting infrastructure must be carried out by a contractor due to licensing and competency requirements.

Also note that it is the obligation of the tenant to maintain/service any new equipment or appliances that they install whilst they occupy the tenancy.

Most fields are simple strike boxes. When you come to a section not pertaining to the work you are planning, simply indicate the Not Applicable box and move on.

1 TENANT DETAILS


Tenant Seeking Works:		
Tenant Contact Name:	Phone:	Email:

2 LOCATION OF WORKS

2.1	Building Name / Number:	2.2	Room Name / Number:
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3 OUTCOME REQUIRED

3.1	Description of the purpose of this project:
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	The Construction Training Centre	Version: 3.0
	FOR-ASM-024	Issue Date: 24/11/2020
	Precinct Works Authority	

4		TIMELINES	NOTE THAT THE PROJECT CANNOT COMMENCE PRIOR TO CTC APPROVAL
4.1	Date of form submission:	4.2	Expected project completion date:

5		SCOPE OF WORK	ACCOUNT FOR POSSIBLE IMPACTS ON BUDGET STREAMLINE THE PROCESS OF INFORMATION EXCHANGE TO AVOID DELAYS IN AUTHORISATION
5.1	<p>Small works declaration:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electrical outlets to be fitted to existing circuit (no distribution board changes required to commission) <input type="checkbox"/> Plumbing works (to the extent of new fittings and fixtures in an existing kitchenette) <input type="checkbox"/> Floor covering upgrade <input type="checkbox"/> Tenancy repaint <input type="checkbox"/> Signage installation to tenancy directly, or to existing signage framework/infrastructure <input type="checkbox"/> Window tinting installation to tenancy <p>(All signage and window tinting requires authorization of content and colour prior to installation)</p> <p>Please enter full details of works to be carried out:</p> <p><input type="checkbox"/> Not applicable – work required is not classed as small works</p> <p><i>If you have indicated any simple works above, please skip ahead to SECTION 6 on page 7.</i></p> <p><i>Indicate the above simple work categories only when all of the following conditions exist:</i></p> <ul style="list-style-type: none"> • Work is straight forward • Work is of single discipline • Work is not required to be documented on as built plans • No design documentation is required for the work 		



The Construction Training Centre	Version: 3.0
FOR-ASM-024	Issue Date: 24/11/2020
Precinct Works Authority	

5.2	<p>Structural works: <i>Are there any of the following to be installed?</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Demountable building<input type="checkbox"/> Shed<input type="checkbox"/> Semi-detached building<input type="checkbox"/> Steel structure<input type="checkbox"/> Trainee climbing pole or apparatus<input type="checkbox"/> Training pit for cabling and trenching<input type="checkbox"/> Retaining wall under one meter in height<input type="checkbox"/> Retaining wall over one meter in height<input type="checkbox"/> Other (please specify) <p><small>Click here to enter text.</small></p> <p>Please enter full details of works to be carried out:</p> <p><input type="checkbox"/> Not applicable – work required is not structural</p> <p><i>All of the above elements require provision of documentation as per SECTION 5.10.</i></p>
5.3	<p>Non-structural tenancy fit-out works: <i>Identify proposed scope pertaining to any of the following -</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Installation, relocation or removal of non-structural partition walls within a tenancy<input type="checkbox"/> Installation, relocation or removal of corridors / hallways within a tenancy<input type="checkbox"/> Installation of doors to be located within any expected emergency egress path / corridor<input type="checkbox"/> Installation, relocation or removal of windows of a building being part of a tenancy<input type="checkbox"/> Alteration of floor coverings in the tenancy<input type="checkbox"/> Installation, relocation or removal of cabinetry or previous fit-out asset from a tenancy<input type="checkbox"/> Signage installation to tenancy directly, or to existing signage framework/infrastructure<input type="checkbox"/> Window tinting installation to tenancy<input type="checkbox"/> Other (please specify) <p>Please enter full details of works to be carried out:</p> <p><input type="checkbox"/> Not applicable – tenancy fit-out is not part of the works required</p>



The Construction Training Centre	Version: 3.0
FOR-ASM-024	Issue Date: 24/11/2020
Precinct Works Authority	

5.4 Existing services affected by proposed works:
Identify proposed changes to, or removal of any of the following –

- Air conditioning and/or ventilation (HVAC) design / layout
- Smoke and/or fire detectors
- Emergency lights
- Emergency exit signs/lights
- Emergency evacuation diagrams
- General power outlets
- Data points
- Plumbing fittings, fixtures or full installations
- Security system control pad and/or zone motion sensors
- Other (please specify)

Please enter full details of works to be carried out:

Not applicable – no services are to be affected

It is important that all of the above items are covered off in this process to ensure all relevant Australian Standards and Statutory Regulations are adhered to from a design perspective.

5.5 Electrical & data works: *(Outside simple works scope detailed in Section 5.1)*

- Installation of a new circuit from a distribution switchboard
- Installation of a new sub board or dedicated small load center
- Installation of electrical fit-out for new classrooms / training facilities
- Retrofit of an existing circuit
- Installation of data outlets

Please enter full details of works to be carried out:
[Click here to enter text.](#)

Not applicable – no electrical work required

Switchboard to be used: (Indicate board number)

All above works are required to be fully documented by detailing the following:

- *Load center capacity (switchboard current rating)*
- *Load center circuit details*
- *Update to as built drawings of the sub-board wiring zones*
- *Submittal of electrical testing and compliance certificate*



The Construction Training Centre	Version: 3.0
FOR-ASM-024	Issue Date: 24/11/2020
Precinct Works Authority	

5.6 Plumbing works: *(Outside simple works scope detailed in Section 5.1)*

- Installation of new plumbing fit-out
- The installation includes fitment of a new TMV (Thermostatic Mixing Valve)
- The installation includes fitment of a back-flow prevention device – RPZ valve
- A plumbing installation compliance certificate is required (Form 1 or Form 4)

Please enter full details of works to be carried out:

Not applicable – no plumbing work required

If TMV or RPZ is fitted, a maintenance regime is required on this equipment by law. The party contracting the works is responsible for maintaining this equipment.

It is a requirement of the Standard Plumbing and Drainage Regulation (SPDR) 2003 that this be submitted to the QBCC for any Notifiable Work.

Works defined as Notifiable Work can be referenced in the following link:
http://www.qbcc.qld.gov.au/sites/default/files/What_needs_a_Form.pdf

5.7 Heating, Ventilation & Air Conditioning (HVAC) works:

- New installation required as a result of increased load in a particular space
- New installation required as part of a tenancy fit-out project
- Alterations to existing system as part of a tenancy retrofit or change in requirements
- Split system installation

Please enter full details of works to be carried out:

Not applicable – no HVAC work required

*Details of AC plant, capacity of new system and power supply requirements to be stipulated in the **SECTION 9**.*



5.8 Earthworks:

- Not applicable – no earthworks required**
- Earthworks are required as part of the project
- The purpose of these earthworks is for ongoing training as a dedicated earthworks compound
- These earthworks are part of a construction project by a contractor
- A sub-soil services locating contractor has been allowed for in the project budget

Please enter full details of works to be carried out:

[Click here to enter text.](#)

A current list of service location contractors can be obtained by contacting the Facility Manager via email.

Sub-soil services locating contractors referred to above are not dial before you dig. Contracting a services locating expert is going one step further in clearing a site for excavation. This process is necessary due to the age and history of our precinct and lack of accurate records held by Dial Before You Dig.


Some tenant's operations require access to small patches of land dedicated to earthworks training. Prior to purposing a patch of land for this, the tenant is required to contact the CTC Facility Manager to arrange a services scan by an authorised contractor in order to map any services. It is strongly recommended that this mapping is referenced in an operational risk assessment for the dedicated site.

5.9 Significant precinct impacts:

- There are elements which are expected to alter adjoining tenancies
- The project when completed will be visible from the street
- The project is expected to impact quiet enjoyment of other tenants and visitors
- The project is expected to impact other tenants' operations
- The project is designed to carry signage or advertising
- There is an external colour palette required to finishing
- Additional wayfinding / directional signage will be required within the Precinct including online Precinct maps etc.
- Safe pedestrian access ways will be needed
- Additional external security e.g. lighting will be required

Please enter full details of works to be carried out:

- Not applicable – no significant precinct impacts**

	The Construction Training Centre	Version: 3.0
	FOR-ASM-024	Issue Date: 24/11/2020
	Precinct Works Authority	

5.10 Documentation & Certification Requirements:

The project is not certifiable – all project details and engineering documents will be provided to CTC

If the project is not subject to certification but has elements of engineering or design work, CTC require submittal of engineering design drawings to the Facility Manager to demonstrate that engineering is suffice to ensure safety, suitability and function.

Relevant structural elements in a project are subject to certification through a third party certifier.

This certification can be obtained by submitting the forms, to the certifier at various stages during the project:

Certification forms can be found on the QBCC website at the following link:

<http://www.qbcc.qld.gov.au/contractors/forms-fact-sheets-publications/forms>

Design and certification requirements can be further clarified by identifying the classification of the structure via the following table and by consulting a qualified certifier:

<https://www.qbcc.qld.gov.au/sites/default/files/BCA%20Classes%20of%20Building.pdf>

Certification forms will be submitted for certification through a certifier for this project

6 PRECINCT OPERATIONAL REQUIREMENTS

6.1 Permits and protocols for a smoothly run project:

- Hot works are required to complete the project
- Dust or smoke generating work is required during the project
- Confined Space entry is required as part of any contractor's scope

- Not applicable**

A Hot Work Permit is to be completed prior to each instance of hot work to be carried out.

A Fire Isolation Request form is to be completed detailing times and dates of isolation requirement prior to commencement of any hot work or dust generating work. This form can be found on the CTC website Tenant Portal.

6.2 Project Worker Induction:


- There are quoting contractors not currently inducted to the precinct as a contractor
- The project will be undertaken by qualified tenant team members

ALL PROJECT WORKERS ARE REQUIRED TO SIT A CONTRACTOR INDUCTION PRIOR TO COMMENCING WORK ON SITE.

Induction of all new contracting staff is to be done in one sitting as a group with the CTC Maintenance Supervisor, prior to commencement of a project.

CTC will not be providing inductions on an individual basis due to time constraints.

All contractors should be briefed on this requirement prior to quoting for works, as dedicated induction site visits may be required.

	The Construction Training Centre	Version: 3.0
	FOR-ASM-024	Issue Date: 24/11/2020
	Precinct Works Authority	

7 SAFETY PLAN REGISTER – INFRASTRUCTURE PROJECTS


7.1	<input type="checkbox"/> Not applicable – Small Works (see Risk Assessment requirements below) <p><i>Detail the Project Safety Plan documentation here:</i></p> <p><i>All works expected to encroach on public, shared precinct space are to be accompanied by a daily, site based Risk Assessment. CTC's priority here is maintaining safety and protection of our visitors, tenants and property (VTP). A copy of this Risk Assessment is to be forwarded to the CTC Facility Manager and kept on the contractor at all times.</i></p>
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8 CONTRACTOR VETTING

8.1	<input type="checkbox"/> Not applicable – CTC registered contractor being used <p>Tenant preferred contractors Must be vetted by the Facility Manager and deemed suitable for working in the precinct.</p> <p>A number of prerequisites need to be met for a contractor to be approved for work. It is strongly advised that tenants ensure all contractors are checked against these prerequisites, listed below, prior to inviting them to quote on the works.</p> <p>CTC will only vet tenant preferred contractors once passing the quoting process.</p> <p>Please indicate below that the preferred contractor has provided evidence of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full and current contractors' licence <input type="checkbox"/> Current relevant trade licence <input type="checkbox"/> Public liability insurance of \$20m <input type="checkbox"/> Current Construction Industry White Card <input type="checkbox"/> Proposed Safety Plan as per details in SECTION 7.1
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9 DEFINED SCOPE & SPECIFICATION

9.1	<p>Engineer Specification:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not applicable <input type="checkbox"/> Consulting engineer/s have been briefed and a full specification document has been provided <p><i>Specification documents detailed:</i></p>
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	The Construction Training Centre	Version: 3.0
	FOR-ASM-024	Issue Date: 24/11/2020
	Precinct Works Authority	

9.2	<p>Contractor developed scope:</p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Relevant qualified contractors have been briefed & consulted to develop the scope</p> <p><input type="checkbox"/> A defined scope is confirmed and reflected in quotes</p> <p>Quote documents detailed:</p>
9.3	<p>Tenant developed scope:</p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Work is being undertaken by qualified tenant representatives</p> <p><input type="checkbox"/> A defined scope is confirmed and reflected in section five, or attached as per below</p> <p>Scope documents detailed:</p>

10 LANDLORD & TENANT COMMENTS


10.1	CTC comments:
10.2	Tenant comments:

11 PRE-WORKS APPROVAL

11.1	<p>Tenant approval:</p> <p>As the authorised Tenant Representative, I have approved the quote and safety plan and I understand all requirements set out above and as per the Precinct Works Authority Guide.</p>		
	Name:		Signature:
11.2	<p>CTC approval:</p> <p>Authorised CTC Officer approval to carry out works.</p>		
	Name:		Signature:

12 CONTRACT VARIATION REGISTER

12.1	<p><input type="checkbox"/> Not applicable – variations to scope</p> <p>List any departures from the original contract or quote:</p>
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	The Construction Training Centre	Version: 3.0
	FOR-ASM-024	Issue Date: 24/11/2020
	Precinct Works Authority	

13 CERTIFICATION & COMPLIANCE FORM REGISTER

13.1	<p><i>Certifiable structure form submittal:</i></p> <p><input type="checkbox"/> Not applicable - certification is not required</p> <p><input type="checkbox"/> Relevant certification forms have been submitted and signed off by a certifier for this project (specify below) Forms complete and a copy provided to CTC:</p>
13.2	<p><i>Non-certifiable structure engineering documentation:</i></p> <p><input type="checkbox"/> Not applicable – engineering documentation is not required</p> <p><input type="checkbox"/> Engineering documentation has been provided to CTC</p>
13.3	<p><i>Electrical compliance:</i></p> <p><input type="checkbox"/> Not applicable - electrical compliance is not required</p> <p><input type="checkbox"/> An electrical testing and compliance certificate has been issued by the contractor</p> <p><input type="checkbox"/> A copy of the above has been provided to the CTC Facility Manager</p>
13.4	<p><i>Plumbing compliance:</i></p> <p><input type="checkbox"/> Not applicable - plumbing compliance is not required</p> <p><input type="checkbox"/> A Form 1 plumbing installation compliance certificate has been issued by the contractor</p> <p><input type="checkbox"/> A Form 4 plumbing installation compliance certificate has been issued by the contractor</p> <p><input type="checkbox"/> A copy of the above has been provided to the CTC Facility Manager</p>

14 CTC AS BUILT DRAWINGS

14.1	<input type="checkbox"/> CTC has received all relevant drawing updates and O&M Manuals as required.
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15 POST-WORKS SIGN-OFF

15.1	<i>Tenant approval:</i> Authorised Tenant Representative approval of completed works		
	Name:		Signature:
15.2	<i>CTC approval:</i> Authorised CTC Officer approval of completed works		
	Name:		Signature:

End Form