

1.0	Progress/Achievements to Date
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Worked to ensure completion of Asbestos Priority Projects i.e. Building 112, 15 and White Lady Bay • Work to ensure that Building 003 is decommissioned during 2016. • Assisted with the removal of asbestos within Library First Floor Toilet Upgrade and from within the grounds of Duncragan • Works to complete supplementary Asbestos Audits for Rotary House International, Building 21, 8 Jack Street Atherton and 55 Greenslopes Cairns • Worked to finalise the Annual Asbestos Management Report required under the Asbestos Management Policy. • Worked to ensure service contracts are renewed for 2016. • Provided assistance for the University Hall Project in terms of putting through mechanical service agents through the systems in residential assets. • 315 Contractors through the Security Control Room • 599 Contractors through the Estate Directorate Reception • Total Contractor entries 914 for the month • KPI – 2016 total complete Work Orders 564 – Total Complete Work Orders within required time 537 – KPI measure 95.21% (Audit undertaken of WO missed (cause related to WO not being reassessed and reassigned when person tasked with WO was on leave) • Worked with newly appointed lessees of the Townsville Campuses food retail areas to ensure assets are fit for purpose. • Worked with the Global Lounge Team to provide options for the Global Village Signs • Worked to develop a works package to ensure that the balustrading for Townhouses within Uni Halls are at a height consistent with new codes i.e. this work is above and beyond compliance requirements. • Liaised with Queensland Parks and Wildlife, Dept Natural Resources and Commercial office to ensure White Lady Bay leases can be handed back to the State Govt. <p>Building Services</p> <ul style="list-style-type: none"> • Completed visit to Paluma to inspect paint works. • Completed pool variation works and overseen project. • Ongoing Preparation of 2016 team project spend and link to the Asset Management Plan. • Prepared contract renewals for Generators, Compressors and fume cupboards. • Continue Bi weekly team toolbox and safety meetings. • Revised mechanical contract for a March start • Completed electrical contracts <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Medical Sink Upgrade Building 46 waiting on Sink Supplier: being installed Tuesday the 9th • Reception Counter at Uni Care under Construction • Townhouse Handrail & Balcony compliance at Uni Halls • Line Marking, Roads on Douglas Campus commencing 13th of January • Building 003 tendering for undercroft Stairs. • Fetcher View Station tendering for Water Tanks. • Av Upgrades at several Lecture Theatres on Douglas Campus nearing completion.

	<ul style="list-style-type: none"> • Building 67 Lab Refurbishment near completion • Ken back Chancellery 1st floor painting 98 % complete. • Tesag 1st floor walkway painting 98 % complete. • University Halls 111A room upgrade complete. • Worked to ensure that the pathway from Building 001/003 carpark to Building 003 under croft completed to remove potential tripping hazards. • Multiple maintenance repairs completed. • University Halls of Residence end of year maintenance completed. • Cleaning of roofs, gutters and drains checked ahead of the wet season. • Selected painting to repair damage caused by asbestos remediation works. • Western Courts maintenance works completed (replaced 74 internal wall sheets) • Refectory refurbishment works completed for new tenant. • Green Plate refurbishment works completed for new tenant. • Paluma House painting to be finalised. • George Roberts Hall painting of all 96 doors and door jambs including painting all black trims on the entire complex completed. <p>Electrical</p> <ul style="list-style-type: none"> • Ongoing work to ensure that the Electrical Service Contract are put in place for electrical works on the Townsville Campus. • Maintain the compliance program for RCD and circuit testing for the campus. • Assistance provided to the Planning and Development Team in relation to the electrical upgrades associated with the AITHM and Science Place. <p>Compliance</p> <ul style="list-style-type: none"> • Worked to complete a review of the University’s current registered plant inventory and have the plant registered with the Division of Workplace Health and Safety. • Worked to gain the new pricing for the 2016 service contracts for Fire Services, Lifts and Auto Doors. • Complete the tendering process for the replacement of Asbestos Fire Doors. • Working to complete the upgrade of the fire panel for Building 26 and 27. • Working to develop a specification for the move of the University’s main fire panel from Building 3 with focus on exploring a position close to the Security Control Room in Building 29 whilst taking advantage of the comms hub in Building 134 comms room. • Undertake works to ensure the gas supply system on Orpheus Island is certified under the State Government’s regulatory change – all supply systems have been assessed and are certified. <p>Mechanical and Building Monitoring Systems</p> <ul style="list-style-type: none"> • Ongoing work to ensure that the BMS systems monitoring the CEP are maintained during the works by ICT to ensure stability to the Townsville Campuses ICT network. • Manage the completion of the Building 28 Pre Conditioner installation including an upgrade of the plant room and ceiling cabling. • Supervision of the mechanical service program including KPI meetings with contractors i.e. HazElec, Kaltech and Green APS.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • RCD trip time testing complete for the campus • Vinyl floor in the Refectory kitchen repaired. • Repaint Boathouse deck. • Installed auto doors in A4. • Repaint A4 ground floor hallway. • Remove stainless steel soap dispensers and replace with plastic. <p>Campus Services – Security, Cleaning & Waste</p> <ul style="list-style-type: none"> • Completion of periodical cleaning across the campus. • Refectory and Boathouse cleaned for the new operators

	<ul style="list-style-type: none"> • Strip and polish all vinyl floors. • QA's completed in A2. • Started key audits with colleges • Library loading bay car parking controlled
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • Green plate and Refectory ready for new contractors to start business. • Outdoor bean bags have been purchased for grass area between 134 and 4, Customer service team will put the bags out in the mornings and pack them up in the afternoons. • 9 pieces of furniture that were in poor condition from Building 134 have been covered and re positioned in the building. • New bin cage for the Uni Hall bus stops have been purchased and ready to be installed along with the same new bins going in at Building 25. • Bin lifter to lift 240Litre bins has been installed at the rear of Building 26, Paula working on Safe Operating Procedures and inductions for Biniris Staff. • Acquittal of 2015 PDP reports has been completed.
	<p>Environment</p> <ul style="list-style-type: none"> • TropEco website restructured and launched in new CMS system. • Discussed landscaping specifications for AITHM with Grant Schaumburg and landscape contractor to ensure it meets JCU specifications. • Collected abandoned bikes from colleges to put back into the Green Bike Fleet Program for 2016. • Organised new bike mechanic shifts for 2016. • Energy, water and carbon KPIs submitted to QPA for 2015. All results were better than target. • Mosquito control organised and undertaken for Uni Halls and Rotary International grounds. • Two student placements commenced, working on bat surveying and enhancing flora plantings on campus. • Attended Townsville City Council workshop on water management and conservation in relation to long term planning and short term management (with pending water restrictions). • Refreshed the Rotary International community garden in preparation for students returning. • Discussed work for the dole opportunities with Department of Employment and Discovery Rise. • Undertook biennial LiFE Index benchmarking process to compare current progress with 2013 benchmarking. Results to be presented to Sustainability Advisory Committee at the strategic planning day on 19th February. • Continued preparations for O-week relaunch of TropEco.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • 2016 Semester 1 Timetable completed, class registrations commenced • Web Room Booker has gone live and is being used by all Units • Building 3 Decant planning completed and handed to PM to execute • Contract Administration system scoping document completed • Cairns Space Consolidation building documentation received for input to FM Systems • Planning for Semester 2 Timetable commenced with TAG meeting and review of Semester 1 process.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • Started systematic chemical dosing for TSV CDC CHWQ rectification (10 tonnes completed). • Installed additional 50m of global earth conductor. • Replaced end-of-life US01 at Mains Water pump station. • Completed first draft of JCU BAU DIF planning and cost estimates.

	<ul style="list-style-type: none"> Conducted Chiller 1 remediation kick-off meeting.
	<p>Planning & Development</p> <p>Project list</p>
	<p>Security</p> <ul style="list-style-type: none"> TLD Duress Scope completed and out for quotation, site inspection with L Silezar. Awaiting information for scope of works Cairns. Quotations received for TLD and Counselling Duress.
2.0	Planned for Next Month
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> Ongoing Work with DCWC in relation to undertaking a systems review of the Asset Management systems used by JCU – currently there a number of systems in use i.e MEX – for Computer Maintenance Management – FM Systems for Space Management in addition to the Asset Module being used by Finance and Business Services for asset valuations. Working to have an information session with Townsville City Council’s Asset Management Team in relation to potential strategies to improving asset management systems. Assistance being provided to JCU Division of Services and Resources in relation to the current project being undertaken re residential assets in terms of technical and maintenance expenditure. <p>Building Services</p> <ul style="list-style-type: none"> Continue with bi weekly team toolbox and safety meetings Continue with preparation of 2016 team project spend Set March Mechanical service Set March Electrical service Oversee water tank project at Fletcherview. <p>Compliance</p> <ul style="list-style-type: none"> Working to ensure that the Building 27, 28 upgrade is completed including having the projects assessed by QFRS with the services of a certifier i.e. Incert. Working to have an audit undertaken of the registered plant on the Townsville Campus and using the findings across all assets. Maintain work to ensure that the Fire Service, Lift, Auto Doors is maintained. Work to develop an updated Laboratory audit tool after completion of the Laboratory Compliance Course at RMIT in Melbourne. <p>Property Services and Projects</p> <ul style="list-style-type: none"> Continuation of Lecture Theatre maintenance, Central Lecture Theatre and Nursing Theatre 002. Audio Visual Lecture Theatre upgrades continuing. Alterations to floor covering at Miss Sushi to remove failed covering causing tripping hazard. Concrete grinding on paths and building under crofts to remove trip hazards. Nursing Sciences paint all external doors to match new yellow colour. Carpet replacements multiple buildings (wear and water damage.) Works to be undertaken to award a tender to improve and repair the walls in Building 100 Squash Courts. <p>Electrical</p> <ul style="list-style-type: none"> Finalise the contracts for the Electrical Tender and commencement of the program for the Townsville Campus with the on boarding of the selected companies. Assist with the completion of the lighting upgrade of the cricket oval. <p>Mechanical and BMS Systems</p> <ul style="list-style-type: none"> Work to ensure ongoing management of the CEP.

	<ul style="list-style-type: none"> • Ongoing work for the Mechanical Maintenance Program. Completion of Building 28 works including the coordination to ensure of the operation of Lab 128 in Building 28 annex i.e. Megan Higgle is operating as required. • Develop a plan to install the new Pre Conditioner in Building 99 to ensure the systems for that asset are improved.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Replace faulty ceiling fan on the Boathouse deck. • Start emergency light repairs. • Install swipe card access on the A4 external doors. <p>Campus Services – Security, Parking, Cleaning & Waste</p> <ul style="list-style-type: none"> • Continued key audits with colleges. • ED market day stall. • Close D2 uncontrolled carpark.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • Helen Hooper from the Library has asked for the Customer service team from Estate Directorate to attend a training session they are holding in early February to introduce the team and explain the service we offer the University environment. • Preparation for O week is the main focus for the team early February. • Campus Service team will join Security at the Market day stall to advertise the service we are here to supply to the University community and introduce the team to staff and students.
	<p>Environment</p> <ul style="list-style-type: none"> • O-week stall and relaunch of TropEco to new and returning students. • Preparation for Sustainability planning day with Sustainability Advisory Committee.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Planning of space reorganisation works for 2016 • With P&D, form teams to work on Townsville Space Consolidation and TIC Business Cases • Open Timetable Data Collector for Semester 2 timetable • Refine subject pathways for Semester 2 timetable • Continue to support the timetable through the Semester 1 Class Registration process • Commence Building 001 moves of CoS and HSE staff • Plan teaching space utilisation audit
	<p>Infrastructure</p> <ul style="list-style-type: none"> • <i>Op Plan Action</i> Continue working with EECL on NMI options • Risk Assess proposed solutions to TSV HV cable with sheath to earth between US41& US37. • Agree outstanding implementation phase for TSV CDC CHWQ rectification work (building cleaning) and place orders for chemicals and filtration plant. • Circulate and update Sections 19 & 32 of the JCU Design Guidelines • Commence inspections of TSV campus bridges and structures. • Continue updating Sections 20, 23, 25 and 26 of the JCU Design Guidelines. • Continue project management and maintenance team support. • Continue improving infrastructure asset registers and DIF Part C actions.
	<p>Planning & Development</p> <ul style="list-style-type: none"> • Invite EOI for construction of Verandah Walk (Stage 2) • Commence Technical Innovation Complex briefing • Commence Space Rationalisation Project Feasibility • Commence post tender AITHM Cairns post negotiations • Evaluate AITHM TI tender and complete DA Decision Notice negotiations • Re-Status AITHM Townsville construction program

	<ul style="list-style-type: none"> • Complete pedestrian paths on MSS (AITHM to CPB) and Nursing Sciences connection • Complete cricket oval lighting • Complete CT scanner (revised) works. • Progress service connections planning for Student Accommodation TVL and CNS • Complete Communication and Consultation strategy for Townsville Master Plan • Status D1 Anatomy requirements • Recommence remote area student accommodation briefing/design • Finalise lease, brief Cairns City Campus and invite EOI for design • Finalise leasing for GMT (Maroochydore, Hervey Bay, Bundaberg, Rockhampton, CNS) • Brief/design GMT fitouts • Commence design of IOT space on Cairns Campus • Evaluate fee submissions for design of peer to peer space in Cairns Library • Modular Data Centre site works planning. • Finalise Nursing under croft Peer to peer works. • Advance CIC planning
	<p>Security</p> <ul style="list-style-type: none"> • O Week • O Week function • QPS presenting to International Students and Residential facilities. • Contractor Performance review. • TLD and Counselling installation of Duress Alarm.
3.0	Staffing Update
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • PDP process is ongoing with all staff to be signed off and completed by end of February 2016 with majority completed. • Staff Leave is being managed to the University's Guidelines. • Working to investigate the potential methods to ensure the level of Maintenance Officer is maintained when Paul Kildey takes leave after Easter i.e. prolonged Annual Leave and Long Service Leave.
	<p>Cairns</p> <ul style="list-style-type: none"> • Michelle Tilley on four weeks leave. Workload to be spread amongst the team.
	<p>Campus Services</p> <ul style="list-style-type: none"> • N/A
	<p>Environment</p> <ul style="list-style-type: none"> • Nil to report
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Proposal for review of Space positions to be completed. • Proposal for timetabling resources to be considered.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • Nil to report
	<p>Planning & Development</p> <ul style="list-style-type: none"> • Geoff Murray finished with JCU as Manager, Capital Projects • Mel Marke seconded to Manager, Capital Projects • Advertising for Project Manager to backfill Mel Marke • Casual Agreement Project Manager proposed to cover backfill of Mel Marke.
	<p>Security</p> <ul style="list-style-type: none"> • Roster Discussions
4.0	Significant Issues
	Asset Strategy & Maintenance

	<ul style="list-style-type: none"> Investigations are occurring to ensure that the upgrade of the current street sweeper can occur within the 2016 budget period as the current sweeper is reaching the end of its working life. The specification of new sweeper is being developed. Working to ensure that the BMS is maintained during the ICT upgrades. Working to ensure that the University's mechanical systems maintain user comfort during the wet season including when students return.
	Cairns <ul style="list-style-type: none"> Nil to report
	Campus Services <ul style="list-style-type: none"> N/A
	Environment <ul style="list-style-type: none"> Nil to report
	Information, Space & Timetabling <ul style="list-style-type: none"> Resourcing for the Semester 2 timetable has being flagged and a solution is being considered.
	Infrastructure <ul style="list-style-type: none"> Compromised HV cable between US41 and US37 (Health Precinct) Uni Halls US28 chiller condition and replacement planning. CNS TESS leak rectification. Chiller 1 in TSV off-line reducing CDC system redundancy; mitigation measures in place.
	Planning & Development <ul style="list-style-type: none"> CNS TES leak (reported above) Wayfinding signage
	Security <ul style="list-style-type: none"> Continuing Network outages significantly impacting on Access Control, CCTV and Emergency Communications. VOIP cuts control room's ability to communicate with stakeholders during network outages. Multiple bike thefts, being investigated by QPS. Parking issues in Mackay creating problems with neighbours. JCU staff member intimidated. Advised of theft of carpet from locked area within Saint's College. Theft reported on AITHM building site.
5.0	HSE
	Asset Strategy & Maintenance <ul style="list-style-type: none"> Hazards identified include covering of fire detector and the requirement for all work activity that has an impact on the fire system to be controlled through the permit to work process. Inspections of the Workshop have been undertaken with HSE providing advice to improve safety. Staff all reminded to ensure that PPE is available and in use. Finalised the investigation of the asbestos incident at Building 001 re the presence of asbestos within the works undertaken to upgrade the HR area – actions include undertaking a thorough investigation of work areas prior to the commencement of project in assets that have asbestos identified. The presence of Biniris in Western Campus may require the intrusive audit of Building 254 and part of 252 to ensure that all potential material is located whilst the assets are being used.
	Cairns <ul style="list-style-type: none"> Contract received an induced voltage shock from an unearthed shield on the supply from a VSD to an AHU fan motor. Incident has been reported to the ESO.
	Campus Services <ul style="list-style-type: none"> Spider bite to a Biniris staff member in the male toilets Building 57.

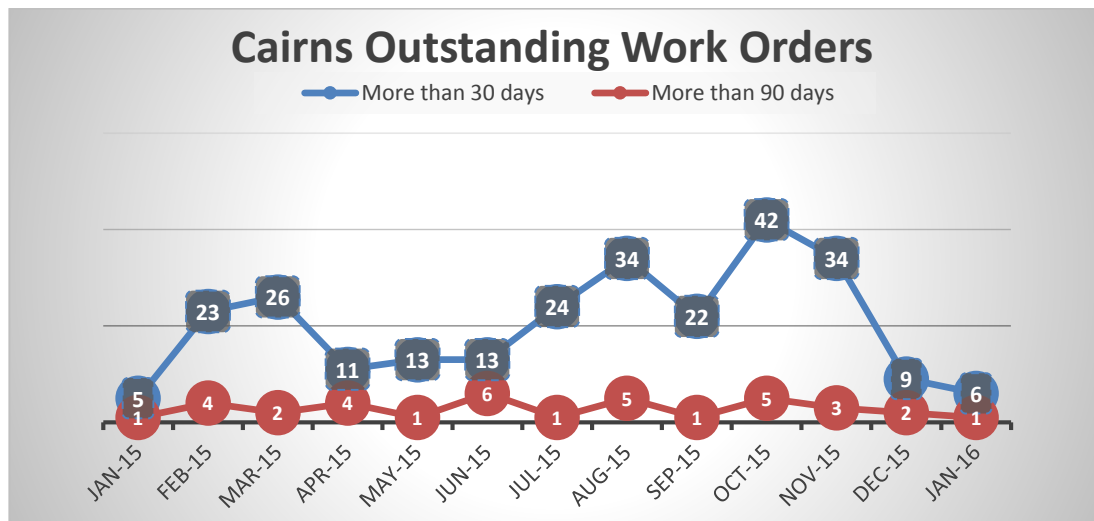
	<ul style="list-style-type: none"> • Head injury reported from Biniris male cleaner in toilet Building 39; hit in head by toilet door, person causing the injury did not stay around to assist, cleaner taken to Uni health and suffering concussion. • HSE will audit Biniris 1st February on MSDS for cleaning products- Paula will attend • Paula will be part of a working group formed by HSE on Sharps disposal and procedures for Security and grounds staff along with cleaning staff.
	Environment <ul style="list-style-type: none"> • Nil to report
	Information, Space & Timetabling <ul style="list-style-type: none"> • Nil
	Infrastructure <ul style="list-style-type: none"> • Compromised HV cable between US41 and US37 (Health Precinct) • Risk Assessment process underway to identify and address any high voltage cables that are not at the current legislated depths on TSV and CNS campuses
	Planning & Development <ul style="list-style-type: none"> • TSP – no lost time injuries recorded to date. • Otherwise, nil to report
	Security <ul style="list-style-type: none"> • NTR
6.0	Budget
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Work is being undertaken to ensure that all Service Contracts for 2016 are finalised with expenditure committed. • Other Maintenance Activity planned under the FM Budget to be committed as per the Team's Maintenance Project Plan.
	Cairns <ul style="list-style-type: none"> • Nil to report
	Security <ul style="list-style-type: none"> • NTR
7.0	QFRS Callouts
	Cairns <ul style="list-style-type: none"> • 26/01/16 Building D1 dirty detectors
	Townsville <ul style="list-style-type: none"> • 3/1 – Building 267 smoke detector operated – possibly insects • 10/1– Building 284 smoke detector operated – possibly insects • 12/1– Building 18 smoke detector operated • 17/1– Building 99 smoke detector operated • 25/1– Building 18 Work men in area • 31/1– Building 114 smoke detector operated
8.0	Training Attended & Planned
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Work is being undertaken to ensure that all Service Contracts for 2016 are finalised with expenditure committed. • Other Maintenance Activity planned under the FM Budget to be committed as per the Team's Maintenance Project Plan.
	Cairns <ul style="list-style-type: none"> • Nil to report
	Campus Services <ul style="list-style-type: none"> • N/A
	Environment <ul style="list-style-type: none"> • Nil to report

	Information, Space & Timetabling <ul style="list-style-type: none">• Nil
	Infrastructure <ul style="list-style-type: none">• JCU CNS and outstanding TSV Key holder training to be arranged.
	Planning & Development <ul style="list-style-type: none">• Nil
	Security <ul style="list-style-type: none">• First Aid renewals planned for February.

9.0 Work Orders

Cairns

	Total W.O. Created	Total W.O. Year to Date	Year to Date Outstanding W.O.	Monthly Outstanding W.O.	No. of Annual W.O.	Outstanding > 30 Days	Outstanding > 90 Days
January 2015	243	243	80	80	12	5	1
February 2015	319	563	110	87	18	23	4
March 2015	298	860	230	152	20	26	2
April 2015	240	1105	150	72	23	11	4
May 2015	253	1357	81	58	25	13	1
June 2015	265	1623	58	82	24	13	6
July 2015	261	1889	130	96	24	24	1
August 2015	265	2157	137	85	26	34	5
September 2015	275	2432	132	86	28	22	1
October 2015	264	2697	121	68	41	42	5
November 2015	268	2919	154	103	41	34	3
December 2015	181	3180	31	20	27	9	2
January 2016	294	294	129	129	0	6	1



Townsville

	<i>Total W.O.'s Created</i>	<i>Total W.O. Year to Date</i>	<i>Year to Date Outstanding W.O</i>	<i>Monthly Outstanding W.O</i>	<i>No. of Annual W.O.</i>	<i>Outstanding > 30 Days</i>	<i>Outstanding > 90 Days</i>
January 2015	1433	1433	256	256	1	151	58
February 2015	1911	3344	462	280	2	183	56
March 2015	978	4322	475	266	4	275	66
April 2015	1273	5595	502	247	4	295	89
May 2015	1072	6667	609	277	4	376	171
June 2015	855	7522	632	336	4	326	173
July 2015	1319	8815	511	170	4	353	98
August 2015	903	9718	459	208	4	264	113
September 2015	1200	10918	298	121	4	177	75
October 2015	918	11836	350	159	4	191	87
November 2015	1154	12990	383	185	5	198	111
December 2015	635	13625	231	112	5	119	65
January 2016	768	768	250	250	1	171	78

