

1.0	Progress/Achievements to Date
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Undertake ongoing work to maintain MEX pipeline including ensuring supervisors close out WO and maintain preventative tasks. • Attended the DRO and inspected asset and met with the new Site Manager – to issue site inspection report to Manager and record in MEX – Overall Site is being managed to requirements – discussions occurring to work on a plan to have the floors with ply covered with vinyl, rain protection in open eating areas, covered walkways and lighting controls to external office area. • Developed and released a Pricing Request form for contractors to use when planning works. • Worked with Procurement to resolve issues with engagement of contractors and ensuring the appropriate form and contract form is used. • Staff across the team assisted Planning and Development with various inspections and project design reviewed i.e. verandah walk. • Worked to develop the servicing plan for the cultural festival including electrical water and movement (tracks, roads and parking). • Attended MARF and inspected site and provided a skip to manage excess waste to clean up the site and remove risks. • Contractor Entries: <ul style="list-style-type: none"> ○ Est Dir Reception – 595 ○ Security Control Room – 252 ○ Total – 847 • Year to date KPI for response is at 89.62 percent which has slipped under 90% for first time this year. <p>Building Services</p> <ul style="list-style-type: none"> • Continue with Bi weekly team toolbox and safety meetings • Continue with rolling out 2016 team project spend. • Processed contracts for mechanical engineering, fume cupboards and compressors RFQ's • Started RFQ doc for generator service • Working to have WO programmed and closed out by staff also undertaking auditing of works and providing feedback to staff – working to have a formal form developed. • Worked to resolve issues with the Bldg 004 undercroft stairs with the contractor undertaking the works without cost to JCU. <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Demountable Relocation 903 Work started -foundation installed; relocation early next week. • Completed the riskware upgrade of the CO2 supply for Bldg 28 – Lab 128 with Dimac completing the outdoor CO2 supply connection; completion of secure cabinet for controls upgrade. • Building 10 minor refurbishment requested by space. • Building 89 refreshment of fabric required because of water damage and wear and tear. Waiting on contract to be signed. • Building 87 Asbestos lining on 3 levels; water cooler enclosure removed and replaced with new material. Installation of new water coolers.

	<ul style="list-style-type: none"> • Plumbing repairs and maintenance on OIRS completed. R.O Pump reinstallation and roof leakage issues sorted. (TMP Civil). • Squash Courts fabric refurbishment underway. • Installation of drainage to outside of Squash Courts being quoted. <p>Electrical</p> <ul style="list-style-type: none"> • Undertook regular meetings with contractors across the panel to ensure ongoing service levels and ensuring works are undertaken as planned and within budget. • Worked to develop a resourcing plan for Testing and Tagging in line with direction from HSEAC – contractor – database and equipment for ad hoc testing. • RCD, Thermal, Test and tag regime – On-going • LED Panel replacement for hallways –in progress • Introduction of Low Voltage Isolation permit for planned project outages. • LED lighting install in areas of the library <ul style="list-style-type: none"> o 250W – 20W – completed o 72W-20 – Completed o 400W – 30W – Completed • Begin design for general area replacements on top floor of library • Outline specs for OIRS DB upgrades completed; awaiting OIRS management decision • Upgrade of submains cable to DB2 in MARF precinct completed • Schedule upgrade in building 027 and 034. <p>Compliance</p> <ul style="list-style-type: none"> • Bld 145 hydrostatic test of the hydrant / sprinkler system has been completed. • 9 out of 14 asbestos doors have been replaced/ installed. The removed doors have been wrapped as required and are on a pallet in the corner of the store loading area.(out of the road) • 67 safety showers/ eye stations have now been annually tested. • Ongoing Management of Fires Servicing Program – Lifts – Autodoors. Met with new manager for OTIS. • Working to have all of the Registrable Plant Equipment with certificates on MEX. <p>Mechanical and Building Monitoring Systems</p> <ul style="list-style-type: none"> • Undertook meetings with all three Mechanical contractor to review works undertaken in the latest service period – reviewed budget service levels and defects. • Reviewed corrective work proposals from Green APS, Haz E Lec and Kaltech and developed work orders for minor works to prevent breakdowns. • Worked to avoid \$15k worth of expenditure by not replacing the A/C [packaged unit for Bldg 35 Solvent Store) by changing the requirements for the assets ventilation in consultation with the DTES ventilation. Does not require chilled air thus unit does not need to be replaced. • Assisted with the management of rectification works for CDC as directed by Infrastructure Services Manager. • Commenced work developing the scope for the BMS review as per the Op Plan • Undertook completed tour and PowerPoint presentation for 23 Engineering students at 310 – Student hours • Maintained controls for various assets in response to MEX and Maximum Demand Control. • Assisted with the controls upgrade for temperature and humidity for Megan Higgie 901-2 store rooms.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Replace the vinyl in and repaint the A11 men’s toilet. • Started emergency lighting repairs in the A precinct • Testing of the thermostatic mixing valves

	<ul style="list-style-type: none"> • Distribution board in D'Lish café repaired after contractor drilled into the bus bar during construction. • Planted firewheel trees in the E precinct • Provide assistance with the lab inspections for the Office of the Gene Technology Regulator (OGTR). • Set up and support for the Reconciliation Day and Kup-Mari. • Refurbish the teaching rooms for Pathways in A11. <p>Campus Services – Security, Cleaning & Waste</p> <ul style="list-style-type: none"> • Completed cleaning QA's in A3, D2, E2 and the Oval amenities. • Security to complete First Aid refresher course • Started fixing the new signage for the external waste bins. • Installed new 'No Food & Drink' signs in D3 • Completed waste bin audit of B1. Removed 87 small bins and replaced with 14 larger ED standardised bins in better locations. • Resolved waste collection issues E1 science labs and A2 Nursing labs. • Received new license for Ausfleet to support the fleet operations in Cns. • Key audit for College of Law and Business
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • PDP process is complete. • Cleaning tender has been finalised and awarded • Western Campus buildings 251, 252 and 253 clean out nearly complete. • Building 3 clean out nearly complete. • Missing JCU art found in cow Shed and recovered by Paula, and Marg Naylor
	<p>Environment</p> <ul style="list-style-type: none"> • Organised Townsville and Cairns EcoFiesta's, including JCU Education hub, volunteers and JCU stalls. • Work for Dole working on weed removal in Wadda Mooli Creek. Significant improvements made in a short amount of time. • Gliricidia weed outbreak at Vet Sciences removed by Work for Dole group. Continual monitoring required to treat any future outbreaks. • Arranged NQ Green Solutions to remove unwanted furniture from western campus buildings to reduce waste removal costs. • Met with Health Sciences staff to discuss an ethics application for the 2016 JCU Transport Survey so it can be used for research. • Attended Ergon webinar on the proposed tariff changes for JCU. • Inducted Diploma of Horticulture students to the Rotary community garden. Student will help with ongoing maintenance while gaining accreditation for the diploma. • Held TropEco movie night for Racing Extinction movie - 150 attendees. • Shipping container of e-waste sent to Brisbane for recycling. • Phone conference with Tesla held to discuss potential projects with JCU. • Rolled out new bike share bikes to residential colleges. • Held working group meeting for War on Waste campaign for semester 2. • Feedback provided on Verandah Walk landscaping and tree removal plans. • Met with academics to discuss groundwater monitoring program for Townsville campus. • Commenced developing a plant species attributes database to assist with plant species selection for landscaping. • TropEco News published for June. • Submitted joint paper for ACTS conference on LiFE Index in collaboration with CSU and UTAS.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • 2016 Semester 2 timetable completed and published.

	<ul style="list-style-type: none"> • Audit of teaching space condition completed. Data being analysed to program corrective actions. • Commenced dialogue with FABS, ICT and Research regarding an Enterprise Asset Management System. • Building 003 decant completed. • Program for developing 2017 timetable communicated to Colleges.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • Townsville Chiller 1 motor and compressor installed, commissioning in June • Initiated procurement process for TEST remediation • Finalised joint Ergon JCU NMI letter • Continued project management and maintenance team support • Infrastructure Asset valuation commenced
	<p>Planning & Development</p> <p>Project list</p>
	<p>Security</p> <ul style="list-style-type: none"> • CCTV Consultant chosen and Purchase Requisition submitted • Examination Preparations completed • Engaged in Cultural Fest Planning • Engaged in Townsville Master Planning Process • SCR task management procedures developed and rolled out. • AITHM and Science Place security systems
2.0	Planned for Next Month
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Further work to manage budget to ensure that cash flow is able to meet maintenance requirements. • Working to develop Asset Management Plans (5 year) and FM Budget for 2017 • Working to commence the development of the Strategic Asset Management Guidelines and Policy including the FIAC Framework Presentation. • Working to develop the remote and Off Campus Asset Management Guidelines. <p>Building Services</p> <ul style="list-style-type: none"> • Visit Fletcher view to inspect and ensure all works have been completed and planned. • Complete Generator service contract with additional load testing to be put as supplementary works. • Complete service contracts for mechanical engineering, fume cupboards and compressors. <p>Compliance</p> <ul style="list-style-type: none"> • The asbestos door changeover for the Solvent Store Building 35 (large sliding door) to be completed by mid-June; the replacement door is currently being pressed. • 4 doors programmed for Chancellery Building 001 will be replaced next week after the 2 other sets of hinges are replaced on Saturday 4/6/16: works are being undertaken out of hours to avoid conflict with users. • All doors to be removed from campus by Townsville Asbestos at completion of the project. • Commence work to have the Procurement Plan completed with defined action and milestones for the following contracts: <ul style="list-style-type: none"> ○ Lift – Autodoors ○ Fire Services – System – Static Equipment – Emergency Lights and Call Outs • Working to have all safety showers uploaded into MEX for the annual maintenance program. <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Steel handrails and stairs replacement underway, work on site to start 20th June. • Painting of steel work at medical precinct waiting on paint colour selection.

	<ul style="list-style-type: none"> Library Soffits, quoted Contract and P.O to be raised. Work to start after examinations finished on 20th June. <p>Electrical</p> <ul style="list-style-type: none"> RCD, Thermal, Test and tag regime – On-going. General MEX work – on-going. <p>Mechanical and BMS Systems</p> <ul style="list-style-type: none"> Ongoing work to have the CDC systems back to full capacity as much as possible. Work to have the Consultant Engineers MEG and SEQUAL commence their engineering works for the concept designs. Complete the Pre Conditioner installation at Building 19 with Peak as the lead contractor. Work with Information and Space Planning to have the Mechanical Equipment list updated on the MEX registers also to include refurbished equipment installed as part of Building 15 works.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> Exam set-up Completion of the emergency light repairs in the A precinct building. Planning and preliminary work for the installation of a PCOA on the ground floor of A2 Maintenance visit to DRO. Support Sustainability Forum. Repair of the D1 compressor Install shower screens at the DRO. RCD push button testing at the DRO and Malanda Vet School. <p>Campus Services – Security, Parking, Cleaning & Waste</p> <ul style="list-style-type: none"> Start roll out of Campus Services Bin audit in D1 Install new ‘No Food & Drink’ signs in A3 Develop Continuous Quality Improvement Register (CQI) Work through teething problems with the new parking infringement system Commence carpet cleaning.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> Prepare for new cleaning contract to begin Replace bin cages at the Ms Sushi entrance of building 134 Paula to attend 2 x day Contract Management course in Brisbane Prepare AITHM for new building owners
	<p>Environment</p> <ul style="list-style-type: none"> EcoSpeak event to be held on Friday 3rd June. Develop War on Waste campaign for second semester. Find a new mechanic for the bicycle workshop. Continue Work for Dole weed management work in key areas on campus. Review various management plans and report on progress. Finalise Environmental Policy and associated documents for release.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> Complete upgrades to Timetabling system in preparation for 2017 roll-over. Schedule corrective works from teaching space audit. Hold Cairns Space Planning Group meeting to go through Consolidation study. Finalise space allocations for Townsville Space Rationalisation feasibility. Commence developing Concept Document for Enterprise Asset Management System. Complete brief for Cairns Indigenous Centre.
	<p>Infrastructure</p> <ul style="list-style-type: none"> <i>Op Plan Action</i> Continue working with EECL on NMI options

	<ul style="list-style-type: none"> Finalise design and methodology for building cleaning filtration plant for TSV CDC CHWQ rectification with TEST remediation. Continue inspections of TSV campus bridges and structures. Continue updating Sections 20, 23, 25 and 26 of the JCU Design Guidelines. Continue improving infrastructure asset registers and DIF Part C actions. Initiate Student Accommodation reviews and identify upstream infrastructure augmentation requirements. Continue project management and maintenance team support.
	<p>Planning & Development</p> <ul style="list-style-type: none"> Student accommodation design reviews GMT leases and fitouts continued progress to achieve programs and budgets AITHM Cairns continued progress and actions to achieve contract execution towards end June AITHM TI contractor mobilisation and works commencement Cairns CBD design commencement and progression AITHM & TRF TVL heading towards PC mid-July Townsville Campus Master Planning continues with stakeholder workshops Verandah Walkway tenders close 10 June 2016 Expediting landscaping for Verandah Walkway with Master Planning for consistent approach TIC Business case by end June 2016
	<p>Security</p> <ul style="list-style-type: none"> Additional Library to commence security Commence CCTV review with consultant. Continue participation in planning processes.
3.0	Staffing Update
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> Staff being managed to have leave at required levels including discussions in PDP to have appropriate leave during the year to promote good health. Working to have all new PDP's in place and linked to Op Plan by mid-June. The ongoing secondment of Grounds staff member to ASM Team in Maintenance Office role is continuing to start of July. Minor Projects Officer on leave with Supervisor Fabric taking care of the role
	<p>Cairns</p> <ul style="list-style-type: none"> Administration Assistant's position advertised. Applications close 12th of June.
	<p>Campus Services</p> <ul style="list-style-type: none"> Roberta will be away the majority of June on Long service and Annual Leave
	<p>Environment</p> <ul style="list-style-type: none"> Nil to report
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> Additional Timetable Officer commences in Cairns in June.
	<p>Infrastructure</p> <ul style="list-style-type: none"> Nil to report
	<p>Planning & Development</p> <ul style="list-style-type: none"> Matthew Joyce on annual leave Mel Marke acting in Matthew Joyce's absence Rob Johnson from Turner Townsend Thinc filling in for The Science Place
	<p>Security</p> <ul style="list-style-type: none"> Nil
4.0	Significant Issues
	Asset Strategy & Maintenance

	<ul style="list-style-type: none"> No issues that have not been highlighted in other areas.
	Cairns <ul style="list-style-type: none"> Internet speed is impacting on operations. As more programmes are accessed via the internet, the speed of operations is slowing. This results in normal operations taking longer.
	Campus Services <ul style="list-style-type: none"> N/A
	Environment <ul style="list-style-type: none"> Number of mature trees to be removed for Verandah Walk is of concern and is likely to attract complaints from the university community.
	Information, Space & Timetabling <ul style="list-style-type: none"> Nil
	Infrastructure <ul style="list-style-type: none"> Uni Halls US28 chiller condition and replacement planning. TSV TEST leak rectification and pressure reduction mechanisms 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"> Nothing to report
	Security <ul style="list-style-type: none"> Grass fire on Townsville campus caused by reduction burn on adjoining property, Student issues HOR student illegally operating a motor scooter on campus, fellow student injured. Damage to elevator at CBD Campus disrupted campus operations and resulted in significant security risk exposure.
5.0	HSE
	Asset Strategy & Maintenance <ul style="list-style-type: none"> Undertook meetings with HSE to update the Asbestos Management Plan and Program for 2016. Awarded Asbestos Management and Control RFQ to GCG; waiting for contract docs from Procurement - upon executing contracts work will commence on developing a plan for the Library and University Halls. Building 21 has resulted in two action plans being undertaken: <ul style="list-style-type: none"> Vacuum System Investigation – system cause chemical odours to be put back into the building’s ventilation affecting staff and students – incident is being led by HSE however ASM have worked to tag out vacuum until it can be proven to not cause circulation of odours in the building’s systems. Safety Showers on the top floor are not putting out enough pressure – working to provide temporary cost effective solution until the building closes at end of 2016. Both incidents have involved consultation and joint work with the Academy and HSE. Currently working to publish the ASM Safety Management Plan for 2016 as the template for ongoing years. Finalised FIAC paper for Test and Tag with work undertaken to have contractor ready for major roll out – in addition working to develop the guideline, database and processes.
	Cairns <ul style="list-style-type: none"> ESO completed investigation into the contractor inadvertently drilling into the bus bar of the D’Lish café distribution board. JCU will be notified of any action required.
	Campus Services <ul style="list-style-type: none"> N/A
	Environment

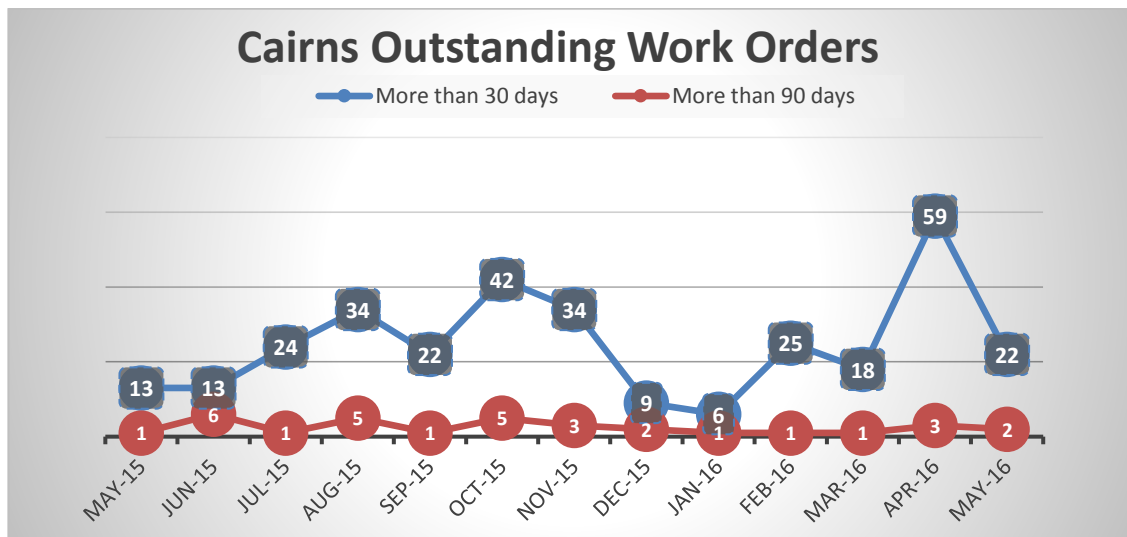
	<ul style="list-style-type: none"> Townsville campus tree risk assessment request for quote closed. Currently assessing quotes.
	Information, Space & Timetabling <ul style="list-style-type: none"> Nil
	Infrastructure <ul style="list-style-type: none"> Compromised HV cable between US41 and US37 (Health 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"> Nothing to report
	Security <ul style="list-style-type: none"> Nil
6.0	Budget
	Asset Strategy & Maintenance <ul style="list-style-type: none"> The Reactive Budget for Townsville has been expended faster than the planned cash flow owing to the requirement to undertake reactive tasks in a warmer than usual first 5 months and owing to asset failures in assets at the end of their lifecycle i.e. 21 and 15. The accounts that are being closely managed include: <ul style="list-style-type: none"> Corrective General negative \$40 k – this account is also used to undertake Divisional and Academy Requests outside the FM Asset Management Plan therefore income is expected to offset this negative amount Corrective Mechanical has a remaining balance of \$38k which is above the forecast cash flow - the account is 87% spent leaving only 13% to cover the rest of the year i.e. 57%. Corrective Accounts - CE (corrective electrical) – 42% - CF (corrective fabric) 57%. Planned works are being planned for completion prior to end of 2016 i.e. Mechanical Upgrades - Mould Remediation – Library Soffit Upgrade – Fire Panel. Service Contracts are still being resolved with Procurement – Supervisors are working to have all commitments in place with account expended to zero.
	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"> 9/05/16 Building D1 faulty detector 20/05/16 Building D2 faulty detector 26/05/16 Building B1 faulty detector 28/05/16 Building D1 equipment in D1.109 melted, filling the room with fumes
	Townsville <ul style="list-style-type: none"> 26/5/16 Building 94 possible loop device issue – current investigations to find where 20/5/16 Building 39 toaster issue – working with staff to move location of toaster to area free of smoke detector 15/5/16 Building 97 suspect insects – foyer area lights on has encouraged insects; this appears a one off incident 15/5/16 Building 197 suspect insects/spiders – ground floor dining separate detector to the following incident; currently increasing insect spraying regime looking to resolve through potential integration of intelli quad detectors

	<ul style="list-style-type: none"> 15/5/16 Building 197 suspect insects/spiders - ground floor dining room separate detector from above incident currently increasing insect spraying regime looking to resolve through potential integration of intelli quad detectors
8.0	Training Attended & Planned
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> Undertook key training tasks including: <ul style="list-style-type: none"> HSE Packages: <ul style="list-style-type: none"> Construction Safety Standard Asbestos Management Permit to Work Sessions undertaken at both Cairns and Townsville (for Est Dir Staff, ICT, Contractors) with two more sessions required in Townsville for ICT and Contractors. Team undertook Working at Heights Training in combined session including some ongoing professional development – additional training required for rescue component.
	<p>Cairns</p> <ul style="list-style-type: none"> Michelle Tilley HSE Refresher 2/06/16 Peter McElhinney Workplace Behaviours 2/06/16 Roger Delacovo Workplace Behaviours 2/06/16
	<p>Campus Services</p> <ul style="list-style-type: none"> DS services team will attend Manual Handling refresher training this month All staff will complete Code of conduct and bullying and harassment training this month Kevin Hinds will complete PDP training this month Kevin Hinds will complete cultural awareness training this month Roberta to will attend HSE refresher training day Thursday 2nd June
	<p>Environment</p> <ul style="list-style-type: none"> Nil
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> Nil
	<p>Infrastructure</p> <ul style="list-style-type: none"> JCU CNS and outstanding TSV Key holder training to be arranged.
	<p>Planning & Development</p> <ul style="list-style-type: none"> Aconex Training; HSE Training; BDAQ Workshop
	<p>Security</p> <ul style="list-style-type: none"> Bullying and Harassment all staff Professional Development JP Ian Brooks

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
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
February 2016	386	681	183	158	6	25	1
March 2016	370	1052	156	134	9	18	1
April 2016	232	1285	131	75	21	59	3
May 2016	280	1566	113	96	22	22	2



Townsville

	Total W.O.'s 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
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
February 2016	1224	1992	342	262	2	112	14
March 2016	1117	3109	336	186	3	117	21
April 2016	1419	4528	338	213	3	135	13
May 2016	1122	5650	201	201	3	1	1

