



Commercial Design Process

Group Corporate Services Property
Commercial Design and Construction

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Document Control

Revision History

Version	Author	Last Modified Date	Changes
1.0	Chris Virtue	17 August 2010	NEW
1.1	Chris Virtue	11 October 2010	Update – link to the <i>Data Centres and Communications Rooms Handbook</i>

Distribution List

Name	Title	Business Unit	Responsibility
Mark Lyons	Manager, Capital Works	Group Property	Owner
Mark Lyons	Manager, Capital Works	Group Property	Reviewer
Mark Lyons	Manager, Capital Works	Group Property	Approver

Glossary

See also the CBA on-line Glossary (<http://commnet2.cba/kb/Glossary/Main/Pages/Home.aspx>).

Term	Meaning
DFS	Door Forced Siren
DOTL	Door Open Too Long
E3	Environment, Efficiency, E-community
EAS	Enterprise Architecture Services
EWIS	Emergency Warning and Intercommunication System (alarm network)
FFL	Finished Floor Level
Final Completion	Final completion occurs after the Project Director's satisfactory final inspection that defects have been rectified; and receipt of final invoices and as-built drawings from the Construction Manager. Final completion should be within 12 weeks of practical completion.
FM	Facility Manager
GFA	Gross Floor Area
ICS	Indicative Contract Sum
ICT	Information and Communication Technology
IDF	Intermediate Distribution Frame
NLA	Net Leasable Area
OUN	Operational Unit Number

Term	Meaning
PDF	Portable Document Format – Adobe Acrobat file format.
Practical Completion	<p>The stage when works have been completed in accordance with the contract and all relevant statutory requirements (with the exception of minor defects or minor omissions) and the works are reasonably suitable for occupancy.</p> <p>The Construction Manager hands over possession of the building to the Bank with all compliance certificates and the defects warranty period begins.</p>
RCD	Residual Current Device

1. Introduction

1.1 Document Purpose

The purpose of this document is to detail the procedures, processes and specifications in Commercial Design and Construction.

1.2 Target Audience

The intended audience for this document includes:

- Project Directors
- Technology Project Managers
- Project Administrators

2. Roles and Responsibilities

Role	With	Responsibilities
Project Director	Group Property	<ul style="list-style-type: none"> acts as the Group's representative overall project management contractor management internal client liaison approving invoices for payment receiving and issuing communications to the Construction Manager notifying the Construction Manager of issues with leasing, site access etc that may affect the project accepting Handover, Practical Completion and Final Completion Certificates
Construction Manager	External contractor	<ul style="list-style-type: none"> design and construction project management regulatory approvals calling for tenders selection of sub-contractors (with Quantity Surveyor) management of sub-contractors site management issuing Handover, Practical Completion and Final Completion Certificates
Quantity Surveyor	External contractor	<ul style="list-style-type: none"> budget preparation selection of sub-contractors (with Construction Manager) approval of invoices capital dissection
Technology Project Manager	Group Property (Note: may be performed by the Business Unit, especially for small projects)	<ul style="list-style-type: none"> technology project management collecting business requirements liaising with vendors relocations planning and implementation
Project Administrator	Group Property	<ul style="list-style-type: none"> setting up new projects in SAP processing invoices general project administration

3. Process Description

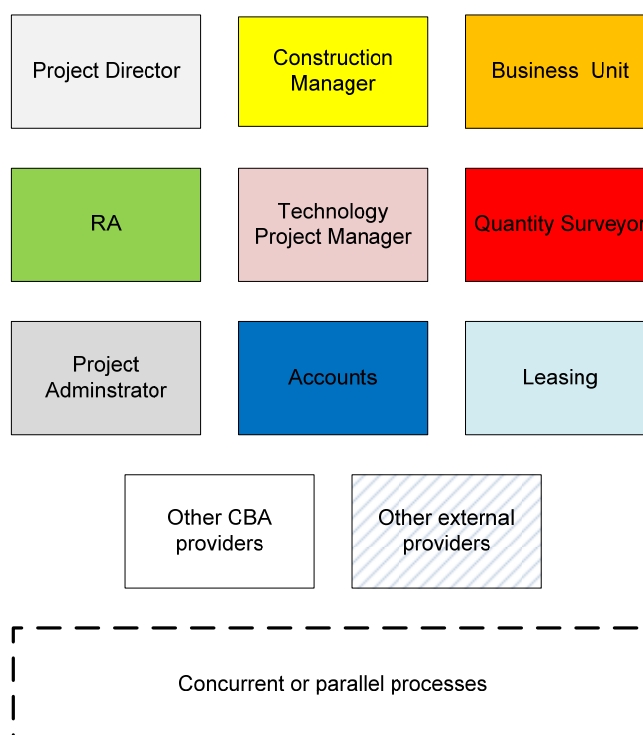
There are three phases in the Commercial Design Process:

- Approvals
- Development
- Completion

Key to abbreviations

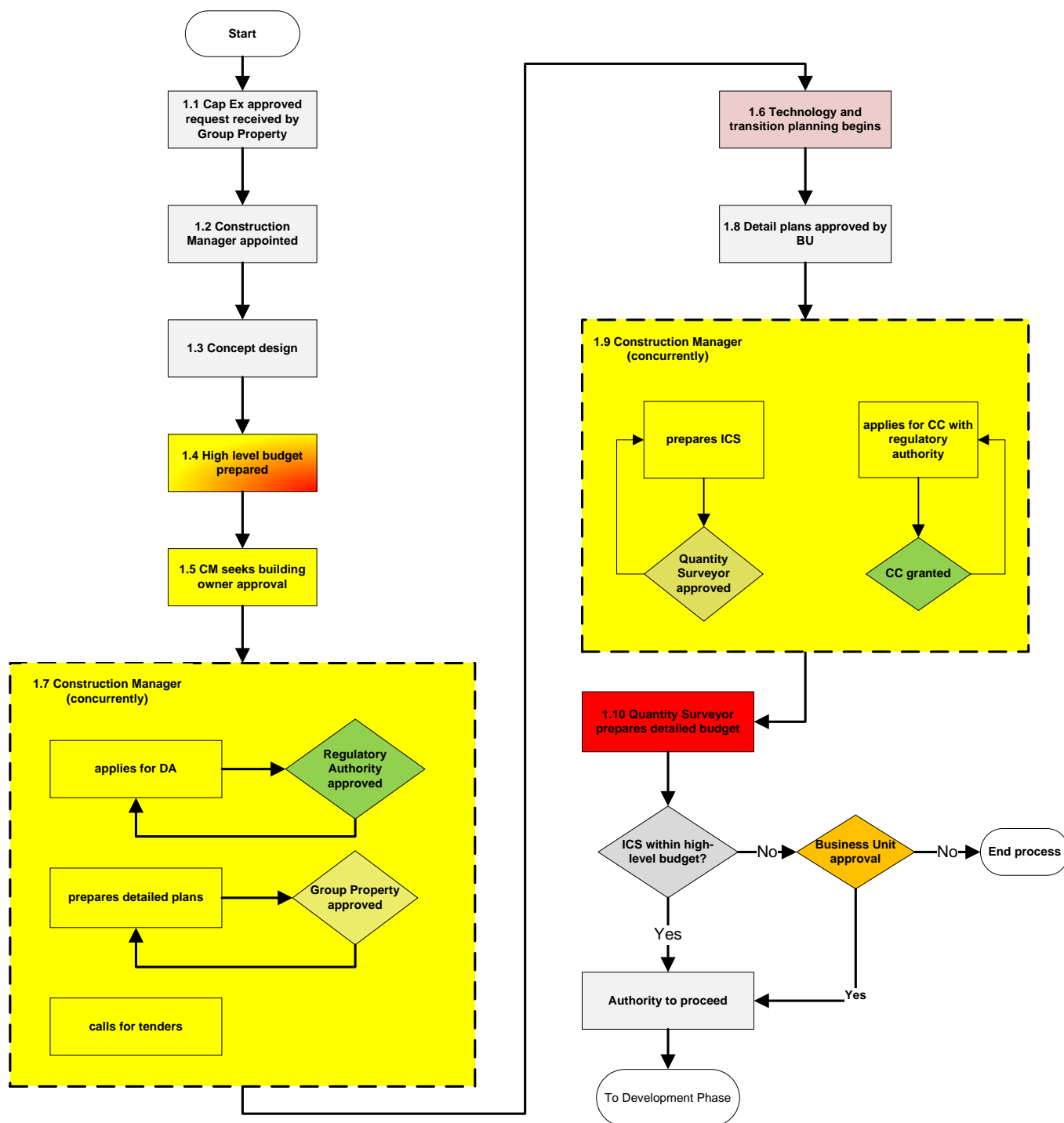
Term	Meaning
CM	Construction Manager
LGA	Local Government Authority
PA	Project Administrator
PD	Project Director
RA	Regulatory Authority
TPM	Technology Project Manager
TS	Technology Services

Colour Codes



3.1 Approvals Phase

During the approvals phase, the project is set up and business and regulatory approvals sought.



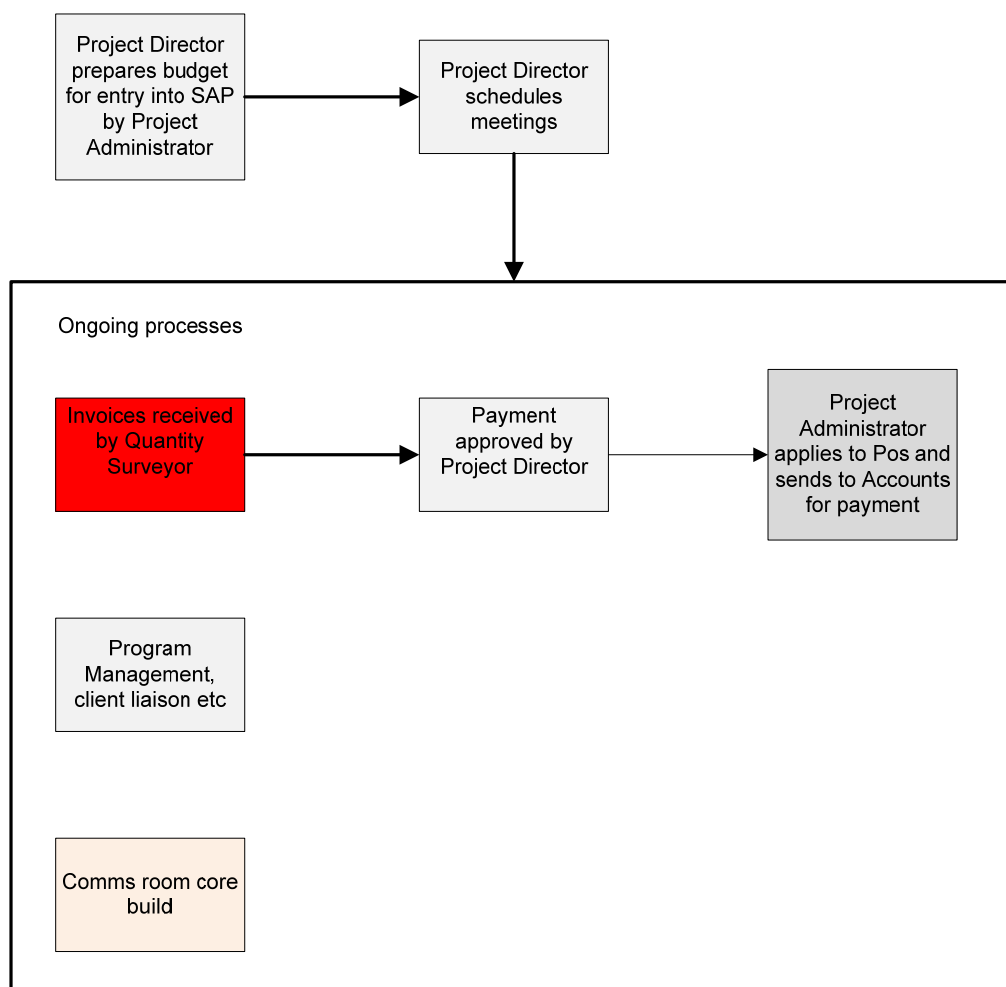
Stage	Description	Responsibility	Output issue to:
1.1	Capital expenditure approved project brief received at Group Property. Project Director appointed. This is the formal commencement of the design process. <u>Outputs</u> <ul style="list-style-type: none"> Project Brief - Commercial Premises form 	<ul style="list-style-type: none"> BU 	<ul style="list-style-type: none"> PD
1.2	Construction Manager appointed The Construction Manager is appointed from the approved panel, according the location and size of the project. <u>Outputs</u> <ul style="list-style-type: none"> Request for Service (RFS) Project Brief - Commercial Premises form 	<ul style="list-style-type: none"> CM PD 	<ul style="list-style-type: none"> PD CM
1.3	Concept design The Construction Manager consults with Project Director to produce a preliminary design layout for Business Unit feedback. <u>Outputs:</u> <ul style="list-style-type: none"> Concept Plan Preliminary Scope of Works Site Audit Report with photographs 	<ul style="list-style-type: none"> CM CM CM 	<ul style="list-style-type: none"> PD PD PD
1.4	Concept Design Feedback The Construction Manager reviews the concept design and incorporates feedback from the Business Unit.	CM, PD	BU
1.5	High-level budget prepared The Construction Manager and the Quantity Surveyor prepare a high level budget for Business Unit approval	CM QS	BU PD
1.6	Technology & Business Transition Processes Technology Project Manager appointed who begins liaising with architects, and ITC and electrical contractors. Technology and business transition processes run in parallel to other D&C processes. See the <i>Technology & Business Transition Processes</i> chapter for more information. Note: For smaller projects, this may be managed by the Business Unit.		
1.7	Building Owner's Consent The Construction Manager obtains the building owner's consent as it is required for LGA approval.	CM	PD



Stage	Description	Responsibility	Output issue to:
1.8	Regulatory Approvals The Construction Manager concurrently: <ul style="list-style-type: none"> • applies for a Development Application, submitting design layout and other supporting documentation • prepares detailed plans for Group Property approval. Plans include all detail required for the construction phase (e.g. electrical, mechanical drawings etc) • works with the Project Director to resolve issues with DA approval • calls for tenders <u>Outputs</u> <ul style="list-style-type: none"> • Development Application • Detailed plans • Owner's approval • Tender documents 	<ul style="list-style-type: none"> • CM • CM • CM • CM 	<ul style="list-style-type: none"> • RA • PD • RA • Contractors
1.9	Detailed plans approved The Project Director seeks Business Unit approval of the detailed plans	PD	BU
1.10	ICS and Construction Certificate After tenders close and DA granted, Construction Manager: <ul style="list-style-type: none"> • works with Quantity Surveyor to prepare an Indicative Contract Sum • submits detailed drawings and supporting documentation to obtain Construction Certificate from regulatory authority, working with the Project Director to resolve any issues. <u>Outputs</u> <ul style="list-style-type: none"> • ICS • Construction Certificate application 	<ul style="list-style-type: none"> • CM, QS • CM 	<ul style="list-style-type: none"> • PD • RA

3.2 Development Phase – Parallel Activities

During the development phase, ongoing project management procedures are followed and invoices paid.

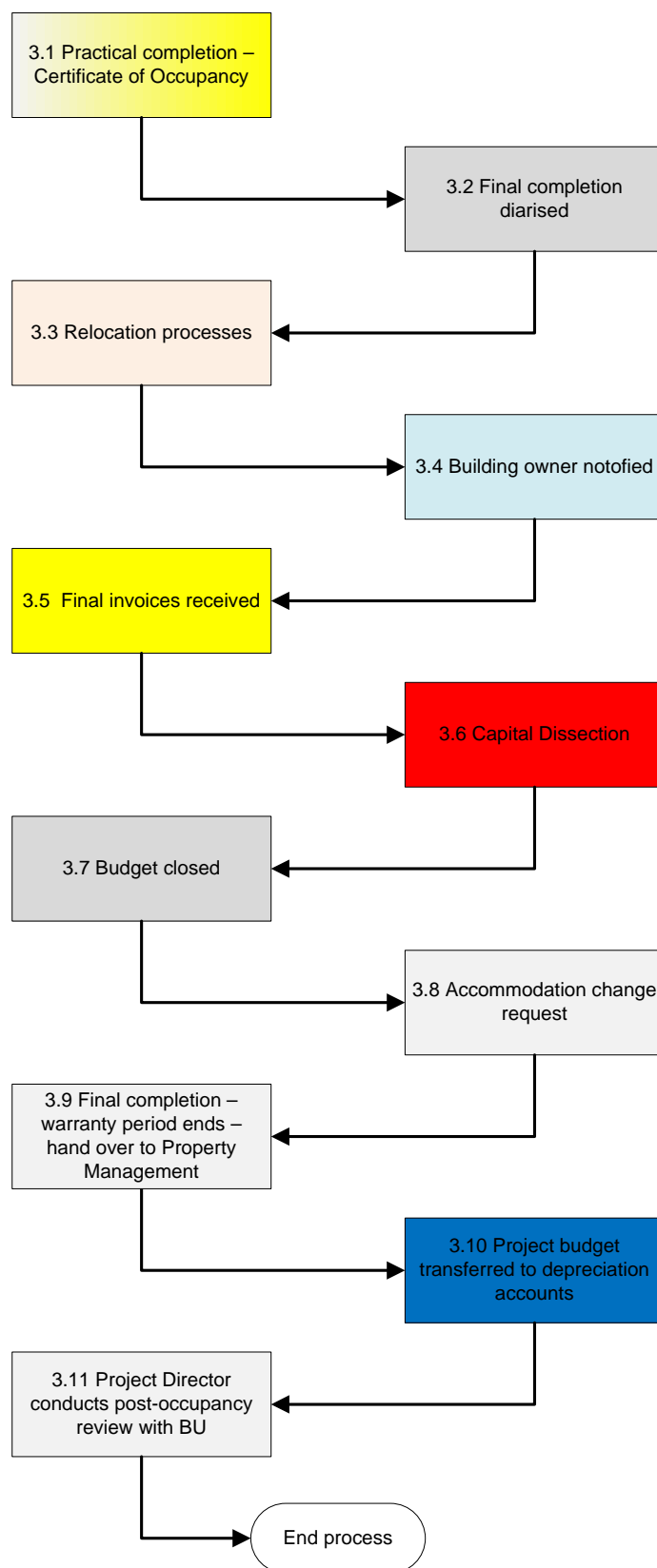


Stage	Description	Responsibility	Output issue to:
2.1	Project management set up Project Director provides the Project Administrator with budget and vendor information for setting up the project in SAP within approved delegation authority. Regular meetings are scheduled according to the size and scope of the project <ul style="list-style-type: none"> • adds the project to the Steering Committee's agenda • schedules a fortnightly Project Control Group meeting for the project • adds to agenda of the Program Review meeting for the Business Unit. 	PD	PA
2.2	Ongoing contractor management Project Director conducts site inspections as required to monitor progress of work and satisfactory completion of project milestones	PD	
2.3	Invoice processing Invoices received and approved by Quantity Surveyor (within delegation authority limits).	PD	

Stage	Description	Responsibility	Output issue to:
2.4	Ongoing program management Including client liaison, meetings, selection of finishes, colours, furnishings	PD	
2.5	Comms room build For technology-related items.	TPM	

3.3 Completion Phase

During the completion phase, occupancy certificates are obtained, relocations managed and project is wound up with the property handed over to Property Management.



Stage	Description	Responsibility	Output issue to:
3.1	<p>Practical Completion Practical completion occurs when the Bank accepts occupancy of the property and the warranty period begins. The Construction Manager responsible for rectifying defects</p> <p>Practical Completion is conditional upon:</p> <ul style="list-style-type: none"> • Occupancy Certificate from regulatory authorities • approval of Project Director <p><u>Outputs:</u></p> <ul style="list-style-type: none"> • defects listed in the Defects Register • Practical Completion Certificate • Practical Completion Form • Asset list and tag number • Occupancy Certificate 	<ul style="list-style-type: none"> • CM • CM • PD • PD • RA 	<ul style="list-style-type: none"> • PD • PD • PA • PM • PD
3.2	<p>Final completion diarised On receipt of the Practical Completion Advice, the Project Administrator sets up diary reminder for final completion and capital dissection (practical completion plus 12 weeks).</p> <p>If final invoices have not been received within 12 weeks of practical completion, the Project Administrator notifies the Project Director for follow-up with the Construction Manager and Quantity Surveyor.</p>	PA	PD
3.3	<p>Relocation processes Technology Project Manager raises IT Change Management requests and liaises with Business Units to manage relocations.</p>	TPM	BU, PD
3.4	<p>Lessor / Building Owner notified Leasing Team sends a copy of the Occupancy Certificate to the building owner.</p>	Leasing Team	Lessor / Building Owner
3.5	<p>Final invoices received Within 12 weeks of practical completion.</p>	CM	PD, QS
3.6	<p>Capital Dissection process conducted in accordance with the tax laws to apply expenditure for each element for depreciation and tax purposes. (Elements include carpets, window treatments, doors etc).</p>	QS (or PD and CM for smaller projects)	PD
3.7	<p>Budget closure Project Administrator checks the final costs against the project, exhausts any remaining purchase orders and budget, hands over to Accounting for asset tracking</p>	PA	Accounting Team
3.8	<p>Accommodation Change Request raised Updates the Business Unit's rental particulars.</p>	PD	
3.9	<p>Final Completion Warranty period ends. Hand over to Property Management.</p>	PD	Property Management

Stage	Description	Responsibility	Output issue to:
3.10	Project budget closed Funds transferred to the depreciation account	PD Accounting Team	
3.11	Post-occupancy review Conducted in the form of questionnaire to the Business Unit.	PD	



4. Completion procedures

4.1 Practical completion

Practical completion occurs when the works have been completed in accordance with the contract and all relevant statutory requirements (with the exception of minor defects or minor omissions) and the works are reasonably suitable for occupancy.

The Construction Manager hands over possession of the building to the Bank with all compliance certificates and the defects warranty period begins. Practical completion is conditional upon the following:

- site inspection by the Project Director
- occupancy certificate from the regulatory authority.

The Construction Manager provides the Project Director with a Practical Completion Pack that includes the following:

- CBA Defects Register spreadsheets (using the standard CBA template)
- as-built drawings, specifications, key contacts etc as per the Project Director's Practical Completion Checklist on CD-ROM.

4.2 Final Completion

Final completion occurs when the Construction Manager has rectified all defects and forwarded final invoices to the Project Director for payment. The property is then handed over to Property Management.

After final completion, the Project Director:

- uploads all documentation received from the Construction Manager into Documentum.
- hands the CD-ROM and checklist received from the Construction Manager to the Property Manager.

Note: All property managers are listed in Prima. See *Looking up the property manager* for instructions.

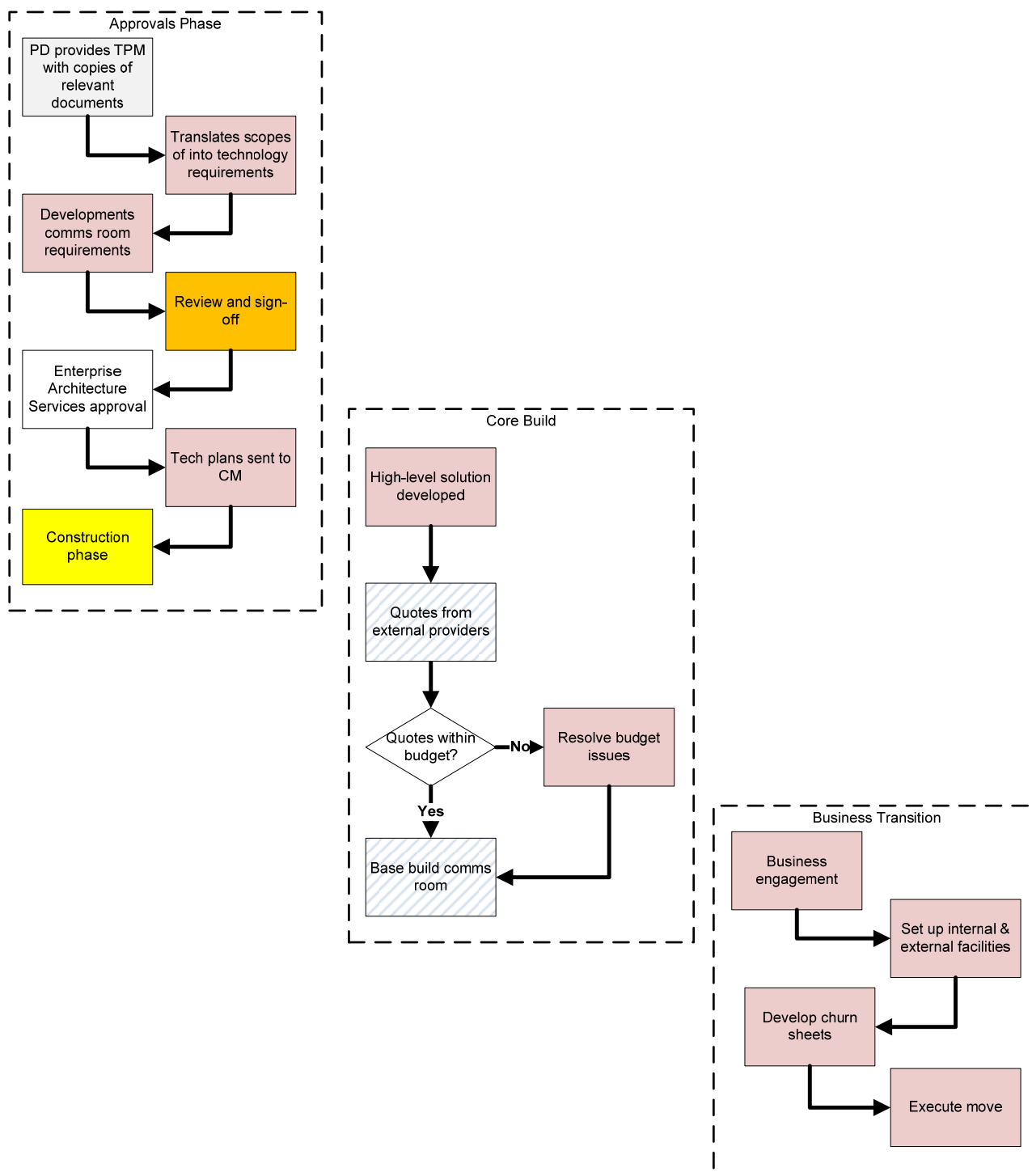
5. Technology & Business Transition Processes

5.1 Process description

Technology and business transition takes place through all three phases of the Design and Construction process.

There are three overlapping streams:

- approvals
- core build
- business transition



5.1.1 Approvals phase

Stage	Description	Responsibility	Output issue to:
1.1	Technology planning begins: Project Director provides Technology Project Manager with the following documents: <ul style="list-style-type: none"> • floor plans • communications plans • high-level building brief (including number of staff, job types, business scope of works) 	PD	TPM
1.2	Communications rooms requirements developed for ICT engineers, including power requirements, air conditioning, UPS etc.	TPM	BU EAS
1.3	Business unit reviews and signs off.	BU	TPM
1.4	Enterprise Architecture Services and Data Cable Management Services review and sign off.	EAS	TPM
1.5	Approved technology plans forwarded to the construction manager.	TPM	CM
1.6	During the construction phase, communications room are built.	CM	

5.1.2 Core build

Core build begins during the construction phase and runs in parallel. By the end of this phase, an empty communications room is built, with power and data connections in place

Stage	Description	Responsibility	Output issue to:
2.1	High-level solution developed Building-dependent solution developed according to business requirements with reference to the Bank's data centre standards and master services agreements.	TPM	
2.2	High level solution sent to suppliers on the panel for quote. Price book (volume-based pricing) to apply.	TPM	Suppliers
2.3	Quotes received by Technology Project Manager	Suppliers	TPM
2.4	Budget issues (if any) arising from quote resolved TPM negotiates with BU and suppliers to bring costs into project scope.	TPM	BU Suppliers
2.5	Base-build communications room Core infrastructure installed (switches, PABX, etc) to a pre-user state.	TPM	

5.1.3 Business transition

Stage	Description	Responsibility	Output issue to:
3.1	Transition planning The Technology Project Management works with the Accommodation Planning to develop a transition plan. For large scale projects, this should start around 16 weeks before the scheduled move date. Relocation planning meetings chaired by the Technology Project Manager and minuted.	TPM	BU, PD
3.2	Business engagement User by user analysis of every component of the business: <ul style="list-style-type: none"> • technology (PCs, phones, printers etc.) • business process flows • churn sheets developed 	TPM	BU
3.3	Internal and external facilities set-up to relocation dates, including <ul style="list-style-type: none"> • fire wardens and first aid • mail delivery • milk, tea and coffee Floor should be ready around two weeks prior to the scheduled move date.	TPM	BU
3.4	Execute move Move takes place over a weekend: <ul style="list-style-type: none"> • Friday: <ul style="list-style-type: none"> ◦ technology relocation • Saturday: <ul style="list-style-type: none"> ◦ technology configuration ◦ personal effects relocated • Sunday: <ul style="list-style-type: none"> ◦ user acceptance testing • Monday: <ul style="list-style-type: none"> ◦ first day of business in new premises 	TPM	

6. Project Brief for Commercial Premises

6.1 Completing the Project Brief

The Project Brief form is to be completed by the Business Unit requesting major property works. The form and attachments are to be sent electronically to applicable distribution.

Notes:

- Exercise version control rules when making changes to the form by updating the date and the version number in the title block of the form.
- Save the filename with the following naming convention: *Property brief_property address_ver number*. For example, Property brief_lv7 52Martin place_ver1.xls



6.2 Property Council of Australia - National office quality grade guidelines

Grade	Size	Floor plate	Finish	Technical Services
Premium	<ul style="list-style-type: none"> Sydney / Melbourne CBDs generally >30,000 m². Other CBDs generally >20,000 m² 	>1,000 m ² , largely column free	<p>A landmark office building located in major CBD office markets that is a pace-setter in establishing rents and includes:</p> <ul style="list-style-type: none"> ample natural lighting; good views and outlook; prestige lobby finish; on-site undercover parking; quality access to/from an attractive street setting; premium presentation and maintenance. 	<p>State of the art technical services will typically include the following:</p> <p>Heating, Ventilation and Air-conditioning System:</p> <ul style="list-style-type: none"> multiple zones of approximately 70 m² with around 25 watts per m² for tenant equipment; have a supplementary fresh air system, auxiliary condenser water loop for tenant use and capacity for tenant exhaust risers. <p>Lifts:</p> <ul style="list-style-type: none"> waiting interval not to exceed 25 seconds, handling capacity in excess of 15% and a high quality ride with low noise, at least one dedicated goods lift. <p>Power:</p> <ul style="list-style-type: none"> minimum of 25 watts per m² load capacity, dedicated data risers should be available. <p>Lighting:</p> <ul style="list-style-type: none"> high quality ultra-low brightness fittings <p>Building Intelligence:</p> <ul style="list-style-type: none"> high quality building automation system, 24-hour access via card key, after hours air-conditioning dial-up, energy and stand-by power management, staffed control room, perimeter security, and closed-circuit TV. <p>Stand-by Power</p> <ul style="list-style-type: none"> full power for all essential services and ventilation and at least 50% power for lighting and lifts.



Grade	Size	Floor plate	Finish	Technical Services
Grade A	Sydney / Melbourne CBDs generally >10,000 m ²	>600 m ² largely column free	<p>High quality space including:</p> <ul style="list-style-type: none"> • good views/outlook; • quality lobby finish; • on-site undercover parking; • quality access to/from an attractive street setting; • high quality presentation and maintenance. 	<p>High quality technical services will typically include the following:</p> <p>Heating, Ventilation and Air-conditioning System:</p> <ul style="list-style-type: none"> • multiple zones of approximately 100 m² with around 15 watts per m² for tenant equipment. • should have an auxiliary condenser water loop for tenant use and capacity for tenant exhaust risers. <p>Lifts:</p> <ul style="list-style-type: none"> • waiting interval not to exceed 30 seconds, • handling capacity around 14 to 15% • a good quality ride. <p>Power:</p> <ul style="list-style-type: none"> • minimum of 15 watts per m² load capacity. <p>Lighting:</p> <ul style="list-style-type: none"> • lower quality ultra-low brightness fittings. <p>Building Intelligence:</p> <ul style="list-style-type: none"> • direct digital controls, • 24-hour access with card key and off-site alarm monitoring, • key switch after hours air-conditioning. <p>Stand-by Power:</p> <ul style="list-style-type: none"> • full power for essential services and full ventilation.



Grade	Size	Floor plate	Finish	Technical Services
Grade B	Any size	Any size	<p>Good quality space with a reasonable standard of finish and maintenance. \</p> <p>Tenant car parking facilities should be available.</p>	<p>A basic standard of technical services that will generally include most of the following:</p> <p>Heating, Ventilation and Air-conditioning System:</p> <ul style="list-style-type: none"> • a reasonable system with one controllable zone per building face. <p>Lifts:</p> <ul style="list-style-type: none"> • waiting interval not to exceed 35 seconds, • handling capacity around 13-14%. <p>Power:</p> <ul style="list-style-type: none"> • load capacity 10 watts per m². <p>Lighting:</p> <ul style="list-style-type: none"> • recessed prismatic fittings. <p>Building Intelligence:</p> <ul style="list-style-type: none"> • electronic controls, • 24-hour access with key card, • key switch for after hours air-conditioning. <p>Stand-by Power:</p> <ul style="list-style-type: none"> • none.

7. Design Principles

7.1 Organising Principles

The overall organising principles are:

- Customer Service: a service based culture
- Community: a workplace that reflects CBA's values and engages all its people
- Connectivity: a team based working environment
- Collaboration: an atrium as the community's heart
- Equity: easy access to everything
- Flexibility: choice of different ways of working
- Simplicity: an uncomplicated workplace with atriums, bridges and lift cores as workflow organisers
- Fulfilment: providing employees with the tools they need
- Innovation: 6 stars ratings
- Security: secure front door with free access internally
- Sustainability: a healthy place to be
- Value: value for money and demonstrates that employees are valued

7.2 Workplace Guidelines

7.2.1 Key Base Building Attributes

The buildings should recognise the relationship between the internal workplace environment, the architectural envelope and the surrounding external community

Building Layouts

Building Layouts should:

- have regular layouts and generous size, ideally ranging from 1,500m² (min) to 3,500m² (max).
- have maximum access to natural light – approx 95% within 12m to 14m of the facade.
- be situated for optimal orientation of the buildings. The building be fully integrated with the surrounding amenities and landscaping.
- have compact and efficient cores to help maximise floor plate efficiency – 85 to 90% NLA / GFA.
- have amenities and services designed for a density of one person per 10m².

Atriums, Wintergardens and Link Bridges

- Atriums and "wintergardens" should be incorporated to provide visual connectivity across floor plates and to adjacent levels to help provide a vibrant and interactive work environment.
- There should be staircases within atriums to help promote interaction between floors and to provide vertical links in buildings.
- Link bridges should be incorporated to help provide horizontal linkages across atriums and between buildings.
- Design elements should be incorporated into the building design to provide focal points that can be used to help drive interaction and communication.

Environmental Issues

Building should be designed to achieve best practise certification for Australian commercial buildings: a minimum Green Star rating of six stars and an ABGR (Australian Building Greenhouse Rating) of five stars.

7.2.2 Work Space

Workspaces should be designed to provide an efficient and supportive environment that promotes visibility, team building and a sense of well being for individuals.

- The work space ratio should be 80% of NLA for all business units.
- The office free policy is to continue (i.e. no internal walls).
- Workstations should be uniform.
- People with special needs should be catered for within the workspace.
- Executive General Managers are to be provided with a meeting space to adjacent to their workspace.
- General Executives are to be provided with an integrated meeting reception and work area.
- A percentage of work space should be utilised as project / growth space.
- There should be an area adjacent to the atrium that is to be assigned as a “hot desk” area.

Note: “Hot desk” should not be counted for the density calculation.

7.2.3 Shared Space

Shared space should be designed from the perspective that it is the heart of the building where new ideas are encouraged and knowledge shared.

- The shared space ratio should be 20% of NLA for all business units.
- Formal (client facilities) and large meeting rooms should be centrally located and managed; and should be easily accessible from reception
- All meeting rooms should be able to be reserved under a central booking system.
- Informal meeting areas are to be strategically located throughout the building and should support collaboration, transparency and communication.
- Meeting spaces, (both formal and informal) should be located near vertical connections and nodes.
- There should be some meeting space in the pods.

7.2.4 Work Space / Share Space Guidelines

There should be

- defining points of intersection and neighbourhoods
- active workspace and circulation pathways
- maximum available light and views
- adjacent support areas for teams
- active vertical circulation points
- balconies and atriums that avoid ‘ownership’ issues

7.2.5 CBA Metrics

Use the following combination of key metrics to support the Bank’s operational requirements and adapt them to support specific business group requirements:

Item	Desired metric
Optimum workplace density	1 person per 10.0m ²
Target workspace: shared space ratio	80 : 20
Sustainability rating	5 green stars
Shared space allocation (20% of NLA)	Formal meeting areas (4 people per seat) Informal meeting areas (3% of NLA) Major hub (7.5% of NLA) Minor hub Tech nodes and support areas including compactus units Tea points per person: 1.5
Storage	3.0 linear metre per person

7.2.6 Vertical Strategy

There should be a whole of building approach to ensure a strong and lasting business and social community. Design elements should include where appropriate:

- employees and customers entering buildings through a single security point
- the use of atrium floors to introduce customers to the client-facing facilities and views of parks
- employees utilising lift bank to access other levels
- “destinational” elements located at the intersection of the stairs and the bridges
- major hubs alternating in size from floor to floor
- shared spaces around the atrium edge varying in nature and location to provide visual interest and offering different engagement models
- hub facilities scaled to support atrium floor hubs on Level 1

7.2.7 Atrium Space

Atriums:

- provide light, warmth and permanence around which a diverse business community can thrive
- embody the majority of the organising principles
- communicate an energetic, innovative community passionate about the Bank and its customers
- link all shared facilities to reinforce a whole of business approach, and provide greater access to a wider range of shared spaces, taking full advantage of the visual connection to these facilities
- are the primary sources of activation are the employees as they move from place to place to socialise, present, teach, learn and share their knowledge with each other.

These activities can be facilitated by providing the following base building and tenancy elements:

- Pods: “destinational” elements for formal and informal requirements
- Bridges: a means of improving circulation and creating a visually dynamic environment
- Stairs: a means of quickly accessing multiple facilities
- Shared spaces and hubs: multifunctional spaces to support various operational and social activities
- Meeting rooms: acoustically treated with a degree of visual privacy for more formal occasions

Atrium design considerations:

- Limited ‘full height’ activities can occur around the atrium edge so long as they are transparent.
- Atrium edges should not be ‘owned’ by workstations, the exception being hot desks.
- Visual barriers between the atrium and the workplace should be minimised.
- Acoustic and glare considerations need to be integrated into the atrium.
- Circulation can occur around the atrium edges, however a “race track” effect is to be avoided

7.2.8 Vertical Elements – Stairs

Stairs, bridges and pods should be utilised to improve circulation, enable quick access to a variety of facilities and to create a visually stimulating environment.

- Floors should be connected with an open stairs to promote a collaborative environment.
- A single stair should be located close to the centre point of the atrium to serve the mid section of the building.
- Use fire stairs to serve either end of buildings.
- On the upper levels, straight stairs can help reduce glare.
- Staggering stair locations encourages movement around the atrium and helps promote social interaction.

7.2.9 Vertical Elements – Bridges

Use bridges to bind large floor plate elements and promote circulation and activity.

7.2.10 Technology

In order to realise the full potential of the new work environment, technology must be closely integrated with the physical space.

Employees should be able to work seamlessly from various locations within the building:

- atriums and internal cafes become places to work and support meetings
- teams should be able to form and disband with ease
- meeting rooms are to be enablers of communication and collaboration for teams
- “hot desking” and mobile working to be supported throughout the building
- buildings to enable connectivity across the CBA corporate network

Technology should partner with the physical environment to support the Bank’s changing business needs.

7.2.11 Building Management

A simple, single, centralised point of support the businesses in the work environment.

End to end services to include:

- central reception
- visitor management system
- meeting room management
- space planning: stacking, project space, growth space, and churn
- hot desk and hotelling system
- organising event and building activities
- food offering and catering services
- transport and parking management
- on-site security and access control
- main communications room supplier management
- cleaning and maintenance
- energy conservation and recycling policies

Ensuring the workplace continues to support business goals and employees’ needs long after the design is finalised.

8. Specifications

8.1 General Notes

All works shall comply with relevant Australian standards, building regulations, statutory authorities having jurisdiction and local council.

All areas affected by demolition and new works are to be made good.

Suppliers and sub-contractors shall provide all relevant as-built drawings, glazing, plumbing and electrical compliance certificates upon completion.

All quantities notes are to be conformed prior to order or construction of items.

Fire sealing of any penetrations to fire-rated building elements with tested system in accordance with AS 1530. Contractors are to provide certificate on completion.

All wet area details to proposed breakout areas are to be in accordance with AS 3740.

8.2 Finishes Schedule

8.2.1 Floor Finishes

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	FCP1	Throughout unless specified otherwise	As per tendered specification – to be textured loop carpet in dark grey colour	Feltex Carpets (Invicta)	
A	FCP2	Lift lobby social hub tech node	Range: Colourbox Colour: Candied Cherry	Interface	Note: This carpet is in tile format. Allow necessary floor preparation to these areas. Refer to plan for location (Cherry Red)
A	FCP3	Lift lobby social hub tech node	Range: Colourbox Colour: Shrinking Violet	Interface	Note: This carpet is in tile format. Allow necessary floor preparation to these areas. Refer to plan for location (Blue)
A	FCP4	Lift lobby social hub tech node	Range: Colourbox Colour: Passion Play	Interface	Note: This carpet is in tile format. Allow necessary floor preparation to these areas. Refer to plan for location (Purple)
A	FCP5	Lift lobby social hub tech node	Range: Colourbox Colour: Roasted Cashews	Interface	Note: This carpet is in tile format. Allow necessary floor preparation to these areas. Refer to plan for location (Sand)
A	FCP6	Lift lobby social hub tech node	Range: Colourbox Colour: Licorice Stix	Interface	Note: This carpet is in tile format. Allow necessary floor preparation to these areas. Refer to plan for location (Black)
A	FCP7	Lift lobby social hub tech node	Range: Colourbox Colour: Tangy Tangerine	Interface	Note: This carpet is in tile format. Allow necessary floor preparation to these areas. Refer to plan for location (Orange)
A	VIN1	Social hub	Range: Marmorette Colour: 121-26 Code: 4Z121262	Armstrong	Sheet format – 2.5mm thickness (Light Blue)
A	VIN2	Social hub	Range: Marmorette Colour: 121-73 Code: TBA	Armstrong	Sheet format – 2.5mm thickness (Orange)

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	VIN3	Social hub	Range: Marmorette Colour: 121-28 Code: TBA	Armstrong	Sheet format – 2.5mm thickness (Dark Blue)
A	VIN4	Social hub	Range: Marmorette Colour: 121-52 Code: TBA	Armstrong	Sheet format – 2.5mm thickness (Neutral Grey)
A	VIN5	Social hub	Range: Marmorette Colour: 121-45 Code: TBA	Armstrong	Sheet format – 2.5mm thickness (Sandy Beige)
A	AFV1	IT room	Range: Polyflor Antistatic Colour: Silver Grey 5110 (Weld Rod 9120)	Polyflor	
D	AFT1	IT room	Range: Fibrecore C25 'standard duty' bolted stringer access floor system Size: 600 x 600 x 25mm	Tasman Floors	Or similar approved. Installed with Fibrecore FC100 'standard duty' bolted stringer understructure. 150mm FFH unless nominated otherwise
F	CT1	Refer to plan: floor tile	Range: Collezione Interni Colour: RF Grigio Finish: Textured (R10) Size: 100 x 100 with a colour matched grout Refer below for 100mm high coved skirt tile	Classic Ceramics	100 x 100mm Slip Resistance to R10 level
F	CV1	Cove skirt tile to be used in conjunction with CT1	Range: Collezione Interni Colour: Grigio – cove Finish: Matt Glazed Size: 100 (h) x 200 (w) with a colour matched grout	Classic Ceramics	100 (h) x 200 (w)

8.2.2 Wall finishes

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	P1	General paint finish. Refer plans	Colour: Chalk U.S.A. Code: 50YY 83/086 Finish: Low Sheen	Dulux – Master Palette	Allow Wash and Wear acrylic
A	P2	Feature paint finish. Refer plans	Colour: Moonstone Code: 50YY 58/211 Finish: Low Sheen	Dulux – Master Palette	Allow Wash and Wear acrylic (light green taupe)
A	P3	Feature paint finish. Refer plans	Colour: Pecan Tree Code: 30YY 28/161 Finish: Low Sheen	Dulux – Master Palette	Allow Wash and Wear acrylic (neutral mid taupe)
A	P4	Door paint finish. Refer schedule	Colour: Bronze Code: 40YY 13/094 Finish: Semi-gloss	Dulux – Master Palette	Inclusive of all existing core and service cupboard doors. (dark bronze brown)
A	P5	Feature paint finish. Refer plans	Colour: Sunlounge Code: P10.H9 Finish: Low Sheen	Dulux – Color Specifier	Allow for coloured undercoat Allow Wash and Wear acrylic (mid orange)
A	P6	Feature paint finish. Refer plans	Colour: Poinciana Red Code: T38-8R Finish: Low Sheen	Taubmans	Allow for coloured undercoat Allow Ceramacoat acrylic (mid red)
A	P7	Feature paint finish. Refer plans	Colour: Dress Blues Code: 81BG 09/241 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (mid blue)
A	P8	Feature paint finish. Refer plans	Colour: Pumpkin Face Code: 00YY 34/562 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (yellow / orange)
A	P9	Feature paint finish. Refer plans	Colour: Night's Edge Code: 70BB 12/116 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (blue purple)
A	P10	Feature paint finish. Refer plans	Colour: Cape Verde Code: 90YY 23/273 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (dark green)

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	P11	Feature paint finish. Refer plans	Colour: Wax Way Code: P15.F5 Finish: Low Sheen	Dulux – Colour Specifier	Allow for coloured undercoat Allow Wash and Wear acrylic (yellow)
A	P12	Feature paint finish. Refer plans	Colour: Shaded Fuchsia Code: P01.D8 Finish: Low Sheen	Dulux – Colour Specifier	Allow for coloured undercoat Allow Wash and Wear acrylic (red purple)
A	P13	Feature paint finish. Refer plans	Colour: Zirkon Code: T36-80 Finish: Low Sheen	Taubmans	Allow for coloured undercoat Allow Ceramacoat acrylic (dark red)
A	P14	Feature paint finish. Refer plans	Colour: La Mesa Code: 30YY 55/151 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (light beige)
A	P15	Feature paint finish. Refer plans	Colour: Ocean Floor Code: 30BB 23/291 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (sky blue)
A	P16	Feature paint finish. Refer plans	Colour: Duckweed Code: 70YY 37/366 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (light green)
A	P17	Feature paint finish. Refer plans	Colour: The Colour Purple Code: 50RB 11/145 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (mid purple)
A	P18	Feature paint finish. Refer plans	Colour: Orange Bowl Code: 47YR 24/626 Finish: Low Sheen	Dulux – Master Palette	Allow for coloured undercoat Allow Wash and Wear acrylic (dark orange)
E	P19	Skirting paint finish. Refer plans	Colour: Raku Code: PG2.C7 Finish: Semi gloss	Dulux – Colour Specifier	Applied only to non heritage/non existing skirtings
F	CT2	Refer to plan: Wall tile	Range: Collezione Interni Colour: In Ghiaccio Finish: Matt Glazed Size: 200 x 200 with white grout	Classic Ceramics	Or equivalent to approval 200 x 200mm

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	CT4	Refer to plan	Range: Vogue 200 x 200 Colour: White – semi-gloss	Classic Ceramics	Or equivalent to approval
E	F1	Operable walls & acoustic panels to meeting rooms	Range: Liquid (Old range - Wave) Colour: Paper (Old colour-Linen)	Instyle	(light beige with wavy line pattern)
E	F2	Operable walls & acoustic panels to meeting rooms	Range: Liquid Colour: Formula	Instyle	(mid beige with wavy line pattern)
E	F3	Operable walls & acoustic panels to meeting rooms	Range: Liquid (Old range-Wave) Colour: Lunch (Old colour-Slate)	Instyle	(dark grey with wavy line pattern)

8.2.3 Joinery finishes

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	L1	Joinery and work surfaces	Colour: Parchment Finish: Flint Code: 202	Laminex	
A	L2	Tambour door end unit and free-standing storage unit bench finish	Colour: Jute Finish: Flint Code: 357	Laminex	
A	L3	Meeting tables	Colour: Curly Birch Finish: natural Code: 639	Laminex	
A	L4	Utilities joinery under bench cupboards	Colour: Iron Ore Finish: Velvet	Formex	
A	L5	Full height storage	Colour: Paperbark Finish: Flint Code: 449 Laminex		
A	L6	Refer drawings	Colour: Eggplant Finish: Natural Code: 483	Laminex	
A	L7	Refer drawings	Colour: Zinc Lustre Finish: Natural Code: 749	Laminex	
A	L8	Utility joinery below bench	Colour: Marigold Finish: Velvet Code: N/A	Formex	Bright Orange
A	L9	Utility joinery below bench	Colour: Memphis Red Finish: Velvet Code: N/A	Formex	Bright Red
A	L10	Utility joinery below bench	Colour: Tourmaline Finish: Velvet Code: N/A	Formex	Dark Burgundy

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	L11	Refer drawings	Colour: Empire Finish: Flint Code: 374	Laminex	Yellow
A	L12	Refer drawings	Colour: Olive Finish: Natural Code: 406	Laminex	Olive Green
A	L13	Refer drawings	Colour: Royal Finish: Natural Code: 749	Laminex	Navy Blue
A	L14	Refer drawings	Range: Colourcore Colour: White Code: 200	Laminex	White
A	PB1	Pin board to utilities	Forbo Krommenie Bulletin Board Code: 2182	Durlond	
C	MRB1	Social hub tea area. Refer drawings	Range: Marblo Colour: Refer to drawing	Marblo	Marblo to be 26mm thickness in all applications. Allow to polish and ariss edges
C	MRB2	Social Hub tea area Refer drawings	Range: Marblo Colour: Refer to drawing	Marblo	Marblo to be 26mm thickness in all applications. Allow to polish and ariss edges
C	MRB3	Social Hub tea area Refer drawings	Range: Marblo Colour: Refer to drawing	Marblo	Marblo to be 26mm thickness in all applications. Allow to polish and ariss edges
B	GL1	Social Hub tea area Refer drawings	Code: To colour match a paint code Colour: Refer to drawing (Opaque colour-backed glass)	Aussie Glass	
B	GL2	Social Hub tea area – refer drawings	Code: To colour match a paint code Colour: Refer to drawing (Opaque colour-backed glass)	Aussie Glass	













Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	GL3	Lightbox detail – refer drawings	Code: GGA-475 Colour: Semi-opaque white	Graphic Glass	
A	GL4	Conference room	Colour: “Starphire” White colour backed glass	Grosvenor Glass	
F	ST1	Refer to plan: Bathroom Vanity top	Range: Reconstituted Quartz Code: RXTS-4350 Size: 25mm Thick	Rocks On	Or equivalent to approval

8.2.4 Loose furniture

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	F4	Meeting chairs	Range: Union Code: 295-22	Woven image	Red /orange
E	F5	Workstation Spine Screens	Range: Ice (Old range – Drift) Colour: Age (Old colour-Tundra)	Instyle	Silver
E	F6	Workstation Wave Screens	Range: Ice (Old range – Drift) Colour: Cube (Old colour-Granite)	Instyle	Grey
E	F7	Workstation Wave Screens	Range: Ice (Old range – Drift) Colour: Over (Old colour-Olive)	Instyle	Green
E	F8	Workstation power blades	Range: Ice (Old range – Drift) Colour: Breaker (Old colour-Uluru)	Instyle	Orange
E	F9	Workstation power blades	Range: Ice (Old range-Drift) Colour: House (Old colour-Plum)	Instyle	Dark plum
A	F10	Task chairs	Range: Think Colour: Tank	Instyle	Black + White
A	F11	Lounge chairs – entry area and hub	Range: Raw Colour: Passion / 2 Instyle	Red	
A	F12	Lounge chairs – entry area and hub	Range: Raw Colour: Hide / 2	Instyle	Dark Brown
A	F13	Lounge chairs – entry area and hub	Range: Raw Colour: Beauty / 2	Instyle	Dark Purple
A	F14	Lounge chairs – entry area and hub	Range: Raw Colour: Sugar / 2	Instyle	Brown Yellow
A	F15	Lounge chairs – entry area and hub	Range: Raw Colour: Ambition / 2	Instyle	Brown Orange
A	F16	Lounge chairs – entry area and hub	Range: Macrosuede Colour: Port	Warwick	Wine

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	F17	Lounge chairs – entry area and hub	Range: Macrosuede Colour: Red Gum	Warwick	Rust
A	F18	Lounge chairs – entry area and hub	Range: Macrosuede Colour: Magenta	Warwick	Pink
A	F19	Lounge chairs – entry area and hub	Range: Macrosuede Colour: Storm	Warwick	Blue
A	F20	Lounge chairs – entry area and hub	Range: Macrosuede Colour: Mandarine	Warwick	Orange
A	F21	Lounge chairs – entry area and hub	Range: Macrosuede Colour: Mulberry	Warwick	Dark wine
A	F22	Lounge chairs – entry area and hub	Range: Macrosuede Colour: Cornmeal	Warwick	Yellow green
A	F23	Lounge chairs – entry area and hub	Range: Raw Colour: Spirit	Instyle	Navy Blue
A	F24	Lounge chairs – entry area and hub	Range: Raw Colour: Wit / 2	Instyle	Brown Grey

8.2.5 Graphics

Rev.	Code	Location	Specification	Supplier	Notes/Comments/Sample
A	A,B,C	Refer to drawings	Wall Print Graphics Suite 1 – 'Water' A - Blue Water - 'Energise' B - White Water - 'Imagine' C - Orange Water - 'Innovate'	Trannys	Blue/Orange   
A	D,E,F	Refer to drawings	Wall Print Graphics Suite 2 – 'Sea Life' D - Green Seaweed- 'Emerge' E - Shell - 'Aware' F - Sea Urchin - 'Challenge'	Trannys	Red/Blue   
A	G,H, I	Refer to drawings	Wall Print Graphics Suite 3 – Vegetation G - Green Leaf - 'Focus' H - Green Fern - 'Growth' I - Venus Fly Trap - 'Evolve'	Trannys	Green/Blue   
A	J, K, L	Refer to drawings	Wall Print Graphics Suite 4 – Floral J - Pink Flower - 'Create' K - Yellow Flower - 'Generate' L - White Lily - 'Inspire'	Trannys	Pink/Yellow   

8.2.6 Miscellaneous

Rev.	Code	Location	Specification	Supplier/Manufacturer	Notes/Comments/Sample
A	BL1	Perimeter glazing – to all facades	Sunscreen /.glare blinds –mermet 'T-screen' Colour: M81 (linen-pearl grey) Roller blind system with side chain control – manual operation	Harvey Blinds	
A	BL2 16	Person meeting room	Blackout blinds Mermet Flocke Colour: Loutre #609 Roller blind system with side chain control – manual operation	Harvey Blinds	

8.2.7 Finishes supplier contact details

Supplier/Manufacturer	Phone	Fax
Armstrong	1800 632 624	02 9604 3278
Aussie Glass	02 9280 3175	02 9603 8245
Classic Ceramics	02 9550 9382	
Durloid	1800 066319	
Durloid	1800 066319	
Feltex Carpets (Invicta)	1800 801 712	02 9572 8911
Formex	1300 731 100	1300 550 003
Graphic Glass	02 9525 7322	
Grosvenor Glass	02 9559 8233	02 9559 8244
Harvey Blinds	02 9698 9955	02 9698 9381
Instyle	02 9557 8755	02 9557 7877
Interface Ph:	02 9698 3303	02 9698 3396
Laminex	02 9552 4001	02 9552 4945
Marblo	02 9687 6666	
Polyflor	01800 777 425	02 9632 8599
Rocks On	02 9331 8340	
Tasman Floors	02 9728 4111	02 9728 3088
Trannys	02 9436 0988	02 9437 5552
Warwick	02 9518 8688	02 9518 8699
Woven Image	02 9326 0433	02 9326 0316

8.3 Furniture Specifications

Item Type	Description	Fabric or Finish
Waiting area table	Base: 450mm high quadro polished stainless steel Top: 800 x 800 x 25 mm 'EO' board Finish: Laminate with ABS edging	Laminex Curly Birch Natural finish 639
Meeting room coffee table	Quest coffee table Top: 450 x 450 x 25 mm laminated HMR board with match 2 mm PVC edge Legs: 500 mm high chrome square	Laminex Curly Birch Natural finish 639
Meeting room table	720 mm high table Base: balance 7200 'T' chrome finish Top: 1200 x 2500 x 25 EO board with laminate finish and ABS edging	Laminex Curly Birch Natural finish 639
Meeting room table (round)	720 mm high table Base: balance 7400 (4-way) chrome finish Top: 1050 (diameter) x 25 EO board with laminate finish and ABS edging	Laminex Curly Birch Natural finish 639
Meeting room table	720 mm high table Base: balance 7200 'T' chrome finish Top: 1000 x 2000 x 25 EO board with laminate finish and ABS edging	Laminex Curly Birch Natural finish 639
Power box (for meeting table)	Hinged flap 300 x 150 with 4 x GPOs and data/AV holes	
Meeting room table	720 mm high table Base: balance 7200 'T' chrome finish Top: 1000 x 2000 x 25 EO board with laminate finish and ABS edging	Laminex Parchment Flint Finish 202
Hot desk	1500 x 750 mm refer to GGI Office Systems for details 1 x mobile pedestal per desk	Laminex Parchment Flint Finish 202
Waiting area chair	Quadro single seater	(Generally) Instyle source 24 Joy back and seat cushion Instyle bold 6 character
Meeting room chair	skin chair with black base, height adjustable with fixed arms	Standard black mesh back Instyle source 7 origin seat
Workstation chairs	Renaissance task chairs High back Black five-star base No arms Gas height adjustment Synchro mechanism	Instyle Think Tank 3
Break room chair	Joi chair (stackable)	Polypropylene chair Colour: white
Breakout area stool	Lynx high stool to suit 1060 mm bench top	JR Weave Falcone Midnight
Filing cabinet	900 mm wide x 500 mm deep Infinity Lateral 3-drawer	Standard silver finish

Item Type	Description	Fabric or Finish
Workstations	ViSi eX3 Workstations 1400 x 1400 1 x mobile pedestal per workstation 1 x shelf with dividers per workstation	Laminex Parchment Flint Finish 202 Instyle flash light 1 fabric to spines Instyle ice snow fabric to ends
Workstation tops	Laminated MDF top 1630 x 300	Laminex Parchment Flint Finish 202
Storage units (workstation end)	900 mm wide x 500 mm deep infinity lateral 3- drawer	Standard silver finish
Open shelving	1200 mm x 500 mm	Standard silver finish

8.4 Door Hardware

8.4.1 General

- All doors in paths of travel are required to be able to be opened at all times without the use of a key from the side that faces a person seeking egress by a single-handed downward or pushing action, located in a single device between 900 and 1200 mm from FFL.
- Door furniture to comply with Building Code of Australia specification D2.21 (2006)

8.4.2 Specifications

Item Type	Description	Hardware
Entry door	If existing, recombine (is that a word?) front door lock cylinder, 36 NO. keys	
Internal hinged doors	refer to ASSA Abloy door hardware schedule no. 09VICHS046 for details	
Internal sliding doors	Full height 1200 wide fully glazed sliding door with Capral series 275 natural anodised aluminium frame (113.5 mm wide still option) with sliding door interlock EL5387. Glazing in accordance with relevant Australian standards	<ul style="list-style-type: none"> • Madinoz MD2 6200/D 25mm TM fix SSS 2100 mm width (1 pair) • 1 x Henderson 180/30 door track 3000 mm • 1 x Henderson 180DS track stops • 1 x Henderson 57GN hangers • 1 x Henderson 106E/94 door guide • 1 x Henderson 94PA/20 door bottom channel • 1 x Henderson 94p/20 nylon inner bottom channel <p>Notes:</p> <ol style="list-style-type: none"> 1. 94 channel to be recessed into bottom of door 2. Track to finish flush with ceiling

8.5 Joinery

Item	Notes
Carcass	<p>Carcass is to be white 18 mm Melamine board to hidden areas. All exposed joinery, including doors, drawer fronts and kickboards, are to be 18 mm prefinished laminated MDF in colour as specified.</p> <p>Doors and drawers are to have 2 mm thick ABS edge strip in matching colour.</p> <p>18 mm Melamine adjustable shelves are to be in all cupboards with chrome plate angle shelf supports.</p>
Bench top	<p>Bench tops should be 32 mm thick laminated HMR board in selected colour laminate finish with matching colour 2 mm ABS toughened edge strip.</p>
Handles	<p>All handles are to be Madinoz Architectural Hardware satin chrome finish MDZ 144/32 SSS to all drawers and under bench and overhead cupboards.</p> <p>Cupboard doors: positioned horizontally 50 mm from top and 30 mm from side on cupboard doors.</p>
Fixings	<p>All fixings are to be concealed.</p> <p>Hinges are to be fully concealed self-closing metal with a minimum 120° opening.</p> <p>Drawer runners are to be concealed metal full extension to suit size and weight of the drawers.</p> <p>Corner cupboards to have continuous piano hinges.</p>

8.6 Security System

Item	Notes
Access	Access is to via a proximity card reader.
Egress	Push-button with exit delay.
External doors	External doors to have a reed switch mounted in the top of the door frame with door forced siren.
Other doors	DOTL (door open too long) sounder to be mounted on ceiling clear of door swing, taking signal from the strike or a reed switch as available. Failure of a door to fully close is initiate the DOTL sounder. Opening a door without a valid entry or exit is to initiate the DFS (dor forced siren).
Sirens	DOTL: repeating beep DFS: continuous wail.
Remote monitoring	Back to base alarm monitoring via a Tecom Challenger (or similar) with passive infrared detectors near front entry, meeting rooms and main office space.
Testing	Project architect to attend and inspect testing procedures.
Cards	Cards to be provided according the staff list for the site with sufficient spares for new and temporary staff.
Documentation	Documentation to include: <ul style="list-style-type: none"> • updates site manuals and system description • operation instructions • maintenance manual • equipment schedule • manufacturer's literature • commissioning and test results • as constructed drawings (three paper copies and electronic copies in both CAD and PDF).

8.7 Emergency and Exit Lighting

Emergency and exit lighting is to be installed and certified in accordance with the following standards:

- AS/NZS 3000: 2007
- AS/NZS 2293-1: 2005

8.8 Structural Standards

Materials, workmanship, manufacture, fabrication and erection are to be in accordance with the following standards:

Item	Notes
Concrete	Materials and workmanship: AS3600
Steelwork	Manufacture, fabrication and erection: AS4100 Bolts: AS1511 Bolts for handrails, ladders, purlins: AS1111 Structural steel finishes and galvanized coatings: AS1627
Brickwork	AS3700
Timber	AS1684 and AS1720

8.9 Electrical

Electrical installation is to be certified in accordance with the following AS/NZS 3000: 2007.

Item	Notes
Lamp Testing	Lamp testing is to be in accordance with AS 1202 with the following mortality figures: <ul style="list-style-type: none"> • 5000 hours: maximum .01% failure • 6000 hours: maximum 5% failure • 8000 hours: minimum average life
Circuit Breakers	Merlin Gerin RCBO or similar.
Television	<ul style="list-style-type: none"> • TV outlet to match power points • to comply with CBA TV requirements • comply with CBA Cat 6 Cabling Standards
Meter Box	<p>Meter box:</p> <ul style="list-style-type: none"> • to have 125A per phase meter • to be connected to main site by building owner <p>Tenancy switchboard:</p> <ul style="list-style-type: none"> • to be supplied by the building owner • to have <ul style="list-style-type: none"> ○ 3-phase surge protection on the first pole group ○ circuit breakers and RCDs as appropriate ○ leftover poles to have pole fillers
Skirting Ducts	<ul style="list-style-type: none"> • aluminium construction, centre-mounted with two compartments • black powder-coated • separate power outlet sections • neatly finished with end caps and segregated sections as required
Power sockets	<p>Power starter sockets to be on skirting duct adjacent to workstation spines</p> <p>Soft-wiring equipment to be provided by the workstation sub-contractor to the electrical sub-contractor for installation, testing and commissioning</p>

8.10 Data and Communications

For full data centre and communications room specifications, see [Data Centres and Communications Rooms Handbook](#).

(http://commnet2.cba/Main/IT/Services/DataCentreManagement/Documents/Commonwealth_Bank_Group_Data_Centres_and_Communications_Rooms_Handbook.pdf)

Item	Notes
Data Cabling	Generically structured, horizontally cabled Cat 6 as per the CBA's cabling standards
Connectors, points and plates	<ul style="list-style-type: none"> • RJ 45 Cat 6 as per the CBA's cabling standards • Function of a point (i.e. data, voice, printer etc) to determined at the patch panel • Plates to be Clipsal 2000 series (or similar)
Switches	Switches are to: <ul style="list-style-type: none"> • comply with TIA/EIA 56BB.1 standard • support line speeds in excess of 1Gb • be back compatible with Cat 5, Cat 5e and Cat 3 chords and cables
Communications Racks	Communications Racks: <ul style="list-style-type: none"> • final assembly to be in-situ and secured with bolts to the plinth or floor • to have a separate and dedicated protective earth (6 mm² cable), connect to the metal of the rack via tags • rack earth to connected to the earth at the tenancy switchboard • to have a separate telecommunications earth from the floor IDF • have sufficient patch panels complete all wiring and connections

8.11 Glass and Glazing

All glass and glazing is to conform to AS1288: 2006.

8.12 Fire Testing

All finished are to comply with the following standards:

Item	Notes
Carpet	AS ISO 9239.1: 2003 AS/NZS 1530.3: 1999

8.13 Access Ladders

Item	Notes
Access ladders	Access ladders are to be of fixed steel and to comply with AS 1657.
Pull-down ladders	Pull-down ladders are to comply with BCA Technical Assessment 307.

9. Programme Management

9.1 Programme Establishment Checklist

The Design and Construction Strategy Checklist is to be completed by the Project Director at project establish.

9.2 Contractor Checklist

- Certificates of insurances as per contract held on file

9.3 Client Liaison and Meeting Schedules

Client liaison is maintained via regular scheduled meetings. The frequency and attendee list of these meetings is determined by the size and scope of the project.

9.3.1 Meetings Overview

Steering Committee

Purpose: High-level discussion on the progress of a range of large projects

Frequency: Monthly

Chair: Head of Property Design and Construction

Attendees:

- General Manager Leasing
- Client BU representatives
- Project Directors
- Technology Project Manager

Programme Control Group

Purpose: High-level discussion on the progress of a range of large projects

Frequency: Monthly

Chair: Project Director

Attendees:

- General Manager Leasing
- Client BU representatives
- Technology Project Manager

Site Meeting

Purpose: Discuss site-specific issues

Frequency: Monthly or as required

Chair: Construction Manager

Attendees: Contractors

Program Review

Purpose: Assess outcomes against at project goals and objectives

Frequency: At project completion

Chair: Project Director

Attendees:

- General Manager Leasing
- Client BU representatives
- Technology Project Manager

9.3.2 Minuting Meetings

All meetings are to be minuted with the standard Meeting Template and distributed to all attendees and interested parties. For site meetings, the Construction Manager is to send a copy of the minutes to the Project Director.

Meeting minutes are to be filed with the other project documentation.

9.4 Progress Payments

Refer to the contract for progress payment schedules.

The Construction Manager submits invoices to both the Project Director and the Quantity Surveyor. The Quantity Surveyor will certify that the amount claimed is consistent with the contract schedule and the progress of the works. If the Quantity Surveyor refuses to certify payment, or varies the amount of the invoice, then the Project Director is to inform the Construction Manager under the terms of the contract.

9.5 Dispute Resolution

Dispute resolution procedures are outlined in the contract.

10. Filing and Record Keeping

10.1 Introduction

All project-related correspondence and documentation is to be stored in an electronic format on the shared drive under the project-specific folder. Examples of items to be stored include:

- emails between the Project Director and other parties, such as the Business Unit, Construction Manager and so on
- copies of approvals and certificates from regulatory authorities
- budgets
- operations and maintenance manuals received from the Construction Manager
- invoices
- drawings
- reports

10.1.1 File formats

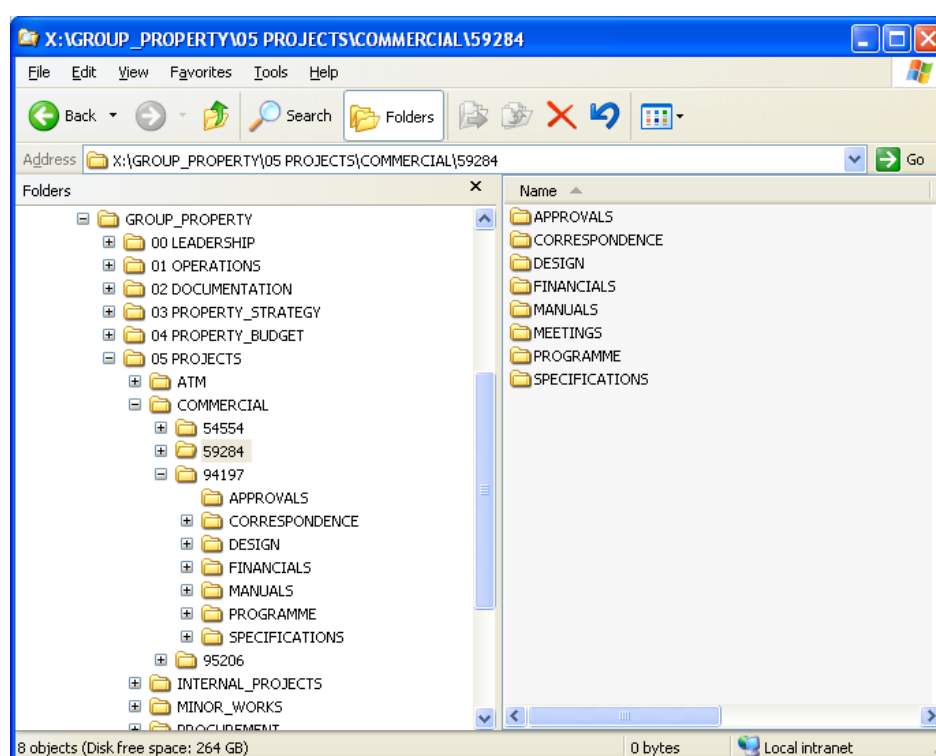
Where practical, all files should be stored in Adobe Acrobat format (PDF) as well as the source format where applicable. Drawings, for example, when stored as PDF can be viewed by anyone, while the source files (DXF) can only be opened in a tool for editing and creating drawings, such as AutoCAD.

10.1.2 File naming conventions

All files are to have meaningful names so that the nature of a file can be determined without having to open it. For example, the copy of the minutes for a site meeting held on July 26, 2010 should be named "site_meeting_minutes_26072010.msg".

10.1.3 File locations

All files are to be stored on the shared drive under the folder for the property. The full path to the project files is \\naunsw002\ud_frmcs_promgmt_sy\$\GROUP_PROPERTY\05 PROJECTS\COMMERCIAL\59284. Each property is to have a standard set of folders under the property number as shown in the example below:



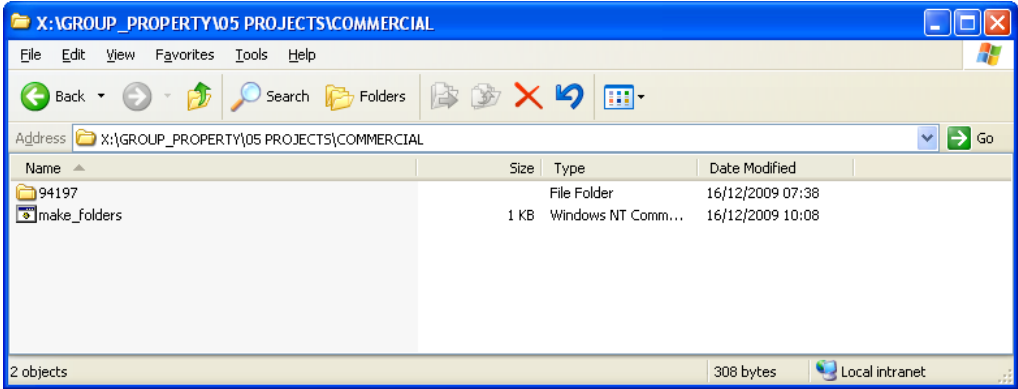
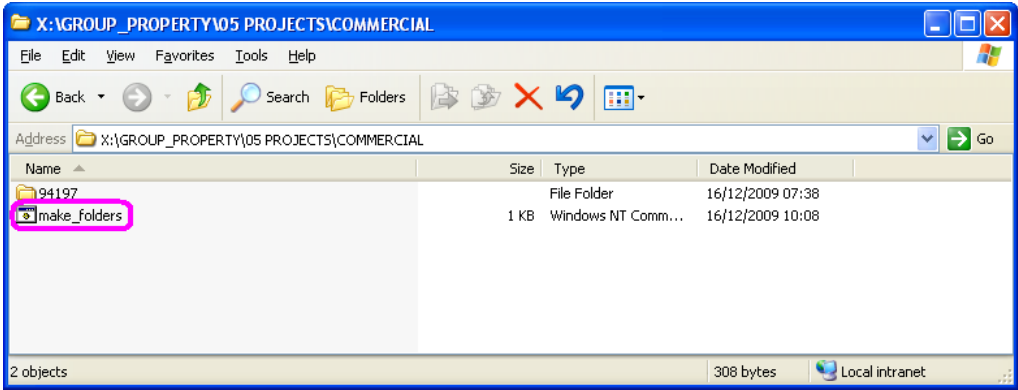
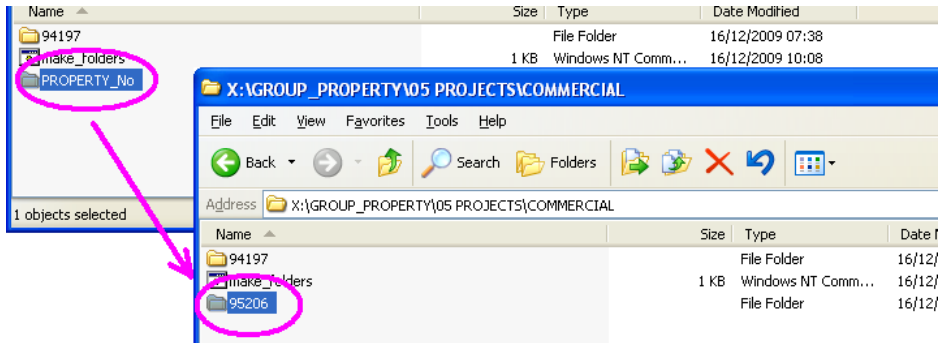
Refer to table for the purpose of each folder and the types of files that are to be stored there.

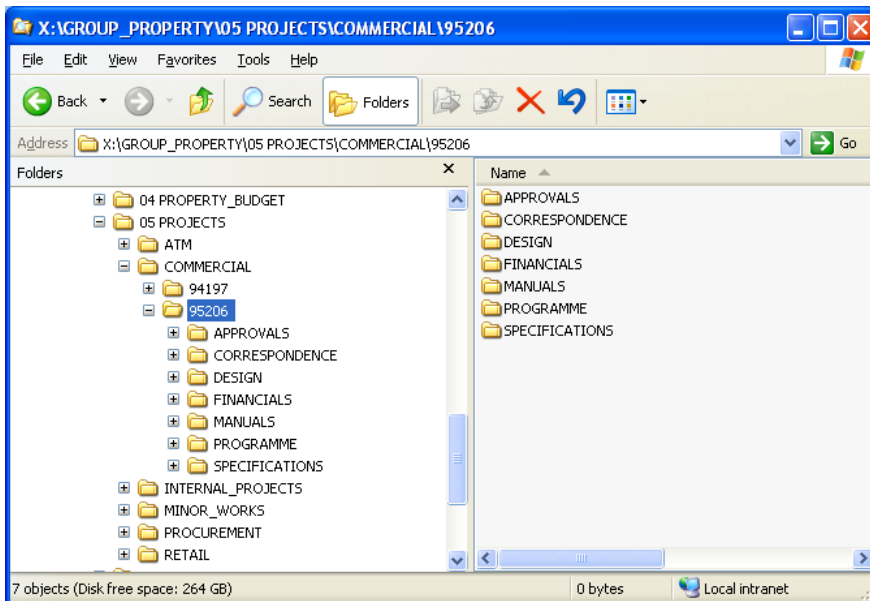
Folder	Purpose
APPROVALS	<ul style="list-style-type: none">• project and budget approvals from Business Units• development application approvals• construction certificates• occupancy certificates
DESIGN	<ul style="list-style-type: none">• design briefs• site audit reports and photographs• architect's drawings• correspondence regarding design changes
CORRESPONDENCE	<ul style="list-style-type: none">• general correspondence that does not easily fit into the other categories
FINANCIALS	<ul style="list-style-type: none">• capital dissection reports• purchase orders
PROGRAMME	<ul style="list-style-type: none">• project management files
SPECIFICATIONS	<ul style="list-style-type: none">• engineer's specifications• IT requirements
MEETINGS	<ul style="list-style-type: none">• minutes of meetings held
MANUALS	<ul style="list-style-type: none">• Operations & Maintenance manual received from the Construction Manager• warranty documents• as-built drawings

10.2 Procedures

10.2.1 Creating project folders

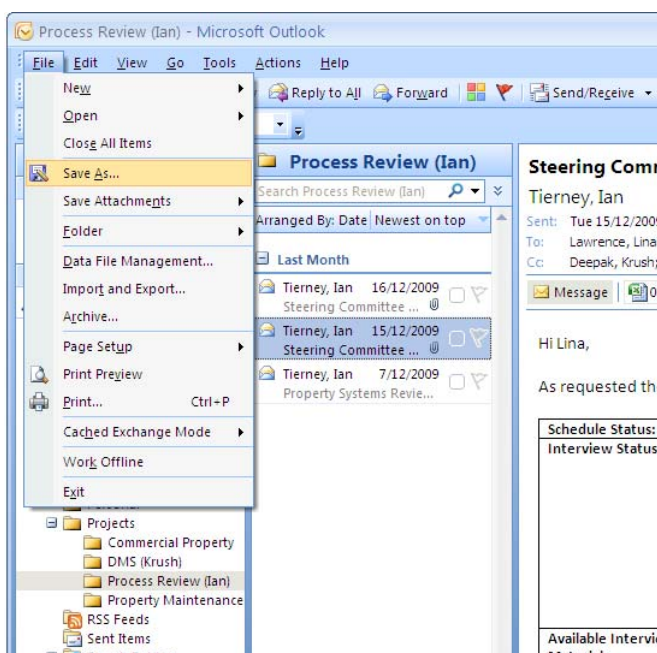
Follow the steps below to create project folders:

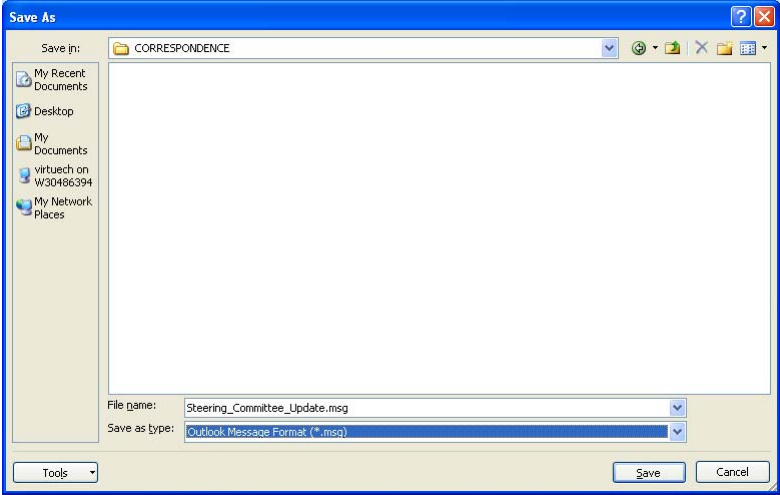
Step	Action
1	<p>Open the Windows Explorer and browse to \\naunsw002\ud_frmcs_promgmt_sy\$\IGROUP_PROPERTY\05 PROJECTS\COMMERCIAL\.</p> 
2	<p>Double-click make_folders.</p>  <p><i>A new set of folders is created.</i></p>
3	<p>Rename the folder PROPERTY_No with the property number for the project.</p>  <p>Hint: To rename the folder, click on it, press [F2] and type in the new name.</p>

Step	Action
4	<p>Expand the new property folder to see the full set of folders underneath it.</p> 

10.2.2 Saving emails

Follow the steps below to save email messages:

Step	Action
1	Select the email to save.
2	<p>Select <i>File -> Save As...</i></p> 

Step	Action
3	<div><div><div>On the Save As dialogue box:</div><div><div>Browse to the correct folder for the project.</div><div>Give the message a meaningful name.</div><div>Save the as an Outlook message (.MSG).</div></div></div><div></div></div>

11. Project Administration Procedures

11.1 Project Set-up

When a new a project has been initiated, the Project Director completes a SAP Project Set-up form with information about the project's. The form is entered into SAP by the Project Administrator.

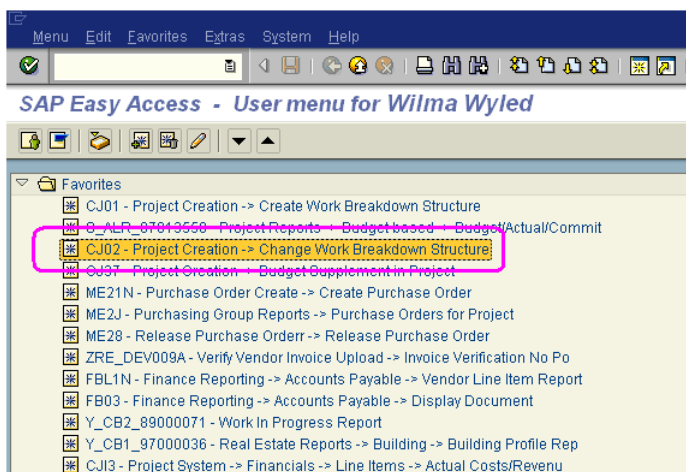
Note: For projects with a budget under \$30,000, an SAP Project Setup form is not required. The required information will be on the invoice.

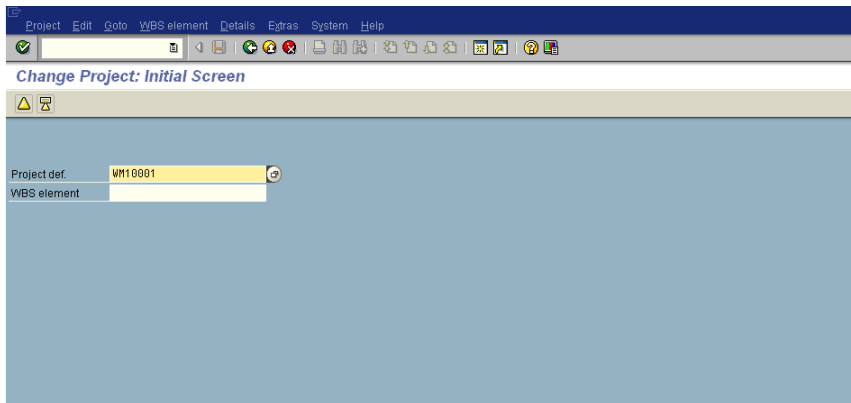
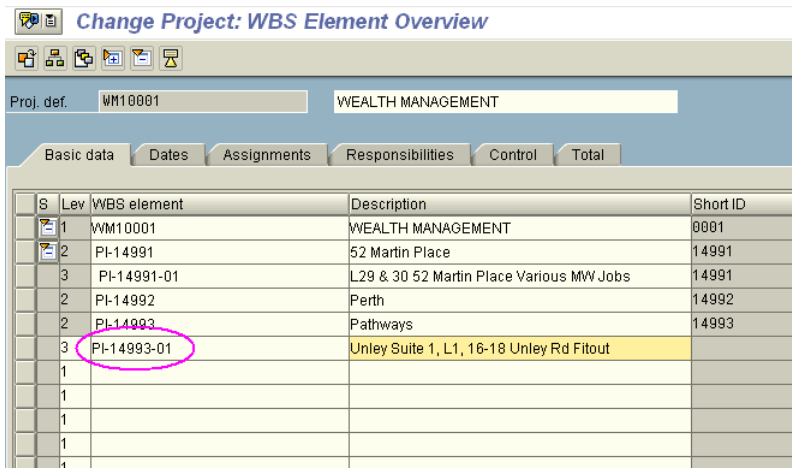
There are four tasks required:

- Creating the new project in SAP
- Entering the budget amounts
- Raising purchase orders
- Releasing purchase orders

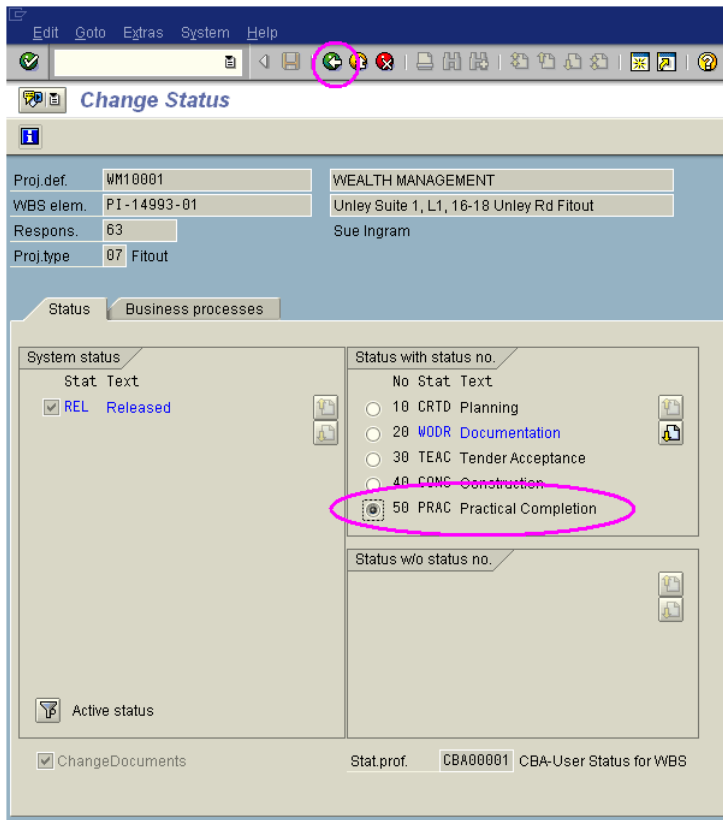
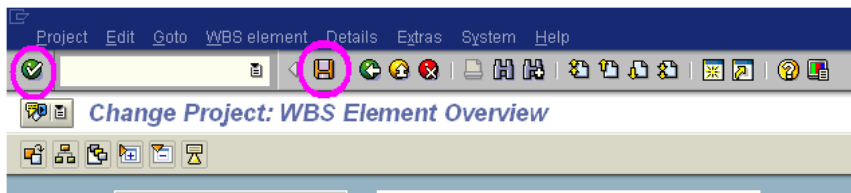

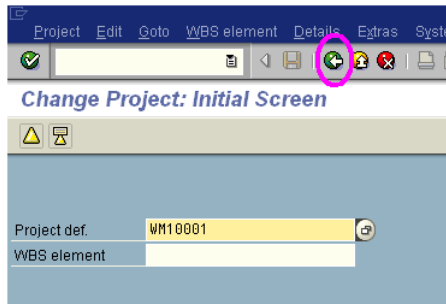
11.1.1 Creating a new project in SAP

Follow the steps below to set up a new project in SAP.

Step	Action						
1	<p>Check the SAP Project Set-up form has been completed correctly:</p> <ul style="list-style-type: none"> • all fields in the top section have been completed • the total of budget breakdown section tallies with the Total Cost Approved • it has been authorised by the Project Director • if the Total Project Cost is \$100,000 or greater, the form has been counter-signed by the National Project Manager. <p>Has the form been completed correctly?</p> <table border="1"> <thead> <tr> <th>If:</th><th>Do this:</th></tr> </thead> <tbody> <tr> <td>yes</td><td>go to the next step.</td></tr> <tr> <td>no</td><td>Contact the Project Director if you cannot complete the missing items</td></tr> </tbody> </table>	If:	Do this:	yes	go to the next step.	no	Contact the Project Director if you cannot complete the missing items
If:	Do this:						
yes	go to the next step.						
no	Contact the Project Director if you cannot complete the missing items						
2	<p>At the SAP Easy Access menu, double-click CJ02 – Project Creation -> Change Work Breakdown Structure</p>  <p>The Change Project: Initial Screen displays.</p>						

Step	Action								
3	<p>At the <i>Change Project: Initial Screen</i>, type the budget number in the <i>Project def</i> field and then press [Enter]002E</p>  <p><i>The Change Project: WBS Element Overview screen displays.</i></p>								
4	<p>Refer to the SAP Project Set-up form and complete the following columns on the next blank line on the <i>Change Project: WBS Element Overview</i> screen:</p> <table border="1"> <thead> <tr> <th>Column</th><th>Particulars</th></tr> </thead> <tbody> <tr> <td><i>Lev</i></td><td>Type the next increment in the for the PI number.</td></tr> <tr> <td><i>WBS element</i></td><td>Type the PI number and the next breakdown number. For example, if the PI number was '12345' and this was first the entry, type 'PI-12345-01'.</td></tr> <tr> <td><i>Description</i></td><td>Type the property address and a brief description of the works to be performed.</td></tr> </tbody> </table>  <p>Double-click the newly added PI number when finished. <i>The Change WBS Element box displays.</i></p>	Column	Particulars	<i>Lev</i>	Type the next increment in the for the PI number.	<i>WBS element</i>	Type the PI number and the next breakdown number. For example, if the PI number was '12345' and this was first the entry, type 'PI-12345-01'.	<i>Description</i>	Type the property address and a brief description of the works to be performed.
Column	Particulars								
<i>Lev</i>	Type the next increment in the for the PI number.								
<i>WBS element</i>	Type the PI number and the next breakdown number. For example, if the PI number was '12345' and this was first the entry, type 'PI-12345-01'.								
<i>Description</i>	Type the property address and a brief description of the works to be performed.								

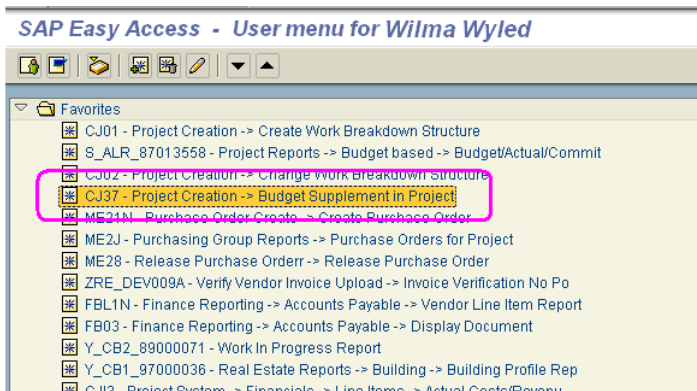


Step	Action												
5	<p>Refer to the SAP Project Set-up form and complete the following fields on the <i>Change WBS Element</i> box:</p> <table border="1"> <thead> <tr> <th>Field</th><th>Particulars</th></tr> </thead> <tbody> <tr> <td><i>Proj.type</i></td><td>Select from the drop-down list.</td></tr> <tr> <td><i>Respons.person</i></td><td>Click in the field and then select the Project Director from the list.</td></tr> <tr> <td><i>Req.cost.center</i></td><td>Type the OUN number.</td></tr> <tr> <td><i>Profit center</i></td><td>Type the property number</td></tr> <tr> <td><i>Building</i></td><td>Type the property number</td></tr> </tbody> </table> <div data-bbox="475 696 1356 1310"> </div> <p>When you have finished, click the button next to the <i>System status</i> field. <i>The Change Status screen displays.</i></p>	Field	Particulars	<i>Proj.type</i>	Select from the drop-down list.	<i>Respons.person</i>	Click in the field and then select the Project Director from the list.	<i>Req.cost.center</i>	Type the OUN number.	<i>Profit center</i>	Type the property number	<i>Building</i>	Type the property number
Field	Particulars												
<i>Proj.type</i>	Select from the drop-down list.												
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<i>Req.cost.center</i>	Type the OUN number.												
<i>Profit center</i>	Type the property number												
<i>Building</i>	Type the property number												

Step	Action
6	<p>On the <i>Change Status</i> screen, select 50 PRAC Practical Completion and then click [Go Back] on the tool bar.</p>  <p>The <i>Change Project: WBS Element Overview</i> screen redisplay.</p>
7	<p>At the <i>Change Project: WBS Element</i> screen, click the tick then click [Save].</p>  <p>The <i>Change Supplement: Initial Screen</i> displays with the PI number in the Proj.def field.</p>
8	<p>On the <i>Change Supplement: Initial Screen</i>, click [Go Back] .</p>  <p>The SAP Easy Access menu redisplay.</p>

Step	Action
9	Go to <i>Entering the budget amounts</i> .

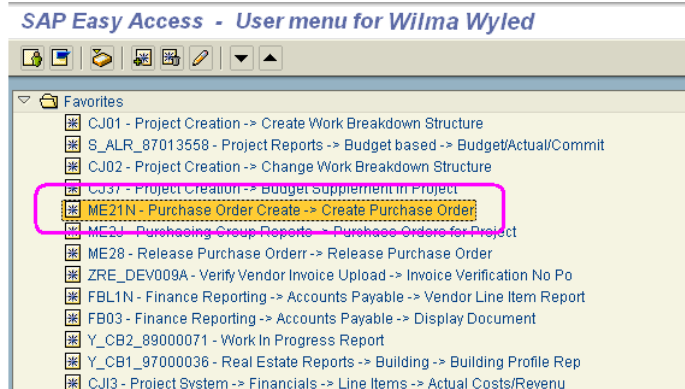
11.1.2 Entering the budget amounts

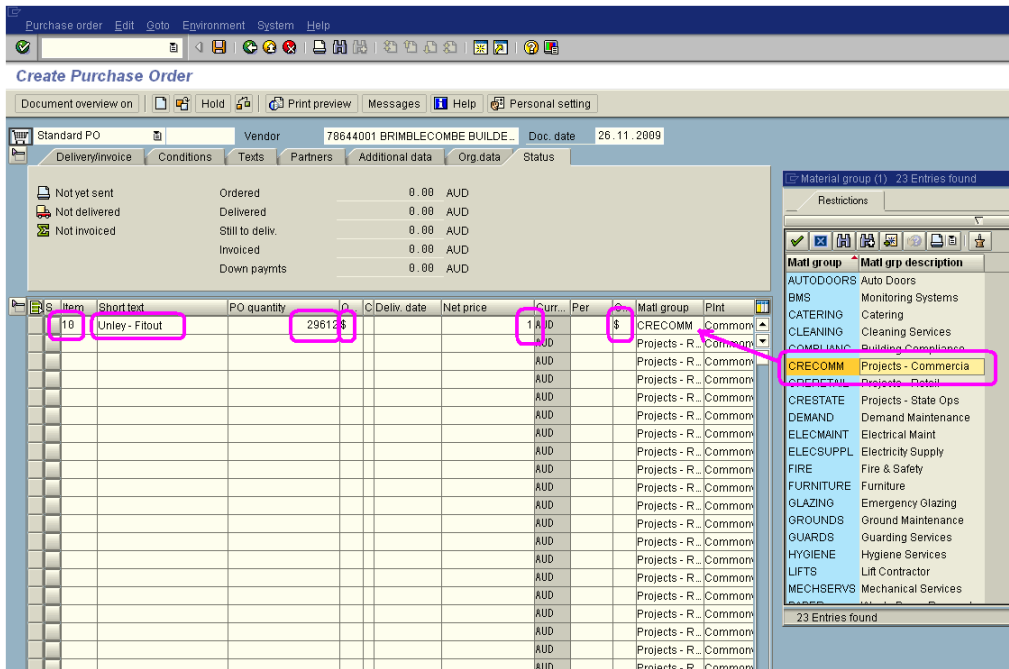
Follow the steps below to enter the budget amounts for the newly created project.

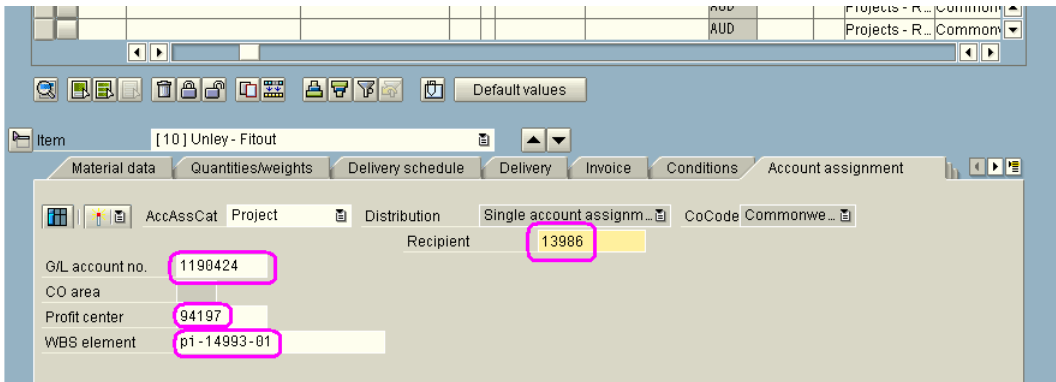
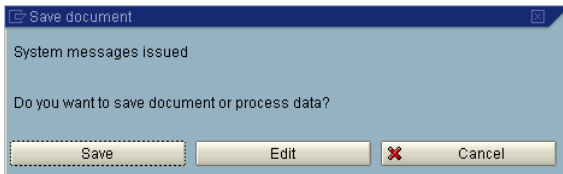
Step	Action
1	<p>At the SAP Easy Access menu, double-click CJ37 – Project Creation –> Budget Supplement in Project.</p>  <p><i>The Change Supplement: Initial Screen displays with the budget number in the Project.def field.</i></p>
2	<p>On the <i>Change Supplement: Initial Screen</i>, press [Enter]. <i>The Change Supplement: WBS Element Overview screen displays.</i></p>
3	<p>On the <i>Change Supplement: WBS Element Overview</i> screen:</p> <ul style="list-style-type: none"> check that the correct PI number is in the bottom row in the <i>WBS Element</i> column. (If it is wrong, then go back to the previous <i>procedure</i> and correct it.) type the total project budget in the <i>Supplement</i> column click [Balance] on the toolbar  Note: If there are problems with the amount entered, an error message will display. Check your input and refer to the Project Director if necessary. click [Save]  <p><i>The Change Supplement: Initial Screen redisplay.</i></p>
4	<p>At the <i>Change Supplement: Initial Screen</i>, click [Go Back]. <i>The SAP Easy Access menu redisplay.</i></p>
5	Go to <i>Raising purchase orders</i> .


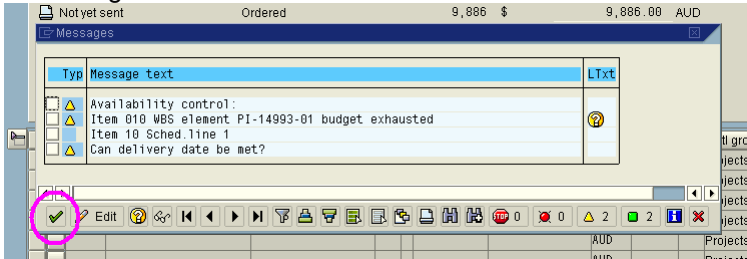
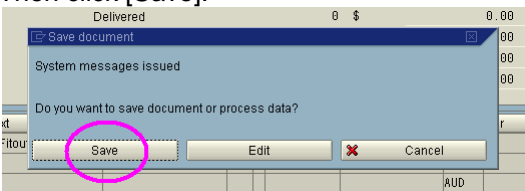

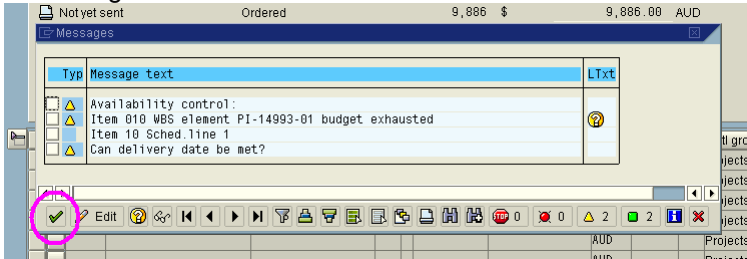
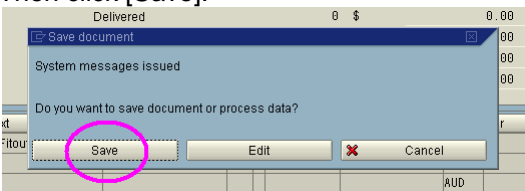

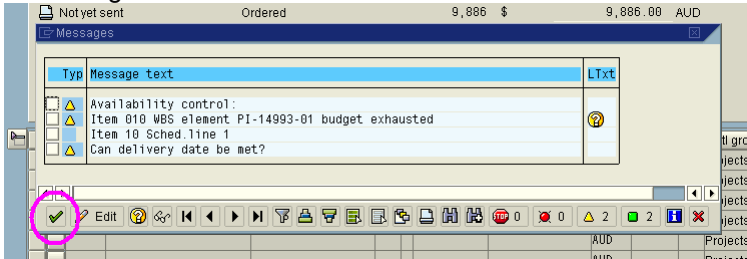
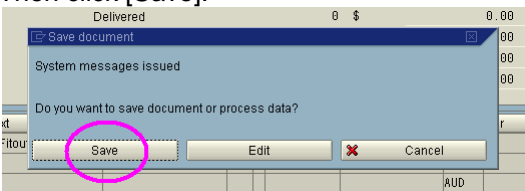
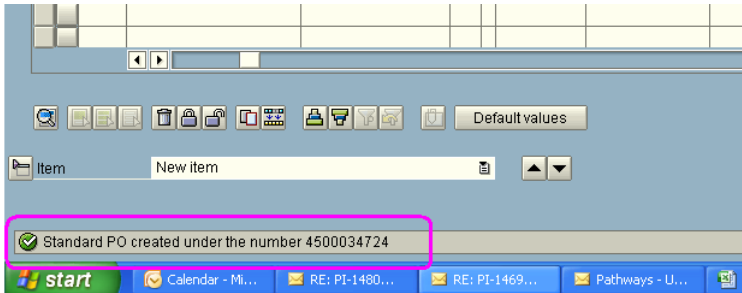
11.1.3 Raising purchase orders

Follow the steps below to raise purchase orders for the newly created project.

Step	Action
1	<p>At the SAP Easy Access menu, double-click ME21N – Purchase Order Create –> Create Purchase Order.</p>  <p><i>The Create Purchase Order screen displays.</i></p>

Step	Action																		
2	<p>Refer to the SAP Project Set-up form and complete the following fields on the <i>Create Purchase Order</i> screen:</p> <table border="1"> <thead> <tr> <th>Field</th><th>Particulars</th></tr> </thead> <tbody> <tr> <td>Vendor</td><td>Type the vendor number.</td></tr> <tr> <td>Item</td><td>Type the number in the sequence, incrementing by 10. For example, if the last item number was 20, the next one will be 30.</td></tr> <tr> <td>Short text</td><td>Type the property address and brief description of the service to be performed.</td></tr> <tr> <td>PO quantity</td><td>Type the budget amount for the item.</td></tr> <tr> <td>OUN</td><td>Type '\$'.</td></tr> <tr> <td>Net price</td><td>Type '1'.</td></tr> <tr> <td>OPUN</td><td>Type '\$'.</td></tr> <tr> <td>Field</td><td>Particulars</td></tr> </tbody> </table>  <p>Press [Enter] when finished. The lower part of the screen expands to display the item account details.</p>	Field	Particulars	Vendor	Type the vendor number.	Item	Type the number in the sequence, incrementing by 10. For example, if the last item number was 20, the next one will be 30.	Short text	Type the property address and brief description of the service to be performed.	PO quantity	Type the budget amount for the item.	OUN	Type '\$'.	Net price	Type '1'.	OPUN	Type '\$'.	Field	Particulars
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Field	Particulars																		

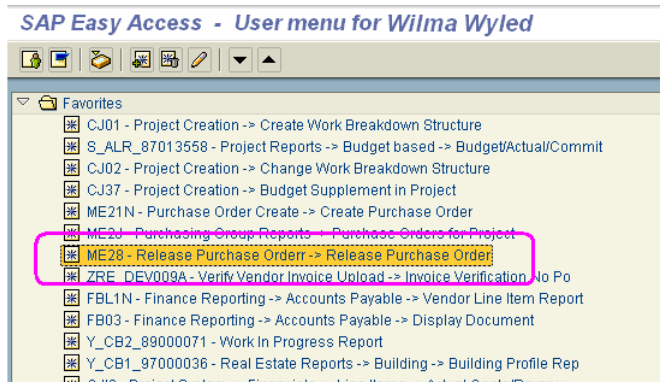
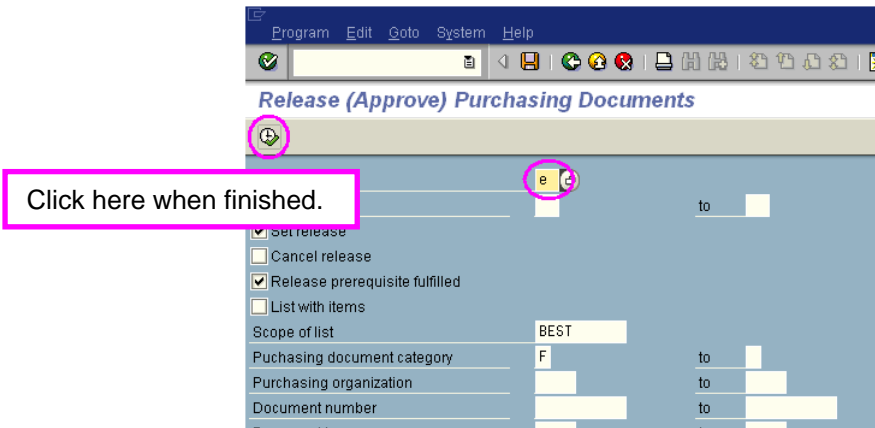
Step	Action										
3	<p>Complete the following fields on the lower part of the screen:</p> <table border="1"> <thead> <tr> <th>Field</th><th>Particulars</th></tr> </thead> <tbody> <tr> <td>GL account no.</td><td>Type '1190424'.</td></tr> <tr> <td>Profit center</td><td>Type the property number.</td></tr> <tr> <td>WBS element</td><td>Type PI number.</td></tr> <tr> <td>Recipient</td><td>Type the OUN number.</td></tr> </tbody> </table>  <p>Click [Save] when finished. <i>The item account details closes with the purchase order number displayed at the bottom of the screen.</i></p>	Field	Particulars	GL account no.	Type '1190424'.	Profit center	Type the property number.	WBS element	Type PI number.	Recipient	Type the OUN number.
Field	Particulars										
GL account no.	Type '1190424'.										
Profit center	Type the property number.										
WBS element	Type PI number.										
Recipient	Type the OUN number.										
4	<p>Was this error message displayed?</p>  <table border="1"> <thead> <tr> <th>If</th><th>Do this</th></tr> </thead> <tbody> <tr> <td>Yes</td><td>Go to the next step.</td></tr> <tr> <td>No</td><td>Go to Step 7.</td></tr> </tbody> </table>	If	Do this	Yes	Go to the next step.	No	Go to Step 7.				
If	Do this										
Yes	Go to the next step.										
No	Go to Step 7.										
5	<p>Click [Edit] on the message box. <i>The Message Text box will display.</i></p> <p>Note: If there are any messages in red, it is because the total of the purchase orders raised for the project has exceeded the budget allocated to it.</p>										

Step	Action						
6	<p>Are there any messages in red?</p> <table border="1"> <thead> <tr> <th>If</th><th>Do this</th></tr> </thead> <tbody> <tr> <td>Yes</td><td> <p>Close the box and check your input. If you are unable to clear the box, refer to the Project Director.</p>  </td></tr> <tr> <td>No</td><td> <ul style="list-style-type: none"> Click the green tick  Then click [Save].  </td></tr> </tbody> </table>	If	Do this	Yes	<p>Close the box and check your input. If you are unable to clear the box, refer to the Project Director.</p> 	No	<ul style="list-style-type: none"> Click the green tick  Then click [Save]. 
If	Do this						
Yes	<p>Close the box and check your input. If you are unable to clear the box, refer to the Project Director.</p> 						
No	<ul style="list-style-type: none"> Click the green tick  Then click [Save].  						
7	<p>Write the purchase order number on the form.</p> 						
8	<p>Click [Go Back]. The SAP Easy Access menu displays.</p>						
9	<p>Are there more purchase orders to raise?</p> <table border="1"> <thead> <tr> <th>If</th><th>Do this</th></tr> </thead> <tbody> <tr> <td>Yes</td><td>Go back to Step 1 and raise the next purchase order.</td></tr> <tr> <td>No</td><td> <ul style="list-style-type: none"> Advise the National Project Director of any purchase orders of more \$100,000. Go to <i>Releasing purchase orders</i>. </td></tr> </tbody> </table>	If	Do this	Yes	Go back to Step 1 and raise the next purchase order.	No	<ul style="list-style-type: none"> Advise the National Project Director of any purchase orders of more \$100,000. Go to <i>Releasing purchase orders</i>.
If	Do this						
Yes	Go back to Step 1 and raise the next purchase order.						
No	<ul style="list-style-type: none"> Advise the National Project Director of any purchase orders of more \$100,000. Go to <i>Releasing purchase orders</i>. 						

11.1.4 Releasing purchase orders

The Project Administrator can release purchases orders of up to \$100,000. Purchase orders over \$100,000 can only be released by the National Project director.

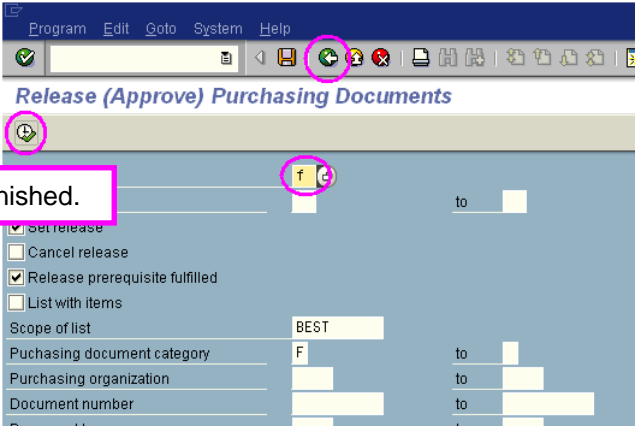
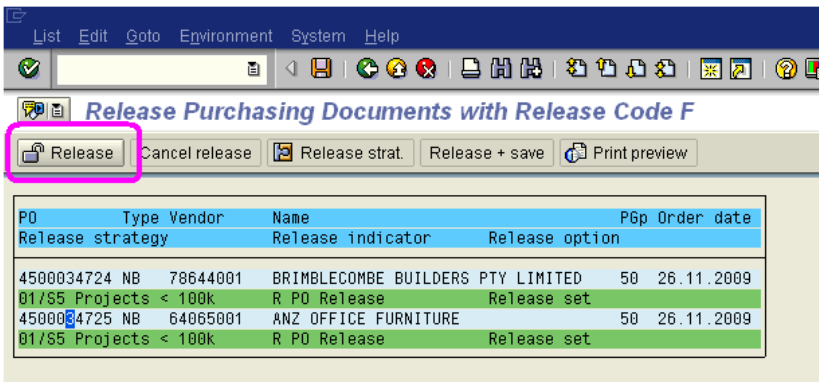
Follow the steps below to release the newly raised purchase orders.

Step	Action
1	<p>At the SAP Easy Access menu, double-click ME28 – Release Purchase Order –> Release Purchase Order.</p>  <p><i>The Release (Approve) Purchasing Documents screen displays.</i></p>
2	<p>On the <i>Release (Approve) Purchasing Documents</i> screen:</p> <ul style="list-style-type: none"> type 'e' in the Release code field click the clock button on the tool bar.  <p><i>The Release Purchasing Documents with Release Code E screen displays.</i></p>

Step	Action																																																																																																																																																																																																																																																																																																																																																																																																																								
3	<p>For each purchase order to be released:</p> <ul style="list-style-type: none">click the purchase orderclick [Release]. <p>Note: You cannot select multiple orders. Each order must be released individually.</p> <div><div><p>Release Purchasing Documents with Release Code E</p><p>Release Cancel release Release strat. Release + save Print preview</p><table><thead><tr><th>P0</th><th>Type</th><th>Vendor</th><th>Name</th><th>Release indicator</th><th>Release option</th><th>P6p</th><th>Order date</th></tr></thead><tbody><tr><td>4500034712 NB</td><td>52201001</td><td>MSR FERLAN PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034713 NB</td><td>52201001</td><td>MSR FERLAN PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034714 NB</td><td>67385001</td><td>GGI OFFICE SYSTEMS PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034715 NB</td><td>67385001</td><td>GGI OFFICE SYSTEMS PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034716 NB</td><td>67385001</td><td>GGI OFFICE SYSTEMS PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034717 NB</td><td>52201001</td><td>MSR FERLAN PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034718 NB</td><td>52201001</td><td>MSR FERLAN PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034719 NB</td><td>52942001</td><td>A & P PARKES CONSTRUCTIONS PTY LIM</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034720 NB</td><td>52942001</td><td>A & P PARKES CONSTRUCTIONS PTY LIM</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034721 NB</td><td>52942001</td><td>A & P PARKES CONSTRUCTIONS PTY LIM</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034722 NB</td><td>52942001</td><td>A & P PARKES CONSTRUCTIONS PTY LIM</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034723 NB</td><td>52942001</td><td>A & P PARKES CONSTRUCTIONS PTY LIM</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034724 NB</td><td>78644001</td><td>BRIMBLECOMBE BUILDERS PTY LIMITED</td><td></td><td></td><td>50</td><td>26.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034725 NB</td><td>64065001</td><td>ANZ OFFICE FURNITURE</td><td></td><td></td><td>50</td><td>26.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr></tbody></table></div><div><p>Release Purchasing Documents with Release Code E</p><p>Release Cancel release Release strat. 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Release + save Print preview</p><table><thead><tr><th>P0</th><th>Type</th><th>Vendor</th><th>Name</th><th>Release indicator</th><th>Release option</th><th>P6p</th><th>Order date</th></tr></thead><tbody><tr><td>4500034712 NB</td><td>52201001</td><td>MSR FERLAN PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034713 NB</td><td>52201001</td><td>MSR FERLAN PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034714 NB</td><td>67385001</td><td>GGI OFFICE SYSTEMS PTY LTD</td><td></td><td></td><td>81</td><td>25.11.2009</td></tr><tr><td>01/55 Projects < 100k</td><td>Z PO Blocked</td><td></td><td></td><td>Release possible</td><td></td><td></td></tr><tr><td>4500034715 NB</td><td>67385001</td><td>GGI OFFICE 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The Release (Approve) Purchasing Documents screen redisplays.

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Step	Action
5	<p>On the <i>Release (Approve) Purchasing Documents</i> screen:</p> <ul style="list-style-type: none"> type 'f' in the <i>Release code</i> field click the clock button on the tool bar. click [Go Back] when finished.  <p><i>The Release Purchasing Documents with Release Code F screen displays.</i></p>
6	<p>For each purchase order to be released:</p> <ul style="list-style-type: none"> click the purchase order click [Release]. <p>Note: You cannot select multiple orders. Each order must be released individually.</p>
7	<p>When you have finished selecting orders to release, click [Save].</p>  <p><i>The SAP Easy Access menu displays.</i></p>
8	<p>When you have finished raising purchase orders, save the SAP Set up form and any attachments to G:\GROUP_PROPERTY\05 PROJECTS\COMMERCIAL BAU\SAP Set Up Forms.</p>

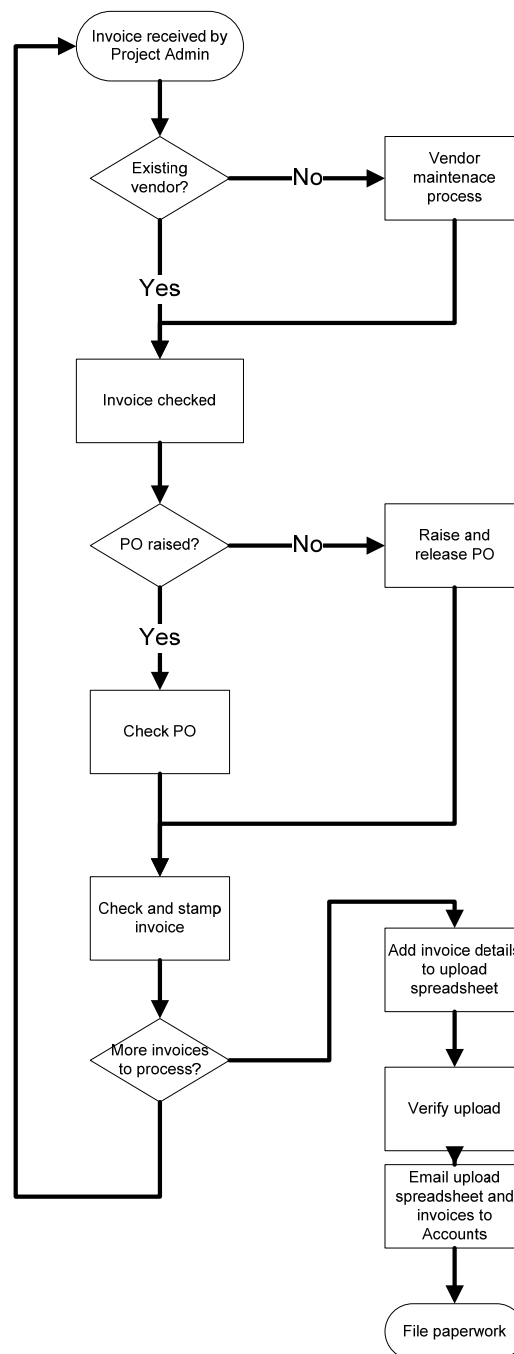
11.2 Invoice Processing

Invoices must not be processed unless they have been approved by the Project Director. If the invoice has not been raised against a purchase order, check that there is sufficient budget available before sending for payment.

There are five tasks required:

- Checking the invoice.
- Checking the budget (if the invoice does not have a matching purchase order)
- Raising and releasing a purchase order (if the invoice does not have a matching purchase order)
- Uploading invoices to Accounts Payable
- Filing the paperwork.

Process flow



11.2.1 Checking the invoice

All invoices are to be approved by the Project Director.

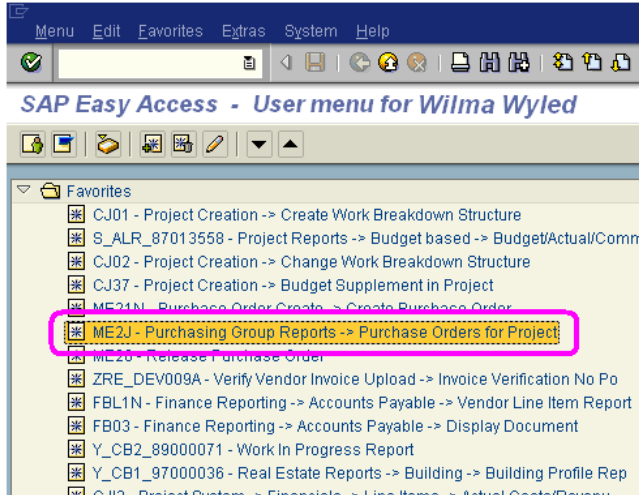
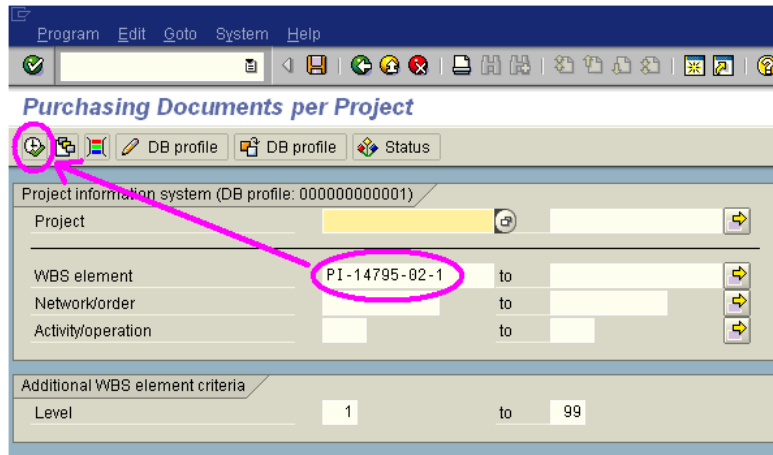
Follow the steps below to check the invoice.

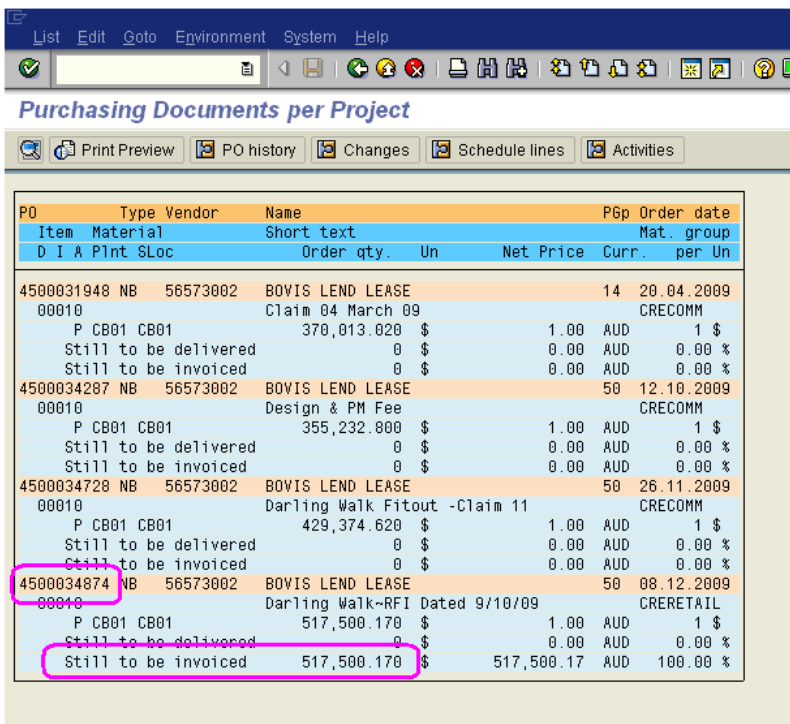
Step	Action						
1	<p>Has the invoice been approved by the Project Director?</p> <table> <tr> <th>If:</th><th>Do this:</th></tr> <tr> <td>yes</td><td>go to the next step.</td></tr> <tr> <td>no</td><td>return the invoice to the Project Director for approval.</td></tr> </table>	If:	Do this:	yes	go to the next step.	no	return the invoice to the Project Director for approval.
If:	Do this:						
yes	go to the next step.						
no	return the invoice to the Project Director for approval.						
2	<p>Stamp the invoice and complete the fields on the stamp.</p> <p>If the vendor number is not on the invoice, see <i>Looking up a vendor number</i>.</p>						
3	<p>Is the invoice from an existing vendor?</p> <table> <tr> <th>If:</th><th>Do this:</th></tr> <tr> <td>yes</td><td>go to the next step.</td></tr> <tr> <td>no</td><td> <ul style="list-style-type: none"> request that Vendor Management set up the vendor – see <i>Setting up a new vendor</i> file the invoice in the Pending folder go back to Step 1 and move on to the next invoice. </td></tr> </table>	If:	Do this:	yes	go to the next step.	no	<ul style="list-style-type: none"> request that Vendor Management set up the vendor – see <i>Setting up a new vendor</i> file the invoice in the Pending folder go back to Step 1 and move on to the next invoice.
If:	Do this:						
yes	go to the next step.						
no	<ul style="list-style-type: none"> request that Vendor Management set up the vendor – see <i>Setting up a new vendor</i> file the invoice in the Pending folder go back to Step 1 and move on to the next invoice. 						
4	<p>Is there a purchase order number on the invoice?</p> <table> <tr> <th>If:</th><th>Do this:</th></tr> <tr> <td>yes</td><td>go to <i>Checking the purchase order</i></td></tr> <tr> <td>no</td><td>go to <i>Checking the budget</i>.</td></tr> </table>	If:	Do this:	yes	go to <i>Checking the purchase order</i>	no	go to <i>Checking the budget</i> .
If:	Do this:						
yes	go to <i>Checking the purchase order</i>						
no	go to <i>Checking the budget</i> .						

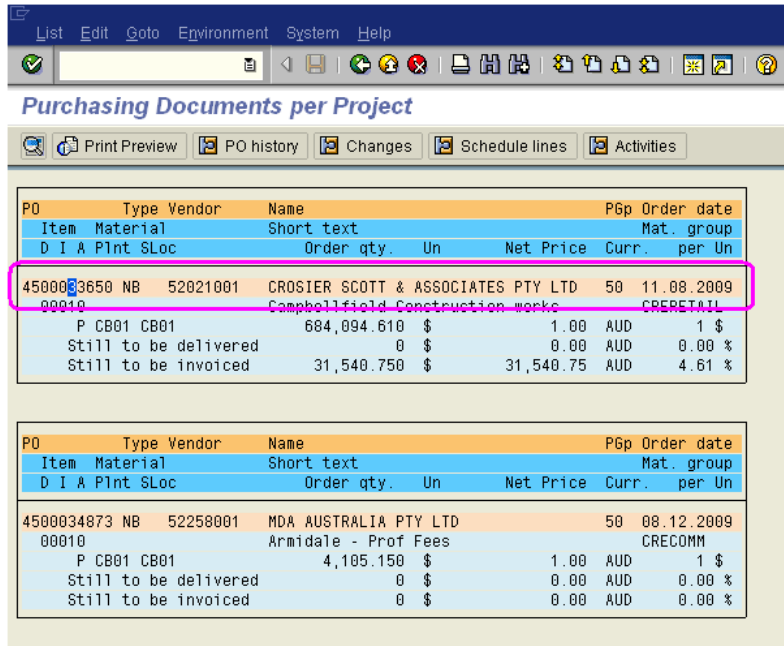

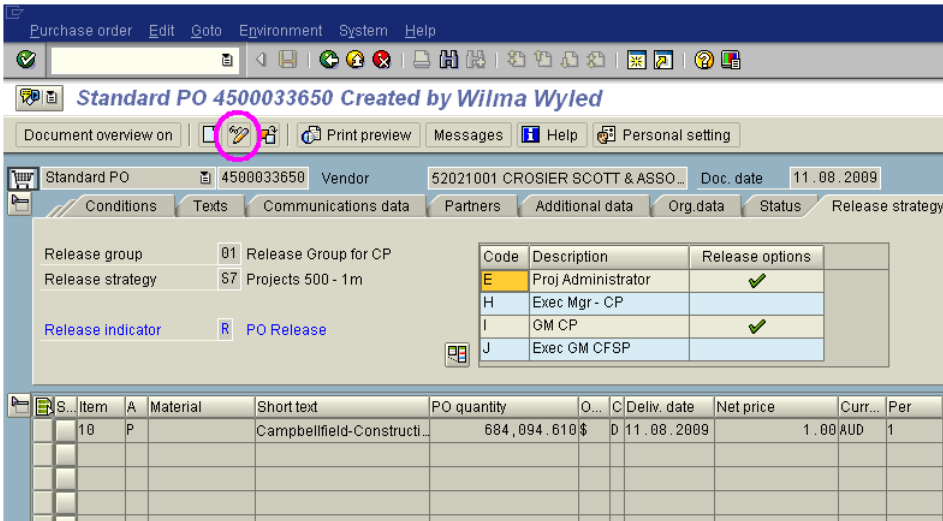
11.2.2 Checking the purchase order

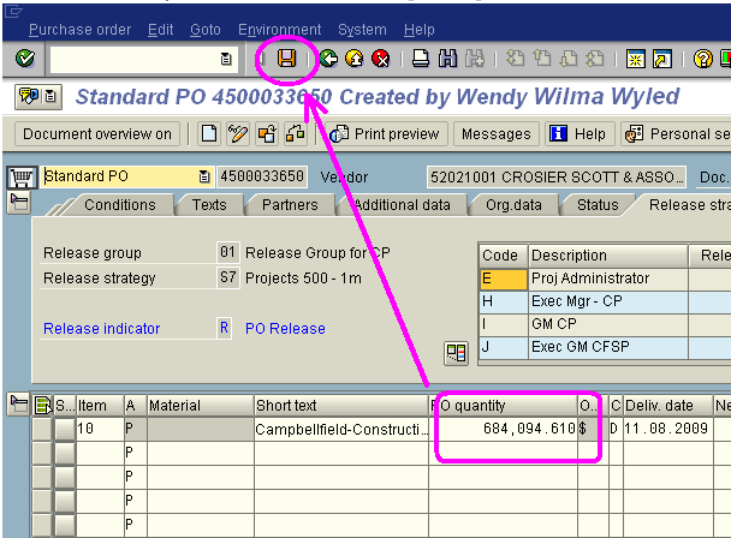
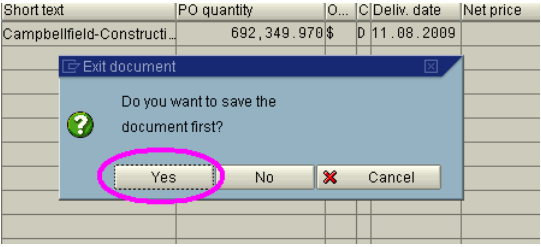
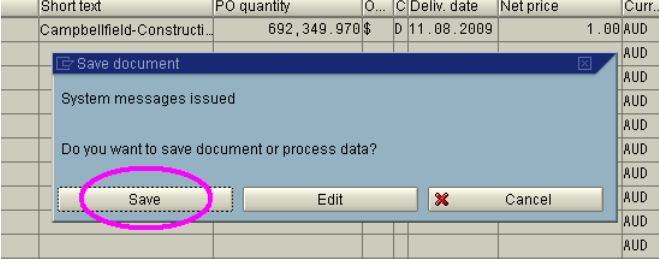
Although there may be a purchase order number written, you need to check that it has been raised for vendor and that there is enough available to pay the invoice.

Follow the steps below to check the purchase order:

Step	Action
1	<p>On the SAP Easy Access menu, double-click ME2J – Purchasing Group Reports -> Purchase Orders for Project.</p>  <p><i>The Purchase Documents per Project screen displays.</i></p>
2	<p>On the <i>Purchase Documents per Project</i> screen:</p> <ul style="list-style-type: none"> type the PI number from the invoice in the WBS Element field click the clock icon when finished.  <p><i>A list of related purchase orders displays.</i></p>

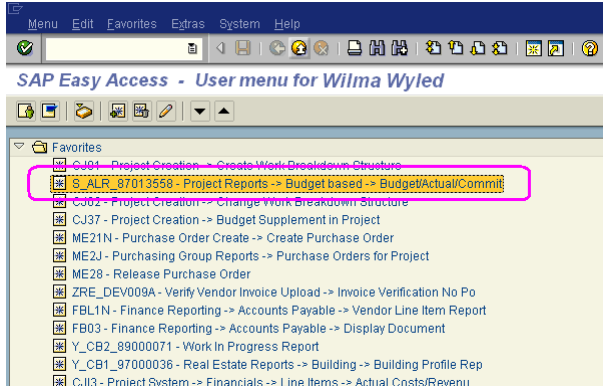
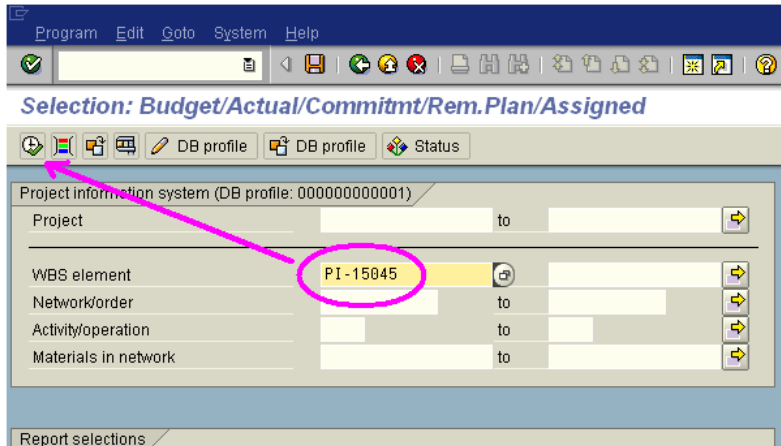
Step	Action						
3	<p>Check the following:</p> <ul style="list-style-type: none"> the purchase order on the screen matches the invoice that the Still to be invoiced amount is greater than or equal to the invoice amount  <p>Does the invoice pass both of these checks?</p> <table border="1"> <thead> <tr> <th>If:</th><th>Do this:</th></tr> </thead> <tbody> <tr> <td>yes</td><td> <ul style="list-style-type: none"> place the invoice to one side for adding to upload spreadsheet later if there are more invoices to process, go back to <i>Checking the invoice</i> to work with the next invoice, otherwise go to <i>Uploading invoices</i>. </td></tr> <tr> <td>no</td><td>Go to the next step.</td></tr> </tbody> </table>	If:	Do this:	yes	<ul style="list-style-type: none"> place the invoice to one side for adding to upload spreadsheet later if there are more invoices to process, go back to <i>Checking the invoice</i> to work with the next invoice, otherwise go to <i>Uploading invoices</i>. 	no	Go to the next step.
If:	Do this:						
yes	<ul style="list-style-type: none"> place the invoice to one side for adding to upload spreadsheet later if there are more invoices to process, go back to <i>Checking the invoice</i> to work with the next invoice, otherwise go to <i>Uploading invoices</i>. 						
no	Go to the next step.						
4	<p>Refer to the Project Director for instructions.</p> <p>What were the Project Director's instructions?</p> <table border="1"> <thead> <tr> <th>If:</th><th>Do this:</th></tr> </thead> <tbody> <tr> <td>increase the purchase order amount</td><td>go to the next step.</td></tr> <tr> <td>refuse payment</td><td>leave the invoice with the Project Director to follow up with the vendor.</td></tr> </tbody> </table>	If:	Do this:	increase the purchase order amount	go to the next step.	refuse payment	leave the invoice with the Project Director to follow up with the vendor.
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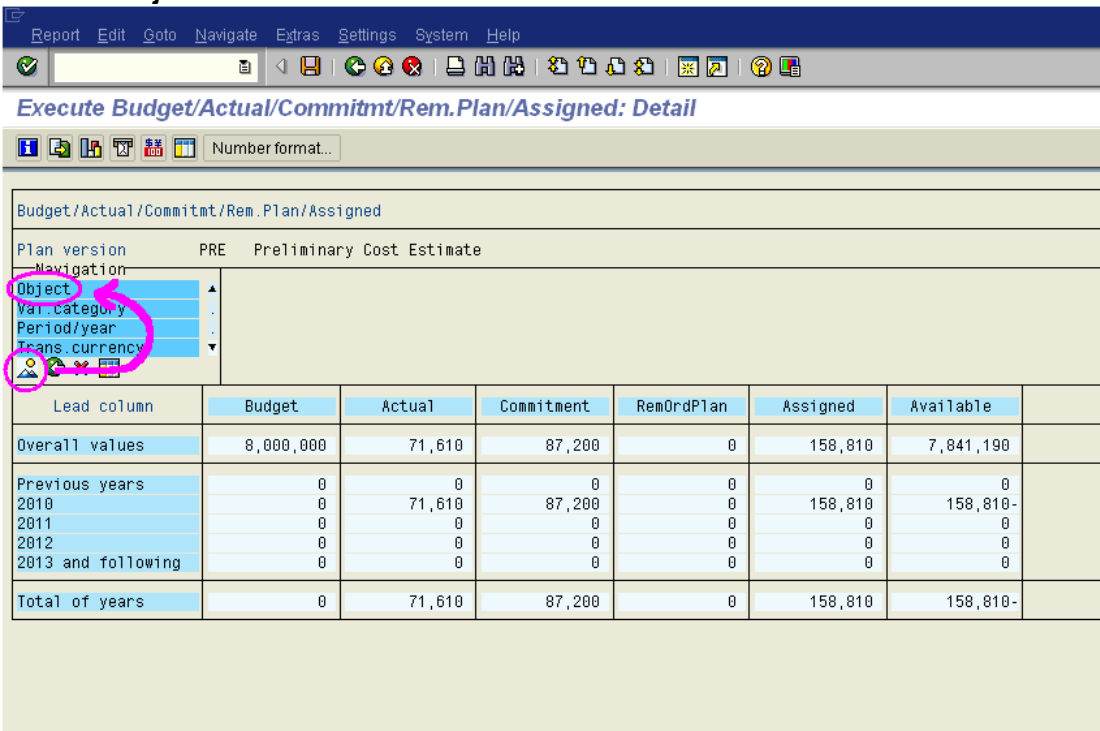
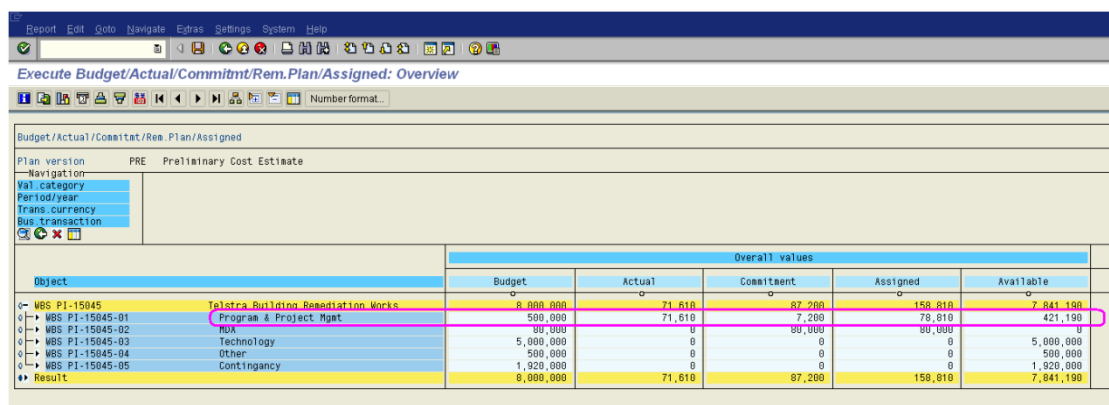
Step	Action
5	<p>On the Purchasing Documents per Project, double-click the purchase number order to increase.</p>  <p>The Standard PO screen displays.</p>
6	<p>On the Standard PO screen, click [Edit] ().</p>  <p>The purchase order amount becomes editable.</p>

Step	Action
7	<p>Adjust the purchase amount as required and then click [Save]</p>  <p>Click [Yes]</p>  <p>Then click [Save].</p>  <p>A message is displayed at the bottom of the screen to indicate that the purchase order has been changed.</p>
8	Click [Go back] to return to the Easy Access menu.
9	The modified purchase order has to be rereleased. See <i>Releasing purchase orders</i> for more information.
10	<p>After releasing the purchase order:</p> <ul style="list-style-type: none"> place the invoice to one side for adding to upload spreadsheet later if there are more invoices to process, go back to <i>Checking the invoice</i> to work with the next invoice, otherwise go to <i>Uploading invoices</i>.

11.2.3 Checking the budget

Follow the steps below to process an invoice:

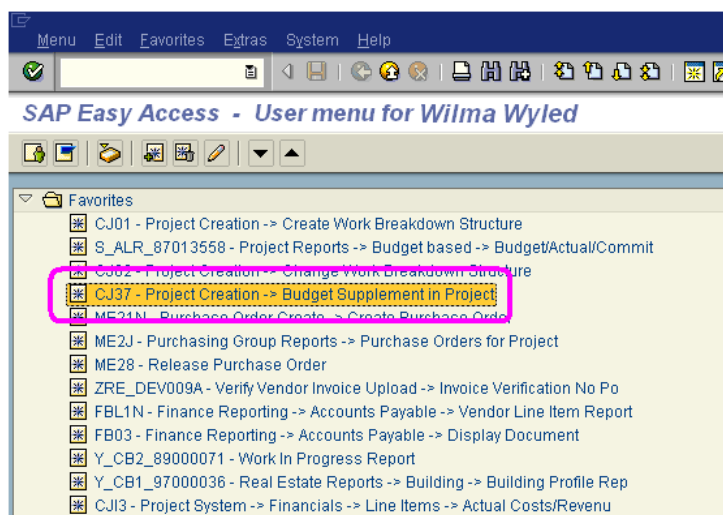
Step	Action
1	<p>On the SAP Easy Access menu, double-click S_ALR_87013558 - Project Reports -> Budget based -> Budget/Actual/commit.</p>  <p><i>The Selection Budget/Actual/Commit/Rem.Plan/Assigned: Overview screen displays.</i></p>
2	<p>On the <i>Selection: Budget/Actual/Commit/Rem.Plan/Assigned: Overview</i> screen, type the PI number in the <i>WBS element</i> field and then click the clock icon.</p>  <p><i>The Execute Budget/Actual/Commit/Rem.Plan/Assigned: Detail screen displays.</i></p>

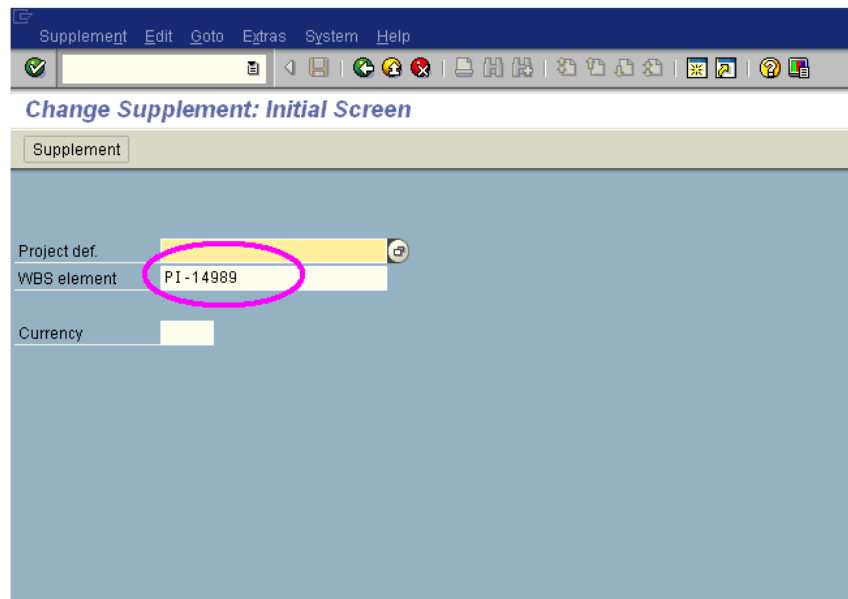
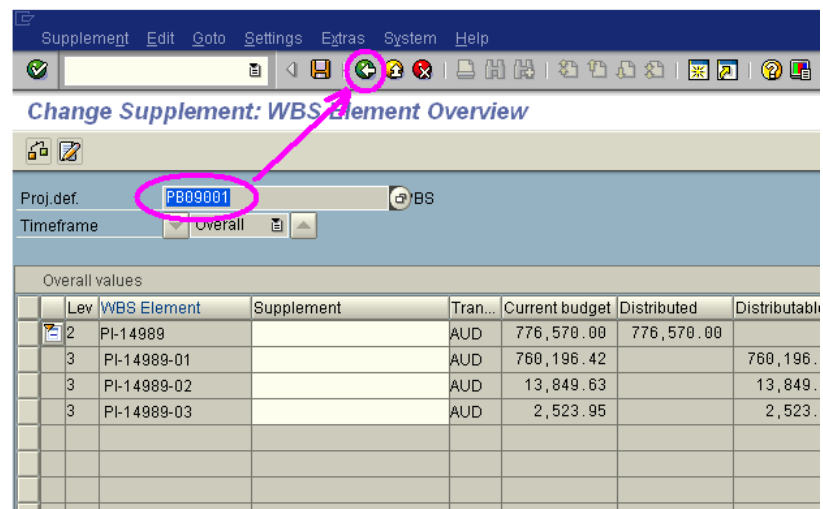
Step	Action																																																																					
3	<p>On the <i>Execute Budget/Actual/Commitmt/Rem.Plan/Assigned: Detail</i> screen click [Overall View] () then click Object.</p>  <p>The <i>Execute Budget/Actual/Commitmt/Rem.Plan/Assigned: Overview</i> screen displays.</p>																																																																					
4	<p>Match the invoice to the budget element. Is there enough budget for the invoice?</p>  <table><tr><th colspan="2"></th><th colspan="5">Overall values</th></tr><tr><th colspan="2">Object</th><th>Budget</th><th>Actual</th><th>Commitment</th><th>Assigned</th><th>Available</th></tr><tr><td>WBS PI-15045</td><td>Telstra Building Remediation Works</td><td>8,000,000</td><td>71,610</td><td>87,200</td><td>158,810</td><td>7,841,190</td></tr><tr><td>WBS PI-15045-01</td><td>Program & Project Mgmt</td><td>500,000</td><td>71,610</td><td>7,200</td><td>78,810</td><td>421,190</td></tr><tr><td>WBS PI-15045-02</td><td>MDA</td><td>80,000</td><td>0</td><td>80,000</td><td>80,000</td><td>0</td></tr><tr><td>WBS PI-15045-03</td><td>Technology</td><td>5,000,000</td><td>0</td><td>0</td><td>0</td><td>5,000,000</td></tr><tr><td>WBS PI-15045-04</td><td>Other</td><td>500,000</td><td>0</td><td>0</td><td>0</td><td>500,000</td></tr><tr><td>WBS PI-15045-05</td><td>Contingancy</td><td>1,920,000</td><td>0</td><td>0</td><td>0</td><td>1,920,000</td></tr><tr><td>Result</td><td></td><td>8,000,000</td><td>71,610</td><td>87,200</td><td>158,810</td><td>7,841,190</td></tr></table> <table><tr><th>If:</th><th>Do this:</th></tr><tr><td>yes</td><td>Go to <i>Raising and releasing purchase orders</i>.</td></tr><tr><td>no</td><td>Go to the next step.</td></tr></table>			Overall values					Object		Budget	Actual	Commitment	Assigned	Available	WBS PI-15045	Telstra Building Remediation Works	8,000,000	71,610	87,200	158,810	7,841,190	WBS PI-15045-01	Program & Project Mgmt	500,000	71,610	7,200	78,810	421,190	WBS PI-15045-02	MDA	80,000	0	80,000	80,000	0	WBS PI-15045-03	Technology	5,000,000	0	0	0	5,000,000	WBS PI-15045-04	Other	500,000	0	0	0	500,000	WBS PI-15045-05	Contingancy	1,920,000	0	0	0	1,920,000	Result		8,000,000	71,610	87,200	158,810	7,841,190	If:	Do this:	yes	Go to <i>Raising and releasing purchase orders</i> .	no	Go to the next step.
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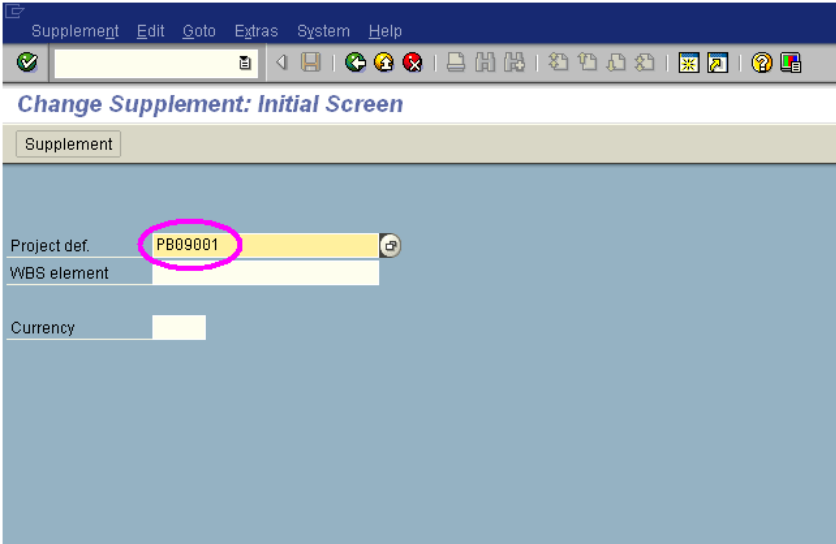
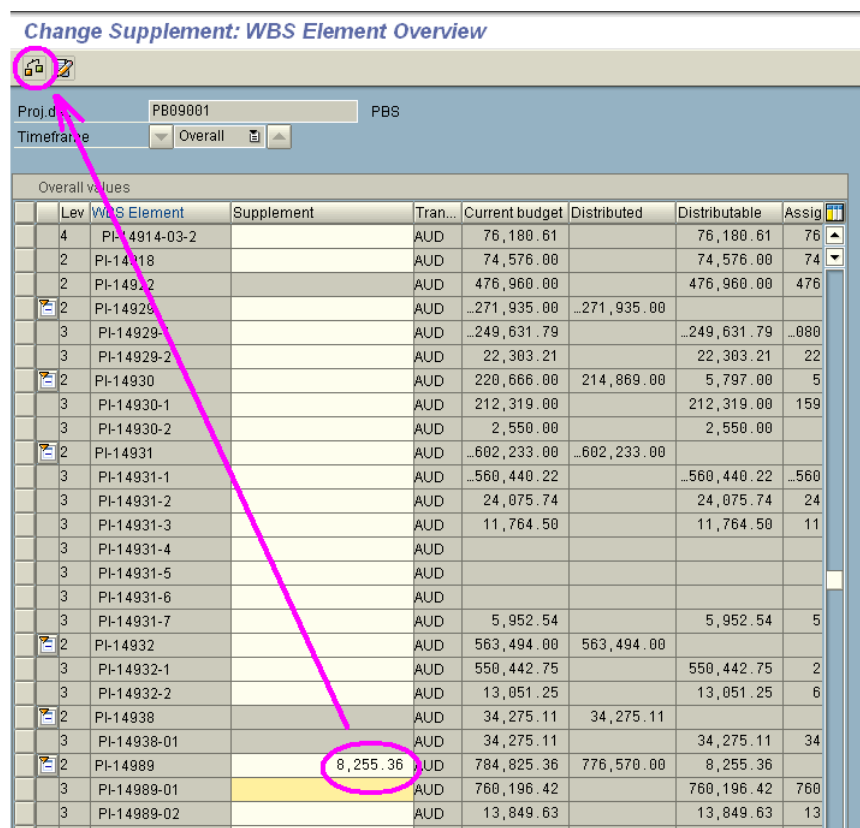
Step	Action						
6	<p>Print the screen and contact the Project Director requesting instructions.</p> <p>What were the Project Director's instructions?</p> <table> <tr> <th>If:</th><th>Do this:</th></tr> <tr> <td>increase the budget</td><td> <ul style="list-style-type: none"> click [Go back] to return to the Easy Access menu. go to <i>Increasing the budget</i> </td></tr> <tr> <td>refuse payment</td><td>leave the invoice with the Project Director to follow up with the vendor.</td></tr> </table>	If:	Do this:	increase the budget	<ul style="list-style-type: none"> click [Go back] to return to the Easy Access menu. go to <i>Increasing the budget</i> 	refuse payment	leave the invoice with the Project Director to follow up with the vendor.
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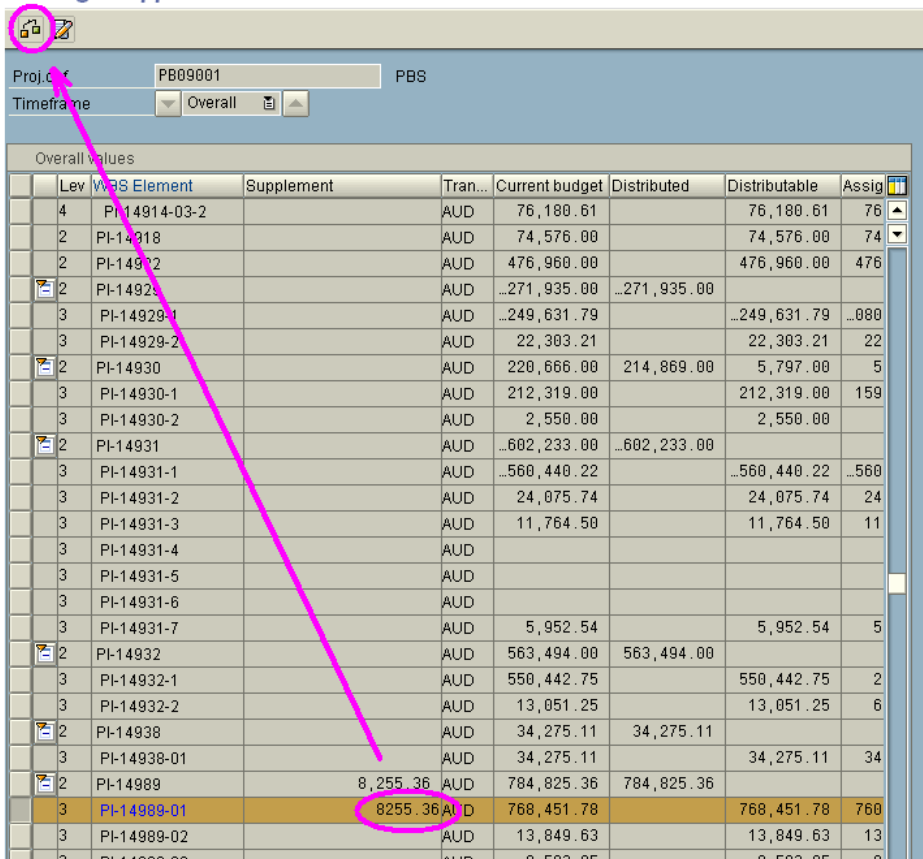
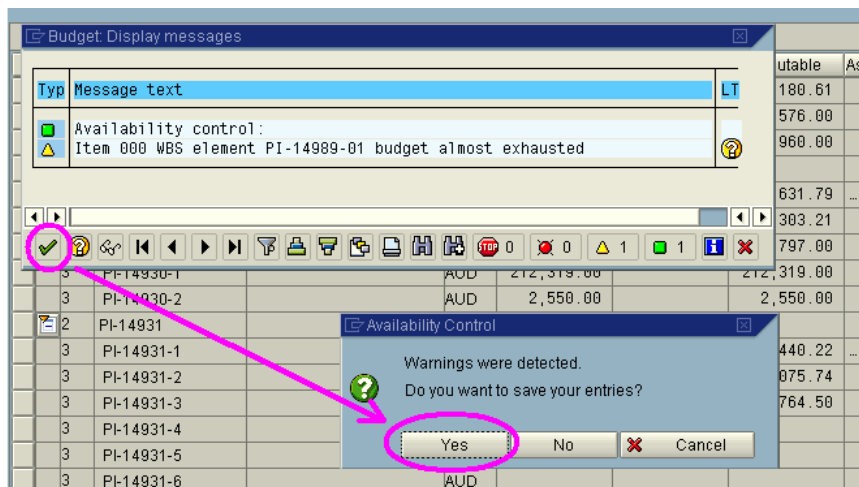
11.2.4 Increasing the budget

Follow the steps below to increase the budget:

Step	Action
1	<p>On the SAP Easy Access menu, double-click CJ37 – Project Creation -> Budget Supplement in Project.</p>  <p><i>The Change Supplement: Initial Screen displays.</i></p>

Step	Action
2	<p>On the <i>Change Supplement: Initial Screen</i>, type the PI number from the invoice into the <i>WBS element</i> field and then press [Enter].</p> <div></div> <p>The <i>Change Project: WBS Element Overview</i> screen displays.</p>
3	<p>On the <i>Change Project: WBS Element Overview</i> screen:</p> <ul style="list-style-type: none">highlight the budget number in <i>Project.def</i> fieldpress [Control]+[c] to copy it to the clipboardclick [Go back] to go back to the previous screen. <div></div>

Step	Action																																																																																																																																																																																																																
4	<p>On the <i>Change Supplement: Initial Screen</i>:</p> <ul style="list-style-type: none">click in the <i>Project.def</i> fieldpress [Control+[v] to paste the budget numberpress [Enter]. <div></div> <p>The <i>Change Project: WBS Element Overview</i> screen displays.</p>																																																																																																																																																																																																																
5	<p>On the <i>Change Project: WBS Element Overview</i> screen:</p> <ul style="list-style-type: none">scroll down to the PI numbertype in the amount to increase the budget by in the <i>Supplement</i> columnclick [Balance]. <div></div> <table><tr><th>Lev</th><th>WBS Element</th><th>Supplement</th><th>Tran...</th><th>Current budget</th><th>Distributed</th><th>Distributable</th><th>Assign</th></tr><tr><td>4</td><td>PI-14914-03-2</td><td></td><td>AUD</td><td>76,180.61</td><td></td><td>76,180.61</td><td>76</td></tr><tr><td>2</td><td>PI-14918</td><td></td><td>AUD</td><td>74,576.00</td><td></td><td>74,576.00</td><td>74</td></tr><tr><td>2</td><td>PI-14922</td><td></td><td>AUD</td><td>476,960.00</td><td></td><td>476,960.00</td><td>476</td></tr><tr><td>2</td><td>PI-14926</td><td></td><td>AUD</td><td>..271,935.00</td><td>..271,935.00</td><td></td><td></td></tr><tr><td>3</td><td>PI-14929</td><td></td><td>AUD</td><td>..249,631.79</td><td></td><td>..249,631.79</td><td>..080</td></tr><tr><td>3</td><td>PI-14929-2</td><td></td><td>AUD</td><td>22,303.21</td><td></td><td>22,303.21</td><td>22</td></tr><tr><td>2</td><td>PI-14930</td><td></td><td>AUD</td><td>220,666.00</td><td>214,869.00</td><td>5,797.00</td><td>5</td></tr><tr><td>3</td><td>PI-14930-1</td><td></td><td>AUD</td><td>212,319.00</td><td></td><td>212,319.00</td><td>159</td></tr><tr><td>3</td><td>PI-14930-2</td><td></td><td>AUD</td><td>2,550.00</td><td></td><td>2,550.00</td><td></td></tr><tr><td>2</td><td>PI-14931</td><td></td><td>AUD</td><td>..602,233.00</td><td>..602,233.00</td><td></td><td></td></tr><tr><td>3</td><td>PI-14931-1</td><td></td><td>AUD</td><td>..560,440.22</td><td></td><td>..560,440.22</td><td>..560</td></tr><tr><td>3</td><td>PI-14931-2</td><td></td><td>AUD</td><td>24,075.74</td><td></td><td>24,075.74</td><td>24</td></tr><tr><td>3</td><td>PI-14931-3</td><td></td><td>AUD</td><td>11,764.50</td><td></td><td>11,764.50</td><td>11</td></tr><tr><td>3</td><td>PI-14931-4</td><td></td><td>AUD</td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>PI-14931-5</td><td></td><td>AUD</td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>PI-14931-6</td><td></td><td>AUD</td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>PI-14931-7</td><td></td><td>AUD</td><td>5,952.54</td><td></td><td>5,952.54</td><td>5</td></tr><tr><td>2</td><td>PI-14932</td><td></td><td>AUD</td><td>563,494.00</td><td>563,494.00</td><td></td><td></td></tr><tr><td>3</td><td>PI-14932-1</td><td></td><td>AUD</td><td>550,442.75</td><td></td><td>550,442.75</td><td>2</td></tr><tr><td>3</td><td>PI-14932-2</td><td></td><td>AUD</td><td>13,051.25</td><td></td><td>13,051.25</td><td>6</td></tr><tr><td>2</td><td>PI-14938</td><td></td><td>AUD</td><td>34,275.11</td><td>34,275.11</td><td></td><td></td></tr><tr><td>3</td><td>PI-14938-01</td><td></td><td>AUD</td><td>34,275.11</td><td></td><td>34,275.11</td><td>34</td></tr><tr><td>2</td><td>PI-14989</td><td>8,255.36</td><td>AUD</td><td>784,825.36</td><td>776,570.00</td><td>8,255.36</td><td></td></tr><tr><td>3</td><td>PI-14989-01</td><td></td><td>AUD</td><td>760,196.42</td><td></td><td>760,196.42</td><td>760</td></tr><tr><td>3</td><td>PI-14989-02</td><td></td><td>AUD</td><td>13,849.63</td><td></td><td>13,849.63</td><td>13</td></tr></table>	Lev	WBS Element	Supplement	Tran...	Current budget	Distributed	Distributable	Assign	4	PI-14914-03-2		AUD	76,180.61		76,180.61	76	2	PI-14918		AUD	74,576.00		74,576.00	74	2	PI-14922		AUD	476,960.00		476,960.00	476	2	PI-14926		AUD	..271,935.00	..271,935.00			3	PI-14929		AUD	..249,631.79		..249,631.79	..080	3	PI-14929-2		AUD	22,303.21		22,303.21	22	2	PI-14930		AUD	220,666.00	214,869.00	5,797.00	5	3	PI-14930-1		AUD	212,319.00		212,319.00	159	3	PI-14930-2		AUD	2,550.00		2,550.00		2	PI-14931		AUD	..602,233.00	..602,233.00			3	PI-14931-1		AUD	..560,440.22		..560,440.22	..560	3	PI-14931-2		AUD	24,075.74		24,075.74	24	3	PI-14931-3		AUD	11,764.50		11,764.50	11	3	PI-14931-4		AUD					3	PI-14931-5		AUD					3	PI-14931-6		AUD					3	PI-14931-7		AUD	5,952.54		5,952.54	5	2	PI-14932		AUD	563,494.00	563,494.00			3	PI-14932-1		AUD	550,442.75		550,442.75	2	3	PI-14932-2		AUD	13,051.25		13,051.25	6	2	PI-14938		AUD	34,275.11	34,275.11			3	PI-14938-01		AUD	34,275.11		34,275.11	34	2	PI-14989	8,255.36	AUD	784,825.36	776,570.00	8,255.36		3	PI-14989-01		AUD	760,196.42		760,196.42	760	3	PI-14989-02		AUD	13,849.63		13,849.63	13
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2	PI-14989	8,255.36	AUD	784,825.36	776,570.00	8,255.36																																																																																																																																																																																																											
3	PI-14989-01		AUD	760,196.42		760,196.42	760																																																																																																																																																																																																										
3	PI-14989-02		AUD	13,849.63		13,849.63	13																																																																																																																																																																																																										

Step	Action
6	<p>Type the amount to increase the budget by in the <i>Supplement</i> column next to the element and click [Balance].</p> <p><i>Change Supplement: WBS Element Overview</i></p> 
7	<p>Click the tick on the message box and then click [Save].</p> 
8	<p>Go to <i>Raising and releasing purchase orders</i>.</p>

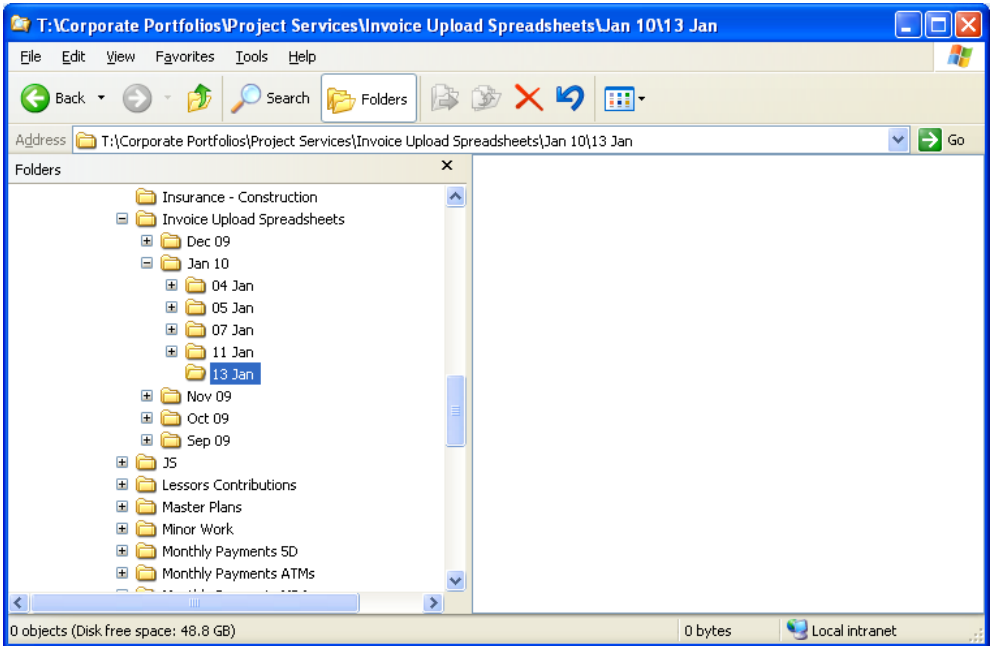
11.2.5 Raising and releasing purchase orders

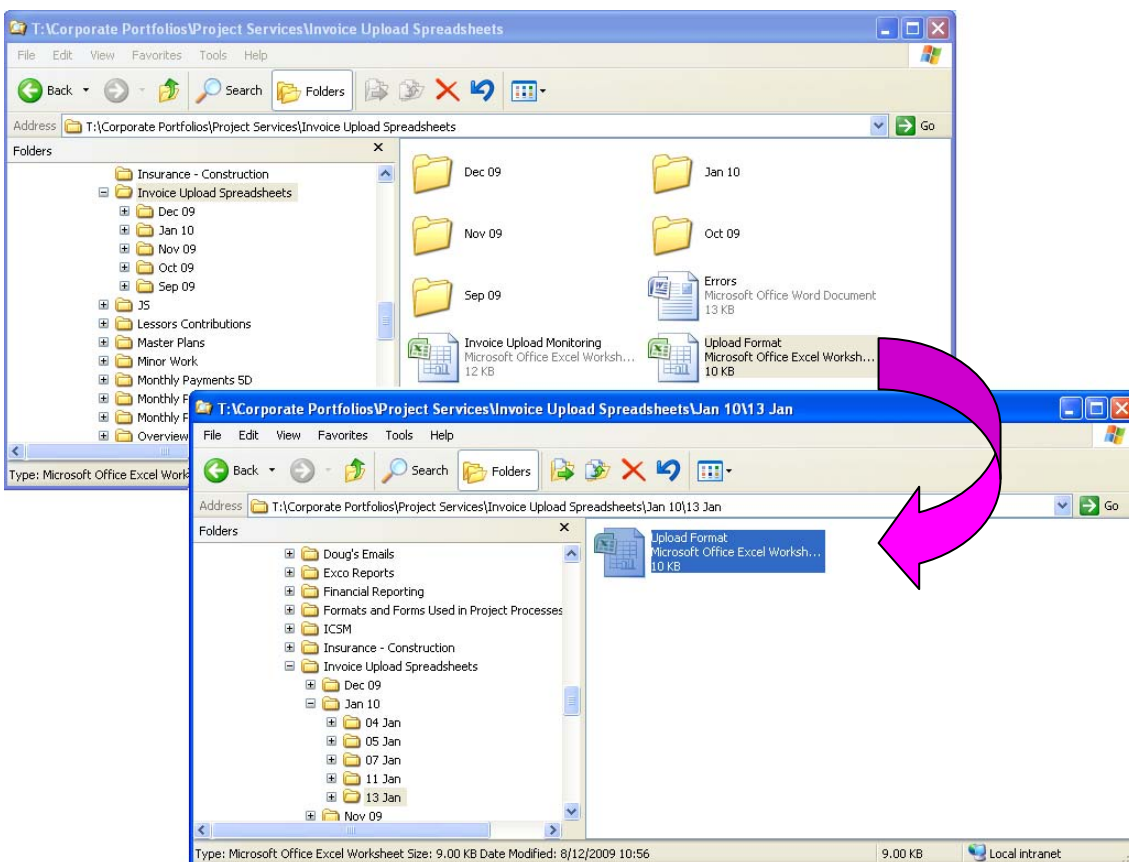
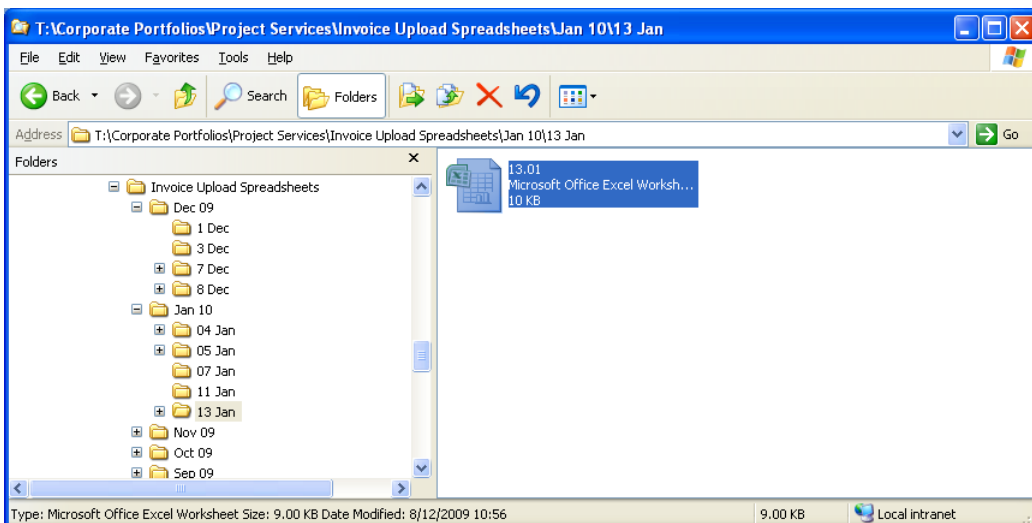
Follow the steps for raising and releasing purchases under *New Project Set-up*. When you have finished, go to *Uploading invoices*.

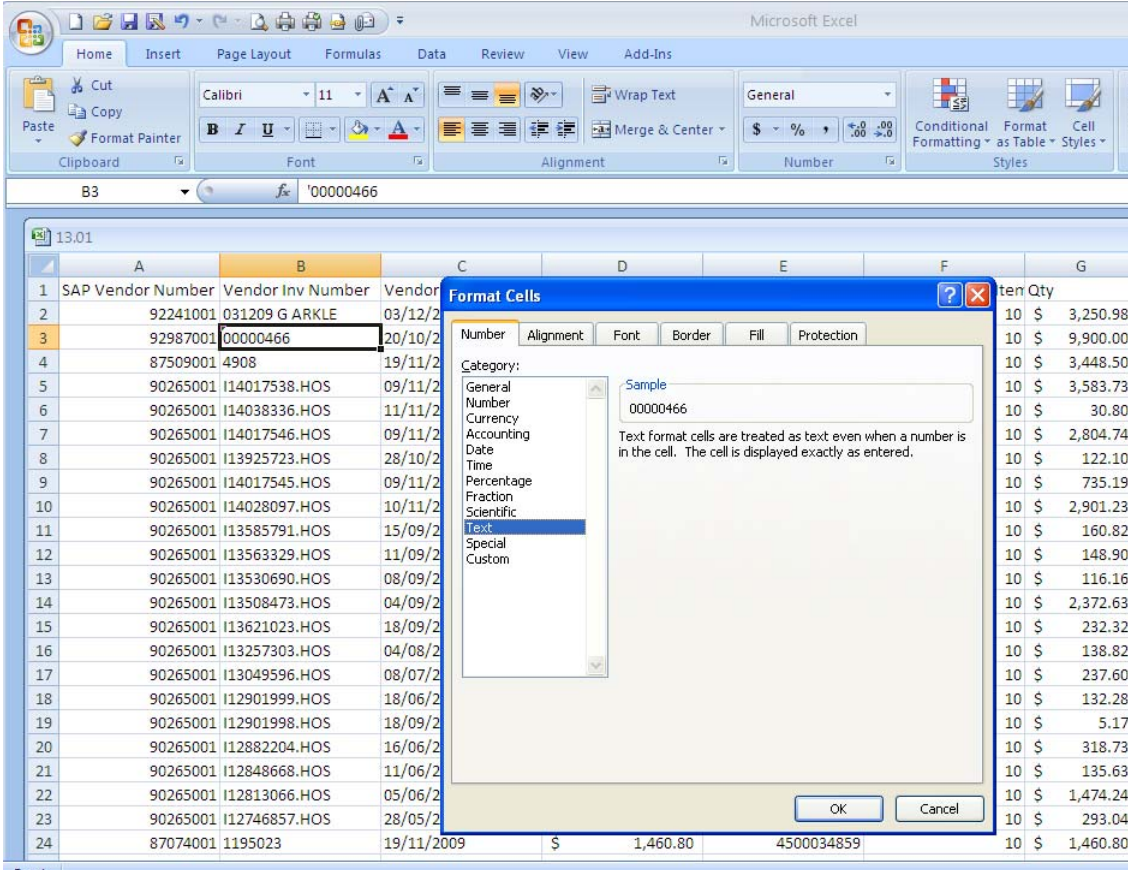
11.2.6 Uploading invoices

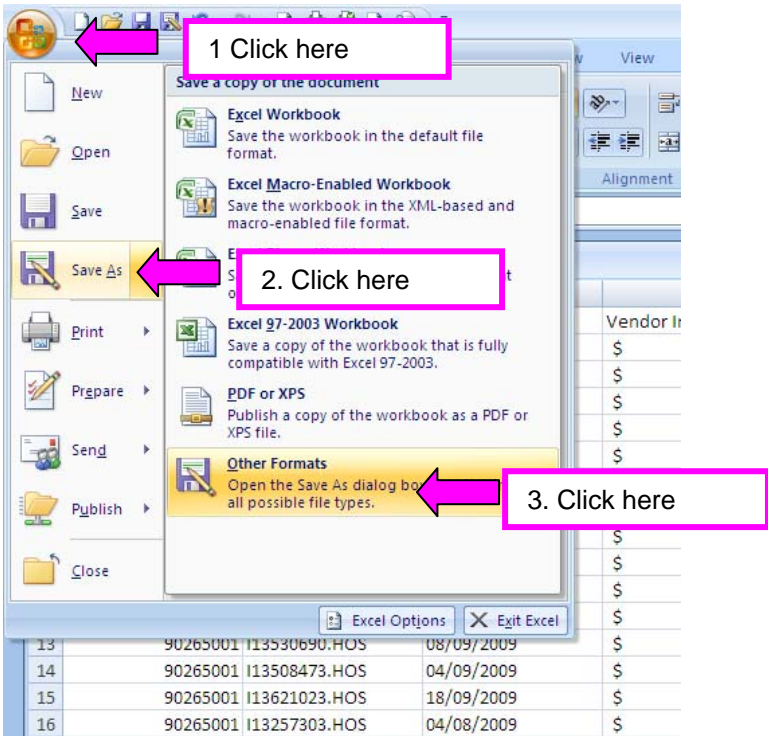
After the purchase order for the invoice has been released, the details of the invoice are added to a spreadsheet, uploaded and verified in SAP.

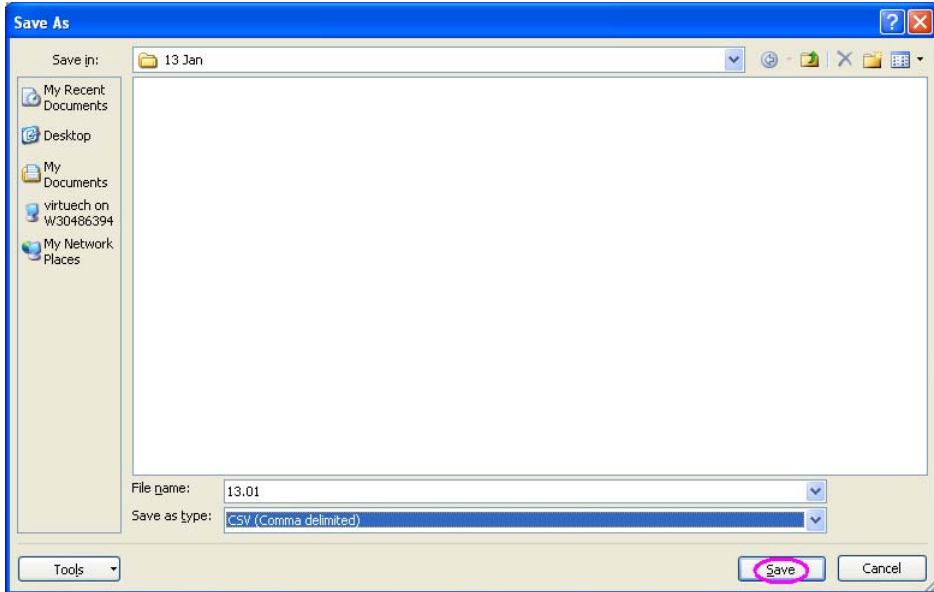
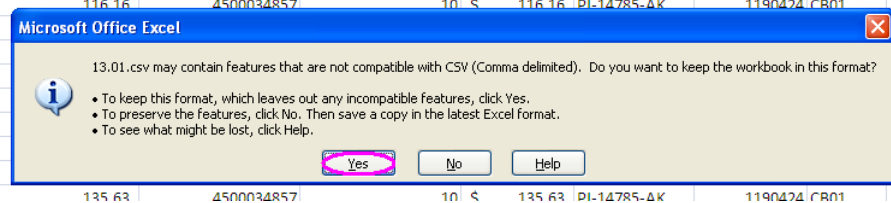
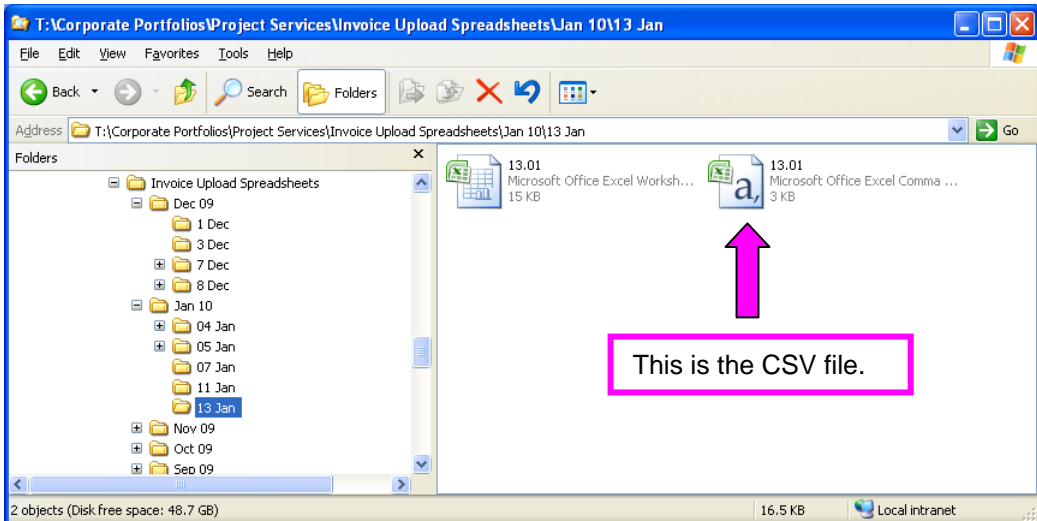
Follow the steps below to upload and verify invoices:

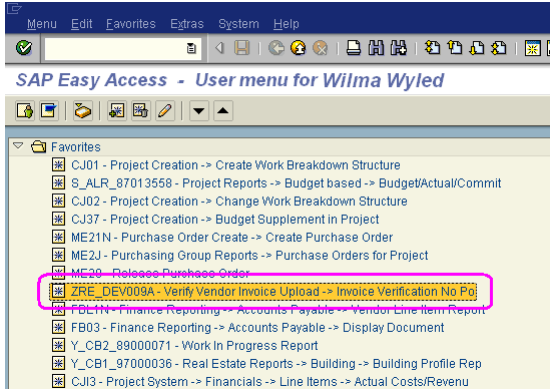
Step	Action
1	<p>Create a folder for today under \Corporate Portfolios\Project Services\Invoice Upload Spreadsheets folder on the common drive.</p> 

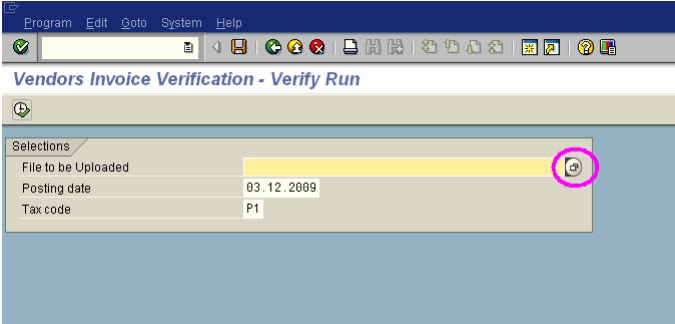
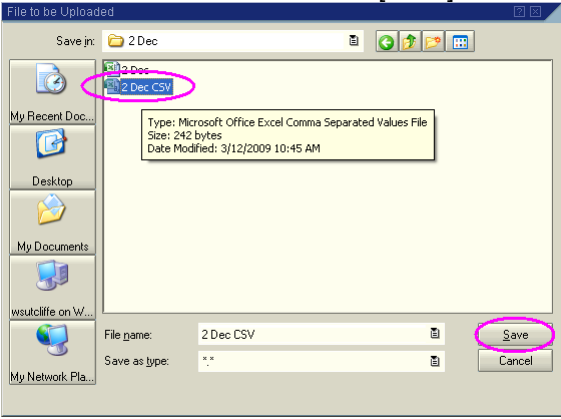
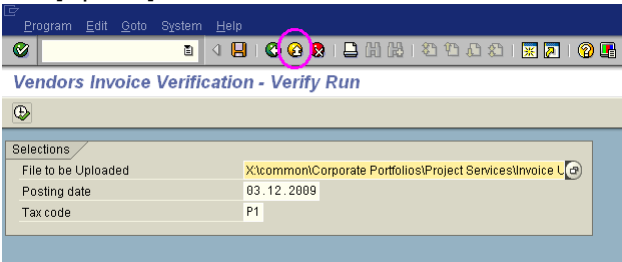
Step	Action
2	<p>Copy and paste the spreadsheet file Upload Format from the Invoice Upload Spreadsheets folder to newly created folder for today.</p>  <p>The screenshot displays two Windows Explorer windows. The top window shows the 'T:\Corporate Portfolios\Project Services\Invoice Upload Spreadsheets' folder, which contains several subfolders for different months (Dec 09, Jan 10, Nov 09, Oct 09, Sep 09) and files like 'Errors', 'Invoice Upload Monitoring', and 'Upload Format'. The bottom window shows a newly created subfolder named 'T:\Corporate Portfolios\Project Services\Invoice Upload Spreadsheets\Jan 10\13 Jan'. A pink arrow indicates the 'Upload Format' file being moved from the top window to the bottom window.</p>
3	<p>Rename the file to reflect today's date. For example, if today was the 13th January, then name the file 13 Jan.</p>  <p>The screenshot shows the 'T:\Corporate Portfolios\Project Services\Invoice Upload Spreadsheets\Jan 10\13 Jan' folder. The file '13.01 Microsoft Office Excel Worksh...' is visible, indicating it has been renamed to reflect the date.</p>

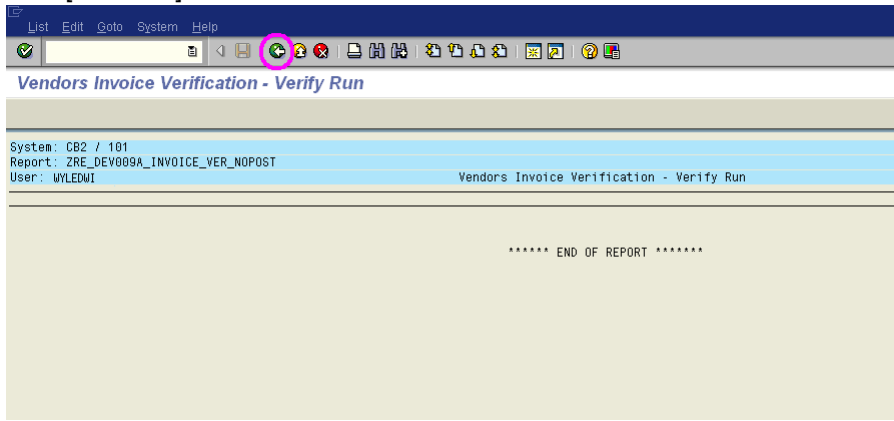
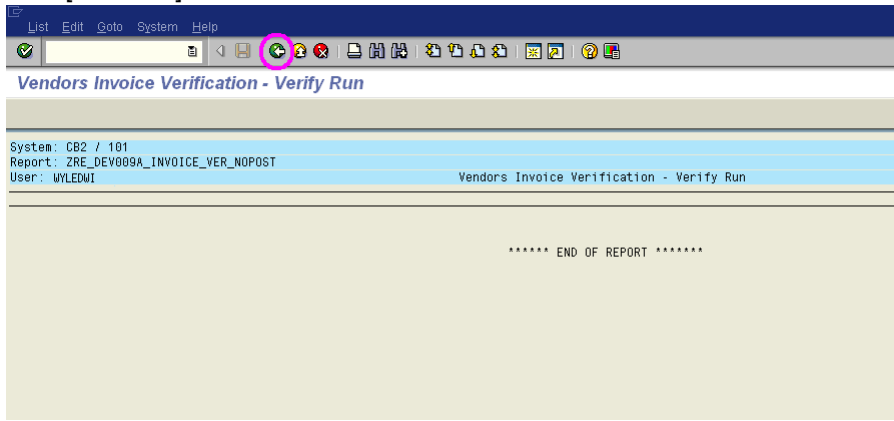
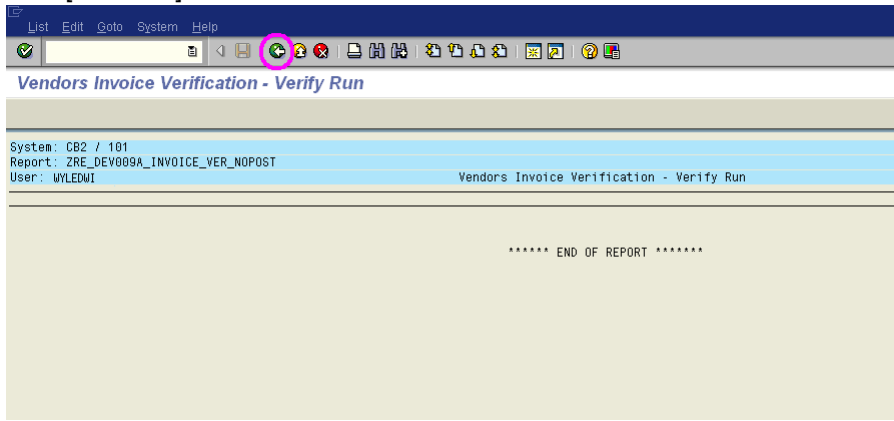
Step	Action
4	<p>Open the spreadsheet:</p> <ul style="list-style-type: none"> complete all columns for each invoice save the file when you have finished. <p>Note: If the vendor's invoice number has a leading zero, ensure that the number is entered as text.</p> <ul style="list-style-type: none"> Right-click in the cell. On the Number tab, select Text. Click OK 

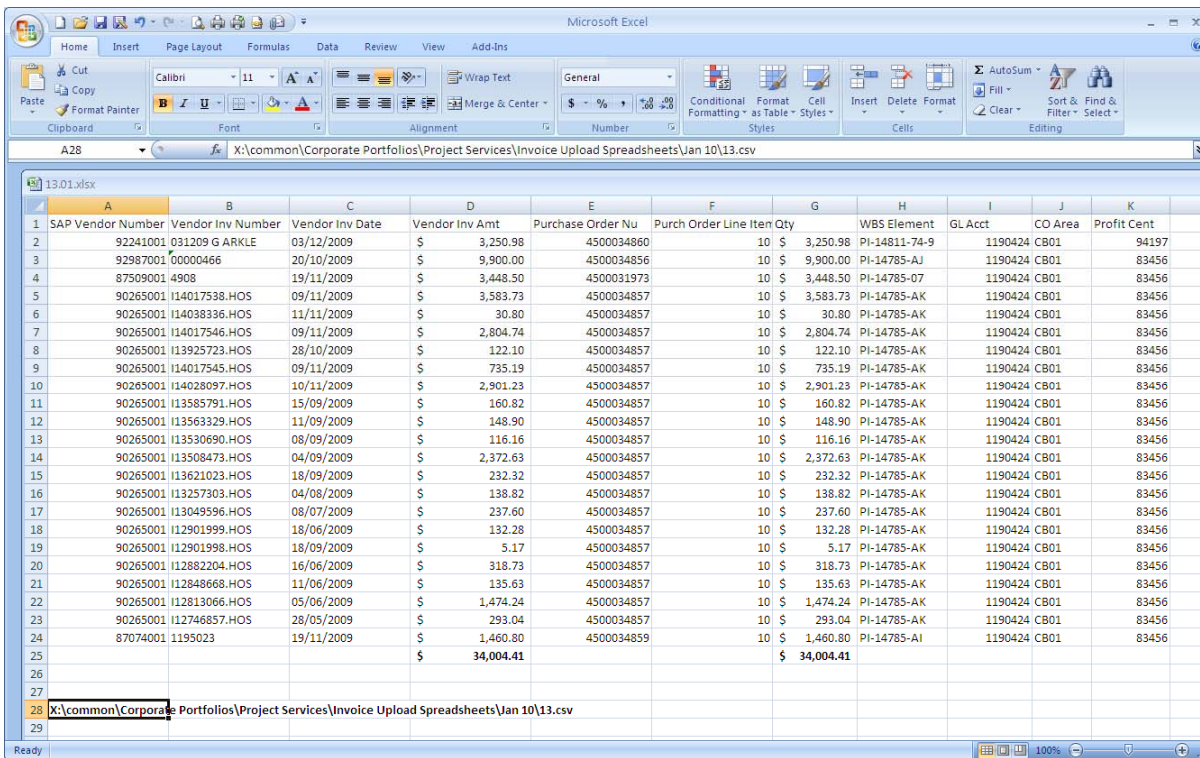
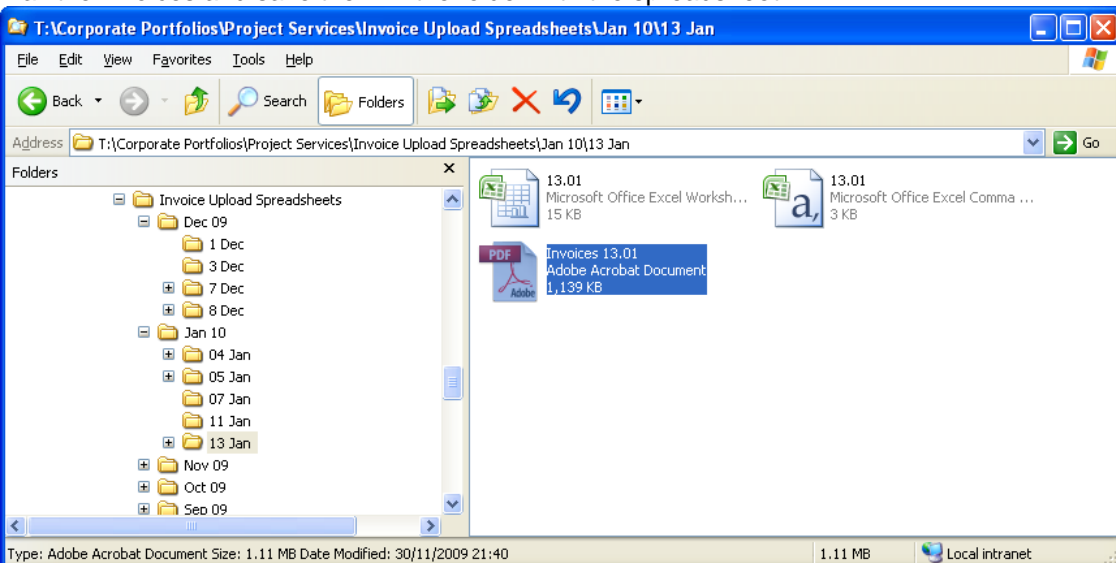
Step	Action																														
5	<div>Save the file again, this time in CSV format.</div> <div><p>The screenshot shows the Microsoft Excel 'Save As' dialog box. The 'Save As' button in the Quick Save section is highlighted with a pink arrow and labeled '2. Click here'. The 'Other Formats' section is expanded, and the 'CSV (Comma delimited) *csv*' option is highlighted with a pink arrow and labeled '3. Click here'. A pink arrow points to the top-left corner of the dialog box, labeled '1. Click here'. The background shows an Excel spreadsheet with a table of data.</p><table><tr><th></th><th>Vendor ID</th><th>Account</th><th>Balance</th><th>Due Date</th><th>Amount</th></tr><tr><td>13</td><td>90265001</td><td>I13530690.HOS</td><td>08/09/2009</td><td>\$</td><td></td></tr><tr><td>14</td><td>90265001</td><td>I13508473.HOS</td><td>04/09/2009</td><td>\$</td><td></td></tr><tr><td>15</td><td>90265001</td><td>I13621023.HOS</td><td>18/09/2009</td><td>\$</td><td></td></tr><tr><td>16</td><td>90265001</td><td>I13257303.HOS</td><td>04/08/2009</td><td>\$</td><td></td></tr></table></div>		Vendor ID	Account	Balance	Due Date	Amount	13	90265001	I13530690.HOS	08/09/2009	\$		14	90265001	I13508473.HOS	04/09/2009	\$		15	90265001	I13621023.HOS	18/09/2009	\$		16	90265001	I13257303.HOS	04/08/2009	\$	
	Vendor ID	Account	Balance	Due Date	Amount																										
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14	90265001	I13508473.HOS	04/09/2009	\$																											
15	90265001	I13621023.HOS	18/09/2009	\$																											
16	90265001	I13257303.HOS	04/08/2009	\$																											

Step	Action
6	<p>Select CSV (Comma delimited) from the list and then click [Save].</p>  <p>Click [Yes] to clear the message box.</p>  <p>There are now two files in the directory.</p> 

Step	Action
7	<p>Return to SAP and on the Easy Access menu; double-click ZRE_DEV009A - Verify Vendor Invoice Upload -> Invoice Verification No Po.</p>  <p><i>The Vendors Invoice Verification - Verify Run screen displays.</i></p>

Step	Action
8	<p>On the <i>Vendors Invoice Verification - Verify Run</i> screen:</p> <ul style="list-style-type: none"> click [Browse]  <ul style="list-style-type: none"> browse to the CSV file and click [Save]  <ul style="list-style-type: none"> click [Upload]  <p>An on-screen report will display, showing any errors in the file.</p>

Step	Action						
9	<p>Are there any error messages?</p> <table> <tr> <th>If:</th><th>Do this:</th></tr> <tr> <td>Yes</td><td> <p>Check the data in your file and then go back to Step 5 to upload the file again.</p> <p>Hints: Check the following:</p> <ul style="list-style-type: none"> the format of the file is CSV text dates are in the form DD/MM/YYYY. For example 4th of January 2010 should be 04/01/2010. Try converting the field to text format numbers with leading zeroes are in text format there are no commas in the data. </td></tr> <tr> <td>No</td><td> <ul style="list-style-type: none"> Click [Go Back].  <ul style="list-style-type: none"> Go to the next step. </td></tr> </table>	If:	Do this:	Yes	<p>Check the data in your file and then go back to Step 5 to upload the file again.</p> <p>Hints: Check the following:</p> <ul style="list-style-type: none"> the format of the file is CSV text dates are in the form DD/MM/YYYY. For example 4th of January 2010 should be 04/01/2010. Try converting the field to text format numbers with leading zeroes are in text format there are no commas in the data. 	No	<ul style="list-style-type: none"> Click [Go Back].  <ul style="list-style-type: none"> Go to the next step.
If:	Do this:						
Yes	<p>Check the data in your file and then go back to Step 5 to upload the file again.</p> <p>Hints: Check the following:</p> <ul style="list-style-type: none"> the format of the file is CSV text dates are in the form DD/MM/YYYY. For example 4th of January 2010 should be 04/01/2010. Try converting the field to text format numbers with leading zeroes are in text format there are no commas in the data. 						
No	<ul style="list-style-type: none"> Click [Go Back].  <ul style="list-style-type: none"> Go to the next step. 						

Step	Action
10	<p>Open the Excel version of the spreadsheet:</p> <ul style="list-style-type: none"> total the Vendor Inv Amt and the Qty columns convert the Vendor Inv Amt and the Qty columns to currency check that both the Vendor Inv Amt and the Qty columns agree and adjust your input if necessary type the full path of the CSV file three rows below the last row of data. save the file. 
11	<p>Scan all the invoices and save them in the folder with the spreadsheet.</p> 
12	Email the Excel version of the spreadsheet and the scanned invoices to AccountsPayable@cba.com.au.
13	Send hard copy invoices to accounts via the internal mail.

11.3 Project Completion

11.3.1 Diarising Completion Events

Follow the steps below to diarise completion events

Step	Action
1	At Practical Completion, the Project Director completes a Practical Completion Form and sends copies to the following people: <ul style="list-style-type: none">• Quantity Surveyor• Construction Manager• Project Administrator• Facility Manager.
2	The Project Administrator diarises the following events in Outlook: <ul style="list-style-type: none">• Account Closure Date• Final Completion Date
3	The Project Administrator advises the Project Director of the account closure date
4	When the Account Closure Date occurs, the Project Administrator emails all parties to remind them that final invoices are due.

11.3.2 Post-Capital Dissection Tasks

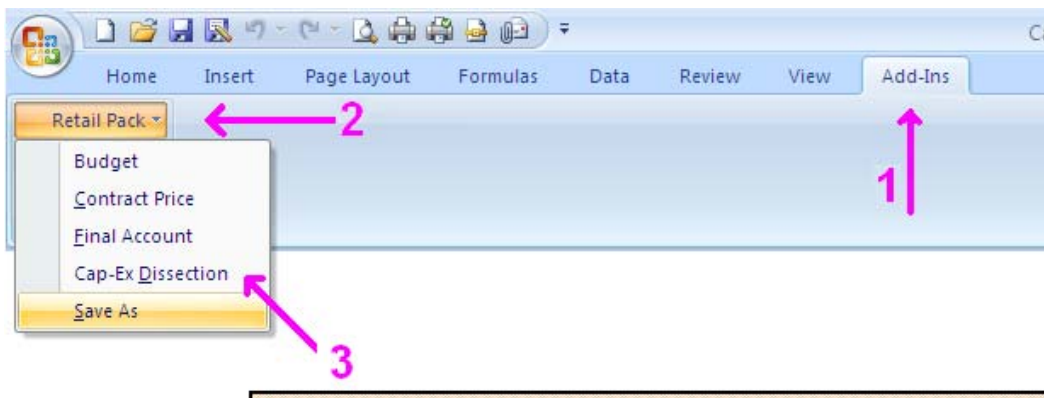
Capital Dissection of the project is to be performed as soon as practical by the Quantity Surveyor after the final invoice for the project has been processed. Capital dissection is to be conducted in accordance with the tax laws to apply expenditure for each element for depreciation and tax purposes. When complete, the Quantity Surveyor emails the dissection report to the Project Administrator.

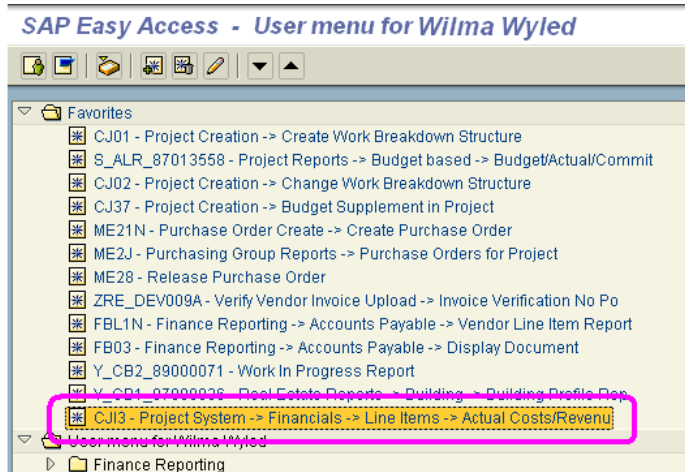
On receipt of the Capital Expenditure Dissection, the Project Administrator performs the following tasks:

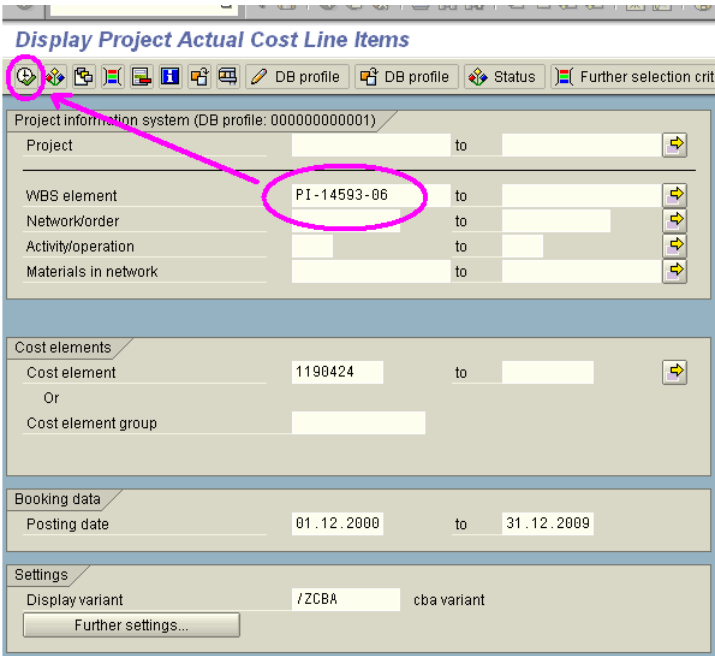
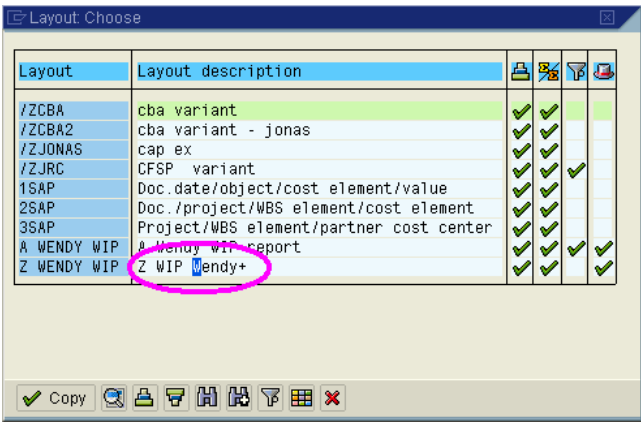
1. checks that the total from the Quantity Surveyor tallies with the budget amount in SAP
2. updates the WIP report and the Completed Projects spreadsheet
3. checks that there are no outstanding purchase orders
4. checks that the budget has been exhausted
5. updates the practical completion date in SAP
6. files the paperwork

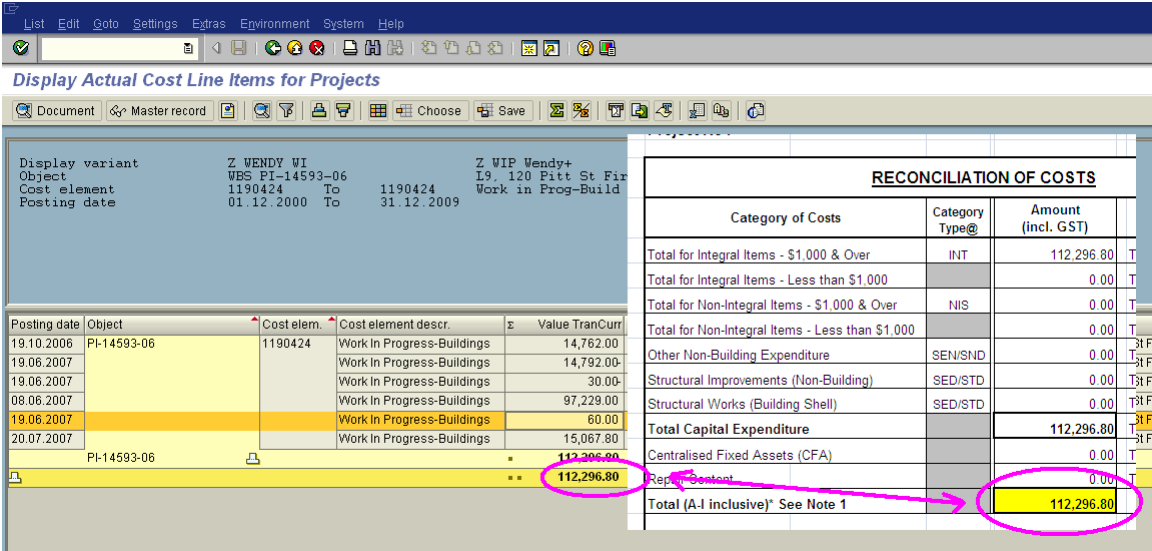
11.3.2.1 Checking the Capital Dissection

Follow the steps below to check the capital dissection:

Step	Action
1	Open the Capital Expenditure Dissection form received from the Quantity Surveyor.
2	<p>From the Excel menu:</p> <ul style="list-style-type: none"> • Select Add-Ins → Retail Pack → Cap-Ex Dissection. • Clear each of the message boxes as they are displayed.  <p><i>Tax fields throughout the form are populated.</i></p>
3	<p>Ensure that the following fields are completed on the Tax 1 tab:</p> <ul style="list-style-type: none"> • OUN • Project Number • Property Number

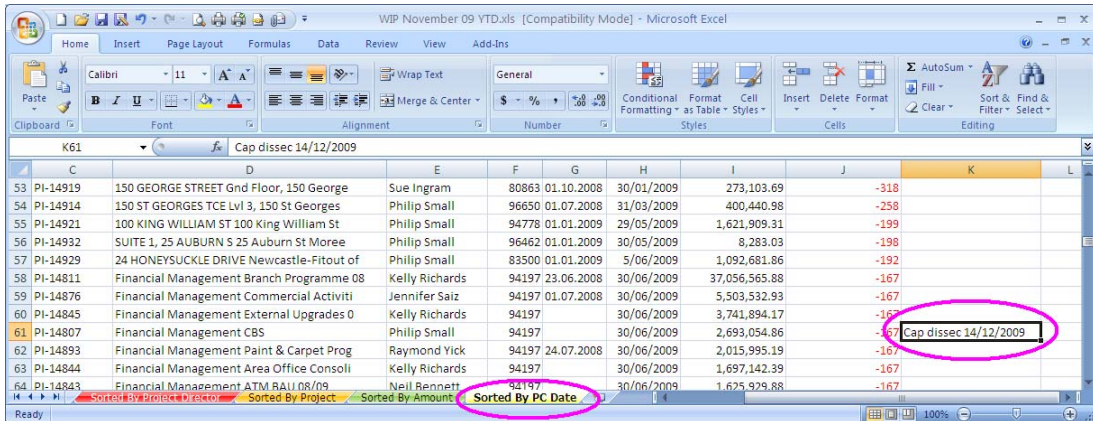
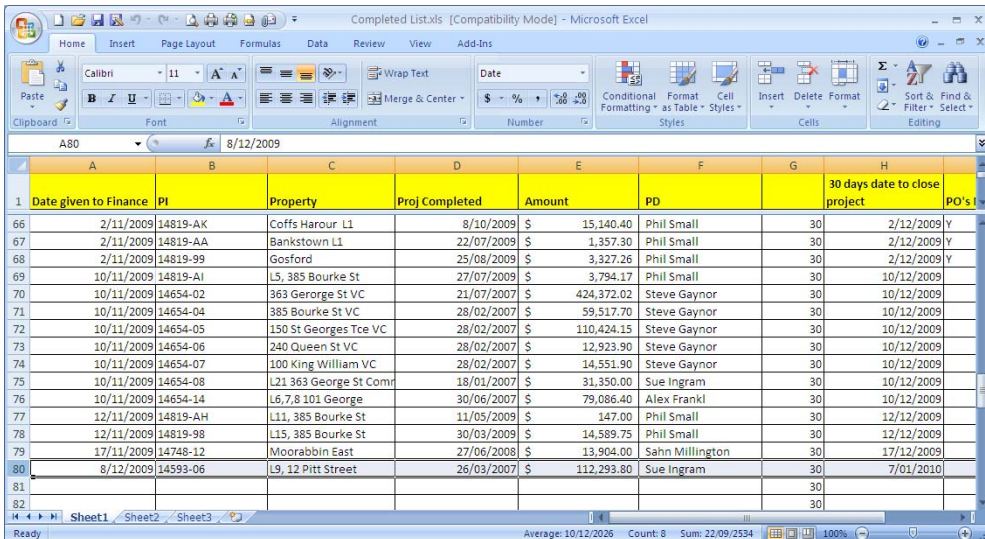
Step	Action
4	<p>Switch to SAP and at the SAP Easy Access menu; double-click CJ13 – Project System –> Financial -> Actual Costs/Revenu.</p>  <p>The Display Project Actual Cost Line Items screen displays.</p>

Step	Action
5	<p>On the <i>Display Project Actual Cost Line Items</i> screen:</p> <ul style="list-style-type: none"> type the PI number from the form in the WBS element field click the clock icon.  <ul style="list-style-type: none"> click Z Wendy WIP (this report should have a generic name)  <p>The report displays.</p>

Step	Action						
6	<p>Check that the Total on the Capital Dissection form agrees with the bottom figure on the Tax 4 tab of the report.</p>  <p>Do the figures agree?</p> <table border="1"> <thead> <tr> <th>If:</th><th>Do this:</th></tr> </thead> <tbody> <tr> <td>yes</td><td>Go to <i>Updating the WIP report and the Completed Projects spreadsheet.</i></td></tr> <tr> <td>no</td><td>refer to the Project Director for instructions.</td></tr> </tbody> </table>	If:	Do this:	yes	Go to <i>Updating the WIP report and the Completed Projects spreadsheet.</i>	no	refer to the Project Director for instructions.
If:	Do this:						
yes	Go to <i>Updating the WIP report and the Completed Projects spreadsheet.</i>						
no	refer to the Project Director for instructions.						

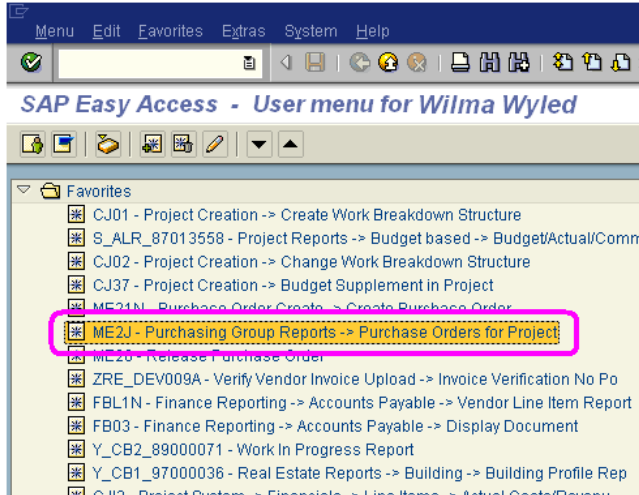
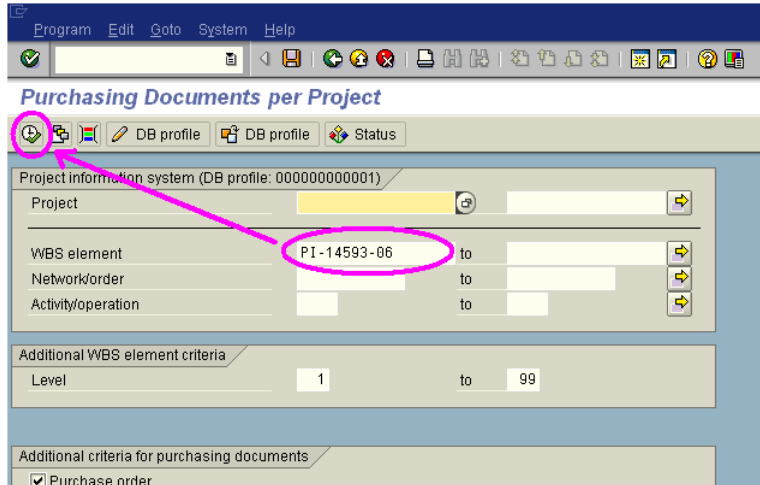
11.3.2.2 Updating the WIP report and the Completed Projects spreadsheet

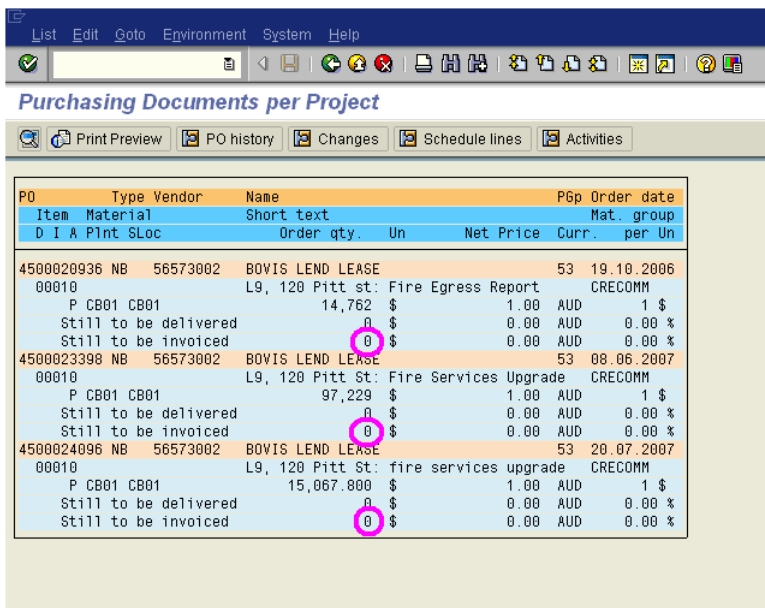
Follow the steps below to update the WIP report and the Completed Projects spreadsheet

Step	Action														
1	<p>Update your most recent copy of the WIP report:</p> <ul style="list-style-type: none"> click the Sorted by PC Date tab locate the project add a comment that capital dissection has been performed and the date. 														
2	<p>Add the project to the bottom of the Completed Projects spreadsheet and complete the following columns:</p> <table border="1"> <thead> <tr> <th>Column</th><th>Particulars</th></tr> </thead> <tbody> <tr> <td><i>Date given to Finance</i></td><td>Type today's date.</td></tr> <tr> <td><i>PI</i></td><td>Type the PI number.</td></tr> <tr> <td><i>Property</i></td><td>Type the property number.</td></tr> <tr> <td><i>Proj Completed</i></td><td>Type the practical completion date.</td></tr> <tr> <td><i>Amount</i></td><td>Type the total project budget.</td></tr> <tr> <td><i>PD</i></td><td>Type the name of the Project Director.</td></tr> </tbody> </table> <p>Save the file when finished.</p> 	Column	Particulars	<i>Date given to Finance</i>	Type today's date.	<i>PI</i>	Type the PI number.	<i>Property</i>	Type the property number.	<i>Proj Completed</i>	Type the practical completion date.	<i>Amount</i>	Type the total project budget.	<i>PD</i>	Type the name of the Project Director.
Column	Particulars														
<i>Date given to Finance</i>	Type today's date.														
<i>PI</i>	Type the PI number.														
<i>Property</i>	Type the property number.														
<i>Proj Completed</i>	Type the practical completion date.														
<i>Amount</i>	Type the total project budget.														
<i>PD</i>	Type the name of the Project Director.														

11.3.2.3 Checking for outstanding purchase orders

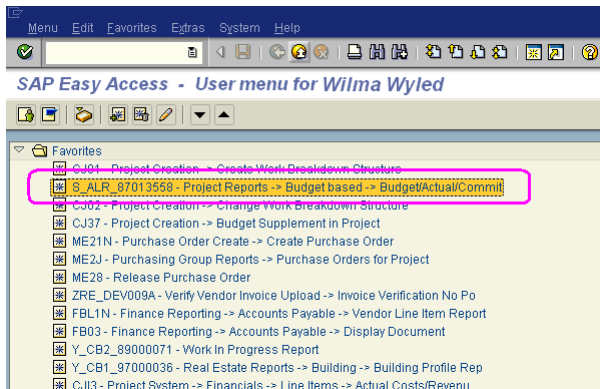
Follow the steps below to check for outstanding purchase orders:

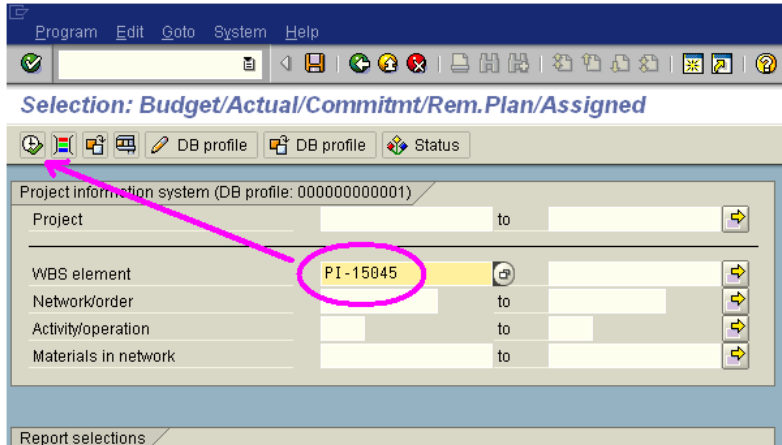
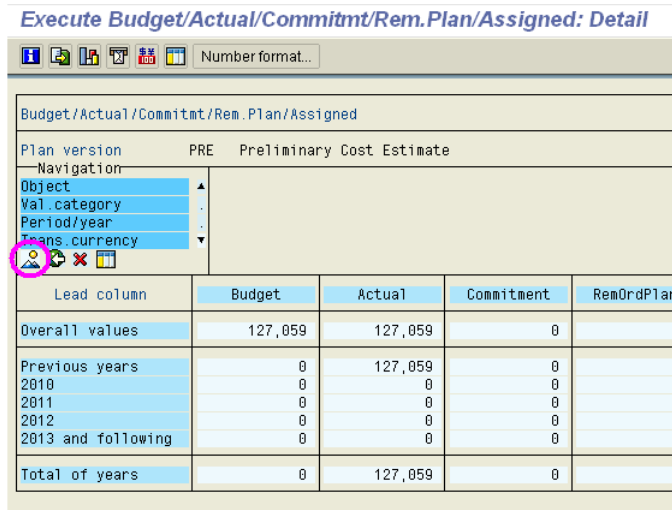
Step	Action
1	<p>Return to SAP and on the SAP Easy Access menu; double-click ME2J – Purchasing Group Reports -> Purchase Orders for Project.</p>  <p>The Purchase Documents per Project screen displays.</p>
2	<p>On the <i>Purchase Documents per Project</i> screen:</p> <ul style="list-style-type: none"> type the PI number from the invoice in the WBS Element field click the clock icon when finished.  <p>A list of purchase orders for the project displays.</p>

Step	Action						
3	<p>Check that all purchase orders have been exhausted by ensuring that the Still to be invoiced amount for each purchase order is nil.</p>  <p>Have all purchase orders been exhausted?</p> <table border="1"> <thead> <tr> <th>If:</th><th>Do this:</th></tr> </thead> <tbody> <tr> <td>yes</td><td>go to <i>Ensuring that the budget has been exhausted</i>.</td></tr> <tr> <td>no</td><td> <ul style="list-style-type: none"> adjust the purchase order so that it has a zero amount to be invoiced. go to <i>Ensuring that the budget has been exhausted</i>. </td></tr> </tbody> </table>	If:	Do this:	yes	go to <i>Ensuring that the budget has been exhausted</i> .	no	<ul style="list-style-type: none"> adjust the purchase order so that it has a zero amount to be invoiced. go to <i>Ensuring that the budget has been exhausted</i>.
If:	Do this:						
yes	go to <i>Ensuring that the budget has been exhausted</i> .						
no	<ul style="list-style-type: none"> adjust the purchase order so that it has a zero amount to be invoiced. go to <i>Ensuring that the budget has been exhausted</i>. 						

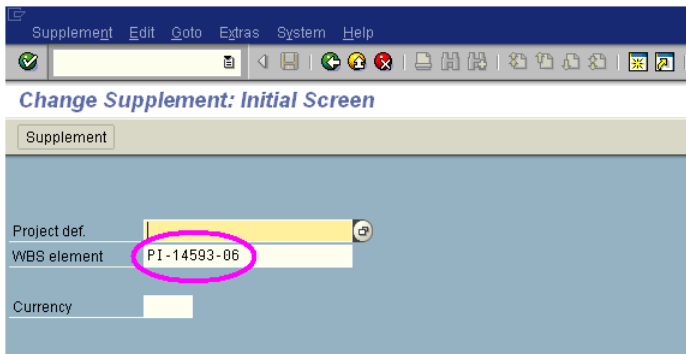
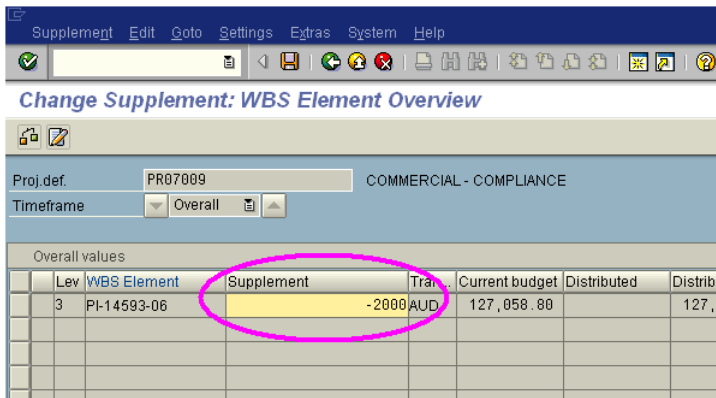
11.3.2.4 Ensuring that the budget has been exhausted

Follow the steps below to ensure that the budget has been exhausted:

Step	Action
1	<p>On the SAP Easy Access menu, double-click S_ALR_87013558 - Project Reports -> Budget based -> Budget/Actual/commit.</p>  <p><i>The Selection Budget/Actual/Commitmt/Rem.Plan/Assigned: Overview screen displays.</i></p>

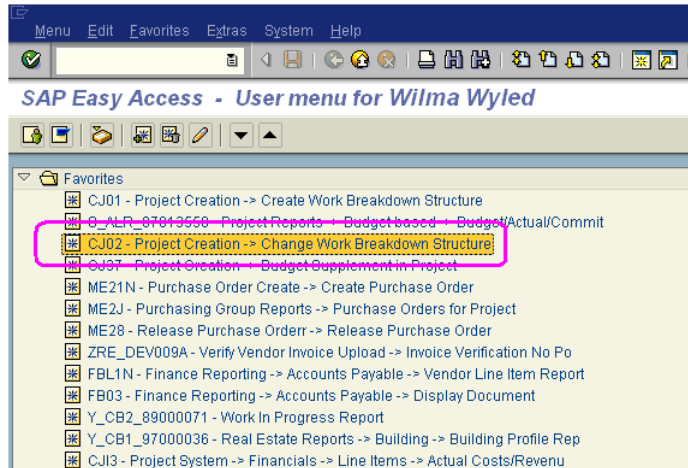
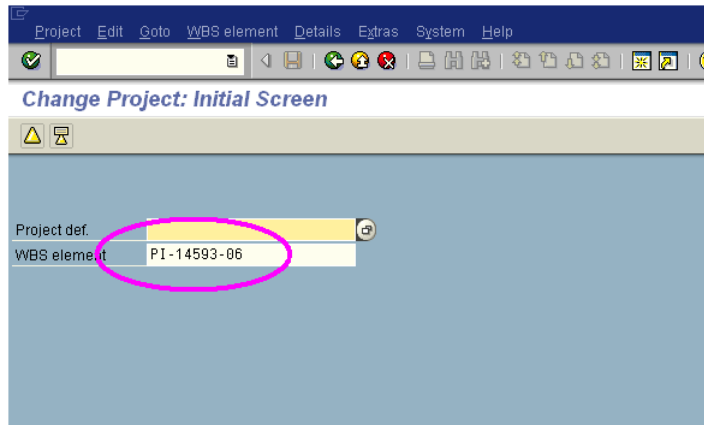
Step	Action
2	<p>On the <i>Selection: Budget/Actual/Commitmt/Rem.Plan/Assigned: Overview</i> screen, type the PI number in the <i>WBS element</i> field and then click the clock icon.</p>  <p>The <i>Execute Budget/Actual/Commitmt/Rem.Plan/Assigned: Detail</i> screen displays.</p>
3	<p>On the <i>Execute Budget/Actual/Commitmt/Rem.Plan/Assigned: Detail</i> screen, click [Overall View].</p> 

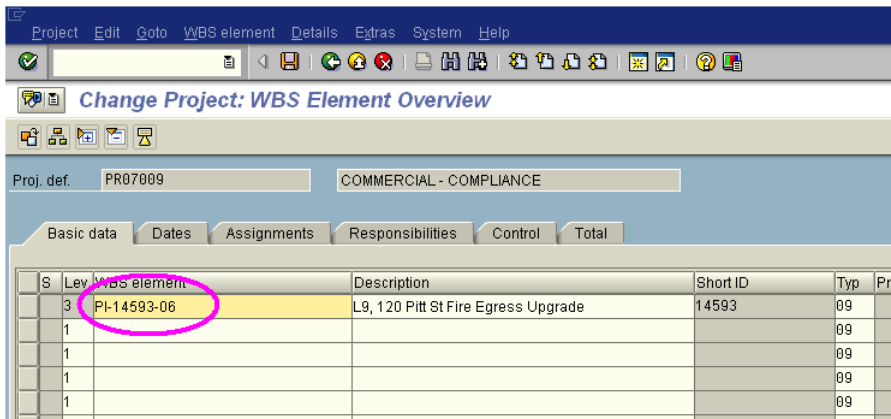
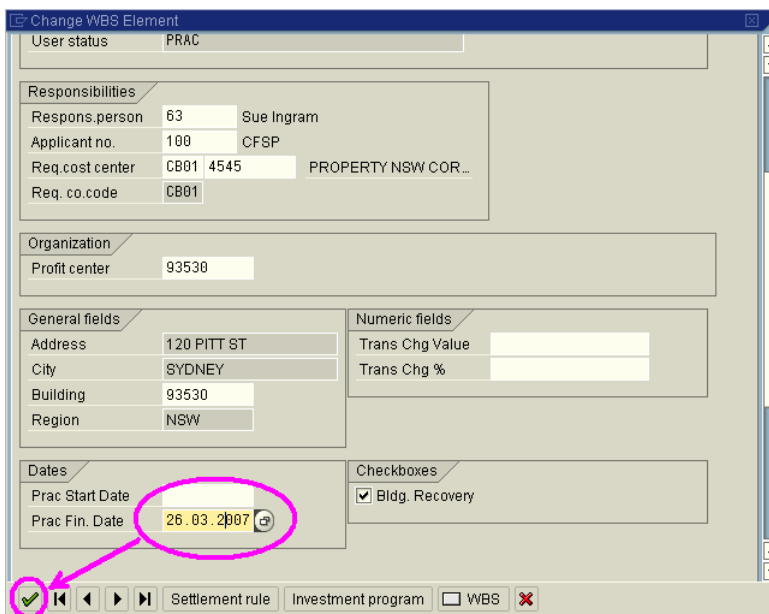
Step	Action																																		
4	<p>Are both the Commitment and Available amounts are zero.</p> <div><div><div>Budget/Actual/Commitat/Rem. Plan/Assigned</div><div><div>Plan versionPRE Preliminary Cost Estimate</div><div><div>Navigation</div><div>Val. category</div><div>Period/year</div><div>Trans. currency</div><div>Bus. transaction</div></div></div></div><div><table><thead><tr><th colspan="2"></th><th colspan="5">Overall values</th></tr><tr><th>Object</th><th></th><th>Budget</th><th>Actual</th><th>Commitment</th><th>Assigned</th><th>Available</th></tr></thead><tbody><tr><td>WBS PI-14593-06</td><td>L9, 120 Pitt St Fire Egress Upgrade</td><td>127,059</td><td>127,059</td><td>0</td><td>127,059</td><td>0</td></tr><tr><td>Result</td><td></td><td>127,059</td><td>127,059</td><td>0</td><td>127,059</td><td>0</td></tr></tbody></table></div></div> <div><table><tr><th>If:</th><th>Do this:</th></tr><tr><td>yes</td><td>go to <i>Updating practical completion</i></td></tr><tr><td>no</td><td><ul style="list-style-type: none">note the amount of budget leftclick [Go Back] twiceclick [Yes] to clear the message box<p><i>The SAP Easy Access Menu redisplay.</i></p><ul style="list-style-type: none">go to the next step</td></tr></table></div>			Overall values					Object		Budget	Actual	Commitment	Assigned	Available	WBS PI-14593-06	L9, 120 Pitt St Fire Egress Upgrade	127,059	127,059	0	127,059	0	Result		127,059	127,059	0	127,059	0	If:	Do this:	yes	go to <i>Updating practical completion</i>	no	<ul style="list-style-type: none">note the amount of budget leftclick [Go Back] twiceclick [Yes] to clear the message box <p><i>The SAP Easy Access Menu redisplay.</i></p> <ul style="list-style-type: none">go to the next step
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5	<p>At the SAP Easy Access menu, double-click CJ37 – Project Creation → Budget Supplement in Project.</p> <div><div><div>SAP Easy Access - User menu for Wilma Wyled</div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div>Favorites</div><div><div>CJ01 - Project Creation -> Create Work Breakdown Structure</div><div>S_ALR_87013558 - Project Reports -> Budget based -> Budget/Actual/Commit</div><div>CJ02 - Project Creation -> Change work breakdown structure</div><div>CJ37 - Project Creation -> Budget Supplement in Project</div><div>ME31N - Purchase Order Create -> Create Purchase Order</div><div>ME2J - Purchasing Group Reports -> Purchase Orders for Project</div><div>ME28 - Release Purchase Order -> Release Purchase Order</div><div>ZRE_DEV009A - Verify Vendor Invoice Upload -> Invoice Verification No Po</div><div>FBL1N - Finance Reporting -> Accounts Payable -> Vendor Line Item Report</div><div>FB03 - Finance Reporting -> Accounts Payable -> Display Document</div><div>Y_CB2_89000071 - Work In Progress Report</div><div>Y_CB1_97000036 - Real Estate Reports -> Building -> Building Profile Rep</div><div>CJ13 - Project System -> Financials -> Line Items -> Actual Costs/Revenue</div></div></div></div></div><p>The Change Supplement: Initial Screen displays with the budget number in the Project.def field.</p></div>																																		

Step	Action
6	<p>On the <i>Change Supplement: Initial</i> Screen, type the PI number into the <i>WBS element</i> field and then press [Enter].</p>  <p>The <i>Change Project: WBS Element Overview</i> screen displays.</p>
7	<p>On the <i>Change Project: WBS Element Overview</i> screen, type the amount of budget left in the <i>Supplement</i> field and then press [Save].</p>  <p>A message box indicating that budget has been exhausted displays. Click the tick to clear the box.</p>
8	Click [Go Back] to return to the SAP Easy Access Menu.
9	Go to <i>Updating practical completion</i> .

11.3.2.5 Updating practical completion

Follow the steps below to update practical completion in SAP:

Step	Action
1	<p>At the SAP Easy Access menu, double-click CJ02 – Project Creation -> Change Work Breakdown Structure.</p>  <p>The Change Project: Initial Screen displays.</p>
2	<p>On the <i>Change Project: Initial Screen</i>, type the PI number in the <i>WBS Element</i> field and then press [Enter].</p>  <p>The Change Project: WBS Element Overview screen displays.</p>

Step	Action
3	<p>On the <i>Change Project: WBS Element Overview</i> screen, double-click on the PI number.</p>  <p><i>The Change WBS Element box opens.</i></p>
4	<p>On the Change WBS Element box, type the date of the form in the Prac Fin.Date field and then click the tick.</p>  <p><i>The box closes.</i></p>
5	Click [Go Back] to return to the SAP Easy Access Menu.
6	Go to <i>Filing the paperwork</i>

11.3.2.6 *Filing the paperwork*

Follow the steps below to file the paperwork:

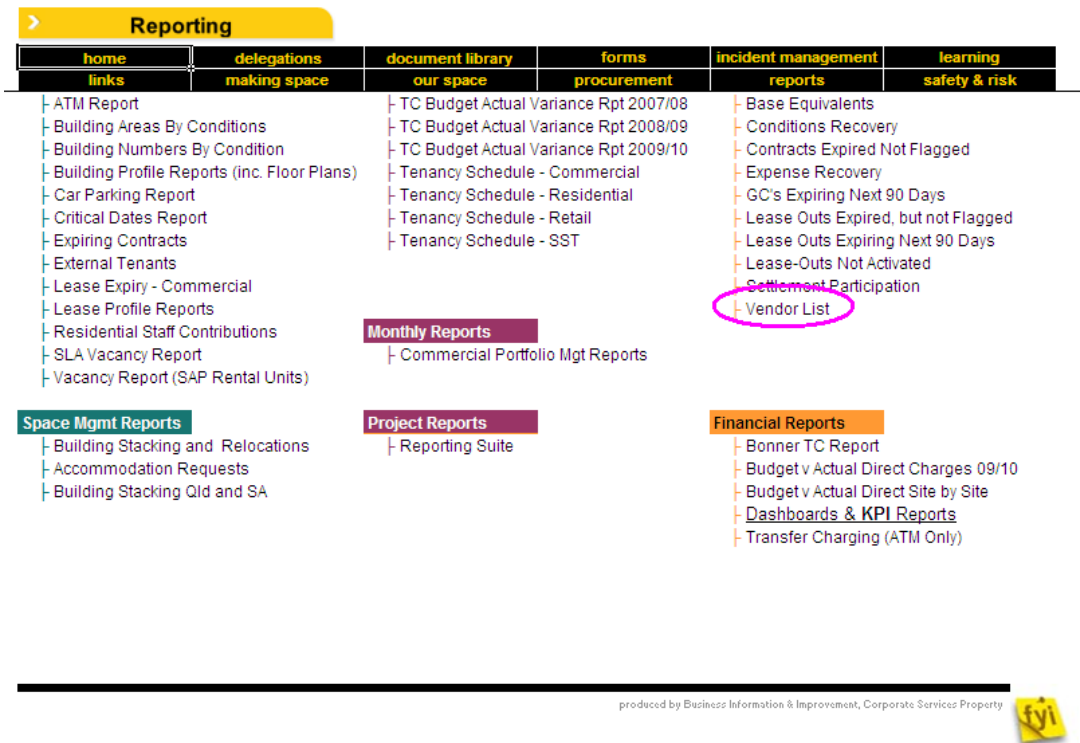
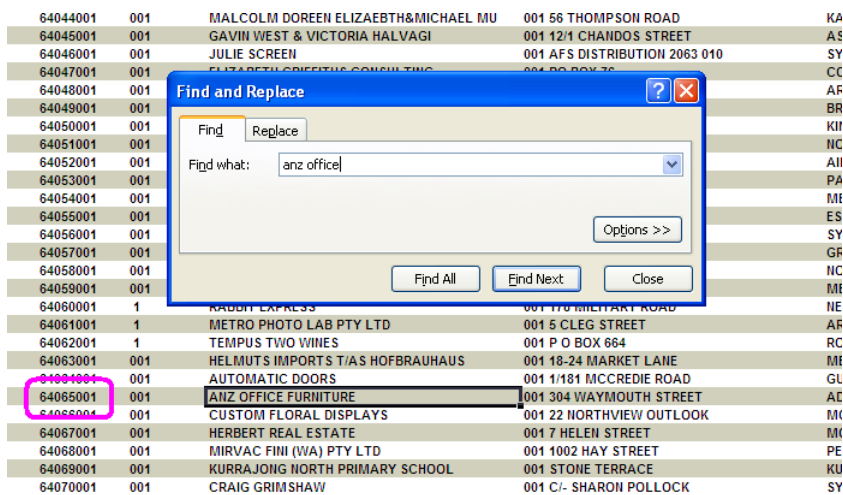
Step	Action
1	Return to Capital Dissection report in MS Excel and print one copy of the following tabs of the report: <ul style="list-style-type: none">• Tax 1• Tax 2• Tax 3• Tax 4• Tax Calc
2	Have the Project Director sign the Tax 1 page of report.
3	Scan the report, including any attachments and save it to the <i>G:\GROUP_PROPERTY\05 PROJECTS\COMMERCIAL BAU\Capital Dissections\To Finance</i> folder.
4	Staple the report pages together, along with any attachments and give it to the Finance Analyst, Asset Accounting.

11.4 Supporting Procedures

11.4.1 Looking up a vendor number

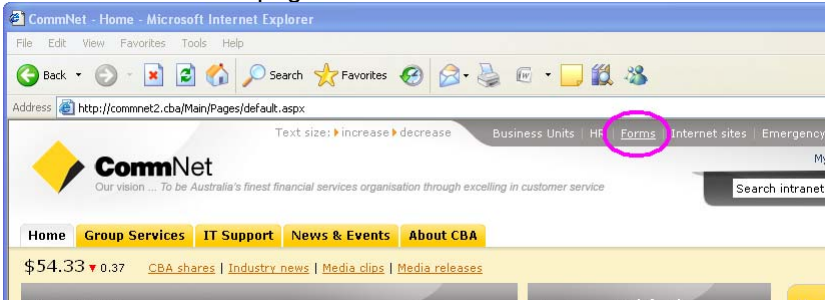
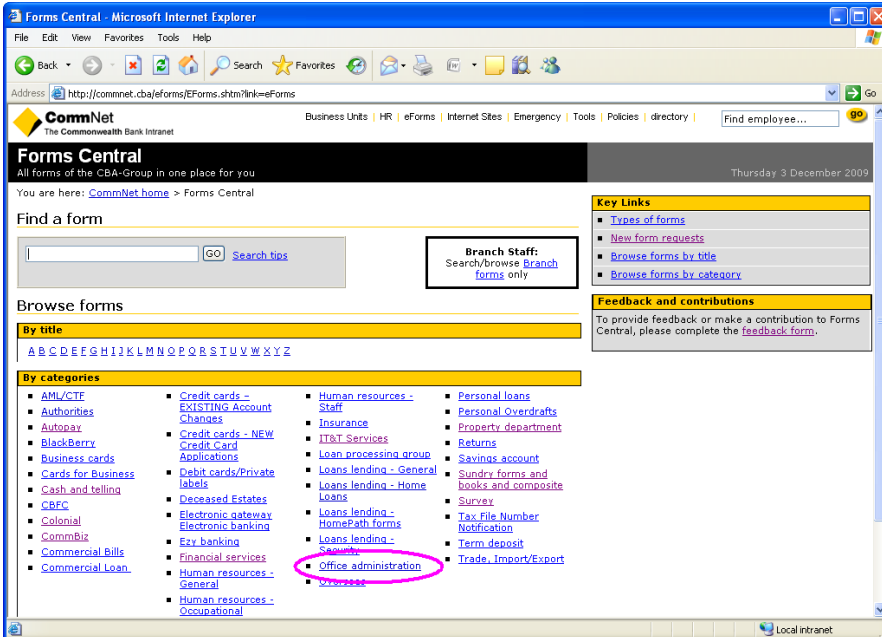
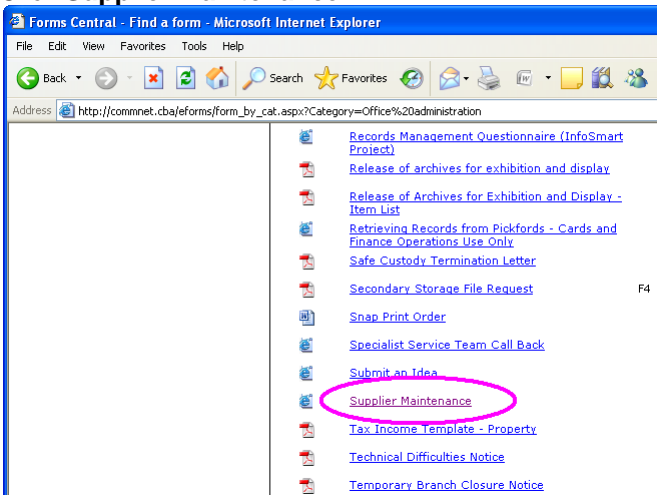
Follow the steps below to look up a vendor number in Prima:

Step	Action
1	Start Prima by double-clicking the icon on your desktop. 
2	At the Prima main menu, click [Reports].  <i>The Reporting screen displays.</i>

Step	Action
3	<p>On the <i>Reporting</i> screen, click Vendor List.</p>  <p>The screenshot shows the Reporting screen with a navigation bar at the top containing: home, delegations, document library, forms, incident management, and learning. Below this is a sub-navigation bar with: links, making space, our space, procurement, reports, and safety & risk. The main content area is divided into several sections: ATM Report, Building Areas By Conditions, Building Numbers By Condition, Building Profile Reports (inc. Floor Plans), Car Parking Report, Critical Dates Report, Expiring Contracts, External Tenants, Lease Expiry - Commercial, Lease Profile Reports, Residential Staff Contributions, SLA Vacancy Report, Vacancy Report (SAP Rental Units), TC Budget Actual Variance Rpt 2007/08, TC Budget Actual Variance Rpt 2008/09, TC Budget Actual Variance Rpt 2009/10, Tenancy Schedule - Commercial, Tenancy Schedule - Residential, Tenancy Schedule - Retail, Tenancy Schedule - SST, Base Equivalents, Conditions Recovery, Contracts Expired Not Flagged, Expense Recovery, GC's Expiring Next 90 Days, Lease Outs Expired, but not Flagged, Lease Outs Expiring Next 90 Days, Lease-Outs Not Activated, Settlement Participation, and Vendor List (circled in red). There are also sections for Monthly Reports, Project Reports, Space Mgmt Reports, and Financial Reports.</p> <p>The Vendor List opens in a new window.</p>
4	<p>On the <i>Vendor List</i> screen:</p> <ul style="list-style-type: none"> press [Control]+[F] type the part of the vendor name or ABN to look up repeatedly click [Find Next] until you locate the vendor.  <p>The screenshot shows the Vendor List screen with a table of vendors. A 'Find and Replace' dialog box is open, showing the 'Find' tab. The 'Find what:' field contains 'anz office'. The 'Find Next' button is highlighted. The table lists vendors with their ABN, name, and address. The vendor 'ANZ OFFICE FURNITURE' is highlighted in the table, corresponding to the search criteria.</p> <p>The vendor number is in the left hand column.</p>

11.4.2 Setting up a new vendor


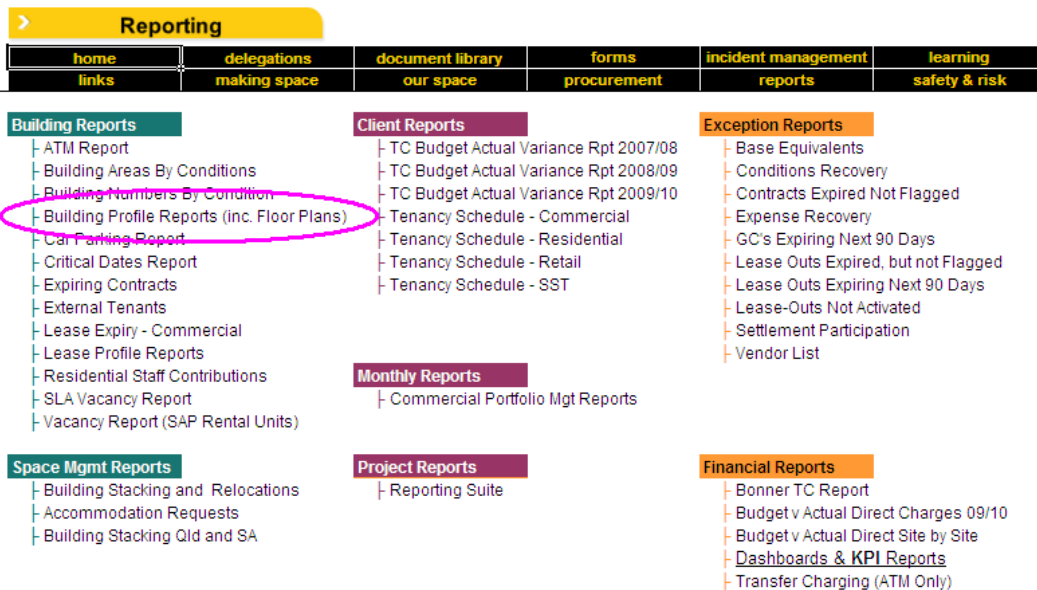
Follow the steps below to set up a new vendor:

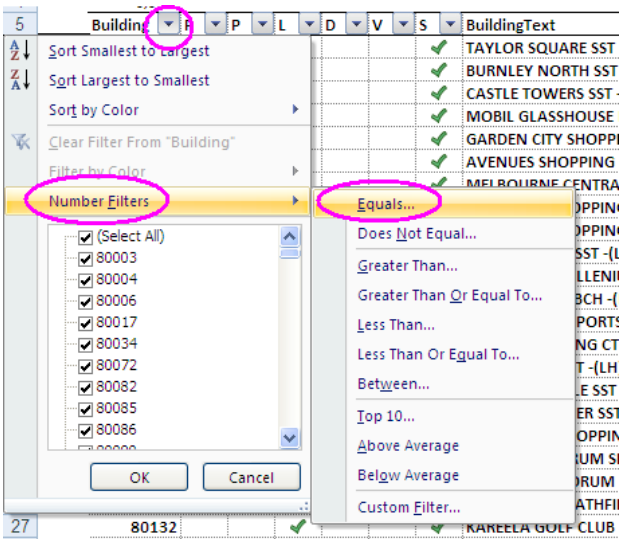
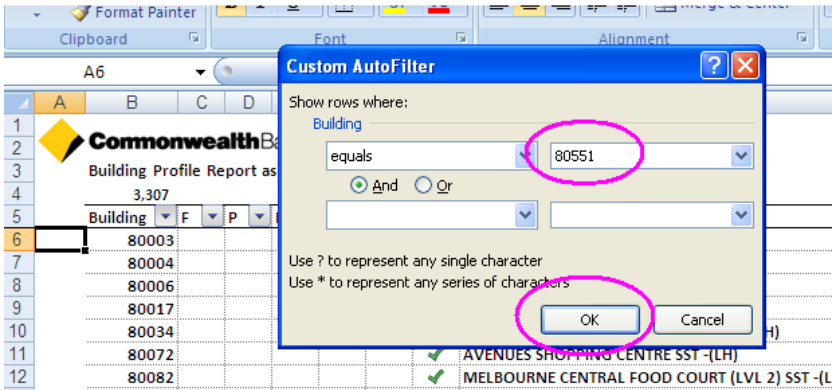
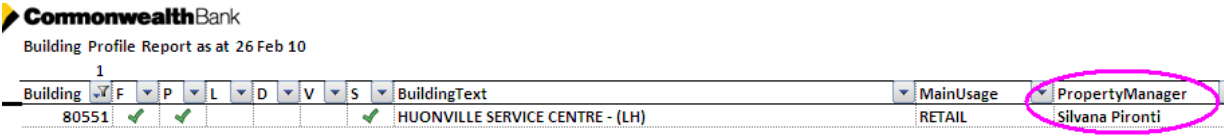
Step	Action
1	<p>Open the Supplier Maintenance form on Forms Central.</p> <ul style="list-style-type: none"> On the intranet home page click Forms.  <ul style="list-style-type: none"> Click Office Administration.  <ul style="list-style-type: none"> Click Supplier Maintenance.  <p>The Supplier Maintenance form displays in a new window.</p>

Step	Action																				
2	<p>Complete the fields on the Supplier Maintenance form as required with information on the invoice, paying attention to the following:</p> <p>Notes:</p> <ul style="list-style-type: none"> You will have to scroll down to access all fields. Fields marked with an asterisk (*) must be completed. <table border="1"> <thead> <tr> <th>Field</th><th>Particulars</th></tr> </thead> <tbody> <tr> <td><i>Does this supplier accept Master Card payments?</i></td><td>Select No.</td></tr> <tr> <td><i>Purpose for request</i></td><td>Select New Supplier.</td></tr> <tr> <td><i>Does the Supplier have an ABN?</i></td><td>Select Yes. Note: All suppliers must have an ABN.</td></tr> <tr> <td><i>How often will this Supplier be used?</i></td><td>More than one time</td></tr> <tr> <td><i>Category of Expenditure</i></td><td>Select Other</td></tr> <tr> <td><i>Sub Category of Expenditure</i></td><td>Select Other</td></tr> <tr> <td><i>Payment method</i></td><td>Select EFT (Electronic Funds Transfer).</td></tr> <tr> <td><i>Payment Terms</i></td><td>Select 30 Days.</td></tr> <tr> <td><i>Do you need to raise a purchase order through ARIBA?</i></td><td>Select No.</td></tr> </tbody> </table> <p>Complete all other fields as required and then click [SUBMIT] when finished.</p> <p><i>The form is automatically emailed to the National Project Director for approval.</i></p>	Field	Particulars	<i>Does this supplier accept Master Card payments?</i>	Select No .	<i>Purpose for request</i>	Select New Supplier .	<i>Does the Supplier have an ABN?</i>	Select Yes . Note: All suppliers must have an ABN.	<i>How often will this Supplier be used?</i>	More than one time	<i>Category of Expenditure</i>	Select Other	<i>Sub Category of Expenditure</i>	Select Other	<i>Payment method</i>	Select EFT (Electronic Funds Transfer) .	<i>Payment Terms</i>	Select 30 Days .	<i>Do you need to raise a purchase order through ARIBA?</i>	Select No .
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<i>Payment Terms</i>	Select 30 Days .																				
<i>Do you need to raise a purchase order through ARIBA?</i>	Select No .																				
3	<p>Scan the invoice and email it to vendormanagement@cba.com.au.</p> <p><i>Allow 24 hours for Vendor Management to set up the new vendor in SAP, who will in turn advise the vendor number by email. You will be able to process the invoice the next day.</i></p> <p>Note: To use the vendor number supplied by Vendor Management in SAP, remove the five leading zeroes and 001 to it.</p>																				
4	File the new vendor's insurance certificates in the Insurance Register folder under the month of expiry.																				







11.4.3 Looking up the property manager

Follow the steps below to use Prima to find out who the property manager is for a particular property.

Step	Action
1	<p>At the Prima main menu, click [Reports].</p>  <p>The Reporting screen displays.</p>
2	<p>On the Reporting screen, click Building Profile Reports.</p>  <p>The Building Profile Report opens in a new window.</p>

Step	Action
3	<p>On the <i>Building Profile Report</i> screen:</p> <ul style="list-style-type: none"> click the down arrow next to Building from the menu select Number Filters → Equals.  <p>The Custom AutoFilter box displays.</p>
4	<p>On the Custom AutoFilter box, type the building number in the right top field and then click [OK].</p>  <p>The property manager is shown:</p> 

11.5 SAP Buttons

Button	Name
	Balance
	Browse
	Go back
	Overall view
	Save
	Edit

12. Forms

Form	Purpose	Completed by	Distributed to	File name
Meeting Template	Planning the agenda of a project or steering group meeting and the minutes.	Meeting chair (e.g. Project Director)	Meeting invitees	<i>Meeting_Template.docx</i>
Design & Construction Strategy Checklist	Project establishment	Project Director		<i>ProjectEstablishmentChecklist.xlsx</i>
Project Practical Completion Advice	Practical completion	Project Director	Project Administrator	<i>practical_completion.xlsx</i>
Power Shutdown Request		Construction Manager		<i>power_shutdown_request.xlsx</i>
SAP Project Setup	Used to record project budget, purchase order amounts and vendor details	Project Director	Project Administrator	<i>sap_setup.xlsx</i>
Project Brief - Commercial Premises	Used to capture Business Unit requirements	Business Unit	Project Director	<i>New_Project_Brief_Commercial.xls</i>
Practical Completion Defects Register	Used to capture defects at practical completion and record resolution	Project Director	Construction Manager	<i>defects_register.xlsx</i>