

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Tuesday, 27 March 2012 11:49 AM
To: Rod Moreno
Subject: FW: Urgent matter - Carpenter to Deputy Premier's kitchen

Hi Rod,

For your information and update below.

I will provide a further update when this is confirmed.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" www.towardq2.qld.gov.au

From: BRUMPTON Caroline
Sent: Tuesday, 27 March 2012 11:43 AM
To: DOYLE Antonia
Cc: BARTKAITIS Lucinda; McDonnell Sid
Subject: RE: Urgent matter - Carpenter to Deputy Premier's kitchen

Hi Antonia,

I have spoken with Sid. He will get someone there as a priority to action this (within the next hour or so).

Will let you know when this is confirmed.

Regards

Caroline

T: (07) 3225 8175 | F: (07) 3224 8436

exceeding expectations

From: DOYLE Antonia
Sent: Tuesday, 27 March 2012 11:04 AM
To: BARTKAITIS Lucinda
Cc: MCQUILLAN Charlie; BRUMPTON Caroline
Subject: FW: Urgent matter - Carpenter to Deputy Premier's kitchen
Importance: High

Hi Lucinda,

Could you please action urgently with QBuild.

Best to call Sid first and provide scope, location and site contact and then follow up with paperwork retrospectively.

Please let me know when you have contacted Sid and when Sid will be attending site so that I can update Rod Moreno.

Thanks.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537

E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

From: Rod Moreno [<mailto:Rod.Moreno@premiers.qld.gov.au>]
Sent: Tuesday, 27 March 2012 11:00 AM
To: DOYLE Antonia
Cc: MCQUILLAN Charlie
Subject: FW: Urgent matter - Carpenter to Deputy Premier's kitchen

Hi Antonia,

Please see email below for a request for Qbuild's assistance to repair a broken cupboard door on Dep Prem's office on Level 12 Executive Building.

Site contact: Logan Timms - 34048317 (ext 64317)

Cheers

Rod

From: Logan Timms [<mailto:Logan.Timms@dlgp.qld.gov.au>]
Sent: Tuesday, 27 March 2012 10:28 AM
To: Kirsty Thorpe
Cc: DLO; Darrian Borick
Subject: FW: Urgent matter - Carpenter to Deputy Premier's kitchen

Hi Kristy,

Email trail FYI – Could we please action this asap? If we could get someone to fix the broken cupboard door that fell off and also check the others that would be great.

Kindest Regards

Logan

Logan Timms
Departmental Liaison Officer
Department of Local Government and Planning
Queensland Government

tel +61 7 340 48317 (ext 64317)
post PO Box 15009 City East Qld 4002
visit Level 8 63 George Street Brisbane
Logan.Timms@dlgp.qld.gov.au

www.dlgp.qld.gov.au

Tomorrow's Queensland: strong, green, smart, healthy and fair www.towardQ2.qld.gov.au

 Please consider the environment before printing this email

From: Kristy Brown
Sent: Tuesday, 27 March 2012 10:24 AM
To: Logan Timms
Cc: Tina Culp; Annette Hall
Subject: RE: Urgent matter - Carpenter to Deputy Premier's kitchen

Hi Logan

I've contacted Elaine Hampson in Facilities, she is getting in touch with Ministerial Services to arrange.

Elaine just asked me to let you know that for anything else like this the Deputy Premier's office will need to contact Ministerial Services directly.

Thanks ;)

Kristy Brown
A/Executive Support Officer
Office of the Director-General
Department of Local Government and Planning
Queensland Government
tel +61 7 3405 3433 (ext: 35433)
post PO Box 15009 City East Qld 4002
kristy.brown@dlgp.qld.gov.au
www.dlgp.qld.gov.au

Tomorrow's Queensland: strong, green, smart, healthy and fair
www.towardQ2.qld.gov.au

Please consider the environment before printing this email

From: Logan Timms
Sent: Tuesday, 27 March 2012 10:20 AM
To: Kristy Brown; Tina Culp
Subject: FW: Urgent matter - Carpenter to Deputy Premier's kitchen

From: Logan Timms
Sent: Tuesday, 27 March 2012 10:19 AM
To: Annette Hall
Cc: DLO; Darrian Borick
Subject: Urgent matter - Carpenter to Deputy Premier's kitchen

Hi Annette,

Can we urgently organise to have a carpenter fix the cupboards in the Deputy Premier's kitchen, he just opened a corner cabinet and it fell on him. He is ok but we did to action this asap.

Logan

Logan Timms
Departmental Liaison Officer
Department of Local Government and Planning
Queensland Government

tel +61 7 340 48317 (ext 64317)
post PO Box 15009 City East Qld 4002
visit Level 8 63 George Street Brisbane
Logan.Timms@dlgp.qld.gov.au

www.dlgp.qld.gov.au

Tomorrow's Queensland: strong, green, smart, healthy and fair www.towardQ2.qld.gov.au

 Please consider the environment before printing this email

Unless stated otherwise, this email, together with any attachments, is intended for the named recipient(s) only and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and/or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance

with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!delstamp!

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

RTI RELEASED

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Wednesday, 28 March 2012 4:33 PM
To: Rod Moreno
Subject: Level 18 State Law Building - 2 seater couches, tub chairs and coffee table
Attachments: L18 State law Building - The 2 x 2 seater couches, 2 tub chairs and the coffee table .jpg; Level 5, EB - 2 x tub chairs.jpg; Level 5 EB - 1 x 2 seater couch.jpg; Level 5 EB - 1 x 2 seater couch (2).jpg; 20120328160932802.pdf

<<L18 State law Building - The 2 x 2 seater couches, 2 tub chairs and the coffee table .jpg>> <<Level 5, EB - 2 x tub chairs.jpg>> <<Level 5 EB - 1 x 2 seater couch.jpg>> <<Level 5 EB - 1 x 2 seater couch (2).jpg>> <<20120328160932802.pdf>>

Hi Rod,

As discussed, the Ministerial suite has been reinstated into the Ministers Office at Level 18 State Law Building.

The Minister's Office is missing the 2 x 2 seater couches, 2 tub chairs and the coffee table (refer attached for photo taken in 2010).

The 2 x 2 seater couches, 2 tub chairs and the coffee table have been located in the Ministerial Tenancy on Level 5, Executive Building (refer attached for photos taken in 2012). I have marked up the location of the couches on the attached plan of Level 5, Executive Building. Unfortunately I'm not sure where on the plan the tub chairs are located.

Please advise if you are happy approve for the 2 x 2 seater couches and 2 x tub chairs to be relocated from Level 5, Executive Annexe back to the Minister's office on level 18, State Law Building.

The coffee table from Level 18 State Law Building is now located in the Ministers office on level 5, Executive Building. We can provide a second hand coffee table for Level 18, State Law Building so that the coffee table can be left in Ministers office on level 5, Executive Building.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 / M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

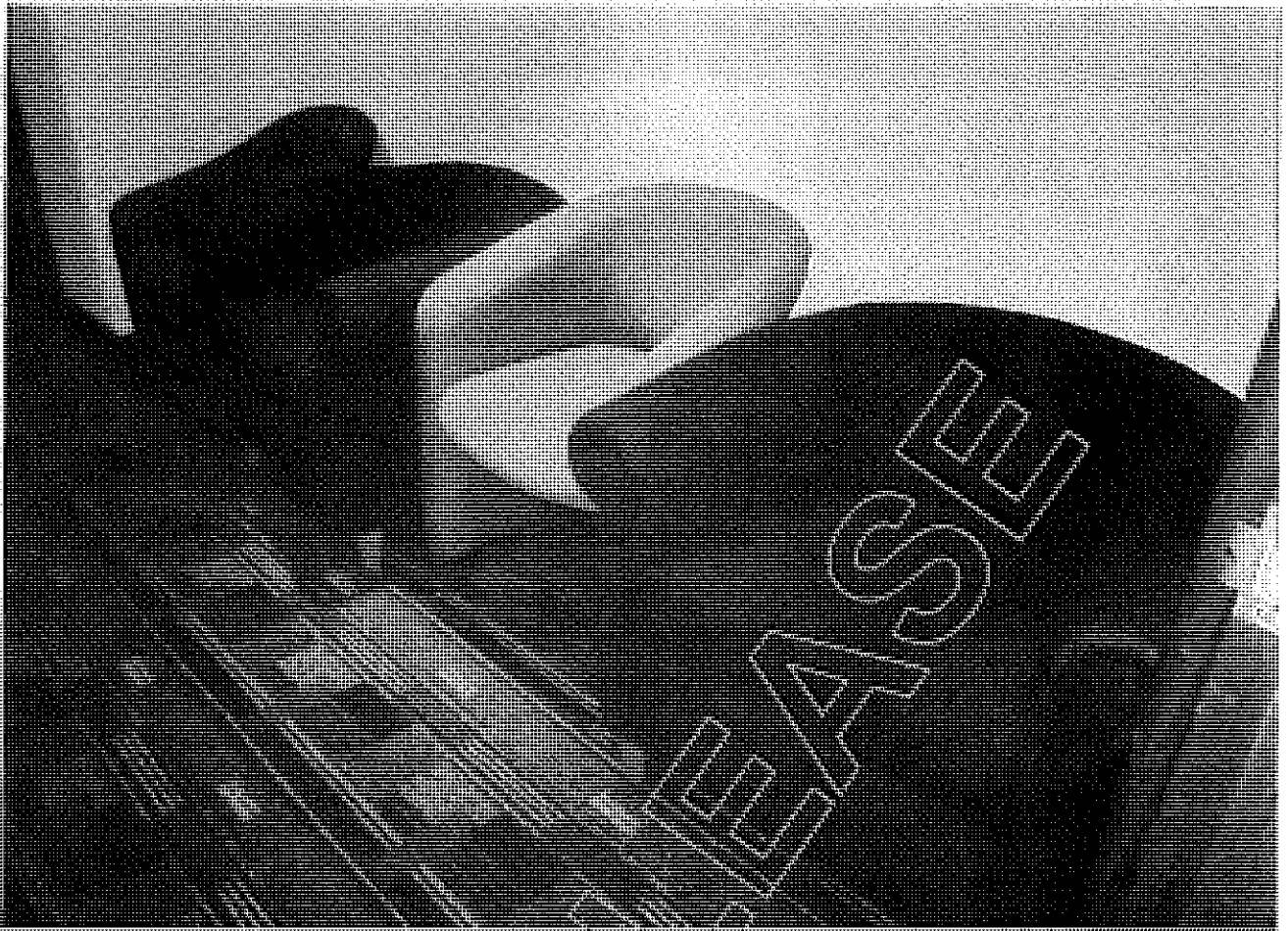
Thank you.

{detstamp}

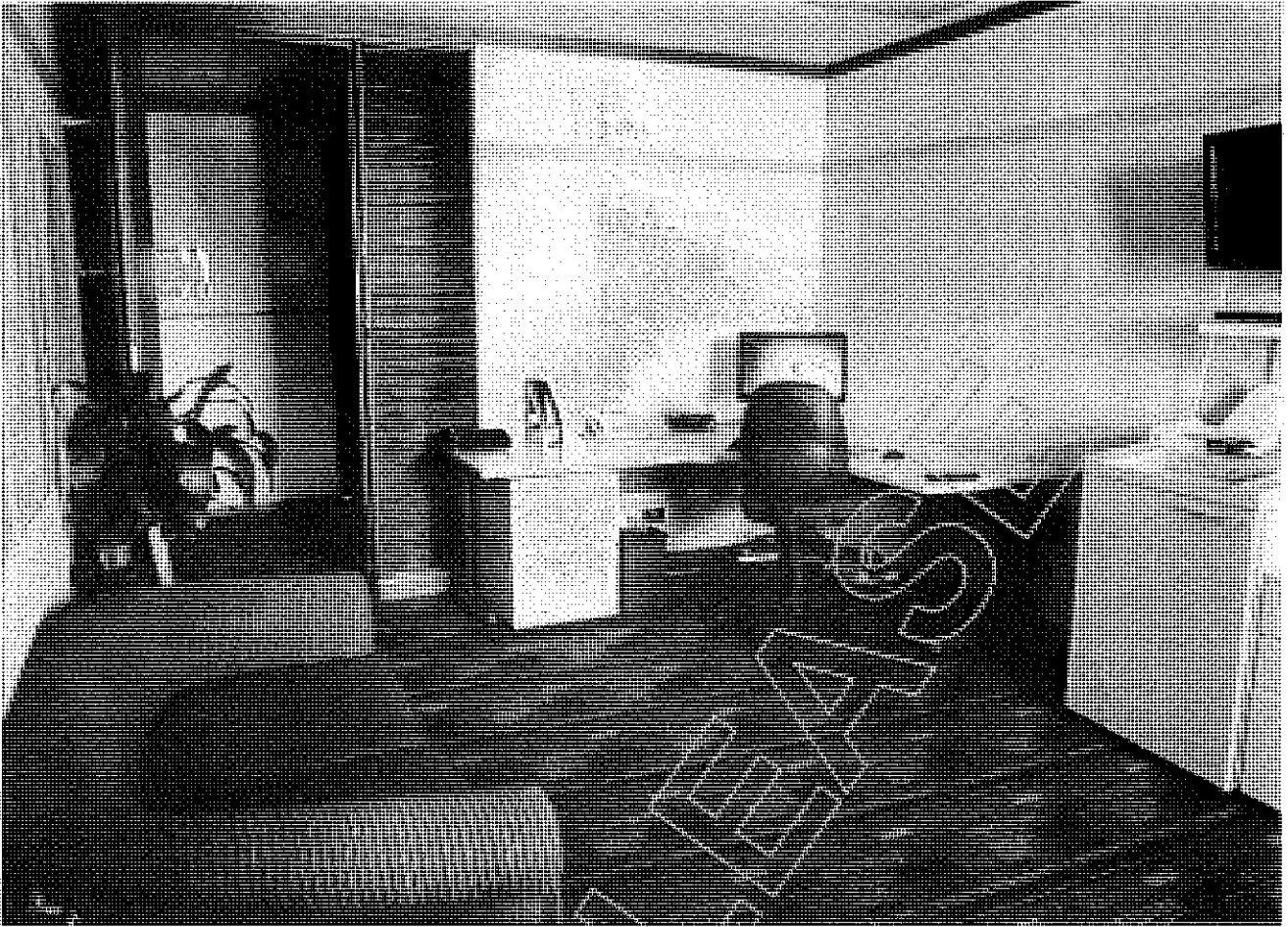
RTI RELEASE



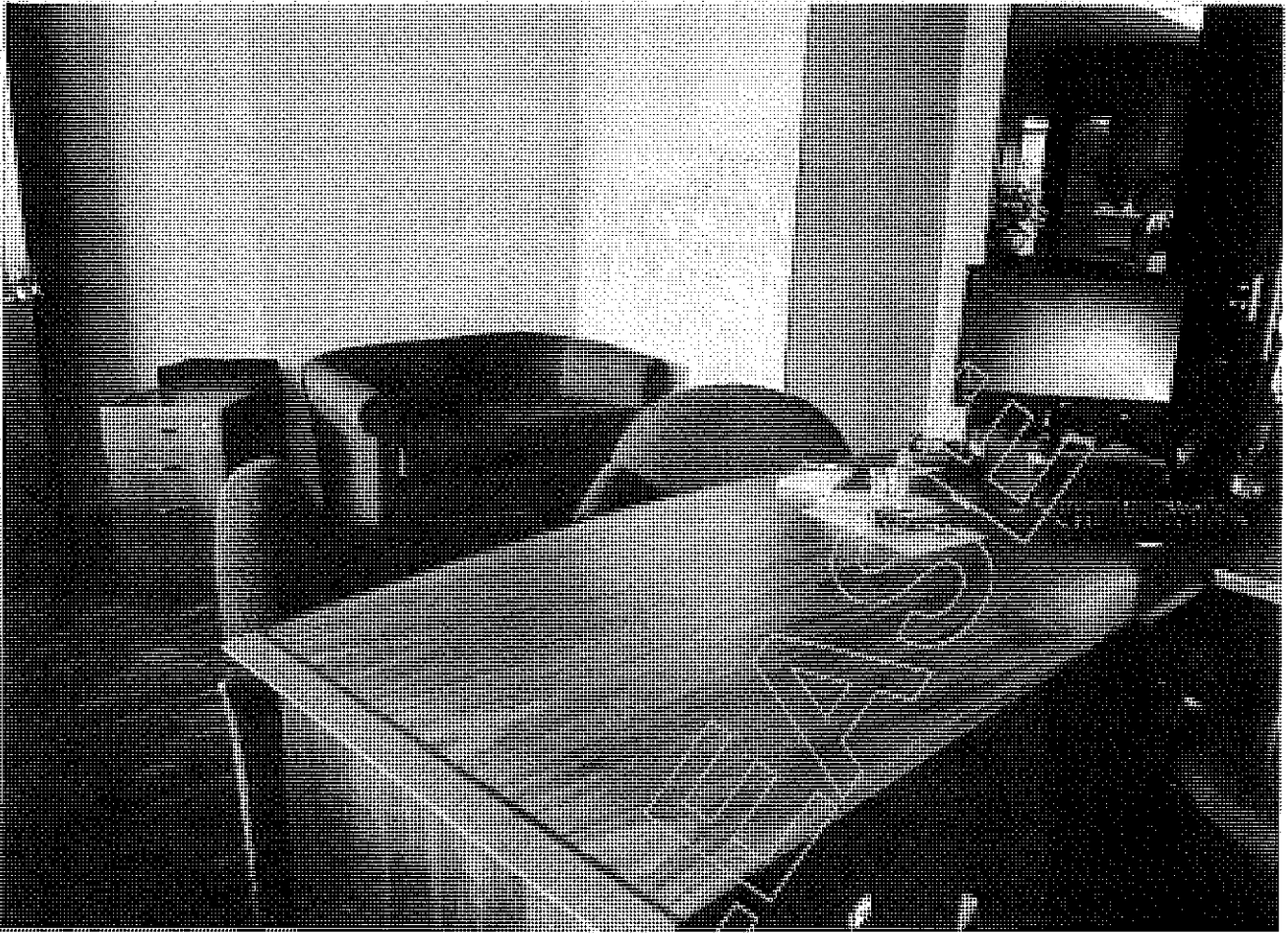
RTI RELEASE



RTI RELEASES

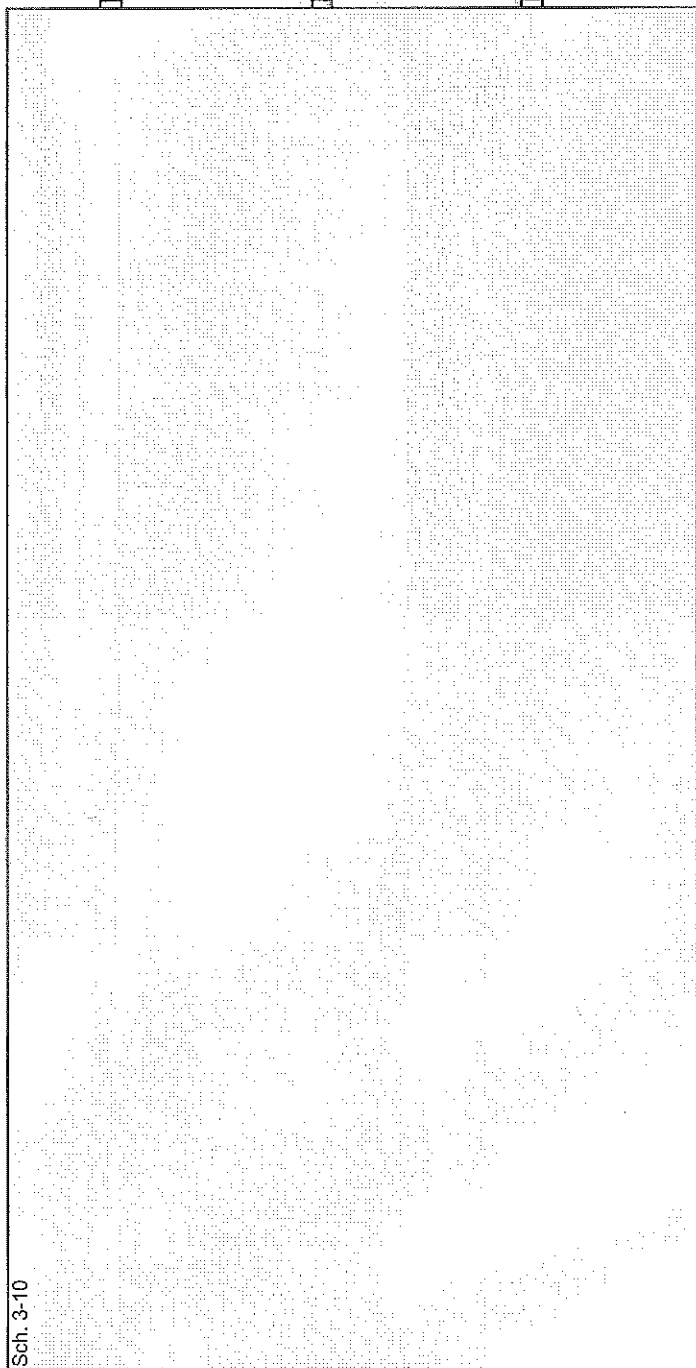


RTI RELEASES



RTI RELEASED

Level 5, Executive Building



Sch. 3-10

FALSE

2 SEATER COUCHES

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Friday, 30 March 2012 6:17 PM
To: Rod Moreno
Cc: Ian Street; MORISON Marshall; DETTRICK Sally
Subject: Proposal for the Chief of Staff office on Level 15, Executive Building
Attachments: Chief of Staff - Proposed Layout.pdf; Meeting table and Meeting Chair.doc

<<Chief of Staff - Proposed Layout.pdf>> <<Meeting table and Meeting Chair.doc>>

Hi Rod,

As discussed, please find attached proposal for the Chief of Staff office on Level 15, Executive Building.

Please refer to photos attached for the proposed meeting table (to be 1050mm in diameter) and 4 meeting chairs.

Please review and confirm if the layout and selection of furniture is ok to be installed.

The attached proposal will require the removal of two armchairs, the relocation of the display cupboard and the relocation of artwork to an alternative wall (adjacent to the proposed meeting table).

Please review the proposal with the Chief of Staff and advise if the proposal is ok to proceed.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

*****Disclaimer*****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance

with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!detstamp!

RTI RELEASE

OFFICE 15.09

- REMOVE 2x SINGLE
LOUNGES

- REMOVE 2x
VISITOR CHAIRS

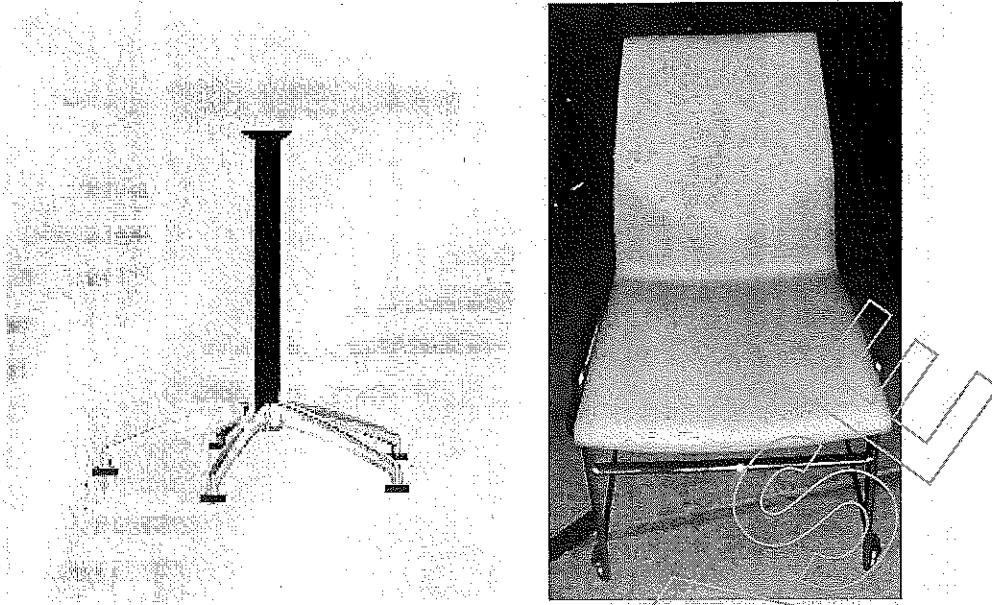
- RELOCATE DISPLAY
CUPBOARD ①

- RELOCATE NETWORK
& REMOVE PINBOARD
②

- DELIVER ROUND
TABLE & 4
MEETING CHAIRS ③

Sch. 3-10

Executive Building - Level 15
CHIEF OF STAFF



RTI RELEASED

Daniel Smith

From: Rod Moreno
Sent: Friday, 13 July 2012 2:53 PM
To: Daniel Smith
Subject: FW: Scope of Works for Priority Work - WO#EMW009 - EW014 - Email 1 of 3
Attachments: EMW014.pdf; EMW009.pdf; EMW010.pdf; EMW011.pdf; EMW012.pdf; EMW013.pdf
Importance: High

WO#EMW009

From: BARTKAITIS Lucinda [mailto:Lucinda.BARTKAITIS@projectservices.qld.gov.au]
Sent: Friday, 30 March 2012 6:46 PM
To: McDonnell Sid
Cc: DOYLE Antonia; Ian Street; HAVIARAS Robyn; HUTCHINSON Christopher N; DETTRICK Sally; MCQUILLAN Charlie; Rod Moreno
Subject: Scope of Works for Priority Work - WO#EMW009 - EW014 - Email 1 of 3
Importance: High

Hi Sid,

Please find attached the work orders EMW009 – EMW014 with the priority scope of work list and relevant painting plans, for completion COB Monday 2/04/12

I have hard copies also prepared for you.

Regards

Lucinda Bartkaitis

*Interior Designer and Project Manager,
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 Australia
GPO Box 2906, Brisbane Q4001
T: (07) 3224 6439*

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance

with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

[detstamp]

RTI RELEASE



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW014**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinsen
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morrison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input checked="" type="checkbox"/>
Address:	111 George Street
Level:	Level 13
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkajtis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address: 111 George Street
Level: Level 13
Date Of Audit: 29.03.12
Ministerial or Parl Sec (Min/PS) Ministerial Office
Contact for Audit: Sandra Kruger & Tabitha Taylor

Scope of Works for Priority work:

MINOR WORKS

Ministers office – Room 13.09

- Patch and Painting to walls. Refer to attached plan for painting scope of work. To match existing colour.
- Clean and polish desk and return.
- Entry door requires adjusting – tight to open and close.
- Remove screws from ceiling tile.
- Ensuite ceiling requires minor patching.
- Ensuite horizontal blinds bent blades – possible replacement?

General Office

- Reception strip lighting – missing florescence tubes.
- Reception feature downlights – one broken.
- Entry door requires adjusting – tight to open and close.
 - Room No:13.08 - Entry door splitting around door hardware – possible replacement?
 - Room No:13.03 - Entry door clicks loudly when opened/closed
 - Remove blu tac and sticky tape from all walls/doors and clean

CLEANING

- Ministerial Office requires cleaning, including all glass windows and furniture/joinery.
- Clean grout in Minister's ensuite floor tiles and shower recessed.
- All furniture/joinery throughout the Ministers office to be cleaned inside. Cupboards are very dusty.

General Office

- Refer to attached plan for painting scope of work. To match existing colour.
- All joinery throughout the office to be cleaned inside. Cupboards are very dusty.

FURNITURE

Ministers office – Room 13.09

- Furniture in very good condition.

RTI RELEASE



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW009**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchison
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/>
Address:	100 George Street (Executive Building)
Level:	Level 15
Office Name	Premiers Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority list of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work. In hours contact – Madeline Nielson ext 51709 / 0410 063 120
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkallis
Contact Number	322 46439
Date:	28.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	100 George Street – Executive Building
Level:	Level 15
Date Of Audit:	29.03.12
Ministerial or Parl Sec (Min/PS)	Premier's Office
Contact for Audit:	Caroline Brumpton/ Elisa McGavin

Scope of Works for Priority work:	MINOR WORKS <u>Premier's office – Room 15.08</u> <ul style="list-style-type: none">• Paint peeling inside coffer of feature bulkhead – patch/re-paint. Also mark on edge of bulkhead coffer. Some finger marks on curtain pelmets. Paint.• 1 x light not working.• Light in recess above TV has paper taped across it – not sure why. Remove & repair light.• General check required on operation & condition of all curtains.• Various scratch marks on all timber furniture & joinery (not sure if priority?) <u>Premier's Conference room 15.02</u> <ul style="list-style-type: none">• Vinyl edging to joinery bench is peeling off – requires repair• Ceiling tiles uneven in grid & some tape remnants/marks to be tidied up• Some lights not working• General check required on operation & condition of all curtains– some curtains falling down.• Loose phone plugs on walls (skirting level – just inside door & on far wall, George St end in centre <u>Kitchenette 15.05</u> <ul style="list-style-type: none">• Skirting coming off wall in hallway outside kitchen• Marks & sticky tape on splashback• Wallpaper above cupboard is dirty <u>General Office</u>
--	--

- Re-paint required to marked up walls in particularly poor condition
- General check required on all blinds – many broken

CLEANING

Ministers office – Room 15.08

- Fluff/pilling of fibres in wallpaper to be cleaned & double sided tape remnants on wall, just inside main door to be removed.
- Carpet – average condition to be cleaned.
- Lounge suite fabric generally dirty appearance & work on armrests – professional steam clean recommended
- Some white marks on doors

Premier's Conference room 15.02

- Fluff/pilling of fibres in wallpaper to be cleaned & Particularly bad marks on wall paper near bench unit to be cleaned
- Carpet – average condition. To be cleaned.
- Lounge suite – to be cleaned if remaining.

Kitchenette 15.05

- Skirting coming off wall in hallway outside kitchen
- Marks & sticky tape on splashback
- Wallpaper above cupboard is dirty

General Office

- URGENT: Carpets in poor condition & require professional clean
- Walls generally need very thorough clean – blue tack, sticky tape, marks etc
- Ceiling tiles uneven & not sitting down into grid in several locations. Some light diffusers also hanging down.

FURNITURE

Premier's Conference room 15.02

- TV sitting on table is untidy in appearance – alternative required.
- Lounge suite is old and armrests worn.

General Office

- More mobile drawer units required – several broken.
- Chief of staff requires 4-seater table & chairs & re-plan of office.



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW010**

Requested By: Antonia Doyle Contact Number: 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild -- Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works Signage
Address:	100 George Street (Executive Building)
Level:	Level 12
Office Name	Deputy Premiers Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work. In hours contact - Madeline Nielson ext 51709 / 0410 063 120
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaltis
Contact Number	322 46439
Date:	28.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address: 111 George Street
Level: Level 12
Date Of Audit: 29.03.12
Ministerial or Parl Sec (Min/PS) Ministerial Office
Contact for Audit: Paul Loadsman & Tabitha Taylor
NOTE: lights out from entry corridor from reception to waiting area. QBuild to replace with new bulbs.

Scope of Works for Priority work:

MINOR WORKS

Ministers office – Room 12.09

- Patch and Painting to walls. Refer to attached plan for painting scope of work. To match existing colour.
- Remove hook from ceiling
- 1 feature downlight not working
- Joinery – door clip broken (bar fridge cupboard)
- Clean and polish desk, desk return, storage units & meeting table.

General Office

- Remove blu tac, velcro and sticky tape from all walls/doors and clean
- White spot on carpet – Waiting Area 12.18
- Remove glazing film from Rooms No. 12.23 - 27
- Room No. 12.11 - Carpet fraying – requires edging strip? Between Room No 12.16 & 19
- Carpet lifting – requires edging strip? Between Room No 12.20 & 21
- Room 12.11 - One spotlight broken
- Room 12.25 - Fix circular meeting table
- Ceiling Tiles to be cleaned. QBuild to check any bent or damaged tiles, repair or replace.
- Light diffuser to be re-filled to ceiling
- Room No. 12.27 – fix skirting
- Room No. 12.21 – refit broken skirting near door.
- Room No. 12.17A – re-grout Kitchen floor tiles for safety.
- Room No. 12.17A – check cupboard doors and fix hinges and readjust where necessary.
- Room No. 12.17 – replace florescence tubes in joinery
-

CLEANING

- Clean Wall Paper
- Clean Carpet in Room No. 12.19 (marks and stains)
- Clean fabric panels in Room No. 12.20



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW011**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input type="checkbox"/>
Address:	100 George Street (Executive Building)
Level:	Level 09
Office Name	Treasurers Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work. In hours contact – Madeline Nielson ext 51709 / 0410 063 120
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkalis
Contact Number	322 46439
Date:	28.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	
Time Frame (i.e. hours/min)	
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	100 George Street – Executive Building
Level:	Level 09
Date Of Audit:	29.03.12
Ministerial or Parl Sec (Min/PS)	Ministerial Office
Contact for Audit:	Lucinda Bartkalis and Peter Thomson

Scope of Works for Priority work:	<p>MINOR WORKS</p> <p><u>Ministers office – Room 9.24</u></p> <ul style="list-style-type: none">▪ Patch and Painting to wall above the cupboard/joinery units. Remove hooks. Refer to attached plan for painting scope of work. To match existing colour.▪ Significant damage to desk and return. To be repaired or replaced.▪ Shelf in joinery units require pin for shelf.▪ Blinds in room 9.23 Ante room to match existing blinds (roller blinds) in office.▪ Ceiling Tiles to be cleaned. One tile is popped and needs to be re-adjusted. Above ministers desk▪ All fluoro light diffusers to be cleaned▪ Toilet roll holder in the ensuite to be secured to wall.▪ Cupboard door to towels in room 9.23 Ante room does not close properly. To be re-aligned. <p><u>General Office</u></p> <ul style="list-style-type: none">▪ URGENT: switch board covers required for open electrical and phone outlets under workstation in area 9.33▪ Stickers to be removed from office 9.36▪ Letter "S" missing from the Libby Lobby is missing from door vinyl lettering/signage –▪ Workstation in office 9.36 of very poor condition. To be replaced with workstation from storage.
--	--

CLEANING

Ministers office -- Room 9.24

- Ministerial Office requires cleaning, including all glass windows and doors leading to balcony, joinery glass is especially dirty.
- General clean of joinery. Inside cupboards and safe is very dusty.
- Ensuite Clean - Ensuite is clean, a clean of mirrors and required.
- Clean of ensuite tiles.
- All joinery throughout the Ministers office to be cleaned inside. Cupboards are very dusty. Especially in the TV cabinet unit.

General Office

- Refer to attached plan for painting scope of work. To match existing colour.
- All joinery throughout the office to be cleaned inside. Cupboards are very dusty. Especially in the Ministers joinery units.
- All ceiling tiles throughout to be cleaned. Currently very dirty.
- All fluoro light diffusers to be cleaned
- Perimeter glazing to be cleaned
- All wallpaper walls to be cleaned. Blue Tack to be removed from wallpaper walls. Pins throughout the office in the partitions with wall paper. To be removed throughout the office. (TBC)

FURNITURE

Ministers office -- Room 9.24

- Requires new task chairs. Very poor quality.
- 4 Tub chairs of poor quality. Recommendation to be replaced from storage if possible.



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW012**

Requested By: Antonia Doyle Contact Number: 340 48357

To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	Q-Build 80014963
Date:	30.03.12
To:	QBuild - Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morrison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input checked="" type="checkbox"/>
Address:	100 George Street (Executive Building)
Level:	Level 05
Office Name	Ministers Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work. In hours contact - Madeline Nielson ext 51709 / 0410 063 120
Telephone:	See above
To be completed by QGAG Delegated Authority	
Name:	Lucinda Bartkaitis
Contact Number	322 46439
Date:	28.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW013**

Requested By: Antonia Doyle Contact Number: 340 48357

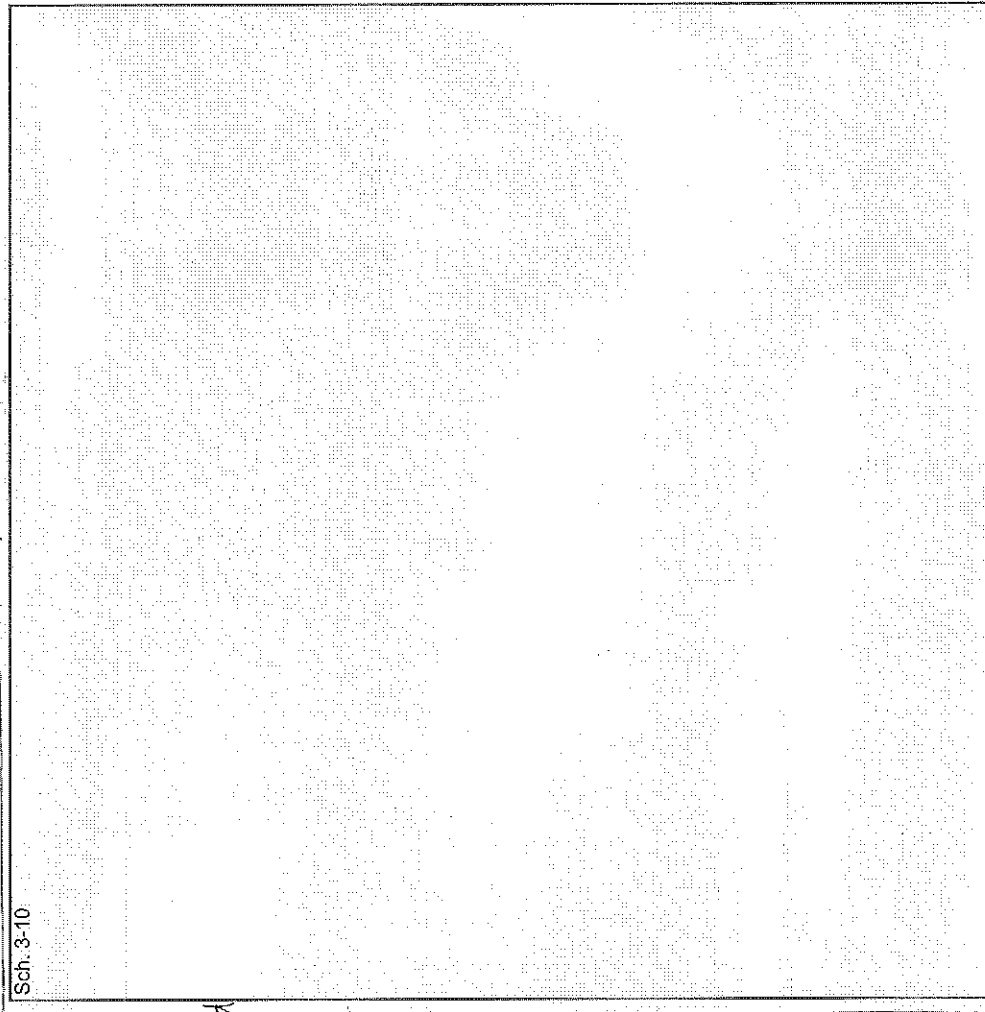
Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Dettrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input type="checkbox"/>
Address:	111 George Street
Level:	Level 07
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaltis
Contact Number	322 46439
Date:	28.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	111 George Street
Level:	Level 07
Date Of Audit:	29.03.12
Ministerial or Parl Sec (Min/PS)	Ministerial Office
Contact for Audit:	Lani Dean and Khoa Nguyen

Scope of Works for Priority work:	<p>MINOR WORKS</p> <p><u>Ministers office – Room 7.13</u></p> <ul style="list-style-type: none">◦ Patch and Painting to walls as indicated on plan. Refer to attached plan for painting scope of work. To match existing colour.◦ Entry door to Minister's office drags carpet – to be fixed.◦ Entry door to Minister's Ensuite doesn't close properly – to be fixed. <p><u>General Office</u></p> <ul style="list-style-type: none">◦ Vinyl strip in skirting outside of room 7.14 to be reinstated.◦ Corner on entry to Utility Room 7.03 requires Patch and Painting and replacement of vinyl strip in skirting.◦ Various doors do not close properly – to be fixed. Refer to attached plan. <p><i>Room 7.10 - top track to remove away from wall in corner</i></p> <p>CLEANING</p> <p><u>Ministers office – Room 7.13</u></p> <ul style="list-style-type: none">◦ Ministerial Office walls require some cleaning otherwise the office is clean and tidy. <p><u>General Office</u></p> <ul style="list-style-type: none">◦ Refer to attached plan for painting scope of work. To match existing colour.◦ Blue Tack to be removed from all walls. Pins throughout the office in the partitions. To be removed throughout the office, (TBC)
--	---



Sch. 3-10

CHARLOTTE STREET
MINISTER FOR CLIMATE
& MINISTER FOR SP

door doesn't
close

door drags on
carpet

walls to be
patched/painted

RTI/R

Daniel Smith

From: BARTKAITIS Lucinda [Lucinda.BARTKAITIS@projectservices.qld.gov.au]
Sent: Friday, 30 March 2012 6:48 PM
To: McDonnell Sid
Cc: DOYLE Antonia; ian.street@premiers.qld.gov.au; HAVIARAS Robyn; HUTCHINSON Christopher N; DETTRICK Sally; MCQUILLAN Charlie; rod.moreno@premiers.qld.gov.au
Subject: FW: Scope of Works for Priority Work - WO#EMW015 - EW20 - Email 2 of 3
Attachments: EMW020.pdf, EMW015.pdf, EMW016.pdf, EMW017.pdf, EMW018.pdf, EMW019.pdf

Importance: High

Email 2 of 3

Lucinda Bartkaitis

*Interior Designer and Project Manager.
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 Australia
GPO Box 2906, Brisbane Q4001
T: (07) 3224 6439*

From: BARTKAITIS Lucinda
Sent: Friday, 30 March 2012 6:46 PM
To: McDonnell Sid
Cc: DOYLE Antonia; ian.street@premiers.qld.gov.au; HAVIARAS Robyn; HUTCHINSON Christopher N; DETTRICK Sally; MCQUILLAN Charlie; rod.moreno@premiers.qld.gov.au
Subject: Scope of Works for Priority Work - WO#EMW009 - EW014 - Email 1 of 3
Importance: High

Hi Sid,

Please find attached the work orders EMW009 - EMW014 with the priority scope of work list and relevant painting plans, for completion COB Monday 2/04/12

I have hard copies also prepared for you.

Regards

Lucinda Bartkaitis

*Interior Designer and Project Manager.
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 Australia
GPO Box 2906, Brisbane Q4001
T: (07) 3224 6439*

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were

supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!dctstamp!

RTI RELEASE



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW020**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/>
Address:	State Health Building
Level:	Level 19
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority list of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaitis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	State Health Building
Level:	Level 19
Date Of Audit:	30.03.12
Ministerial or Parl Sec (Min/PS)	Ministerial Office & Parliamentary Secretary Office.
Contact for Audit:	Greg Peacock & Peter Thomson
Scope of Works for Priority work:	MINOR WORKS <u>Ministers office – Room 19.36</u> <ul style="list-style-type: none">• Patch and Painting to walls. Large flaking on column near ensuite entry. Refer to attached plan for painting scope of work. To match existing colour.• Skirting along feature wall needs re-fixing.• Shower screen not sliding properly. Needs cleaning or replacement of sliding system.• Ensuite angled corners (2 of) missing coving.• Ensuite lower joinery broken. Needs refitting to wall. Not essential but visibly noticeable. <u>Parliamentary Secretary office – Room 19.06a</u> <ul style="list-style-type: none">• Minor Patch and Painting to walls. <u>Ministerial Offices (General)</u> <ul style="list-style-type: none">• Re-attached power & data services to all ducted skirting. Eliminate various power boards with more hard wired power and data.• All semi-opaque glazing film in need of removal/replacement. All damaged.• Several light diffusers have small holes or cracks.• Room 19.32 has screw inserted in door latch. Need to investigate if this is done in response to existing digital lock installed.• Parliamentary Sec reception layout may need alteration to allow direct access to DG meeting room. CLEANING <ul style="list-style-type: none">• Most vinyl surface walls require general wipe down and removal of Velcro tabs and blu-tak. <u>General Office</u> <ul style="list-style-type: none">• Refer to attached plan for painting scope of work. To match existing colour. FURNITURE <u>Ministers office – Room 19.36</u> <ul style="list-style-type: none">• Furniture in good condition. Some water marks on minister desk.

Level 19
State
Health
Building

Sch. 3-10

CHARLOTTE STREET



Queensland Government
Department of Public Works

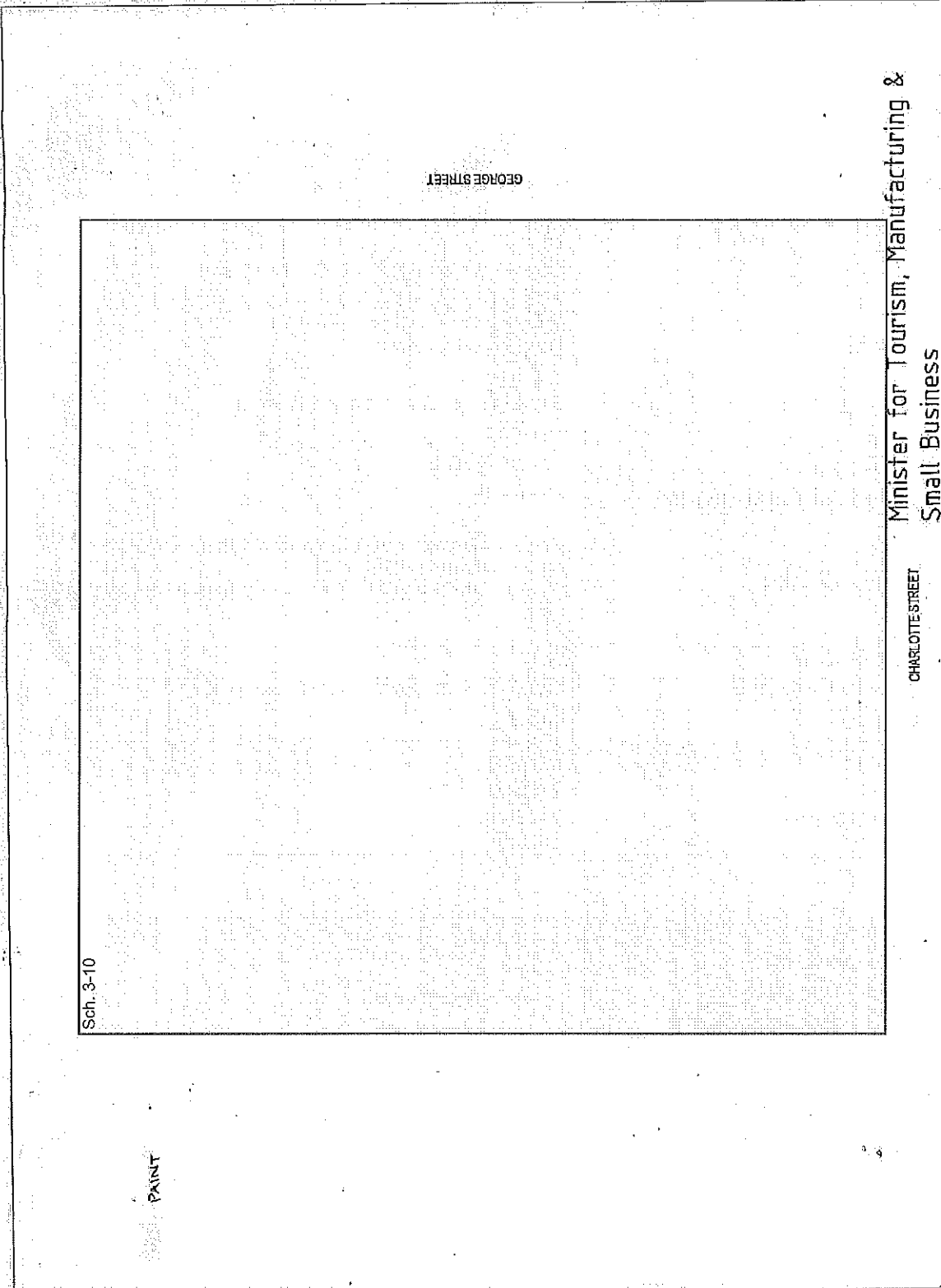
**Accommodation Office
Minor Works Job Request
Work Order Number: EMW015**

Requested By: Antonia Doyle Contact Number: 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Dettrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input type="checkbox"/>
Address:	111 George Street
Level:	Level 26
Office Name:	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Barkaitis
Contact Number:	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

ADDITIONAL INFORMATION		PROJECT INFORMATION		PROJECT DESCRIPTION		PROJECT LOCATION		PROJECT STATUS		PROJECT CONTACT	
DATE	ISSUE	PROJECT NAME	PROJECT NUMBER	PROJECT TYPE	PROJECT CATEGORY	PROJECT ADDRESS	PROJECT CITY	PROJECT STATE	PROJECT POSTCODE	PROJECT CONTACT NAME	PROJECT CONTACT PHONE





**Accommodation Office
Minor Works Job Request
Work Order Number: EMW016**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/>
Address:	80 Ann Street - Primary Industrial Building
Level:	Level 08
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkalis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/mn)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	80 Ann Street, Primary Industry Building
Level:	Level 8
Date Of Audit:	30.03.12
Ministerial or Parl Sec (Min/PS)	Primary Industries Office
Contact for Audit:	Paul Loadsman, Jana Crnjanin
Scope of Works for Priority work:	<p>MINOR WORKS</p> <p><u>Ministers Office Room 8.12</u></p> <ul style="list-style-type: none">• Some spot lights need replacing• Dimmer switch not working <p><u>Ministers Rest Room 8.12A</u></p> <ul style="list-style-type: none">• 2 ceiling tiles very bad water damage, needs replacing• Lights not working <p><u>Ministers Ensuite 8.12B</u></p> <ul style="list-style-type: none">• Light in shower room flickering <p><u>Ministers Ante Room 8.12C</u></p> <ul style="list-style-type: none">• Door lock broken – needs fixing, door plate reattached• Skirting to be fixed behind door <p><u>Ministers Waiting Area 8.13</u></p> <ul style="list-style-type: none">• Some light bulbs not working <p><u>Assistant Policy Advisor 8.02</u></p> <ul style="list-style-type: none">• Light not working, light switch & diffuser broken <p><u>Senior Policy Advisor 8.14</u></p> <ul style="list-style-type: none">• Broken artwork needs removing (broken glass) <p><u>General Office</u></p> <ul style="list-style-type: none">• Re-paint required to marked up walls where walls are damaged. Some areas may need good clean.



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW017**

Requested By: Antonia Doyle Contact Number: 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Dettrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/>
Address:	30 Mary Street - Education House
Level:	Level 22
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkajtis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	30 Mary Street
Level:	Level 22
Date Of Audit:	30.03.12
Ministerial or Parl Sec (Min/PS)	Ministerial Office
Contact for Audit:	Lani Dean and Khoa Nguyen

Scope of Works for Priority work:	<p>MINOR WORKS</p> <p><u>Ministers office – Room 22.01</u></p> <ul style="list-style-type: none">• Marks to fabric wallpaper to be removed where possible• Ceiling tiles to be replaced where there are chips & scratches• Down light over bookcase to be replaced• Door panels to side board cracking – needs fixing• Entry light switch button loose – needs adjustment <p><u>Ministers ensuite – Room 22.01A</u></p> <ul style="list-style-type: none">• Shower screen hard to move – needs adjustment• Fluro light not working• Glass around handle to built in wardrobe cracked – needs replacement• Ceiling tiles to be replaced where there are chips & dirty marks <p><u>General Office</u></p> <ul style="list-style-type: none">• Refer to attached plan for painting scope of work. To match existing colour.• Emergency button in waiting area covered with masking tape – to be removed• Doors to Conference Room 22.04 don't close properly – needs adjusting• 4 rows of downlights do not work in room 22.04 – needs replacing
--	--

- Cupboards and drawers in kitchen need aligning. 1 X broken handle and odd handle needs replacing
- Light diffuser in Room 22.06 is held up by bulldog clips – requires fixing
- Loose screen against wall in Room 22.02 needs removal
- Skirting to be replaced to most rooms where it has fallen off
- Hole next to GPO to be patched and painted in Room 22.08
- Broken floor mats around office to be removed

CLEANING

Ministers office – Room 22.01

- External windows to be cleaned
- All glass tops on desk and joinery units to be cleaned underneath
- Blinds to be cleaned

Ministers ensuite – Room 22.01A

- Clean rust to plumbing connection at floor below basin
- Day bed fabric to be cleaned

General Office

- External windows to be cleaned
- Blue Tack to be removed from all walls. Pins throughout the office in the partitions. To be removed throughout the office. (TBC)



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW018**

Requested By: Antonia Doyle Contact Number: 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Dettrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input type="checkbox"/>
Address:	41 George Street - Mineral House
Level:	Level 18
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lurinda Bartkaitis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address: Mineral House
Level: Level 18
Date Of Audit: 30.03.12
Ministerial or Parl Sec (Min/PS) Ministerial Office
Contact for Audit: Sandra Kruger & Tabitha Taylor
NOTE: Building owner issues: no skirting to lobby.

Scope of Works for Priority work:

MINOR WORKS

Ministers office -- Room 18.16

- Patch and Painting to walls/column. Refer to attached plan for painting scope of work. To match existing colour.
- Remove screws from column.
- Ceiling Tiles – loose, chipped and aluminium cutout.
- Double timber door – recommendation: floor bolt to fixed door leaf.
- Painted door – scuffed and re-paint.
- Venetian blinds drawn up – not level.
- Desk and return minor scratches and polish.
- Remove stickers from desk return and cadenza.
- Clean inside joinery unit.
- Visitor chairs – all arms repaired or replace chairs.
- Meeting table and coffee table minor wear – requires polish.
- Remove pinboard.
- Ensuite wall mounted light fitting broken.
- Ensuite entry door squeaky.
- Ensuite ceiling tiles – minor cracking.

General Office

- Refer to attached plan for painting scope of work. To match existing colour.
- All joinery throughout the office to be cleaned inside. Cupboards are very dusty.
- General review of ceiling tiles required (marks, chips, cracks and watermarks)
- Ceiling tiles remove all stickers, ribbons, paper clips and post-its.
- General review of ceiling light fitting is required not straight or crooked.
- General review of skirting.
- Remove Blu tac, tape, Velcro from walls and clean.
- Clean scuff marks from walls.
- Repair all coat hooks behind office doors

Room 18.07

- Clean couch
- Glazing film damaged (used as whiteboard?) – remove.

Room 18.08 & 09

- 1 light not work
- Workstation missing grommet inserts

Room 18.10

- 1 light not work
- Repaint Door

Room 18.11

- Repair door
- Replace task chair

Room 18.13

- Patch and repair corner near column
- 1 light not work
- Remove stickers from filing cabinets

Room 18.14

- Review air-conditioning

Room 18.15

- Remove broken task chair

Room 18.16

- Film is peeling
- Missing door leaf
- Venetian blinds bent
- Remove 1 broken mobile pedestal

Room 18.17

- Ceiling – damage around perimeter.
- Remove 2 broken mobile pedestals

Room 18.20

- Missing multiple carpet strips.
- Re-paint door
- Glazing film scratched – remove.

Room 18.21

- Re-silicone gaps in bench-top

Room 18.22

- Lobby lights – 3 aren't working

Room 18.24

- Corners re-paint

CLEANING

- General clean to all joinery internal
- Ministerial Office requires cleaning, including all glass windows and furniture/joinery.
- All furniture/joinery throughout the Ministers office to be cleaned inside. Cupboards are very dusty.


General Office

- Refer to attached plan for painting scope of work. To match existing colour.
- All joinery throughout the office to be cleaned inside. Cupboards are very dusty.
- General review of ceiling tiles required

FURNITURE

- Furniture in very good condition. Some chairs require clean
- Task chairs missing

RTI RELEASE

Sch. 3-10	<p>AMENDMENTS</p> <p>PROJECT: MINERAL HOUSE RENOVATION</p> <p>DATE: 15/08/2010</p> <p>BY: [Signature]</p>	<p>APPROVED BY: [Signature]</p> <p>DATE: 15/08/2010</p>	<p>PROJECT MANAGER: [Name]</p> <p>DESIGNER: [Name]</p> <p>CONTRACTOR: [Name]</p> <p>CLIENT: [Name]</p> <p>LOCATION: [Address]</p>		<p>Project Services Department of Public Works</p>	<p>DATE: [Date]</p> <p>SCALE: [Scale]</p>	<p>BRISBANE MINERAL HOUSE 41 GEORGE STREET</p>	<p>LEVEL: 18</p>	<p>PROJECT NO: 22531</p> <p>DATE: [Date]</p> <p>SCALE: [Scale]</p>	<p>1/101</p>
<p>Minister For Employment, Skills & Mining</p>										

↑ NON-CARPET



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW019**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild - Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input type="checkbox"/>
Address:	61 Mary Street
Level:	Level 17
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority list of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkalis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address: 81 Mary Street
Level: Level 17.
Date Of Audit: 30.03.12
Ministerial or Parl Sec (Min/PS) Ministerial Office
Contact for Audit: Lucinda Bartkaltis and Caroline Brampton

Scope of Works for Priority work:

MINOR WORKS

Ministers office – 17.16

- Rubber falling out of veneer panel. To be fixed
- Remove trophies from previous minister on shelf. To be boxed and set aside for MSB allocation

Ministers Ensuite

- Rubber falling out veneer panels. To be fixed

General Office

- Office 17.26 Fluro light is not working
- Conference room 17.13 excess 3 broken chairs in the corner to be removed off site
- Kitchenette 17.15 fluro light not working
- Kitchenette 17.15 vent falling out of door
- Lights not working for data room 17.27 and kitchen 17.26
- Air-conditioning in room 17.25 is extremely cold.
- Painting to lobby area – switchboard doors, to be included in scope of works.

BO to undertake clean of external glazing

CLEANING

Ministers Office 17.16

- Joinery to be cleaned inside and out
- Office 17.14 sticky tape to be removed off glazing

Ensuite – personal belongings to be removed from ensuite. ie mouth wash etc. new soap etc to be provided.

General Office

- Kitchen fridge in 17.15 to be cleaned
- General clean of stains on fabric wall panelling
- General clean of ribbed fabric wall paper in areas – including 17.22, 17.24

FURNITURE

- Reception desks to be replaced. Of very poor quality. Scratched and
- 17.14 has two executive chairs in the office. To be removed and replaced with task chairs. TBC
-

TO BE CONSIDERED

- Water damage has occurred to fabric panelling. Outside of scope of area near utility area 17.23
- Wall paper in lobby area of particularly bad condition. To be considered for replacement/rectification at later date...

RTI RELEASE

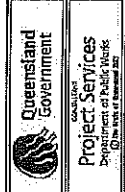
LATEST 09.11.2010 MOG

Sch. 3-10

- FROM THESE MARKS
- DRAWINGS UNDERGO SYSTEM
 - FOR PROJECT APPROVAL, PLANS AND SPECIFICATIONS
 - CHECK FOR CONFORMANCE WITH:
 - CITY OF QUEENSLAND
 - LOCAL GOVERNMENT
 - NATIONAL BUILDING REGULATIONS
 - NATIONAL FIRE BRANCH REGULATIONS
 - NATIONAL ELECTRICAL REGULATIONS
 - NATIONAL PLUMBING REGULATIONS
 - NATIONAL MECHANICAL REGULATIONS
 - NATIONAL SANITARY REGULATIONS
 - NATIONAL TILING REGULATIONS
 - NATIONAL PAINTING REGULATIONS
 - NATIONAL ROOFING REGULATIONS
 - NATIONAL CARPENTRY REGULATIONS
 - NATIONAL JOINERY REGULATIONS
 - NATIONAL GLAZING REGULATIONS
 - NATIONAL CONCRETE REGULATIONS
 - NATIONAL MASONRY REGULATIONS
 - NATIONAL WOODWORK REGULATIONS
 - NATIONAL METALWORK REGULATIONS
 - NATIONAL PAINTING REGULATIONS
 - NATIONAL ROOFING REGULATIONS
 - NATIONAL CARPENTRY REGULATIONS
 - NATIONAL JOINERY REGULATIONS
 - NATIONAL GLAZING REGULATIONS
 - NATIONAL CONCRETE REGULATIONS
 - NATIONAL MASONRY REGULATIONS
 - NATIONAL WOODWORK REGULATIONS
 - NATIONAL METALWORK REGULATIONS

AMENDMENTS

DATE: 09/11/2010



DATE: 09/11/2010
DRAWN BY: [blank]
CHECKED BY: [blank]
APPROVED BY: [blank]

PROJECT NAME: HINES & BERRY BUILDING - 61 HART STREET LEVEL 17 EXISTING ARCHITECTURAL PLAN

SCALE: 1:100
DATE: 29/03
DRAWN BY: [blank]

Daniel Smith

From: BARTKAITIS Lucinda [Lucinda.BARTKAITIS@projectservices.qld.gov.au]
Sent: Friday, 30 March 2012 6:52 PM
To: McDonnell Sid
Cc: DOYLE Antonia; 'ian.street@premiers.qld.gov.au'; HAVIARAS Robyn; HUTCHINSON Christopher N; DETTRICK Sally; MCQUILLAN Charlie; 'rod.moreno@premiers.qld.gov.au'
Subject: Scope of Works for Priority Work - WO#EMW021 - EMW027 - Email 3 of 3
Attachments: EMW021.pdf; EMW022.pdf; EMW023.pdf; EMW024.pdf; EMW025.pdf; EMW026.pdf; EMW027.pdf

Importance: High

Email 3 of 3

Lucinda Bartkaitis

*Interior Designer and Project Manager.
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 Australia
GPO Box 2906 Brisbane Q4001
T: (07) 3224 6439*

From: BARTKAITIS Lucinda
Sent: Friday, 30 March 2012 6:48 PM
To: McDonnell Sid
Cc: DOYLE Antonia; 'ian.street@premiers.qld.gov.au'; HAVIARAS Robyn; HUTCHINSON Christopher N; DETTRICK Sally; MCQUILLAN Charlie; 'rod.moreno@premiers.qld.gov.au'
Subject: FW: Scope of Works for Priority Work - WO#EMW015 - EW20 - Email 2 of 3
Importance: High

Email 2 of 3

Lucinda Bartkaitis

*Interior Designer and Project Manager.
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 - Australia
GPO Box 2906, Brisbane Q4001
T: (07) 3224 6439*

From: BARTKAITIS Lucinda
Sent: Friday, 30 March 2012 6:46 PM
To: McDonnell Sid
Cc: DOYLE Antonia; 'ian.street@premiers.qld.gov.au'; HAVIARAS Robyn; HUTCHINSON Christopher N; DETTRICK Sally; MCQUILLAN Charlie; 'rod.moreno@premiers.qld.gov.au'
Subject: Scope of Works for Priority Work - WO#EMW009 - EW014 - Email 1 of 3
Importance: High

Hi Sid,

Please find attached the work orders EMW009 – EMW014 with the priority scope of work list and relevant painting plans, for completion COB Monday 2/04/12

I have hard copies also prepared for you.

Regards

Lucinda Bartkaltis

*Interior Designer and Project Manager,
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 Australia
GPO Box 2906, Brisbane Q4001
T: (07) 3224 6439*

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldetstamp1

RTI REQUEST



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW021**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild - Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Deltrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/>
Address:	Capital Hill Building
Level:	Level 15
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial and Parl Sec
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaitis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address: Capital Hill; CNR George & Mary Street, Brisbane

Level: Level 15

Date Of Audit: 30.03.12

Ministerial or Parl Sec (Min/PS) Ministerial Office + Parliamentary Secretary

Contact for Audit: Tania Bosworth + Kat Klein

Scope of Works for Priority work:

MINOR WORKS

Reception / Waiting Area (15.06)

- Replace bulbs in light fittings that aren't working
- Door behind reception desk closer not working correctly – needs adjustment to ensure closes.
- Ceiling tiles uneven & not sitting down into grid in several locations.

Conference Room (15.13)

- Skirting fallen off
- General Clean of Blinds; very dusty
- Ceiling tiles uneven & not sitting down into grid in several locations – replace chipped / broken ceiling tiles.
- Replace bulbs in light fittings that aren't working
- Repaint door where damaged
- Patch and paint walls where damaged
- Fix glazed door joinery hinges where loose (scratching top of joinery unit)

Ministerial Executive Assistant (15.09)

- Patch and paint walls where damaged
- Ceiling tiles uneven & not sitting down into grid in several locations.

Ministerial Office Room (15.11)

- Clean marks on skirting
- General Clean of Blinds; very dusty
- Blinds near desk not working – hard to open
- Ceiling tiles uneven & not sitting down into grid in several locations – replace chipped / broken ceiling tiles.
- Replace bulbs in light fittings that aren't working
- Repaint doors where damaged
- Patch and paint walls where damaged
- Replace mirror in coat cupboard, broken

Minister's Ensuite (15.12)

- Floor tiles need immediate rectification – cracked; damaged; holes; loose; re-do grout where damaged
- Repaint ceiling where damaged
- Clean internal of joinery where leak / rust marks
- Fix shower soap holder as it's loose

Kitchen (15.02)

- Stove needs clean
- Repaint door where damaged

Senior Policy Advisor (15.01)

- Carpet tiles missing near window – replace or repair
- Patch and paint walls where damaged
- Repaint door where damaged
- Ceiling tiles uneven & not sitting down into grid in several locations
- Repair latch on door frame, loose

Personal Assistant / Office Manager (15.10)

- Patch and paint walls where damaged
- General Clean of Blinds; very dusty
- Blind has part of track loose at top, rectify.

Senior Media Advisor (15.07)

- Patch and paint walls where damaged
- General Clean of Blinds; very dusty
- Fix whiteboard to wall where brackets are
- Replace bulbs in light fittings that aren't working

Assistant Media Advisor (15.08)

- Patch and paint walls where damaged
- General Clean of Blinds; very dusty
- Remove roller blind acting as door. Patch and repaint wall.

Assistant Policy Advisor (15.04)

- Patch and paint walls where damaged
- General Clean of Blinds; very dusty
- Fix exposed duct on mullion where opening visible
- Fix cracked lighting diffuser above workstation
- Skirting capping missing in corner, rectify

Admin Area (15.03 & 15.05)

- Repair crack in bulkhead above workstations near store room to be filled and painted
- Repaint doors where damaged
- Whiteboard on workstation top to be fixed to wall above workstation

Utility Area (near 15.05)

- Ceiling tiles uneven & not sitting down into grid in several locations; repair or replace cracked / chipped tiles

Store Room (near 15.03)

- Repaint doors where damaged
- Repair ceiling tiles internally where damaged

Comms Room

- No issues noted

Parliamentary Secretary Office (15.14)

- General Clean of Blinds; very dusty
- Ceiling tiles uneven & not sitting down into grid in several locations; repair or replace cracked / chipped tiles
- Clean marks from whiteboard

CLEANING

- Ministerial Office requires cleaning, including all glass windows and furniture/joinery.
- General cleaning to marks on workstation glazed + fabric screens.

- Clean grout in Minister's ensuite floor tiles and shower recessed.
- All furniture/joinery throughout the Ministers office to be cleaned inside. Cupboards are very dusty.
- Refer to attached plan for painting scope of work. To match existing colour.
- General cleaning of all window blinds (as noted above)

FURNITURE

Reception / Waiting Area (15.06)

- No issues to note

Conference Room (15.13)

- Clean chairs

Ministerial Executive Assistant (15.09)

- Remove arm on task chair, arms damaged

Ministerial Office Room (15.11)

- Clean marks from table, credenza and timber furniture
- TV face has small scratch.

Senior Policy Advisor (15.01)

- Marks to surface of round table, needs clean

Personal Assistant / Office Manager (15.10)

- Clean task chairs

Admin Area (15.05)

- Credenza damaged, scuff marks and scratches to tops.

Parliamentary Secretary Office (15.14)

- Remove tape on bookshelf
- Clean whiteboard

RTI REVIEW



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW027**

Requested By: Antonia Doyle Contact Number: 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Jan Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input type="checkbox"/>
Address:	41 George Street
Level:	Level 13
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaitis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address: Mineral House
Level: Level 13
Date Of Audit: 30.03.12
Ministerial or Parl Sec (Min/PS) Ministerial Office
Contact for Audit: Sandra Kruger & Tabitha Taylor

Scope of Works for Priority work:

MINOR WORKS

Ministers office – Room 13.11

- Skirting near column requires replacement and clean
- White spot & hole in carpet to be cleaned near door
- Lights need adjusting
- Remove sticky tape from ceiling
- Bulkhead to be addressed as it is separating from ceiling
- Clean windows
- Missing vertical blinds blade
- Replace cord to vertical blinds
- Clean inside all built in joinery
- Feature lights in joinery need replacing
- General clean
- Patch and Painting to walls. Refer to attached plan for painting scope of work. To match existing colour.
- Clean and polish desk and return.
- Ensuite sink requires re sillcon
- Ensuite requires general clean
- Ceiling sagging outside Ministers Office

Utility Store Room – Room 13.16

- Joinery requires clean inside
- Lighting requires adjustment
- Joinery has stiff and unopenable drawers. Corner cupboard does not close.

Administration Area – Room 13.13

- Missing door stop to sliding door
- Three feature lights broken
- Light with water mark
- Lighting requires adjustment
- Mobile pedestal broken & requires replacement

Assistant Media advisor – Room 13.15

- Hole under window – wall requires patching & paint. Refer to plan
- Venetian blinds not fully down
- Remove stickers, blu tac, remove string from ceiling, general clean
- Old feature paint behind screen to be repainted
- Scuff marks to doors

Senior Media Advisor – Room 13.14

- Hole under window – wall requires patching & paint. Refer to plan
- Remove tape, blu tac, general clean
- Old feature paint behind screen to be repainted
- Door missing door stop

Personal Assistant – Room 13.12

- Ceiling panels chipped and scratched
- Old feature paint behind screen to be repainted
- Mobile pedestal handles missing
- Pinboard needs replacement

Principal Policy Advisor – Room 13.08

- Ceiling panels chipped and scratched
- Remove tape, blu tac, general clean
- Old feature paint behind screen to be repainted
- Door to be adjusted on joinery
- Mobile pedestal handle broken
- Ridge smells & needs clean
- One Stained visitor chair to be cleaned

Administration Area – Room 13.07

- Hole under window – wall requires patching & paint. Refer to plan
- Carpet stained & needs clean
- Ceiling panels chipped, stained and scratched
- External window lintel falling down
- Readjust joinery doors
- Workstation return not level
- Remove defective glazing film

Policy Advisor – Room 13.06

- Column not painted behind screen
- Workstation return uneven
- Remove tape, blu tac, general clean
- Clean glazing

Assistant Policy Advisor – Room 13.05

- Wall not painted behind screen
- White spot on carpet
- Light fittings needs adjustment
- Rattling AC noise
- Minor damage to fabric screens, missing corner capping to screen
- Missing computer

Administrative Area – Room 13.13

- White spot on carpet
- One chipped light diffuser
- Gap in door above door snib
- Remove tape, blu tac, general clean

Assistant Policy Advisor – Room 13.03

- Hole under window – wall requires patching & paint. Refer to plan
- Glazing film curling to be replaced
- One light not working
- Carpet stained
- Ceiling panels chipped & marked
- Missing grommet insert
- Mobile pedestal handles missing
- Task chair to be cleaned

Conference Room – Room 13.01

- Damage to timber wall panels & timber trim to be replaced
- Remove tape on skirting & fix
- Joinery some locks broken
- Four feature lights in bulkhead not working
- Chipped and damaged ceiling tiles

Anti Area – Room 13.36

- Chipped and damaged ceiling tiles
- Light scratched

Kitchen – Room 13.02

- Re silicon behind sink
- Clean inside all cupboards and appliances
- Fridge on right hard to open

Waiting Area – Room 13.17

- Corridor from Waiting Area ceiling is sagging and damaged
- Strip lighting to bulkheads missing
- Vertical blinds to be cleaned
- New mat behind Reception required
- Feature wall requires re painting
- Joinery at reception requires new handles
- Workstation missing grommet

CLEANING

- General clean to all joinery internal
- Ministerial Office requires cleaning, including all glass windows and furniture/joinery.
- All furniture/joinery throughout the Ministers office to be cleaned inside. Cupboards are very dusty.

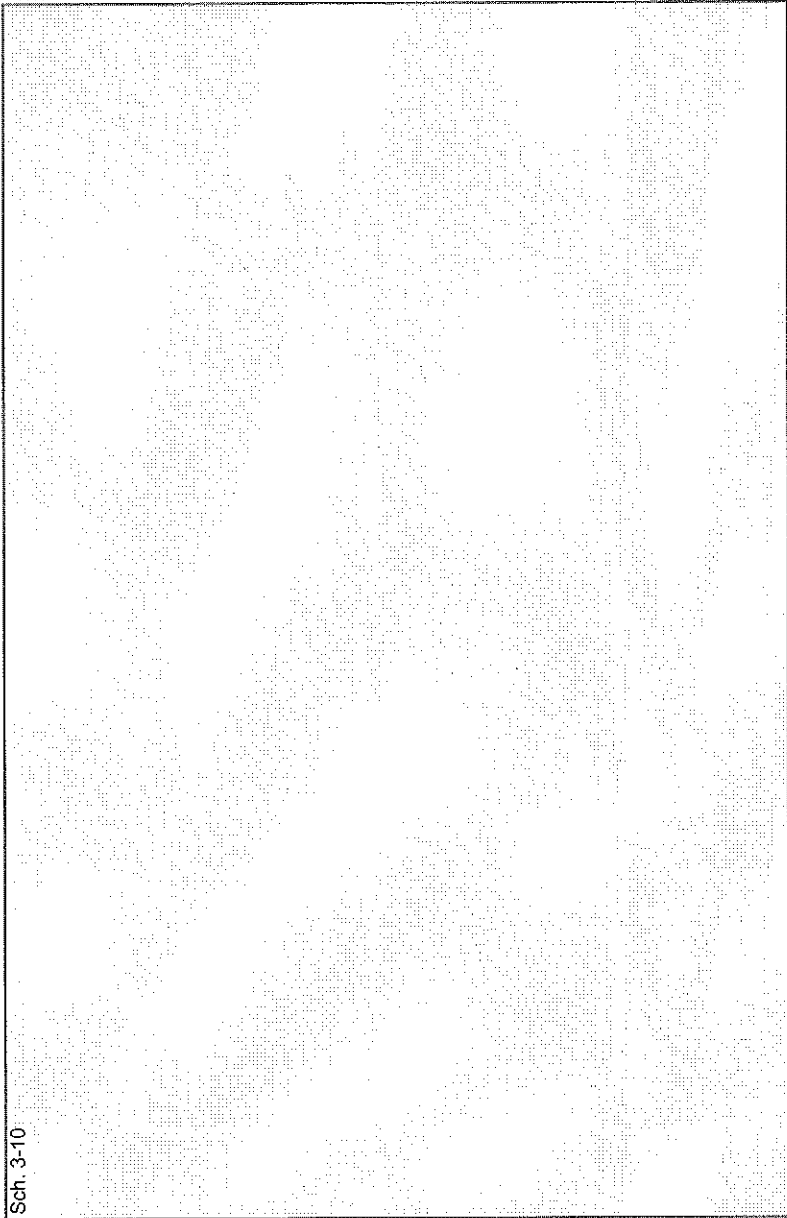
General Office

- Refer to attached plan for painting scope of work. To match existing colour.
- All joinery throughout the office to be cleaned inside. Cupboards are very dusty.
- General review of ceiling tiles required.

FURNITURE

- Furniture in very good condition. Some chairs require clean
- Task chairs missing

RTI RELEASE



Sch. 3-10

Minister for Main Roads, Fishing
& Marine Infrastructure

AMENDMENTS		Queensland Government 	Project Services Department of Public Works @ The State of Queensland 2008
NO.	DESCRIPTION		
		Queensland Government 	Project Services Department of Public Works @ The State of Queensland 2008
AMENDMENT INDEX SYSTEM PROJECTS APPROVED UNDER THE ACT		Queensland Government 	Project Services Department of Public Works @ The State of Queensland 2008
<input type="checkbox"/> 001 <input type="checkbox"/> 002 <input type="checkbox"/> 003 <input type="checkbox"/> 004 <input type="checkbox"/> 005 <input type="checkbox"/> 006 <input type="checkbox"/> 007 <input type="checkbox"/> 008 <input type="checkbox"/> 009 <input type="checkbox"/> 010 <input type="checkbox"/> 011 <input type="checkbox"/> 012 <input type="checkbox"/> 013 <input type="checkbox"/> 014 <input type="checkbox"/> 015 <input type="checkbox"/> 016 <input type="checkbox"/> 017 <input type="checkbox"/> 018 <input type="checkbox"/> 019 <input type="checkbox"/> 020 <input type="checkbox"/> 021 <input type="checkbox"/> 022 <input type="checkbox"/> 023 <input type="checkbox"/> 024 <input type="checkbox"/> 025 <input type="checkbox"/> 026 <input type="checkbox"/> 027 <input type="checkbox"/> 028 <input type="checkbox"/> 029 <input type="checkbox"/> 030 <input type="checkbox"/> 031 <input type="checkbox"/> 032 <input type="checkbox"/> 033 <input type="checkbox"/> 034 <input type="checkbox"/> 035 <input type="checkbox"/> 036 <input type="checkbox"/> 037 <input type="checkbox"/> 038 <input type="checkbox"/> 039 <input type="checkbox"/> 040 <input type="checkbox"/> 041 <input type="checkbox"/> 042 <input type="checkbox"/> 043 <input type="checkbox"/> 044 <input type="checkbox"/> 045 <input type="checkbox"/> 046 <input type="checkbox"/> 047 <input type="checkbox"/> 048 <input type="checkbox"/> 049 <input type="checkbox"/> 050 <input type="checkbox"/> 051 <input type="checkbox"/> 052 <input type="checkbox"/> 053 <input type="checkbox"/> 054 <input type="checkbox"/> 055 <input type="checkbox"/> 056 <input type="checkbox"/> 057 <input type="checkbox"/> 058 <input type="checkbox"/> 059 <input type="checkbox"/> 060 <input type="checkbox"/> 061 <input type="checkbox"/> 062 <input type="checkbox"/> 063 <input type="checkbox"/> 064 <input type="checkbox"/> 065 <input type="checkbox"/> 066 <input type="checkbox"/> 067 <input type="checkbox"/> 068 <input type="checkbox"/> 069 <input type="checkbox"/> 070 <input type="checkbox"/> 071 <input type="checkbox"/> 072 <input type="checkbox"/> 073 <input type="checkbox"/> 074 <input type="checkbox"/> 075 <input type="checkbox"/> 076 <input type="checkbox"/> 077 <input type="checkbox"/> 078 <input type="checkbox"/> 079 <input type="checkbox"/> 080 <input type="checkbox"/> 081 <input type="checkbox"/> 082 <input type="checkbox"/> 083 <input type="checkbox"/> 084 <input type="checkbox"/> 085 <input type="checkbox"/> 086 <input type="checkbox"/> 087 <input type="checkbox"/> 088 <input type="checkbox"/> 089 <input type="checkbox"/> 090 <input type="checkbox"/> 091 <input type="checkbox"/> 092 <input type="checkbox"/> 093 <input type="checkbox"/> 094 <input type="checkbox"/> 095 <input type="checkbox"/> 096 <input type="checkbox"/> 097 <input type="checkbox"/> 098 <input type="checkbox"/> 099 <input type="checkbox"/> 100	<input type="checkbox"/> 001 <input type="checkbox"/> 002 <input type="checkbox"/> 003 <input type="checkbox"/> 004 <input type="checkbox"/> 005 <input type="checkbox"/> 006 <input type="checkbox"/> 007 <input type="checkbox"/> 008 <input type="checkbox"/> 009 <input type="checkbox"/> 010 <input type="checkbox"/> 011 <input type="checkbox"/> 012 <input type="checkbox"/> 013 <input type="checkbox"/> 014 <input type="checkbox"/> 015 <input type="checkbox"/> 016 <input type="checkbox"/> 017 <input type="checkbox"/> 018 <input type="checkbox"/> 019 <input type="checkbox"/> 020 <input type="checkbox"/> 021 <input type="checkbox"/> 022 <input type="checkbox"/> 023 <input type="checkbox"/> 024 <input type="checkbox"/> 025 <input type="checkbox"/> 026 <input type="checkbox"/> 027 <input type="checkbox"/> 028 <input type="checkbox"/> 029 <input type="checkbox"/> 030 <input type="checkbox"/> 031 <input type="checkbox"/> 032 <input type="checkbox"/> 033 <input type="checkbox"/> 034 <input type="checkbox"/> 035 <input type="checkbox"/> 036 <input type="checkbox"/> 037 <input type="checkbox"/> 038 <input type="checkbox"/> 039 <input type="checkbox"/> 040 <input type="checkbox"/> 041 <input type="checkbox"/> 042 <input type="checkbox"/> 043 <input type="checkbox"/> 044 <input type="checkbox"/> 045 <input type="checkbox"/> 046 <input type="checkbox"/> 047 <input type="checkbox"/> 048 <input type="checkbox"/> 049 <input type="checkbox"/> 050 <input type="checkbox"/> 051 <input type="checkbox"/> 052 <input type="checkbox"/> 053 <input type="checkbox"/> 054 <input type="checkbox"/> 055 <input type="checkbox"/> 056 <input type="checkbox"/> 057 <input type="checkbox"/> 058 <input type="checkbox"/> 059 <input type="checkbox"/> 060 <input type="checkbox"/> 061 <input type="checkbox"/> 062 <input type="checkbox"/> 063 <input type="checkbox"/> 064 <input type="checkbox"/> 065 <input type="checkbox"/> 066 <input type="checkbox"/> 067 <input type="checkbox"/> 068 <input type="checkbox"/> 069 <input type="checkbox"/> 070 <input type="checkbox"/> 071 <input type="checkbox"/> 072 <input type="checkbox"/> 073 <input type="checkbox"/> 074 <input type="checkbox"/> 075 <input type="checkbox"/> 076 <input type="checkbox"/> 077 <input type="checkbox"/> 078 <input type="checkbox"/> 079 <input type="checkbox"/> 080 <input type="checkbox"/> 081 <input type="checkbox"/> 082 <input type="checkbox"/> 083 <input type="checkbox"/> 084 <input type="checkbox"/> 085 <input type="checkbox"/> 086 <input type="checkbox"/> 087 <input type="checkbox"/> 088 <input type="checkbox"/> 089 <input type="checkbox"/> 090 <input type="checkbox"/> 091 <input type="checkbox"/> 092 <input type="checkbox"/> 093 <input type="checkbox"/> 094 <input type="checkbox"/> 095 <input type="checkbox"/> 096 <input type="checkbox"/> 097 <input type="checkbox"/> 098 <input type="checkbox"/> 099 <input type="checkbox"/> 100	BRISBANE MINERAL HOUSE 41 GEORGE STREET EXISTING ARCHITECTURAL LAYOUT PLAN LEVEL 13	AT SIZE CONTINUOUS



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW022**

Requested By: Antonia Doyle **Contact Number:** 340 48357

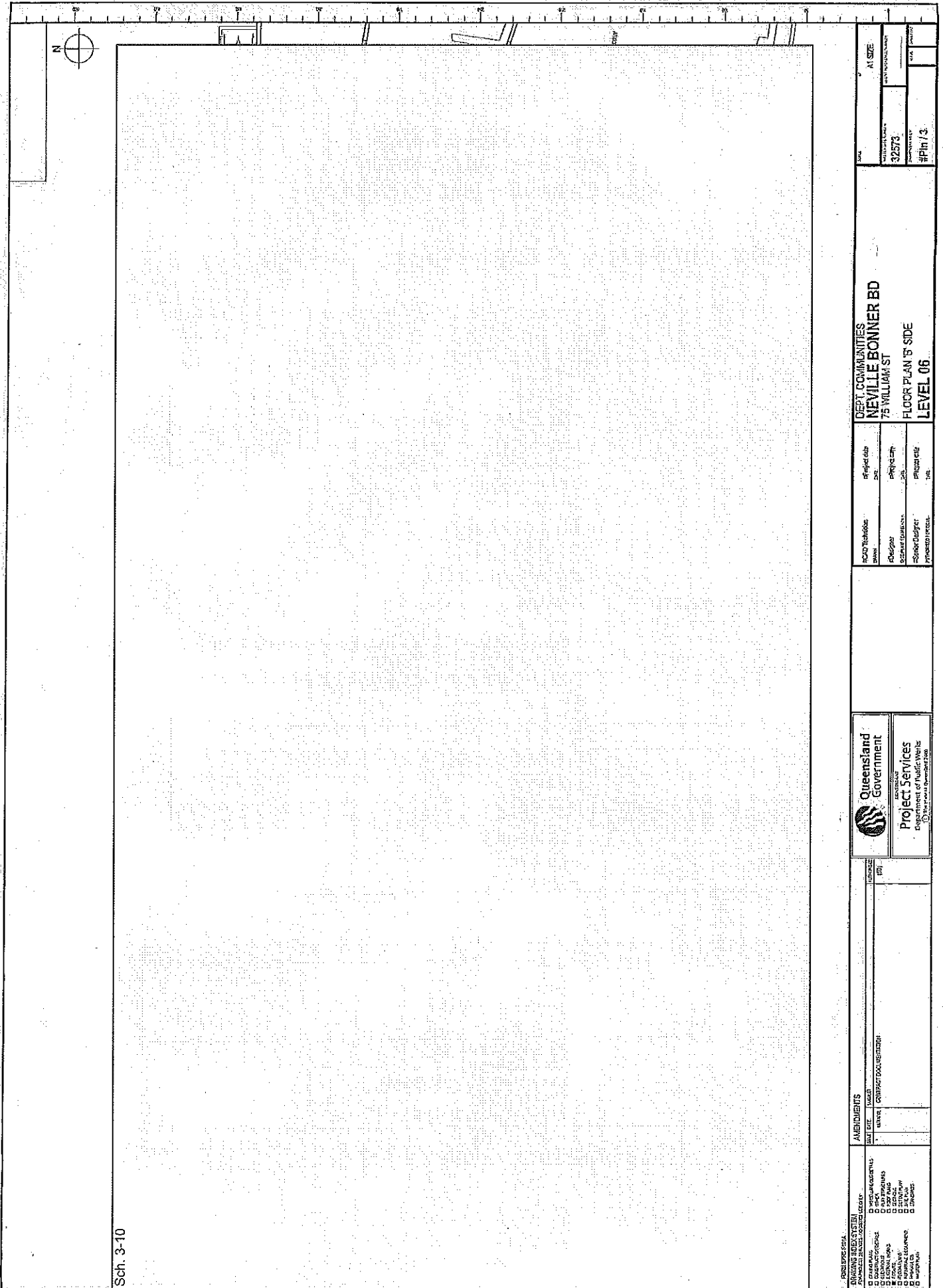
Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Dettrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/>
Address:	Neville Bonner Building
Level:	Level 06B
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Barikaltis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	75 William Street
Level:	Level 6B
Date Of Audit:	30.03.12
Ministerial or Parl Sec (Min/PS)	Ministerial Office – Disability Services, Mental Health & Aboriginal and Torres Strait Islander Partnership
Contact for Audit:	Paul Loadsman, Jana Crnjanin

Scope of Works for Priority work:	<p>MINOR WORKS</p> <p><u>Ministers Office – Room 6.20</u></p> <ul style="list-style-type: none">• Re-paint required to marked up walls where walls are damaged. Some areas may need good clean. <p><u>Ministers ensuite – Room 6.22</u></p> <ul style="list-style-type: none">• Replace diffuser to one light <p><u>Office – Room 6.29</u></p> <ul style="list-style-type: none">• Remove stickers from door and repaint• Workstation adjustable keyboard to be replaced• Workstation leg panel to be fixed <p><u>Kitchen – Room 6.31</u></p> <ul style="list-style-type: none">• Fire Extinguisher required• Corner underbench cupboard door to be fitted with new hinges
--	--



Sch. 3-10

AMENDMENTS REV. DATE REASON 1 10/11/10 CONTRACT DOCUMENTS		PROJECT INFORMATION PROJECT NO. 32573 PROJECT NAME NEVILLE BONNER BD PROJECT ADDRESS 75 WILLIAM ST PROJECT TYPE FLOOR PLAN 'B' SIDE PROJECT LEVEL LEVEL 06	
CLIENT INFORMATION CLIENT NAME DEPT. COMMUNITIES CLIENT ADDRESS 75 WILLIAM ST CLIENT CONTACT PROJECT MANAGER		DESIGNER INFORMATION DESIGNER NAME PROJECT DESIGN DESIGNER ADDRESS PROJECT DESIGN DESIGNER CONTACT PROJECT DESIGN	
PROJECT SERVICES DEPARTMENT OF PUBLIC WORKS OFFICE OF PUBLIC WORKS		QUEENSLAND GOVERNMENT PROJECT SERVICES DEPARTMENT OF PUBLIC WORKS OFFICE OF PUBLIC WORKS	



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW024**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Dettrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input type="checkbox"/>
Address:	State Law Building
Level:	Level 18
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkatts
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	50 Ann St – State Law Building
Level:	Level 18
Date Of Audit:	30.03.12
Ministerial or Parl Sec (Min/PS)	
Contact for Audit:	Caroline Brumpton

Scope of Works for Priority work:	<p>MINOR WORKS</p> <p><u>Minister's office – Room 18.07</u></p> <ul style="list-style-type: none">• Broken door stop• Bottom drawer on desk return not closing properly• Adjustable shelves within joinery not mounted on pins• Piece of shower frame off & sitting in shower <p><u>Kitchenette</u></p> <ul style="list-style-type: none">• Seal small gap in silicone at back of kitchen sink <p><u>General Office</u></p> <ul style="list-style-type: none">• Broken door stops outside entry doors to waiting area 18.01• Various whiteboards, pinboards & pictures not hung & sitting on floor• Office 18.10 – broken gable under desk <p>CLEANING</p> <p><u>Kitchenette</u></p> <ul style="list-style-type: none">• Old milk carton in fridge• Paint splatters along tops of splashback and some marks on benchtop• Inside dishwasher needs clean - smelly <p><u>General Office</u></p> <ul style="list-style-type: none">• Office 18.11 – plant broken & leaves on floor <p>FURNITURE</p> <p><u>Minister's office – Room 18.07</u></p> <ul style="list-style-type: none">• Coffee table missing• No side unit in conference room• No fridge in joinery <p><u>General Office</u></p> <ul style="list-style-type: none">• Only 2 x lounges in waiting - needs 2 more chairs & coffee table & plants• missing visitor chairs to 5 x offices & admin area – say approx 12 required initially• Task chairs missing to 1 x office (18.10) & 2 x admin workstations – 3 needed.
--	--



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW025**

Requested By: Antonia Doyle Contact Number: 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild - Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Deltrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input type="checkbox"/>
Address:	400 George Street
Level:	Level 13
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkallits
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2467 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address: 400 George Street
Level: Level 13
Date Of Audit: 30.03.12
Ministerial or Parl Sec (Min/PS) Ministerial Office
Contact for Audit: Tania Bosworth

Scope of Works for Priority work:

MINOR WORKS

Generally

- Check light fittings and ensure bulbs working; 1 feature downlight not working.

Entry Sliding Door

- Creaks badly, needs adjustment

Conference Room (13.08)

- Door from Minister Office to Conference Room closer not operating correctly and causing door alarm

Minister's Ensuite (13.09)

- Vent access door opens when door is closed, rectify

Minister's Office (13.10)

- Fix door to television cabinet
- Remove extra door / shelf located on top of tv cabinet
- Rectify skirting damage near Minister desk
- Remove Christmas Decorations from ceiling
- Adjust glass door on cabinet so it's not rubbing on joinery benchtop / difficult to open
- Replace Handle on timber joinery cabinet where missing
- Rectify broken handle on sliding door of timber joinery cabinet.
- Patch and paint wall where damaged / unclean
- Door to Minister Office from corridor is marked, clean
- Door closer to Minister Office not operating correctly, rectify
- Replace light bulb in feature downlight outside Minister Office in corridor

Policy Adviser Office (13.11)

- Patch and paint wall where damaged / unclean

Administration Area (outside 13.11)

- No issues to note

Liaison / Media Office (13.12)

- Patch and paint wall where damaged / unclean

Open Plan Workstations (13.13)

- Remove Christmas decorations from ceiling
- Patch and paint wall where damaged

- Remove steel fixing from wall under pinboard. Patch, repaint.

Tea Point (13.15)

- Repair drawer front to cutlery drawer, loose.

Corridor (outside 13.15 and 13.16)

- Remove Christmas decorations from ceiling
- Repaint walls where damaged

Utility (13.16)

- No issues to note

CLEANING

- General Clean of entire tenancy required, dusty, coffee stains etc
- Ensure no stickers on joinery and storage items, remove and clean
- Clean marks on floor under Refrigerator in Tea Room
- Clean inside of refrigerator in Tea Room
- Clean scuff marks from doors and wall skirting

FURNITURE

Conference Room (13.08)

- Ensure all chairs are level.

Minister's Ensuite (13.09)

- No issues to note

Minister's Office (13.10)

- Sand and re-varnish scuff marks on timber workstation joinery edging where damaged

Policy Adviser Office (13.11)

- No issues to note

Administration Area (outside 13.11)

- No issues to note

Liaison / Media Office (13.12)

- No issues to note

Open Plan Workstations (13.13)

- Clean whiteboards that are on top of two steel shelf units – permanent pen used, and some residue still remains
- Replace steel shelves into steel cupboards. Steel shelves stored against window.

ADDN BY:
TANIA BARNWORTH
30.3.2012

REVISIONS	
NO.	DESCRIPTION

- DRAWING FILE SYSTEM**
- ARCHITECTURE
 - CIVIL
 - ELECTRICAL
 - ENVIRONMENTAL
 - GEOTECHNICAL
 - MECHANICAL
 - PLUMBING
 - STRUCTURAL
 - THERMAL
 - TRAFFIC
 - WATER
 - WIND

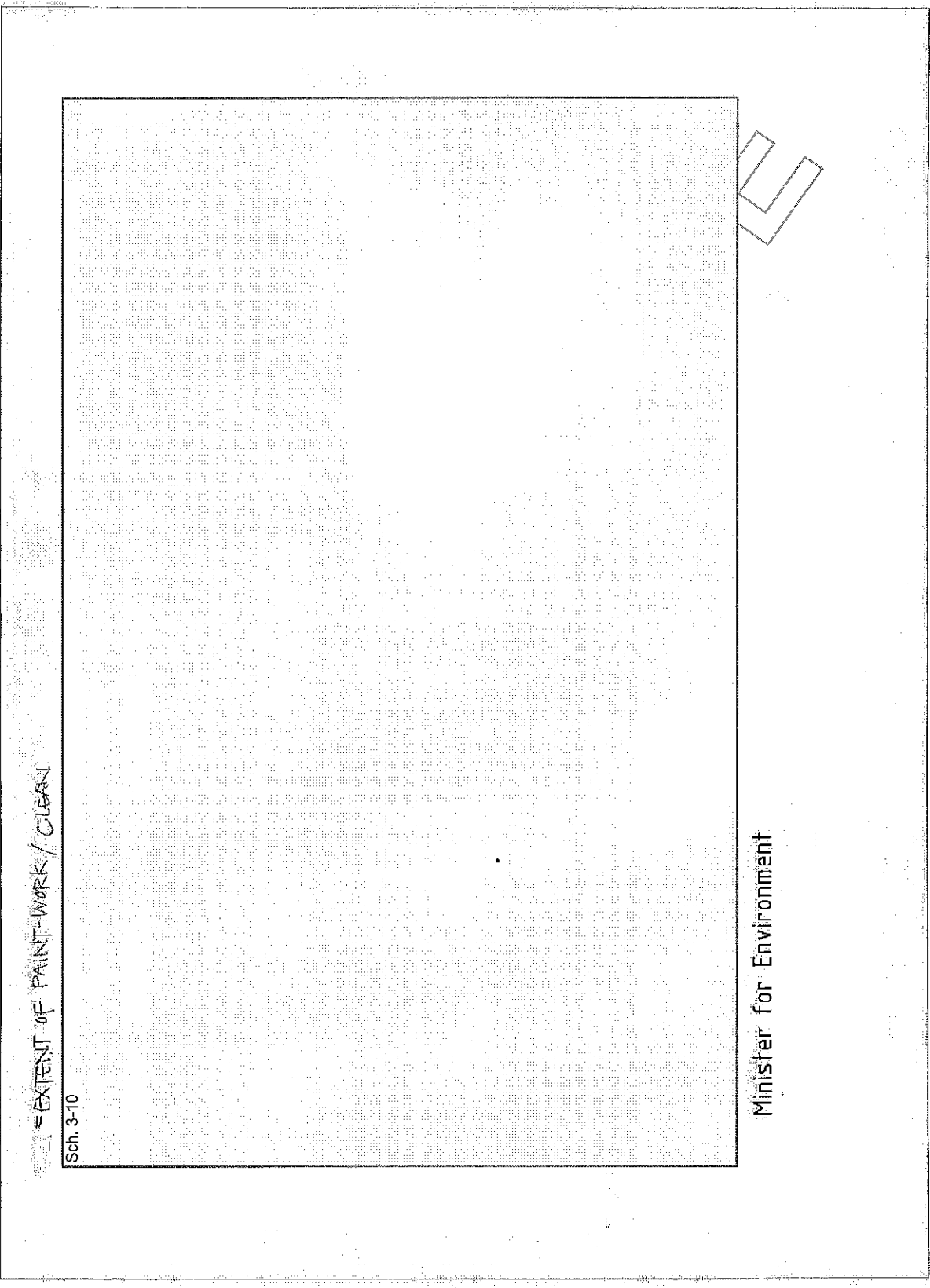


PROJECT
Project Services
Department of Public Works
© State of Queensland 2009

DATE
SCALE
PROJECT NO.

PROJECT NO.
BRISBANE
400 GEORGE ST
400 GEORGE STREET

LEVEL 13
SCALE
PROJECT NO.
5184
DRAWN BY
DATE



= EXTENT OF PAINT-WORK / CLEAN

Sch. 3-10

Minister for Environment



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW026**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	30.03.12
To:	QBuild - Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Marshall Morison, Sally Detrick, Rod Moreno, Ian Street
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input checked="" type="checkbox"/>
Address:	80 George Street
Level:	Level 07
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Priority List of work due for completion COB Monday 2/04/11 for occupation Tuesday 03/04/11. Please refer to attached priority list and painting layout plan.
Cost Estimate:	N/A
Client Contact on Site:	Security to be arranged for out of hours work.
Telephone:	See above
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkailis
Contact Number	322 46439
Date:	30.03.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	

PRIORITY LIST OF WORKS

Address:	80 George Street
Level:	Level 7
Date Of Audit:	30.03.12
Ministerial or Parl Sec (Min/PS)	Ministerial Office
Contact for Audit:	Lani Dean and Khoa Nguyen
Scope of Works for Priority work:	<p>MINOR WORKS</p> <p><u>Ministers Office – Room 7.01</u></p> <ul style="list-style-type: none">▪ Marks to partitions to be patched & repainted where possible▪ Feature fabric panels have bubbling in certain areas.▪ Down light over feature fabric panel not working▪ Minor scratches to Minister's desk & drawers <p><u>Ministers Ensuite – Room 7.15</u></p> <ul style="list-style-type: none">▪ Grout has white marks, cleaning where necessary▪ Wall behind toilet cistern needs patching and paint▪ Ventilation Grill in door to be refixed▪ Minor scratches on door <p><u>General Office</u></p> <ul style="list-style-type: none">▪ Refer to attached plan for painting scope of work. To match existing colour.▪ Doors in area 7.06 & 7.10 don't close properly – needs adjusting.▪ Offices / General workstations require cable management system as cables & power boards are scattered in certain areas.▪ Vinyl inlay in skirting falling out - needs to be fixed.▪ Etched film has minor scratches.▪ Patching holes in ceiling tiles where necessary.

CLEANING

Ministers Office – Room 7.01

- Blinds to be cleaned
- Single lounge chairs to be cleaned

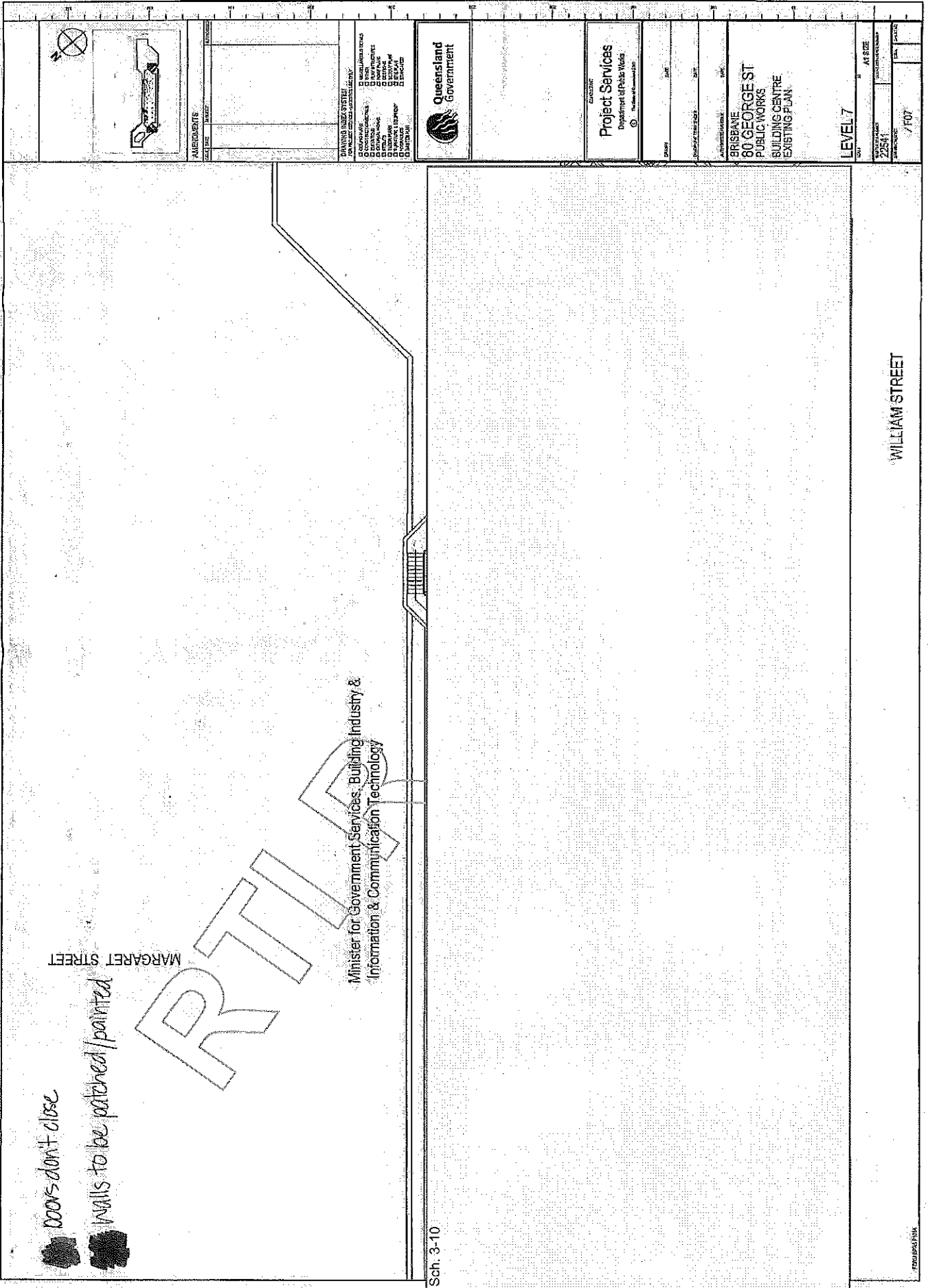
Ministers Ensuite – Room 7.15

- Clean tile grout

General Office

- Blue Tack to be removed from all walls. Pins throughout the office in the partitions. To be removed throughout the office. (TBC)
- Scuff marks on doors and walls to be cleaned.
- Clean out debris from planter boxes.
- Dusting off furniture and desk in offices

RTI RELEASED



Daniel Smith

From: BARTKAITIS Lucinda [Lucinda.BARTKAITIS@projectservices.qld.gov.au]
Sent: Monday, 2 April 2012 12:08 PM
To: McDonnell Sid
Cc: DOYLE Antonia; DETTRICK Sally; Rod Moreno; BRUMPTON Caroline; HUTCHINSON Christopher N
Subject: EMW031 - Removal of surplus furniture - Level 12, Executive Building
Attachments: img-4021053-0001.pdf; EMW031 - Removal of Surplus Furniture Level 12; Exec Building.pdf

Hi Sid,

Please find attached EMW031 – Removal of surplus furniture from Level 12, Executive Building. Please refer to attached pictures for the items to be removed.

This is to please be completed COB Wednesday.

Regards

Lucinda Bartkaitis

*Interior Designer and Project Manager,
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 Australia
GPO Box 3906, Brisbane Q4001
T (07) 3224 6439*

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!delstamp!



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW031**

Requested By: Antonia Doyle Contact Number: 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	02.04.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/>
Address:	100 George Street (Executive Building)
Level:	Level 12
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	<p>Removal of all good quality Surplus furniture from Level 12 Executive Building to B2 Storage. Any damaged or worn furniture to be disposed.</p> <p>Please refer to attachment of images.</p> <p>The electronic white board (second picture) belongs to the Department (DIP) and is required to be taken back to their area. Rod Moreno is confirming this.</p> <p>Location: Level 12 Executive Bldg</p> <p>Urgency: by COB Wednesday 04.04.12</p>
Client Contact on Site:	Rod Moreno - 322 58381 / 0412 288 155 Please arrange a suitable time with Rod to access Level 12.
To be completed by QGAO Delegated Authority	
Name:	Lucinda Barikaitis
Contact Number	322 46439
Date:	30.03.12
To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	



Queensland Government
Department of Public Works

RTI RELEASE

Daniel Smith

From: BARTKAITIS Lucinda [Lucinda.BARTKAITIS@projectservices.qld.gov.au]
Sent: Wednesday, 4 April 2012 2:27 PM
To: HUTCHINSON Christopher N; McDonnell Sid
Cc: DETTRICK Sally; DOYLE Antonia; HANNAWAY Frances; BRUMPTON Caroline; Ian Street; Rod Moreho
Subject: Works Orders EMW034, EMW038 - EMW040 as discussed at this mornings meeting
Attachments: EMW038 - Credenza relocation.pdf; EMW039-Cap Hill Level 15.pdf; EMW040 - Pick up of Boxes.pdf; EMW034 - Floorbox investigation.pdf

Hi Sid,

As per our meeting this morning attached are the work orders raised by Ian Street for action

I am awaiting site contact for work order EMW034 (State Law Building Level 18) and EM2038 (Credenza relocation)

Regards

Lucinda Bartkaitis

*Interior Designer and Project Manager,
Office Interiors
Project Services | Department of Public Works*

*Level 5, 80 George St, Brisbane Q4001 Australia
GPO Box 2906 Brisbane Q4001
T: (07) 3224 6439*

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldetstamp1



**Accommodation Office
Minor Works Job Request
Work Order Number: EMW038**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	04.04.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Sally Dettrick, Fran Hannaway
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input type="checkbox"/>
Address:	State Health Building
Level:	Level 19
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Credenza to be relocated within the Ministers Office Urgency: COB 05.04.12
Client Contact on Site:	Site Contact: JBC. Contact: Ian Street 322 46922 or Rod Moreno 322 58381 / 0412 288 155 for any on site issues.
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkails
Contact Number	322 46439
Date:	04.04.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	



Queensland Government
Department of Public Works

RTI RELEASE



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW034**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	04.04.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Sally Detrick, Frances Hannaway
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input checked="" type="checkbox"/>
Address:	State Law Building, 80 Ann Street
Level:	Level 18
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	Investigation into floor box under minister's desk. Matt or alternative options to be provided if floorbox is not available to tidy/cover the power and data leads from desk to outlets.
	Urgency: ASAP COB 05.04.12
Client Contact on Site:	Site contact TBC. Contact lan Street 322 46922 or Rod Mereno 322 58381 / 0412 288 155 with any on site issues.
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaltis
Contact Number	322 46439
Date:	04.04.12
To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	
Time Frame (i.e. hours/min)	
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	



Queensland Government
Department of Public Works

RTI RELEASE



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW039**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	04.04.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Sally Dettrick, Fran Hannaway
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/>
	Signage <input type="checkbox"/>
Address:	Capital Hill
Level:	Level 15
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
Scope of Works:	<ul style="list-style-type: none"> - Mirror to be replaced in Ministers coat cupboard - Ty to be mounted on wall with bracket. Shelf to be provided and installed for foxtel box. - Hang pictures in office area.
	Urgency: asap
Client Contact on Site:	Shaun Baker, 3307 6080 Please arrange a time with Shaun for access.
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaltis
Contact Number	322 46439
Date:	04.04.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	



Queensland Government
Department of Public Works

RTI RELEASE



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW040**

Requested By: Antonia Doyle **Contact Number:** 340 48357

Q-Build	
To be completed by QGAO/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	04.04.12
To:	QBuild – Sid McDonnell and Chris Hutchinson
Cc:	Antonia Doyle, Caroline Brumpton, Sally Detrick, Frances Hannaway
Subject:	Relocation/Minor Works <input checked="" type="checkbox"/> Signage <input type="checkbox"/>
Address:	Executive Building
Level:	Level 15
Office Name	Ministerial Office
Ministerial or Parl Sec (Min/PS)	Ministerial
	Pick up of Boxes:
	Prem office - Alessia Maruca 32245746
Scope of Works:	Contact at Tourism - Mike Darcy 0409 357 609 Contact at ATSIMA - Dick White 0458 120 012
	Urgency: asap
Client Contact on Site:	See above. Contact Ian Street 322 46922 or Rod Moreno 322 58381 / 0412 288 155 with any on site issues.
To be completed by QGAO Delegated Authority	
Name:	Lucinda Bartkaitis
Contact Number	322 46439
Date:	04.04.12

To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457 BRISBANE QLD 4001
Address Invoice To:	Antonia Doyle
Completed Work Order to be Attached with Invoice	



Queensland Government
Department of **Public Works**

RTI RELEASE

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 5 April 2012 12:51 PM
To: Rod Moreno
Cc: CORBETT Shane; BRUMPTON Caroline; BARTKAITIS Lucinda
Subject: FW: Executive Building - Specialist Carpet Cleaning Details
Attachments: MIN - Level 15, 12, 9 and 5 Executive Building - Floor Plan.doc

<<MIN - Level 15, 12, 9 and 5 Executive Building - Floor Plan.doc>>

Hi Rod,

If there are any spot stains that require attention on L5, 9 and 12, Shane Corbet may be able to have these addressed with the specialist carpet cleaning of Level 15 this weekend.

Please identify on the plans attached of Level 5, 9, and 12, any spot stains that you are aware of that need to be addressed.

Thanks.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardq2.qld.gov.au

From: Laura WEST (Works) [mailto:Laura.WEST@publicworks.qld.gov.au]
Sent: Tuesday, 3 April 2012 4:10 PM
To: 'ian.street@premlers.qld.gov.au'; 'Rod.Moreno@premlers.qld.gov.au'
Cc: MORISON Marshall; BOWE Mick; HUTCHINSON Christopher N; McDonnell Sid; DOYLE Antonia
Subject: Executive Building - Specialist Carpet Cleaning Details

Good afternoon Ian and Rod,

Further to our meeting last night, please be advised that the specialist carpet cleaning for this weekend is for Executive Building - Level 15 only, and will be undertaken on Sunday 8th and Monday 9th April.

If you have any further queries, please let me know.

Kind regards,

Laura West

Principal Asset Manager
Property Performance & Management Group
Queensland Government Accommodation Office
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 322 22662 | M: 0438 194 597 | F: (07) 322 46266
E: laura.west@publicworks.qld.gov.au | www.youroffice.qld.gov.au

Tomorrow's Queensland: strong, green, smart, healthy and fair - www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

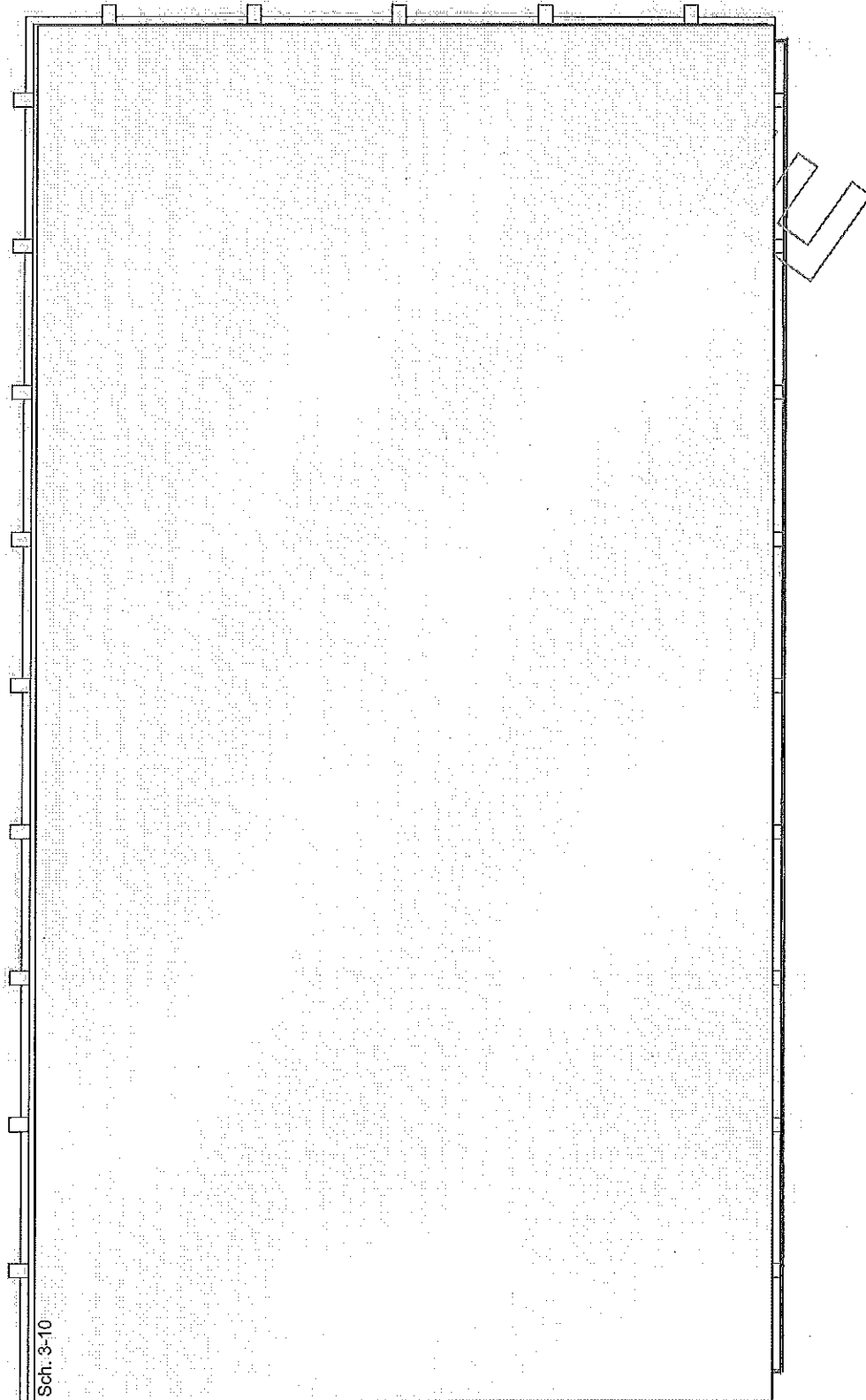
Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

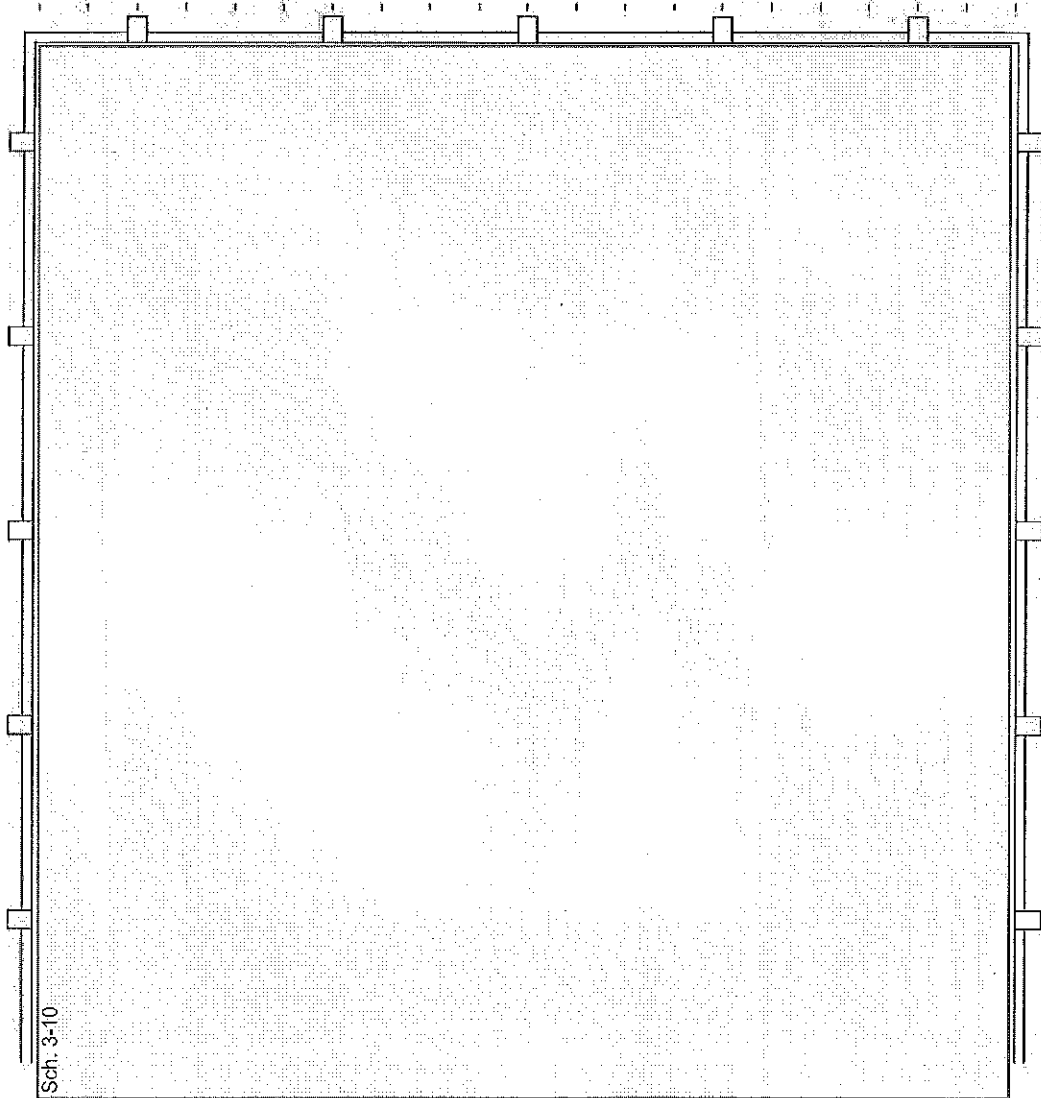
{detstamp}

RTI RELEASED

Level 15, Executive Building

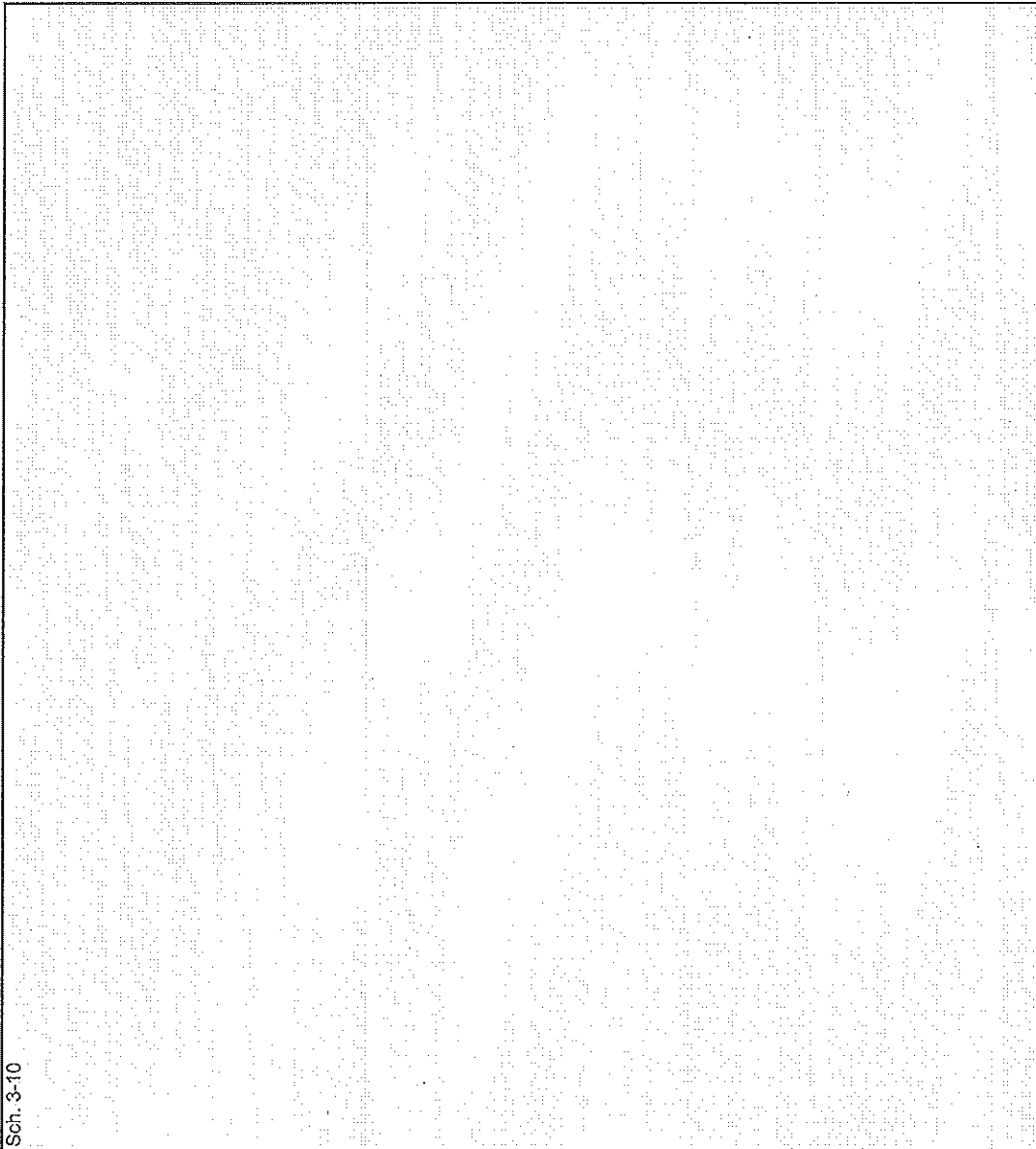


Level 12, Executive Building



R

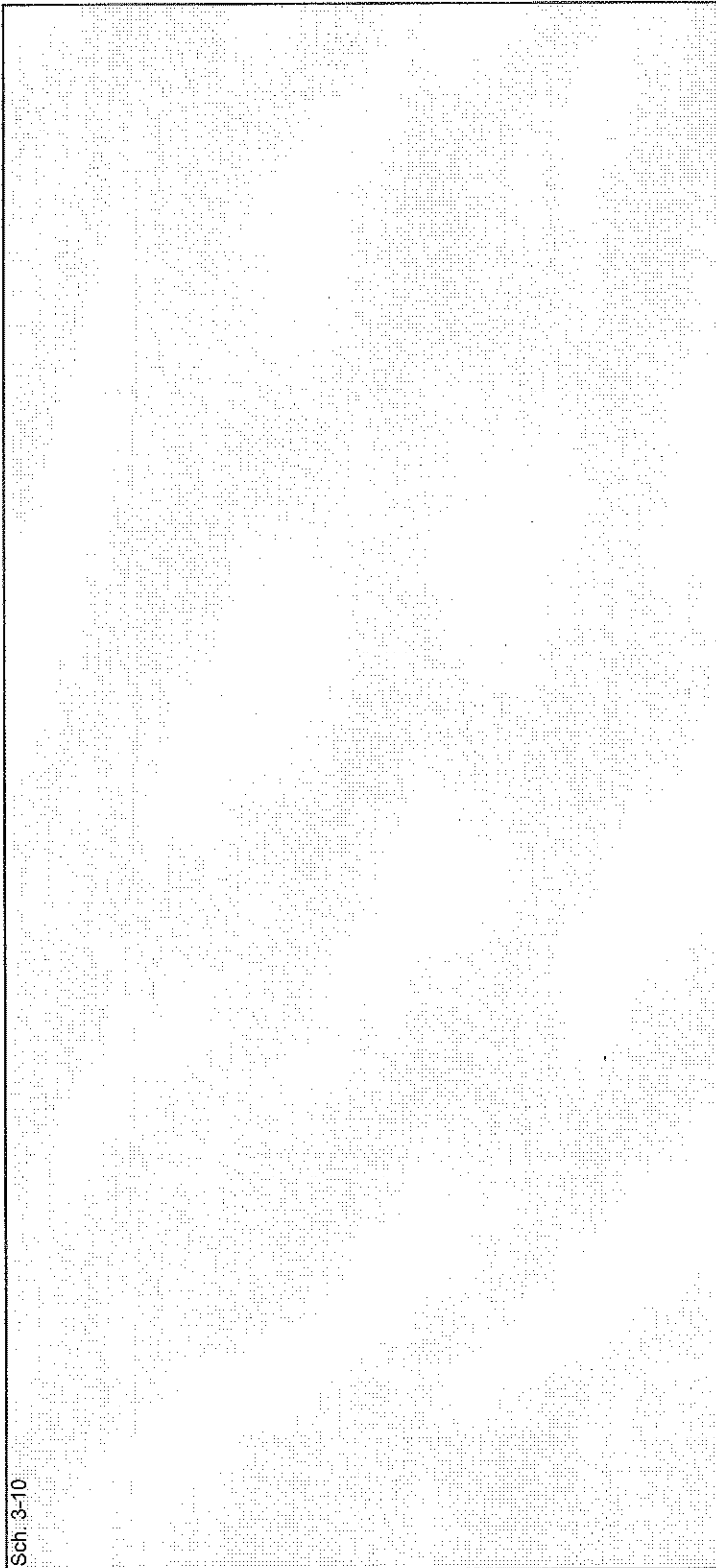
Level 9, Executive Building



Sch. 3-10

R

Level 5, Executive Building



Sch. 3-10

PLEASE

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Wednesday, 11 April 2012 4:52 PM
To: BARTKAITIS Lucinda
Cc: Rod Moreno; Marshall MORISON (Works); DETTRICK Sally; BRUMPTON Caroline; HANNAWAY Frances
Subject: Minor Works Job Request for Ministerial Office on Level 5, Executive Building
Attachments: Level 5, Executive Building - Existing Plan.pdf; Level 5, Executive Building - Proposed Plan.pdf

<<Level 5, Executive Building - Existing Plan.pdf>> <<Level 5, Executive Building - Proposed Plan.pdf>>

Hi Lucinda,

Rod Moreno and I did a walkthrough of the Ministers Office today on Level 5, Executive Building and as a result the following priority items are to be addressed:

- Removal of various furniture (refer to existing plan)
- Relocation of furniture (refer to proposed plan) - A (double drawer filing cabinet), B (Tambour Unit) C (workstation) and D (2 x tub chairs)
- Provision of new task chairs (refer to proposed plan) - 11x Zody chairs from B3 Executive Building
- Provision of new furniture (refer to proposed plan) - 2 seater couch and rectangular workstation for 5.24
- White boards to be installed (1 in 5.27, 2 in 5.25 and 1 in 5.20)
- New pinboard to be supplied and installed in 5.20
- Blinds to be fixed in 5.23 (Ministers Office)
- Paint and Patch of walls identified
- New key for mobile pedestal in 5.22

Please select options for the store for the 2 seater couch and rectangular workstation for 5.24 and send through a picture to Rod and myself for approval before delivery is arranged.

Thanks.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 503 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.




Thank you.

!detstamp!

RTI RELEASE

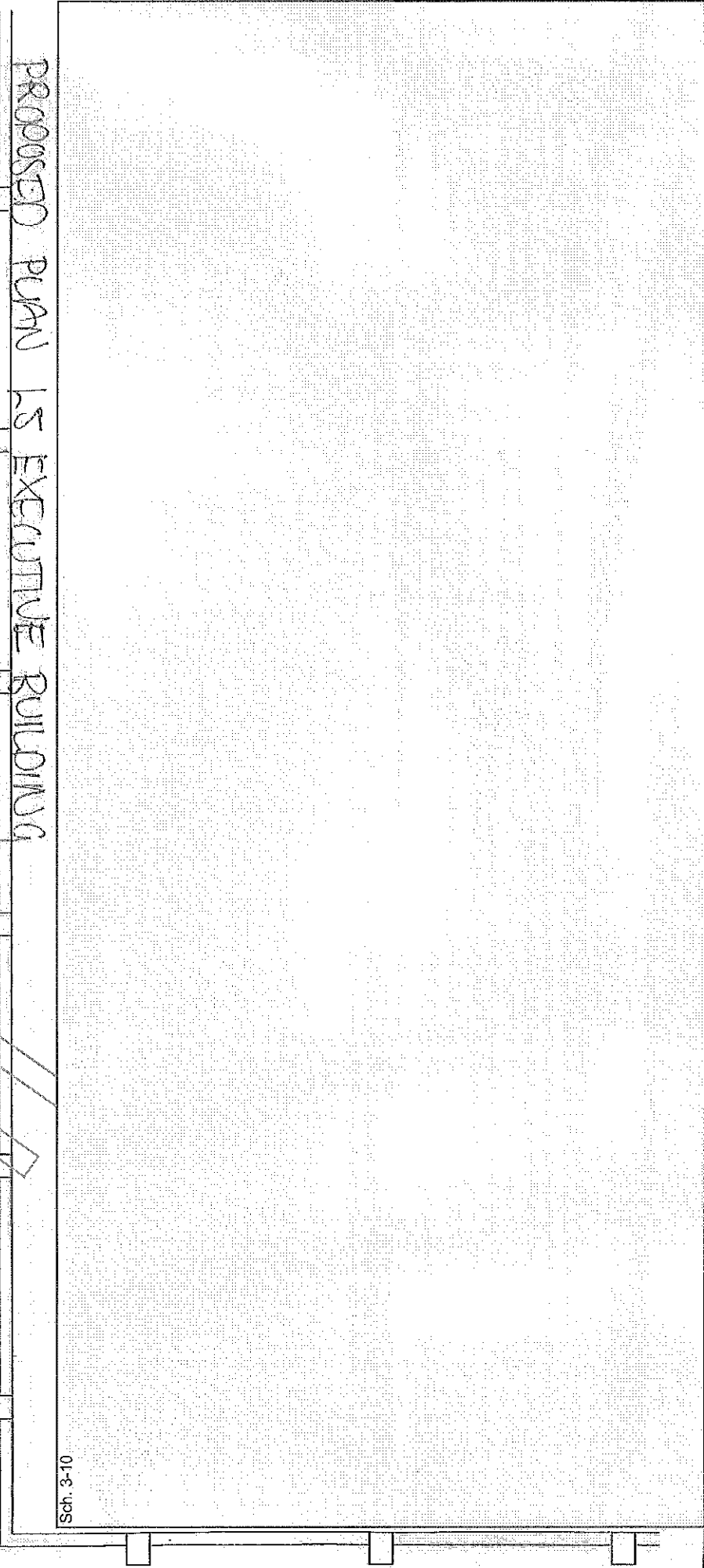
This

EXISTING PLAN IS EXECUTIVE BUILDING

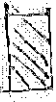



-  RELOCATE WITHIN TENANCY (A, B, C + D)
-  REMOVE FROM TENANCY
-  TO BE CUT DOWN TO MAKE ROOM FOR NEW OPERATIONS (C)

RTI

Sch. 3-10



Sch. 3-10

- PROPOSED PLAN LS EXECUTIVE BUILDING
-  RELOCATED WITHIN TENANCY
 -  NEW FURNITURE
 -  NEW KEY FOR MOBILITY ASSISTANCE
 -  PAINT AND PATCH

RTI

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Wednesday, 11 April 2012 5:33 PM
To: CORBETT Shane
Cc: Marshall MORISON (Works); DETTRICK Sally; HANNAWAY Frances; BRUMPTON Caroline; Rod Moreno; BARTKAITIS Lucinda
Subject: Level 5, 9, 12 and 15 Executive Building - Upgrade of Blinds in Ministerial Tenancies

Hi Shane,

As discussed, audits of the Ministerial Offices on Level 5, 9, 12 and 15 Executive Building have taken place over the last two weeks.

In all tenancies, blinds have been identified by staff as a general item to be addressed (i.e broken, missing, old, mismatched).

In particular, the following has been requested/identified:

- Level 9 (Treasurer) - Blinds in Ante room to match existing blinds (roller blinds) in Treasurers office.
- Level 12 (Deputy Premier)- conference room and adjoining Deputy Manager's office, venetian blinds (mostly faulty) to be removed and replaced by internal roller blinds
- Level 5, Executive Building (Minister for Science, Information technology and the Arts) – Blinds broken in Minister's Office and blinds missing from Minister's Office.

Can you please assist with addressing the items listed above and longer term, a rolling upgrade to roller blinds across all Ministerial Tenancies on Level 5, 9, 12 and 15 Executive Building as part of Building Owner works?

Thanks Shane.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towards02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

{detstamp}

RTI RELEASE


Paolo Cecchini

From: Ian Street
Sent: Thursday, 12 April 2012 11:38 AM
To: 'Antonia.Doyle@publicworks.qld.gov.au'
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 1
Attachments: Level 8 PIB Signage_TEMPLATE.doc; L_05 Exec Building.doc; L_6 NBB .doc; L_19 State Health Building.doc

Antonia,

I have made some track changes to Science and to Aboriginal and to Aboriginal and Torres Strait. Can we see these proofs again. Health and Agriculture were fine. Thanks.

Ian Street
Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [<mailto:Antonia.Doyle@publicworks.qld.gov.au>]
Sent: Thursday, 12 April 2012 9:27 AM
To: Rod Moreno
Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 1

Hi Rod,

Please refer to the attached word documents for the signage templates for Ministerial offices.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Please note, further emails to follow.

Kind Regards,

Antonia Doyle
Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair | www.towardQ2.qld.gov.au"

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

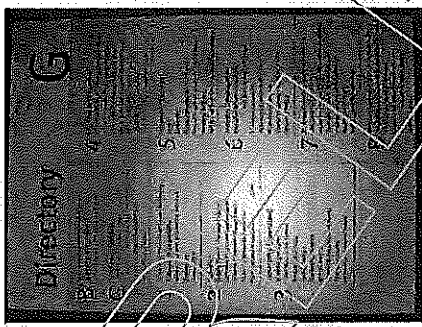
Thank you.

ldetstamp!

RTI RELEASED

MINISTERIAL SIGNAGE UPDATE 11 April, 2012

Minister: Hon John McVeigh
Portfolio: Minister for Agriculture, Fisheries and Forestry
Location: Level 8 Primary Industries Building

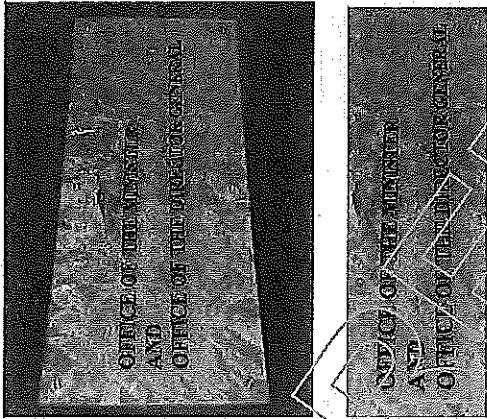
Location in Building	Existing Signage & Wording	New Wording
<p>Ground Floor Lobby Signage</p>	<p>Description: Clear anodised aluminium slatted signage, 1900mm L x 2600mm H, with black vinyl lettering.</p> <p>Slats: Small: 50mm H Large: 155 H All: 950mm wide</p> <p>Text Wording to read "Office of the Minister for Agriculture, Food and Regional Economies"</p>	 <p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Agriculture, Fisheries and Forestry</p>

MINISTERIAL SIGNAGE UPDATE 11 April, 2012

<p>Directional Lift Lobby Signage</p>	<p>Description: Clear anodised aluminium slatted signage, 1520mm L x 2100mm H, with black vinyl lettering. Slats: Small: 40mm H Large: 120 H All 760mm wide. Clear anodised aluminium frame, 750mm W x 1550mm H, with coloured acrylic print inserted.</p>		<p>Office of the " to remain on the sign</p> <p>Add wording: Minister for Agriculture, Fisheries and Forestry</p>
--	---	--	---

PLEASE

MINISTERIAL SIGNAGE UPDATE 11 April, 2012

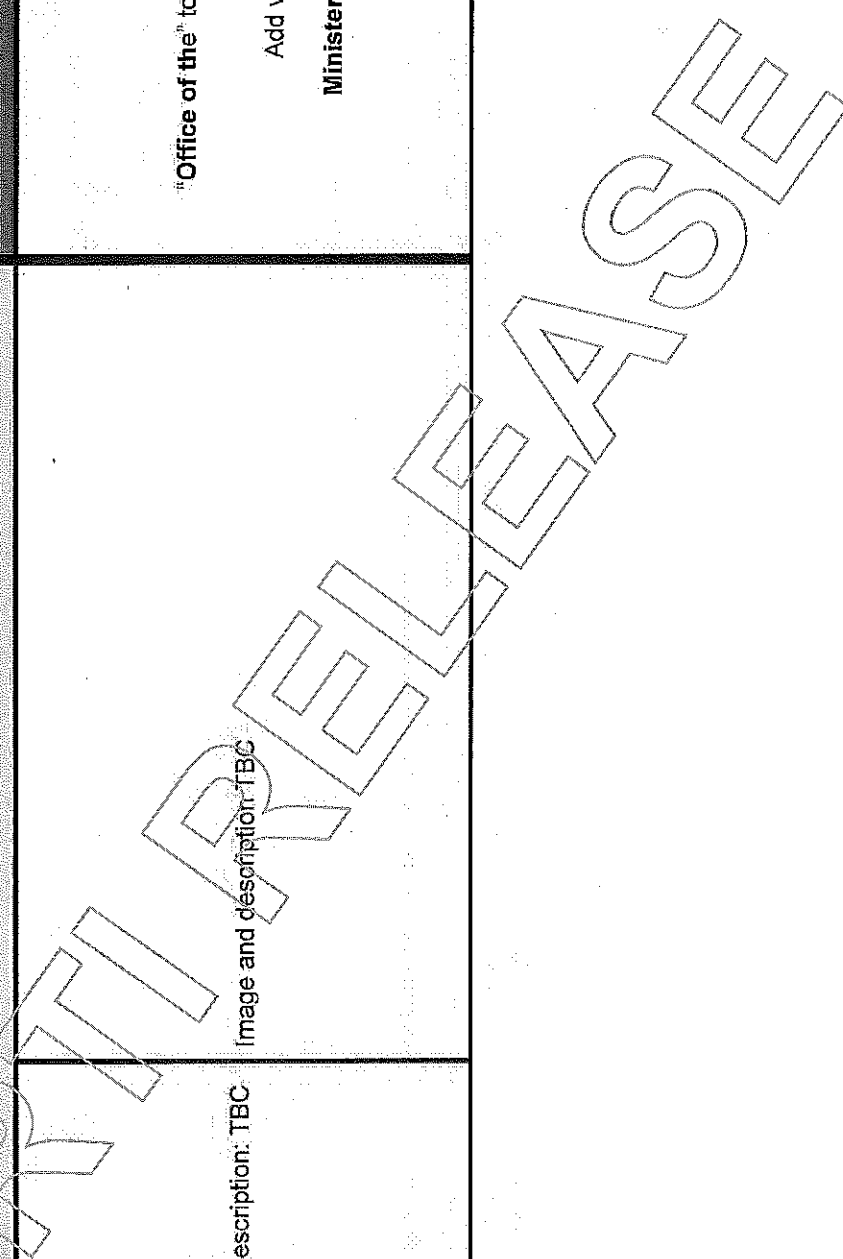
<p>Office Reception / Waiting Area Signage</p>	<p>Description: Curved opaque textured glass with enamelled black lettering recessed in glass.</p>		<p>No change</p>
--	--	--	------------------

RTI RELEASE

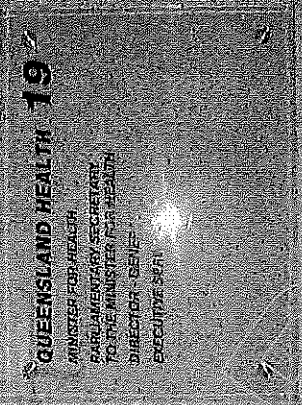
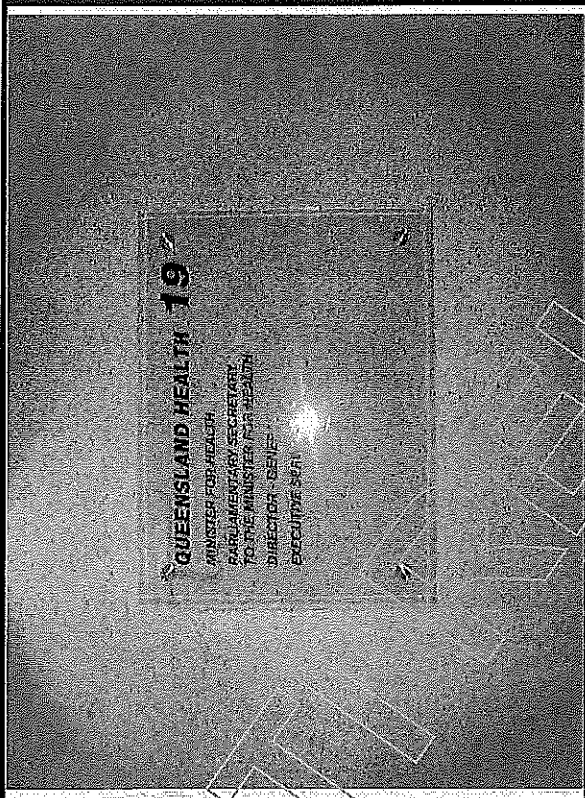
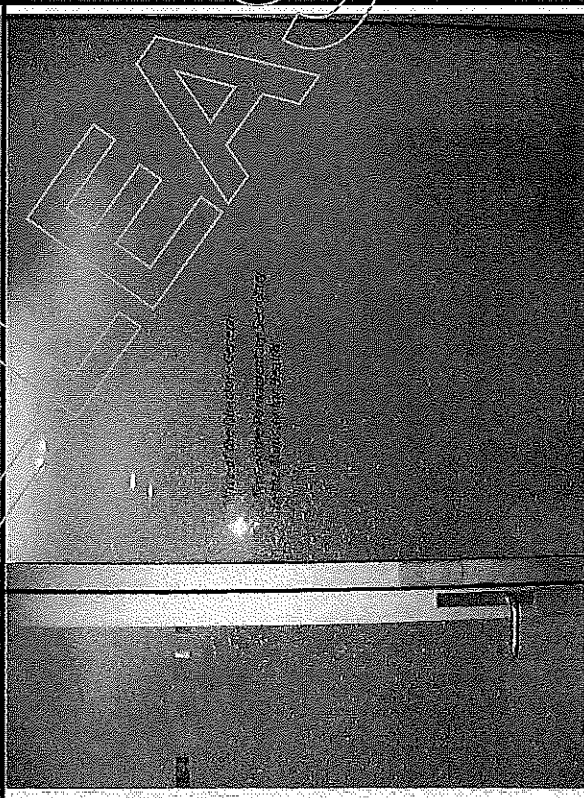
MINISTERIAL SIGNAGE UPDATE 11 April 2012

Minister: Hon Lawrence Springborg
Portfolio: Minister for Health
Location: Level 19, State Health Building, 147-163 Charlotte Street

Location in Building	Existing Signage & Wording	New Wording
Ground Floor Foyer	Description: TBC Image and description: TBC	"Office of the" to remain on the sign Add wording: Minister for Health

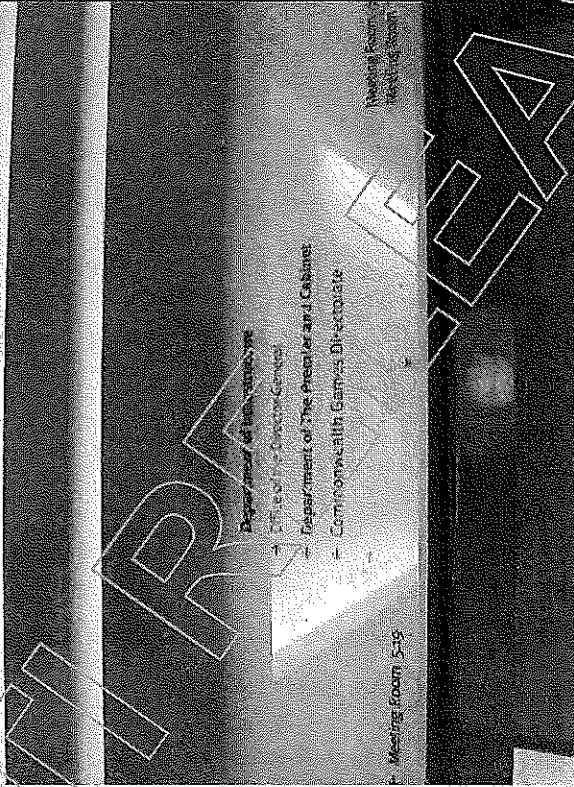


MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Level 19 Foyer</p>	<p>Description:</p> 		<p>Amend the wording to only read: Office of the Minister for Health</p>
<p>Level 19 Entry Doors</p>	<p>Description:</p>		<p>"Office of the" to remain on the door Add wording: Minister for Health Office of the Parliamentary Secretary to the Minister of Health to be removed (TBC)</p>


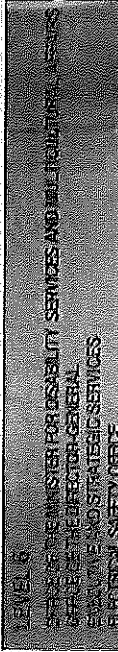
MINISTERIAL SIGNAGE UPDATE – 11 April 2012

Minister: Hon Ros Bates
Portfolio: Minister for Science, Information Technology and the Arts
Location: Level 5, Executive Building, 100 George Street

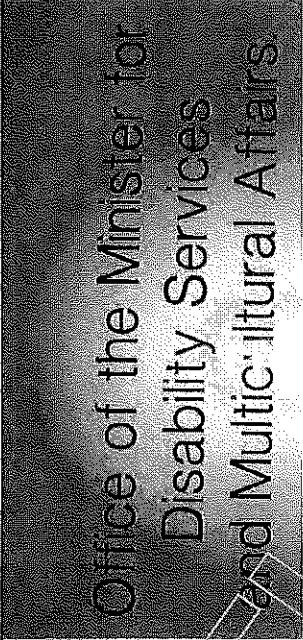
Location in Building	Existing Signage & Wording	New Wording
<p>Level 5, Lift Lobby (Above entry to corridor)</p>	<p>Description: Perspex sign with black vinyl lettering.</p> 	<p>"Office of the" to remain on the sign.</p> <p>Add wording: Office of the Minister for Science, Information Technology, Innovation and the Arts</p>

MINISTERIAL SIGNAGE UPDATE – 11 April 2012

Minister: Hon Jack Dempsey
Portfolio: Minister for Aboriginal and Torres Strait Islander Affairs and Minister Assisting the Premier
Location: Level 6B Neville Bonner Building

Location in Building	Existing Signage & Wording	New Wording
<p>Ground Floor Lobby</p>	<p>Description: Polished stainless steel signage, 1500mm L x 1980mm H, with black vinyl lettering (no slats – one flat surface).</p>  <p>Close up:</p> 	<p>"Office of the" to remain on the sign.</p> <p>Add wording:</p> <p>Minister for Aboriginal and Torres Strait Islander and Multicultural Affairs and Minister Assisting the Premier</p>

MINISTERIAL SIGNAGE UPDATE – 11 April 2012

<p>Office Reception / Waiting Area Signage</p>	<p>Description: Aluminium panel, 1000mm L x 800mm with black vinyl lettering.</p>		<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p><u>Minister for Aboriginal and Torres Strait Islander and Multicultural Affairs</u> and <u>Minister Assisting the Premier</u></p>
--	---	--	---

RTI RELEASE

Paolo Cecchini


From: Ian Street
Sent: Thursday, 12 April 2012 12:56 PM
To: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 2
Attachments: Level 7 80 George Street_TEMPLATE.DOC; Level 7 111 George Signage_TEMPLATE.DOC; Level 15 Capital Hill Bldg Signage.doc; Level 8 PIB Signage_TEMPLATE.DOC

Rod,

FYI forgot to cc you.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premlers.qld.gov.au

 Please consider the environment before printing this email

From: Ian Street
Sent: Thursday, 12 April 2012 12:45 PM
To: 'Antonia.Doyle@publicworks.qld.gov.au'
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 2

Antonia,

Steve Dickson has the wrong title on the signs, he is National Parks, the signs say Tourism. The others were correct, although Agriculture seems to have been repeated from the first email.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premlers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [<mailto:Antonia.Doyle@publicworks.qld.gov.au>]
Sent: Thursday, 12 April 2012 9:29 AM
To: Rod Moreno
Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 2

Hi Rod,

Email 2.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia

T: (07) 3404 6357 | F: (07) 3224 4034 | M: 0411 303 537

E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

{delstamp}

MINISTERIAL SIGNAGE UPDATE 11 April 2012

Minister: Hon Bruce Flegg

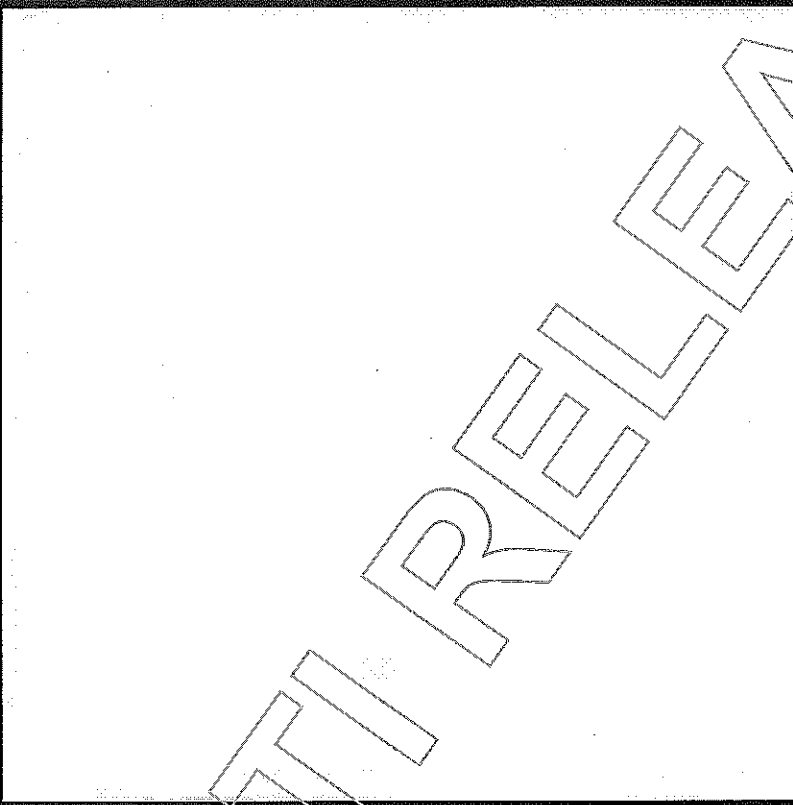
Portfolio: Minister for Housing and Public Works

Location: Level 7, 80 George Street

Location in Building	Existing Signage & Wording	New Wording
<p>Ground Floor Lobby A Side</p>	<p>Description: Clear anodised aluminium slatted signage: 840mm L x 1880mm H, with black vinyl lettering attached to marble faced column. Slat size: 840mm W x 40mm H.</p>	<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p>Minister for Housing and Public Works</p>

NOT RELEASED

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Level 7 Lift Lobby A Side</p>	<p>Description: Beige coloured aluminium slatted sign with black vinyl lettering. 1000mm L x 700mm H. Slats: 1000mm L x 36mm H</p>		<p>"Office of the" to remain on the sign. Add wording: Minister for Housing and Public Works</p>
--	---	--	---

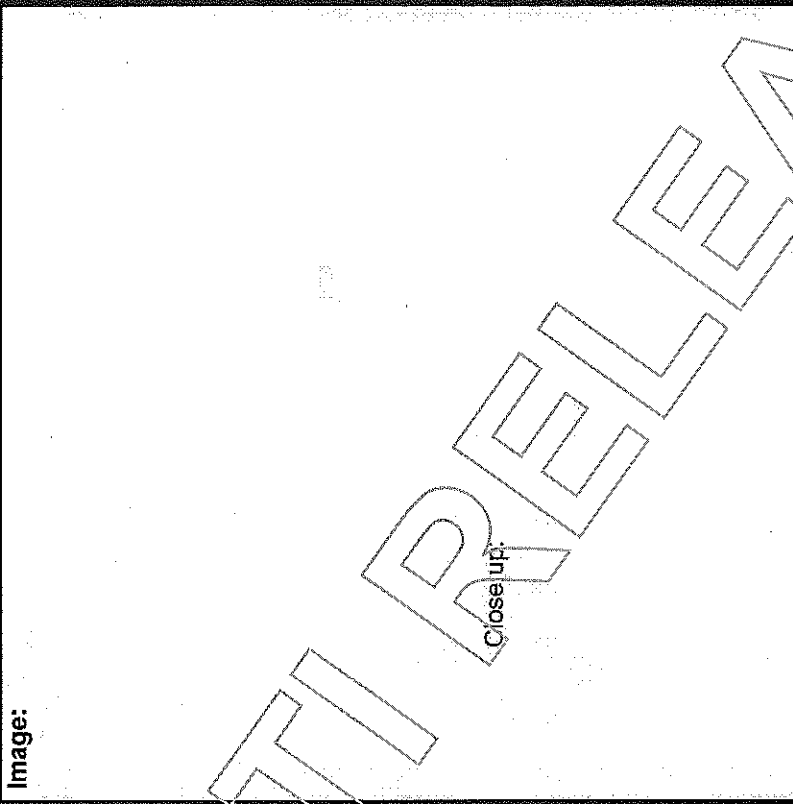
RTI RELEASE

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Ground Floor Lobby B Side</p>	<p>Description: Clear anodised aluminium slatted signage, 840mm L x 1380mm H, with black vinyl lettering attached to marble faced column. Slat size: 840mm W x 40mm H.</p>	<p>Image:</p> <p style="text-align: right;">Close up:</p>	<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p>Minister for Housing and Public Works</p>
--------------------------------------	---	--	--

TI RELEASE

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Level 7 Lift Lobby B Side</p>	<p>Description: Beige coloured aluminium slatted sign with black vinyl lettering. 1000mm L x 700mm H. Slats: 1000mm L x 36mm H</p>	<p>Image:</p> 	<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p>Minister for Housing and Public Works</p>
--	---	---	--



Close up:

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Level 7 Office Reception / Waiting Area B Side</p>	<p>Description: Glass panel 1500mm L x 900mm H, mounted on second glass panel with coloured government logo and black vinyl lettering.</p> <p>Text: Wording to read "Office of the Minister for Government Services, Building Industry and ICT"</p>	<p>Close up</p>	<p>"Office of the" to remain on the sign. Add wording: Minister for Housing and Public Works</p>
---	---	-----------------	--

RTI RELEASE

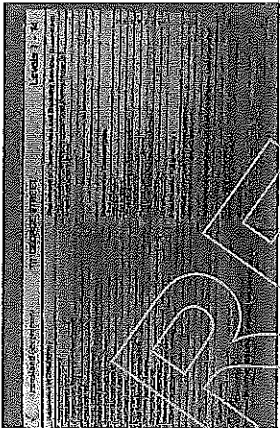
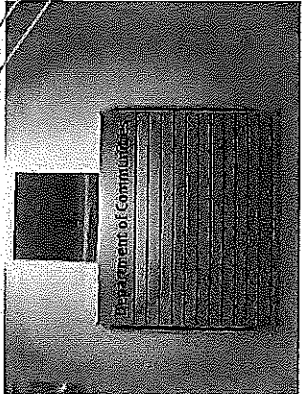
MINISTERIAL SIGNAGE UPDATE 11 April 2012

MINISTERIAL PORTFOLIO LOCATION		
Hon Scott Emerson	Minister for Transport and Main Roads	Level 15 Capital Hill Building, 85 George Street
Ground Floor Lobby Signage:		
Description: No signage in this area		
Directional Lift Lobby Signage:		
Description: 1000mm W x 600mm H white Perspex sign with coloured logo and black vinyl lettering.		
	"Office of the" to remain on the sign	Add wording: Minister for Transport and Main Roads

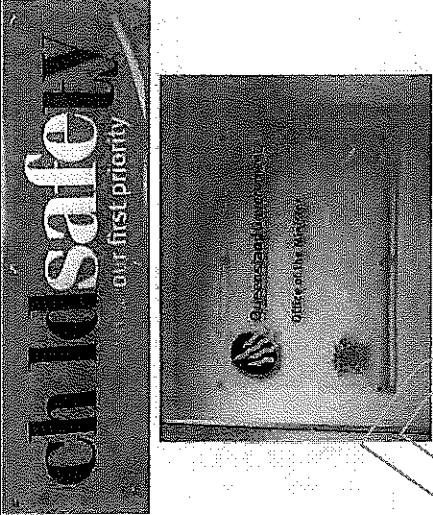
RTI RELEASE

MINISTERIAL SIGNAGE UPDATE 11 April 2012

Minister: Hon Steve Dickson
Portfolio: Minister for National Parks, Recreation, Sport and Racing
Location: Level 7, 111 George St

Location in Building	Existing Signage & Wording	New Wording
<p>Ground Floor Lobby</p>	<p>Description: Clear anodised aluminium slatted sign, 1900mm L x 1050mm H.</p> <p>Slats: Small: 30mm H Medium: 60mm H Large: 90mm</p>  <p>Ministerial Offices Office of the Minister for Child Safety and Minister for Sport Office of the Minister for Community Services and Housing and Minister for Women</p>	<p>“Office of the” to remain on the sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and Commonwealth Games</p>
<p>Directional Lift Lobby Signage</p>	<p>Description: Clear anodised aluminium slatted sign, 750mm L x 480mm H, with coloured logo and black vinyl lettering.</p> <p>Slats: Small: 40mm H Large: 160mm H</p>  <p>Department of Communities</p>	<p>Remove Department of Communities</p> <p>Amend wording to read: Office of the Minister for Tourism, Major Events, Small Business and Commonwealth Games</p>

MINISTERIAL SIGNAGE UPDATE 11 April 2012

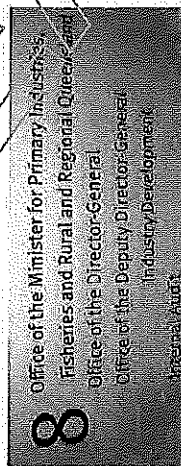
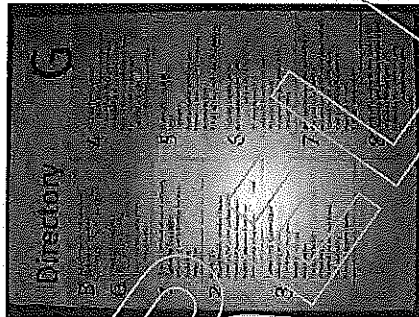
<p>Office Reception / Waiting Area Signage</p>	<p>Description: Child safety sign on front of reception desk. Clear curved acrylic sign 1200mm L x 800mm H with coloured vinyl logo and black vinyl lettering.</p>		<p>Remove Child Safety wording</p> <p>"Office of the" to remain on the acrylic sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and Commonwealth Games</p>
---	--	--	--

RTI RELEASE

MINISTERIAL SIGNAGE UPDATE 11 April, 2012

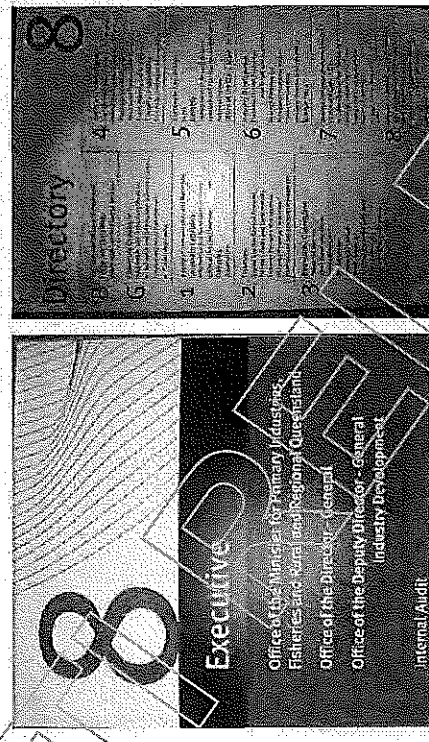
Minister: Hon John McVeigh
Portfolio: Minister for Agriculture, Fisheries and Forestry
Location: Level 8 Primary Industries Building

Location in Building	Existing Signage & Wording	New Wording
<p>Ground Floor Lobby Signage</p>	<p>Description: Clear anodised aluminium slatted signage, 1900mm L x 2600mm H, with black vinyl lettering.</p> <p>Slats: Small: 50mm H Large: 155 H All 950mm wide</p> <p>Text: Wording to read "Office of the Minister for Agriculture, Food and Regional Economies"</p>	<p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Agriculture, Fisheries and Forestry</p>



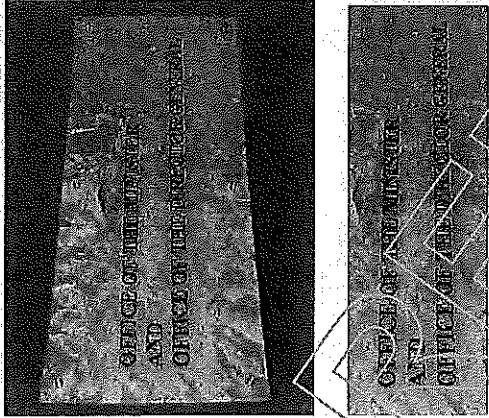
RTI RELEASE

MINISTERIAL SIGNAGE UPDATE 11 April, 2012

<p>Directional Lift Lobby Signage</p>	<p>Description: Clear anodised aluminium slatted signage 1520mm L x 2100mm H, with black vinyl lettering. Slats: Small: 40mm H Large: 120 H All 760mm wide. Clear anodised aluminium frame, 750mm W x 1550mm H, with coloured acrylic print inserted.</p>		<p>Office of the to remain on the sign</p> <p>Add wording: Minister for Agriculture, Fisheries and Forestry</p>
--	---	--	--

PLEASE SEE

MINISTERIAL SIGNAGE UPDATE 11 April, 2012

<p>Office Reception / Waiting Area Signage</p>	<p>Description: Curved opaque textured glass with enamelled black lettering recessed in glass.</p>		<p>No change</p>
--	--	--	------------------

RTI RELEASE

Paolo Cecchini

From: Ian Street
Sent: Thursday, 12 April 2012 1:18 PM
To: 'Antonia.Doyle@publicworks.qld.gov.au'
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 3
Attachments: Level 13 111 George Signage .doc; Level 12 Executive Building_2011_09_20.doc; Level 9 Executive Building_TEMPLATE.DOC; Level 26 111 George Signage.doc

Antonia,

Tracked changes made to Tourism, the rest are okay.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [<mailto:Antonia.Doyle@publicworks.qld.gov.au>]
Sent: Thursday, 12 April 2012 9:33 AM
To: Rod Moreno
Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 3

<<Level 13 111 George Signage .doc>> <<Level 12 Executive Building_2011_09_20.doc>> <<Level 9 Executive Building_TEMPLATE.DOC>> <<Level 26 111 George Signage.doc>>

Hi Rod,

Email 3.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardQ2.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

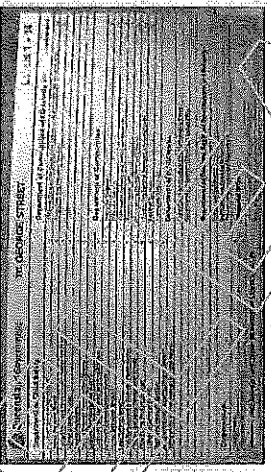
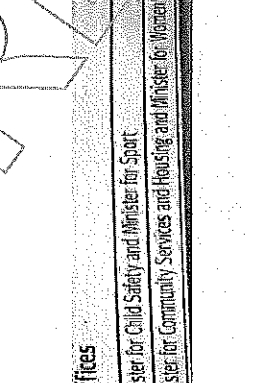
Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!detstamp!

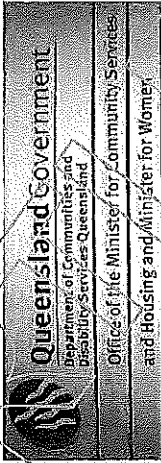




RTI RELEASE

MINISTERIAL SIGNAGE UPDATE 11 April 2012

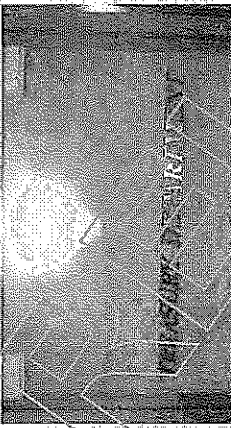


Hon Tracey Davis	Minister for Communities, Child Safety and Disability Services	Level 13 111 George Street	
Ground Floor Lobby Signage: Existing Signage			Proposed Changes
Description:	 <p>Clear anodised aluminium slatted sign, 1900mm L x 1050mm H.</p>	<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p>Minister for Communities, Child Safety and Disability Services</p>	

RTI RELEASE

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Directional Lift Lobby Signage:</p>	
<p>Description: Clear anodised aluminium slatted sign, 760mm L x 610mm H, with vinyl coloured logo and black vinyl lettering. Slats: Small: 35mm H Large: 120mm H</p>	
<p>Office Reception / Waiting Area Signage:</p>	
<p>Description: Clear acrylic panel 1860mm L x 1000mm H with black vinyl lettering and coloured logo.</p>	
<p>Description: "Office of the" to remain on the sign Add wording: Minister for Communities, Child Safety and Disability Services</p>	
<p>Description: "Office of the" to remain on the sign Add wording: Minister for Communities, Child Safety and Disability Services</p>	

MINISTERIAL SIGNAGE UPDATE 2012 Final
Minister: Hon Tim Nicholls MP
Portfolio: Treasurer and Minister for Trade
Location: Level 9, 100 George St, Executive Building

Location in Building	Existing Signage & Wording	New Wording
Ground Floor Lobby Signage	Nil	Nil
Lift Lobby	<p>Description: Painted timber raised lettering with stainless steel to front face. Overall length: 1200mm. Letter height: 65mm.</p>  	To remain
Office Reception / Waiting Area	<p>Description: 3 x glass panels 1450mm W x 200mm H with black vinyl lettering. Double glass doors with etched name and crest.</p> 	To remain

MINISTERIAL SIGNAGE UPDATE 2012 Final

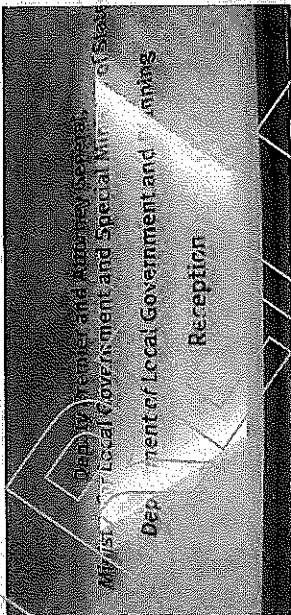
<p>Office Reception / Waiting Area</p>	<p>Description: Pin fixed clear acrylic with black vinyl lettering</p>	<p>Existing wording: Deputy Premier, Treasurer and Minister for State Development and Trade</p>	<p>Amend the wording to read: Treasurer and Minister for Trade</p>
--	---	--	---

RTI RELEASE

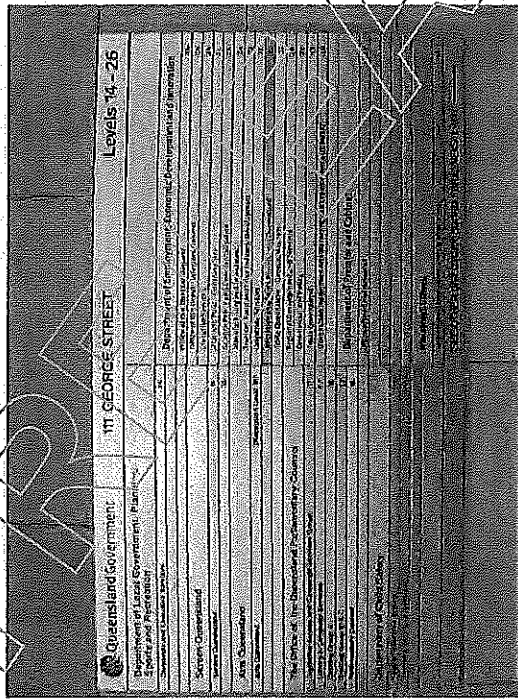
MINISTERIAL SIGNAGE UPDATE 2012

Minister: Hon Jeff Seeney MP
Portfolio: Deputy Premier, Minister for State Development, Infrastructure and Planning
Location: Level 12, Executive Building


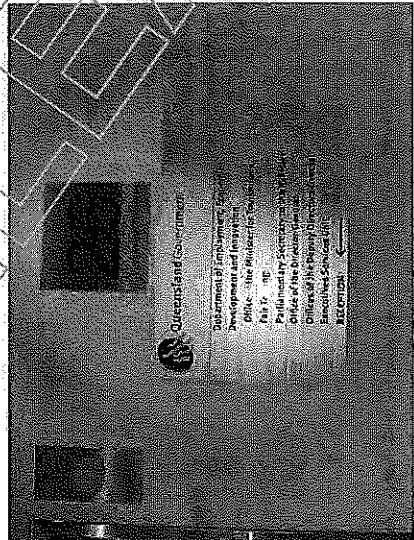
Location in Building	Existing Signage & Wording	New Wording
Ground Floor Lobby	Nil	Nil
Level 12, Lift Lobby above entrance to reception.	<p>Description: Pin fixed, clear acrylic signage with black vinyl lettering.</p>	<p>Replace wording to read: Deputy Premier, Minister for State Development, Infrastructure and Planning</p>



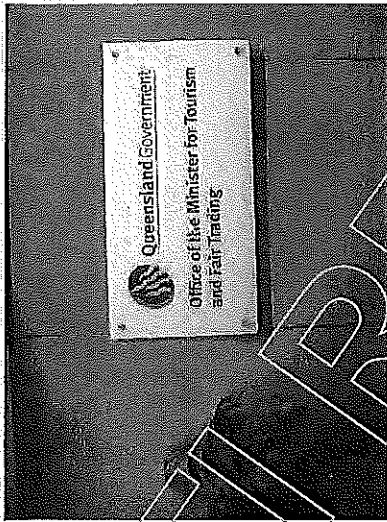

MINISTERIAL SIGNAGE AUDIT – 11 April 2012

MINISTERIAL PORTFOLIO		LOCATION
Hon Jann Stuckey	Minister for Tourism, Major Events, Small Business and Commonwealth Games	Level 26 111 George Street
Ground Floor Lobby Signage:		
Description:		
	<p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and the Commonwealth Games</p>	

MINISTERIAL SIGNAGE AUDIT – 11 April 2012

<p>Directional Lift Lobby Signage: (Level 26)</p>	
<p>Description: Clear anodised aluminium slatted sign with black vinyl lettering.</p>	 <p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and the Commonwealth Games</p>
<p>Description: Clear anodised aluminium slatted sign with black vinyl lettering.</p>	 <p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and the Commonwealth Games</p>

MINISTERIAL SIGNAGE AUDIT – 11 April 2012

Office Reception / Waiting Area Signage:		
<p>Description: Acrylic Sign with Black vinyl lettering</p>		<p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and the Commonwealth Games</p>
<p>Description:</p>		<p>To remain as is existing</p>

RTI RELEASE

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 1:15 PM
To: BARTKAITIS Lucinda
Cc: Rod Moreno; Ian Street; MORISON Marshall; DETTRICK Sally; HANNAWAY Frances; BRUMPTON Caroline
Subject: FW: Level 7, 80 George Street - Minister for Housing and Public Works
Attachments: 20120412120426336.pdf

Hi Lucinda,

Can you please arrange as a minor works for the installation of film for the Chief of Staff in the Office of the Minister for Housing and Public Works.

Thanks,

Kind Regards,
Antonia Doyle
Senior Accommodation Planner
Planning, Policy and Decentralisation Group Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au
www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair |
www.towardQ2.qld.gov.au"

-----Original Message-----

From: BARRON Romy
Sent: Thursday, 12 April 2012 12:40 PM
To: DOYLE Antonia; BARTKAITIS Lucinda
Subject: FW:

Hi Antonia and Lucinda

Please find attached a copy of 80 George Street, Level 7 with the wall to be frosted for the Chief of Staff highlighted in yellow. Can you please arrange for this work to be progressed and advise me of the timing?

Many thanks
Romy

Romy Barron
Principal Accommodation Manager
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3224 6513 | M: 0457 539 377
F: (07) 32244034
E: romy.barron@publicworks.qld.gov.au | www.youroffice.qld.gov.au

-----Original Message-----

From: ricohmpc5-01@publicworks.qld.gov.au
[mailto:ricohmpc5-01@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 12:04 PM
To: BARRON Romy
Subject:

This E-mail was sent from "RNP11B80B" (Aficio MP C5000).

Scan Date: 12.04.2012 12:04:26 (+1000)
Queries to: ricohmpc5-01@publicworks.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

Idetstamp!

RTI RECEIVED

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 2:48 PM
To: Ian Street
Cc: Rod Moreno; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 6
Attachments: Level 22 Educ House signage .doc

<<Level 22 Educ House signage .doc>>

Hi Ian,

Email 6.

Please review and advise if you are happy to proceed with the installation of new signage per the template attached.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0421 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardQ2.qld.gov.au

***** Disclaimer *****

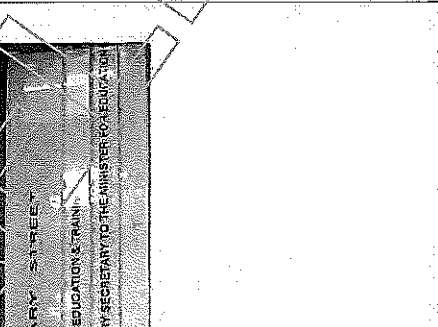
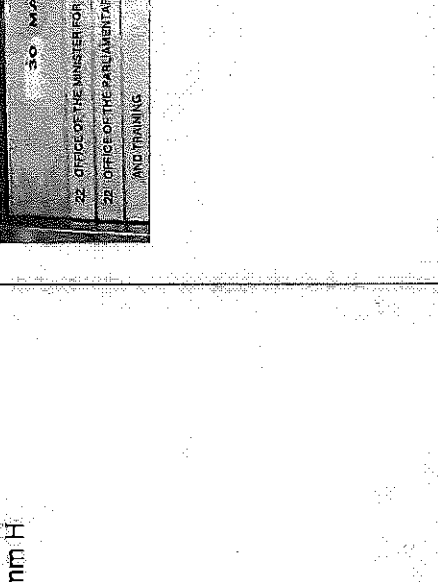
The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

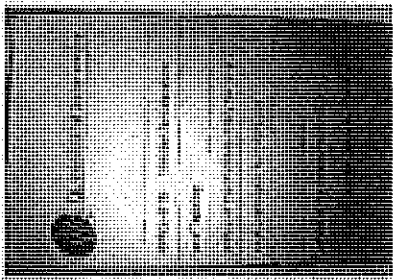
Thank you.

ldetstamp

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Hon. John-Paul Langbroek</p>	<p>Minister for Education, Training and Employment</p>	<p>Level 22 30 Mary Street Education House</p>	
<p>Ground Floor Lobby Signage: Existing Signage</p>			
<p>Description:</p> <p>Clear acrylic slatted sign with metal frame, 2000mm L x 1340mm H, with black vinyl lettering.</p> <p>Slats: Small: 35mm H Medium: 60mm H Large: 75mm H</p>			<p>Proposed Changes</p> <p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Education, Training and Employment</p>

MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Directional Lift Lobby Signage:</p>		<p>"Office of the" to remain on the sign</p> <p>Add wording:</p> <p>Minister for Education, Training and Employment</p> <p>"Office of the Parliamentary Secretary to the Minister for Education" to be removed completely</p>
<p>Office Reception / Waiting Area Signage</p>	<p>No signage in this area.</p>	<p>No signage in this area.</p>
<p>Description:</p>	<p>No signage in this area.</p>	<p>No signage in this area.</p>

RTI RELEASE

Paolo Cecchini

From: Ian Street
Sent: Thursday, 12 April 2012 4:50 PM
To: 'Antonia.Doyle@publicworks.qld.gov.au'
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 4
Attachments: Level 15 Executive Building Signage.doc; Level 15 Capital Hill Bldg Signage.doc; Level 13 Mineral House.doc; Level 13 400 George Signage_TEMPLATE.DOC

Antonia,

These look fine. Just one question, Transport and Main Roads was also in email 2, has there been a change here?

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [<mailto:Antonia.Doyle@publicworks.qld.gov.au>]
Sent: Thursday, 12 April 2012 9:34 AM
To: Rod Moreno
Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 4

<<Level 15 Executive Building Signage.doc>> <<Level 15 Capital Hill Bldg Signage.doc>> <<Level 13 Mineral House.doc>> <<Level 13 400 George Signage_TEMPLATE.DOC>>

Hi Rod,

Email 4.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair | www.towardQ2.qld.gov.au"

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

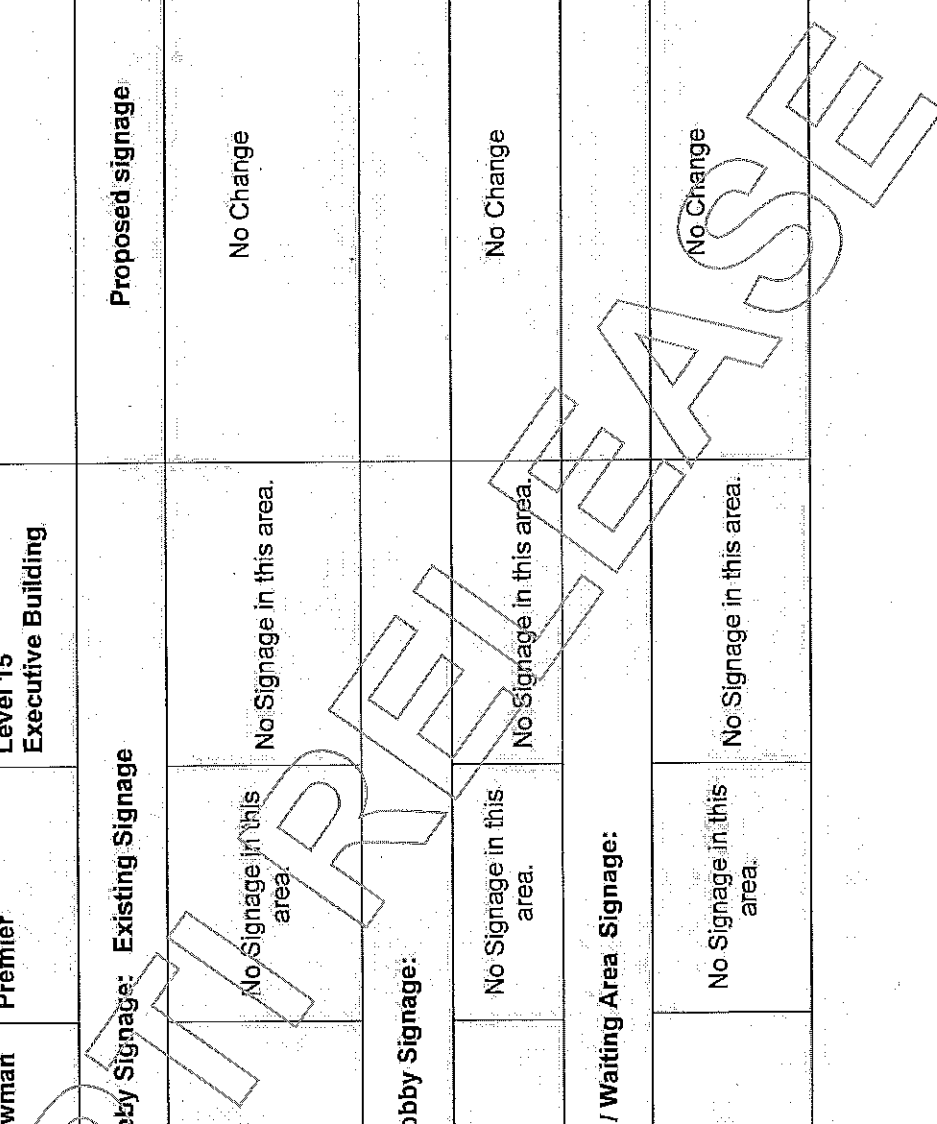
Thank you.

{detstamp}

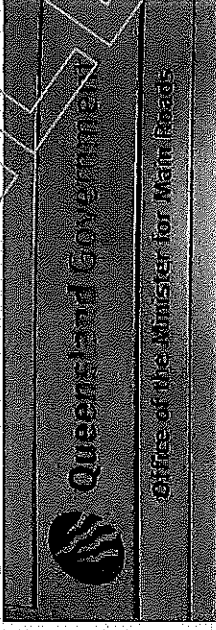
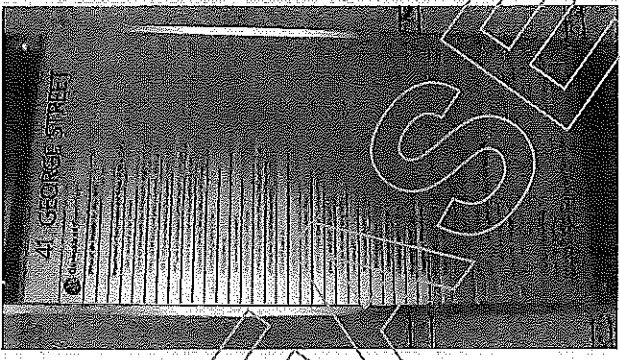
RTI RELEASED

MINISTERIAL SIGNAGE AUDIT 11 April, 2012

MINISTERIAL LOCATION PORTFOLIO		
Hon Campbell Newman MP	Premier	Level 15 Executive Building
Ground Floor Lobby Signage: Existing Signage		
Description:	No Signage in this area.	No Change
Directional Lift Lobby Signage:		
Description:	No Signage in this area.	No Change
Office Reception / Waiting Area Signage:		
Description:	No Signage in this area.	No Change

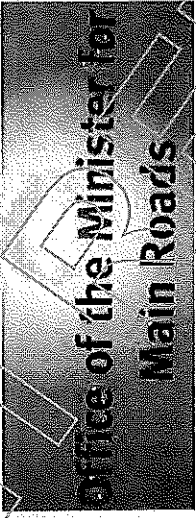
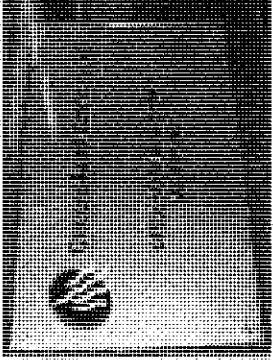


MINISTERIAL SIGNAGE Upgrade 2012 Final

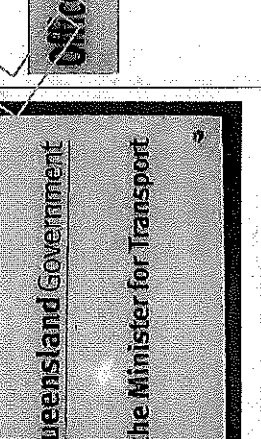
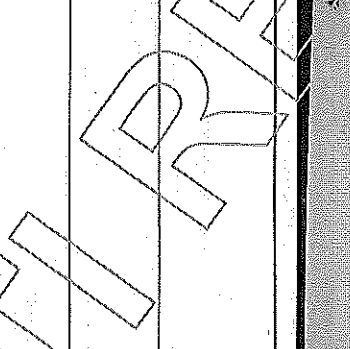
MINISTERIAL PORTFOLIO		LOCATION	
Hon Mark McArdle	Minister for Energy and Water Supply	Level 13 Mineral House	
Ground Floor Lobby Signage: Existing Signage			
<p>Description: Clear anodised aluminium slatted sign, 720mm L X 1450mm H, with black vinyl lettering.</p> <p>Slats: Small: 30mm H Medium: 60mm H Large: 90mm H</p>			
Proposed Changes		<p>"Office of the" to remain on the sign.</p> <p>Add wording: Minister for Energy and Water Supply</p>	

RTI RELEASED

MINISTERIAL SIGNAGE Upgrade 2012 Final

<p>Directional Lift Lobby Signage:</p>	<p>No Signage in this area</p>	<p>No Signage in this area</p>	
<p>Description:</p>			
<p>Office Reception / Waiting Area Signage:</p>	<p>Existing Signage</p>		<p>Proposed Changes</p>
<p>Description: Clear glass panel 1200mm L x 750mm H, with dusted crystal film to back and raised acrylic coloured logo and raised acrylic black lettering 40mm H.</p>			<p>“Office of the” to remain on the sign Add wording: Minister for Energy and Water Supply</p>

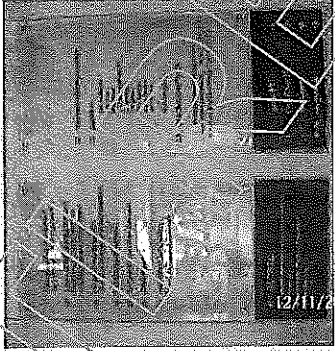
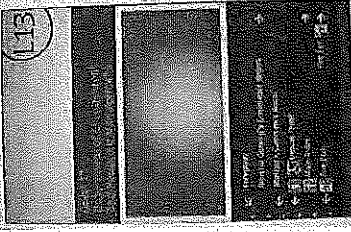
MINISTERIAL SIGNAGE UPDATE 11 April 2012

<p>Hon Scott Emmerson</p>	<p>Minister for Transport and Main Roads</p>	<p>Level 15 Capital Hill Building, 85 George Street</p>	
<p>Ground Floor Lobby Signage:</p>			
<p>Description: No signage in this area</p>			
<p>Directional Lift Lobby Signage:</p>			
<p>Description: 1000mm W x 600mm H white Perspex sign with coloured logo and black vinyl lettering.</p>			<p>"Office of the" to remain on the sign. Add wording: Minister for Transport and Main Roads</p>

RTI RELEASED

MINISTERIAL SIGNAGE UPDATE – 11 April 2012

Minister: Hon Andrew Powell
Portfolio: Minister for Environment and Heritage Protection
Location: Level 13, 400 George Street

Location in Building	Existing Signage & Wording	New Wording
<p>Ground Floor Lobby</p>	<p>Description: Perspex sign with black vinyl lettering.</p> 	<p>"Office of the" to remain on the sign.</p> <p>Add wording: Minister for Environment and Heritage Protection</p>
<p>Level 13 Lift Lobby</p>	<p>Description: 2 tone Perspex signage (separate signs) with etched coloured lettering.</p> 	<p>Amend existing wording to read: Department of Environment and Heritage Protection</p>

Daniel Smith

From: Rod Moreno
Sent: Friday, 13 July 2012 3:38 PM
To: Daniel Smith
Subject: FW: Executive Building - level 12 Maintenance

From: Shane CORBETT (Works) [mailto:Shane.CORBETT@publicworks.qld.gov.au]
Sent: Friday, 13 April 2012 1:00 PM
To: BSC Executive (SGS)
Cc: Rod Moreno; Antonia DOYLE (Works); Sid McDonnell (QBuild)
Subject: Executive Building - level 12 Maintenance

Barry

Can you please log the following maintenance issues for level 12 for completion this weekend.

Repair blind room 12.19
Change lone ceiling light to a cool light to match others in Ministers Office
Remove old curtain track fittings behind the pelmet
Permanently reattach skirting board in Ministers Advisors Office.
Install carpet edge strip to cover up carpet join between Ministers Advisors Office and Room 12.19
Clean ceiling tiles (finger marks from QBuild moving tiles) and replace any bent or marked tiles.
Remove texta marks from door jam on room 12.13
Reset codes to door locks to Deputy Premiers Office and advise Mary Sharp of the new codes.

Also have the ensuite toilet fully cleaned
and clean room 12.13.

Regards,

Shane Corbett

Asset Manager
Property Performance and Management Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3405 5058 | M: 0417 608 627 | F: (07) 3224 6266

E: shane.corbett@publicworks.qld.gov.au | www.youroffice.qld.gov.au

Tomorrow's Queensland, strong, green, smart, healthy and fair – www.towardQ2.qld.gov.au

Daniel Smith

From: Rod Moreno
Sent: Friday, 13 July 2012 2:58 PM
To: Daniel Smith
Subject: FW: Executive Building - Blinds - level 12 Room 20.19 and room 20.20

From: Shane CORBETT (Works) [<mailto:Shane.CORBETT@publicworks.qld.gov.au>]
Sent: Monday, 16 April 2012 3:43 PM
To: Rod Moreno
Cc: Antonia DOYLE (Works)
Subject: Executive Building - Blinds - level 12 Room 20.19 and room 20.20

Rod

I would like to organise a time for contractors to measure up the blinds in room 20.19 and 20.20 on level 12. Would there be any periods during the day tomorrow that would be convenient?

Regards,

Shane Corbett

Asset Manager
Property Performance and Management Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3405 5058 | M: 0417 608 627 | F: (07) 3224 6266

E: shane.corbett@publicworks.qld.gov.au | www.youroffice.qld.gov.au

Tomorrow's Queensland: strong, green, smart, healthy and fair – www.towardQ2.qld.gov.au

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 10:48 AM
To: CORBETT Shane
Cc: BRUMPTON Caroline; McDonnell Sid; Rod Moreno
Subject: Level 15, Executive Building - power point for female toilet

Hi Shane,

As discussed, when on site this morning there was a request for a power point in the female toilet in the Office of the Premier tenancy space on Level 15, Executive Building.

Can you please assist with the request as part of Building Owner works?

Thanks Shane.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youoffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

*****Disclaimer*****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!dctstamp!

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 11:28 AM
To: Rod Moreno
Subject: FW: Cairns William McCormack 2

Hi Rod,

I know we have spoken about this recently however it would be greatly appreciated if you could confirm via email if the room can be reinstated as a meeting room or if it is to remain as an office for Ministerial Services.

If the room can be reinstated as a meeting room, the remaining Laptop Computer, two printers and any other remaining material will need to be collected and removed.

Thanks.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardQ2.qld.gov.au

From: DOYLE Antonia
Sent: Monday, 26 March 2012 5:02 PM
To: 'Rod Moreno'
Subject: Cairns William McCormack 2

Hi Rod,

Security has informed the Property Manager of Cairns William McCormack 2 that the occupant of the office that was established in late December last year has handed back the access card and keys for the room Friday last week.

Please advise if the room can be reinstated as a meeting room or if it is to remain as an office for Ministerial Services.

Thanks Rod.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair." | www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

Idetstamp!

RTI RELEASED

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 12:41 PM
To: Rod Moreno
Cc: BRUMPTON Caroline
Subject: FW: Priority Works for Level 15 Exec Building this weekend - EMW070
Attachments: EMW070-8275B9EF.pdf

Hi Rod,

For your information :

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair | www.towardQ2.qld.gov.au"

From: BRUMPTON Caroline
Sent: Friday, 13 April 2012 5:42 PM
To: McDonnell Sid; HUTCHINSON Christopher N
Cc: DOYLE Antonia; DETTRICK Sally; HANNAWAY Frances; BARTKAITIS Lucinda; MORISON Marshall
Subject: Priority Works for Level 15 Exec Building this weekend - EMW070

Sid,

Work order is attached for urgent works as discussed. You mentioned to add the 2 x lights not working onto this scope, but please let me know if you need this separated onto another work order (as is electrical).

Antonia - can you please forward to Rod? I don't have his email.

Thanks

Regards

Caroline Brumpton

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St. Brisbane Queensland 4000 Australia

T: (07) 3225 3175 F: (07) 3224 8436

E: caroline.brumpton@projectservices.qld.gov.au | www.projectservices.qld.gov.au

exceeding expectations

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!detstamp!

RTI RELEASED



Queensland Government
Department of Public Works

**Accommodation Office
Minor Works Job Request
Work Order Number: EMW070**

Requested By: Antonia Doyle/
Frances
Hannaway **Contact Number:** 340 48357/
322 44721

Q-Build	
To be completed by QGAG/Project Services - Office Interiors	
OAP number/Cost code:	80014963
Date:	13.04.12
To:	Qbuild – Sid McDonnell & Chris Hutchinson
Cc:	Antonia Doyle, Lucinda Barkaitis, Sally Dettrick, Frances Hannaway
Subject:	Ministerial Relocation/Minor Works <input checked="" type="checkbox"/> Ministerial Signage <input type="checkbox"/> Director-General Relocation/Minor Works <input type="checkbox"/>
Address:	Executive Building
Level:	Level 15
Office Name	Premier
Ministerial or Director - General (Min/DG)	- Min
Scope of Works:	Priority works identified for completion during weekend of 14.04.12: - Remove 2 x doors, between 15.15 & 15.14/ & between 15.14 & 15.13 - Relocate & install 2 x TVs from room 15.10 to room 15.33 as directed to Sid on site - Switch large & small whiteboards in room 15.11 - Soften action on Premier's ensuite ante room door (room 15.07) - Repair broken coat chair in room 15.07 - Repair lights not working – above table in room 15.02 & in 15.07
	Priority: For completion Sat 14 th April.
Cost Estimate:	
Client Contact on Site:	Kristian Schluter -
Telephone:	Sid has mobile no.
To be completed by QGAG Delegated Authority	
Name:	Caroline Brumpton
Contact Number	322 58175
Date:	13.04.12
To be Completed by Q-Build	
Work Complete:	<input type="checkbox"/>
Date Completed:	_____
Time Frame (i.e. hours/min)	_____
Send Invoice To:	Kimberley Cochrane Planning Group Department of Public Works GPO Box 2457



Queensland Government

Department of **Public Works**

BRISBANE QLD 4001

Address Invoice To:

Antonla Doyle

Completed Work Order to be Attached with Invoice

RTI RELEASE

Rod Moreno

From: BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]
Sent: Monday, 16 April 2012 12:46 PM
To: DOYLE Antonia; McDonnell Sid; HUTCHINSON Christopher N; Rod Moreno
Cc: DETTRICK Sally; MORISON Marshall; CORBETT Shane
Subject: Executive Building - Level 15 - Revised Priority List
Attachments: Level 15 Exec - revised Priority Listx.pdf

Good afternoon,

Attached for your information & action is revised priority list further to walkthroughs conducted with staff on site on Friday & this morning.

I have been through majority of items with Sid and have determined priorities & timeframes for these. Items which require further investigation or design prior to action have been identified and further timing details will be provided as we progress.

Please let me know if you have any queries or concerns.

Regards

Caroline Brumpton

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia

T: (07) 3225 8175 | F: (07) 3224 6436

E: caroline.brumpton@projectservices.qld.gov.au | www.projectservices.qld.gov.au

exceeding expectations

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance

with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!detstamp!

RTI RELEASE

Revised
Priority List of works

Address	Level	Date Of Audit	Ministerial or Parl. Sec. Contact for Audit:	Room/ Area	Issue	Priority	Timeframe for completion
100 George St - Executive Building	Level 15	13.04.12	Ministerial Caroline Brumpton			Px = Urgent 24 hours P1 = within 1 week P2 = within 2-3 weeks P3 = requires investigation/quote prior to action	
					NB: <i>Red + ITALICS text = Outstanding from 29.03.12.</i> <i>Black text = new issues identified</i>		
MINOR WORKS							
Premier's Office	15.08				Mark an edge of bulkhead coffer. Some finger marks on curtain pelmets. Paint.	P1	21.04.12 subject to access
					General check required on operation & condition of all curtains	P1	21.04.12 subject to access
					Various scratch marks on all timber furniture & joinery	P3	Quote to be arranged ASAP
15.07 Ensuite Ante room					Remove spare hook in wall (unless staff advise something suitable to hang there)	P3	Awaiting staff advice prior to action
					Repair broken coat chair	Px	Completed 14.04.12
					soften closer of door	Px	Completed 14.04.12
15.06 & 15.04 Ensuites					Floor tiles to be re-grouted, incl in shower. Not an easy fix. Options to be further investigated	P3	14.04.12 - Partially fixed, new closer by 21/4 subject to access
					Wallpaper peeling behind WC in room 15.04 & wallpaper chipped - needs repair	P1	Quote to be arranged ASAP 21.04.12 subject to access
Premier's Conference room 15.02					Ceiling tiles uneven in grid & some tape remnants/marks to be tidied up	P1	21.04.12 subject to access
					Some lights not working	Px	Completed 14.04.12
					General check required on operation & condition of all curtains - some curtains falling down.	P1	21.04.12 subject to access

	Loose phone-plugs on walls (skirting level - just inside door & on far wall, George St end in centre)	P1	20.04.12
	TV sitting on table is untidy in appearance - alternative required.	P1	Sid to arrange whiteboard removal 16.04.12 to allow scope to be determined
	Relocate TV to whiteboard cabinet in joinery unit.		
	Broken door stop	P1	20.04.12
Kitchenette 15.05	Skirting coming off wall in hallway outside kitchen	P1	20.04.12
	Minor grouting issues on splashback - not critical	P3	Quote to be arranged
Waiting area 15.08	1/2 circle table damaged at back - swap with table in better condition against a wall	P2	18.04.12
	Remove obsolete decorative timber "bulkhead" & replace affected ceiling tiles following removal	P2	20.04.12
15.09 Chief of Staff	Timber Furniture very worn & required re-finishing	P2	Quote to be arranged ASAP
General Office	General check required on all blinds - many broken	P2	to be referred to Building Manager
15.15	Remove 2 x doors between rooms 15.15, 15.14 & 15.13	Px	completed
hallways - both sides	Repair falling timber mouldings above feature lighting	P1	21.04.12 subject to access
	Rectify "ladies" toilet sign - balck lettering worn off & door damaged.	P2	to be referred to Building Manager
15.11	Swap large & small whiteboards as directed	P3	14.04.12
15.10.	Convert Coat cupboard to shelving (& clear out unwanted contents)	P3	investigate requirements following staff relocation
15.31	Remove wall mounted shelving units x 2, patch & paint walls	P1	Shelves removed 16.4, painting 21.04.12
15.33	Remove/relocate shelving from end wall	P1	20.04.12
15.28	Remove/relocate shelving from both walls	P1	20.04.12
	Position new more suitable shelving (from elsewhere on floor) to wall at hall end.	P1	20.04.12
All hallways generally	Large (1800w) whiteboard required	P1	20.04.12
core tea room	Patch & paint	P2	21.04.12 subject to access
	Re-grout floor tiling	P3	Quote to be arranged ASAP
ELECTRICAL			
15.07 Ensuite Ante room	Repair light not working	P1	complete
15.02 Conference	Repair light not working	P1	complete

15.17	relocate pendant light to previous position to align above table	P1	20.04.12
	Broken ducted skirting to be repaired	P1	20.04.12
Hallways - both sides	Rectify/ replace visible & misaligned fluro uplights above feature pelmet	P1	21.04.12 subject to access
CLEANING			
Ministers office - Room 15.08	Lounge suite fabric generally dirty appearance & work on armrests - professional steam clean recommended	P3	Cleaning quotes by 20/4
15.03 Store	Clean of floor required (following furniture removal)	P1	20.04.12
Premier's Conference room 15.02	Loungesuite - to be cleaned if remaining.	P3	
Waiting 15.01	masking tape on ceiling tiles to be removed.	P1	Cleaning quotes by 20/4
General Office	Ceiling tiles uneven & not sitting down into grid in several locations. Some light diffusers also hanging down.	P2	05.05.12
FURNITURE			
Premier's Conference room 15.02	Lounge suites are old and armrests worn	P3	Quotes by: 19.04.12
Premiers waiting area 15.08	Options & quotes required for steam cleaning & re-upholstering (premiered for each area)		Cleaning timeframe: TBA Re-upholstering timeframe: approx 6-8 weeks (staged), subject to fabric availability
Premier's Office 15.08			mobiles to be sourced
General Office	More mobile drawer units required - several broken.	P3	
Staff Meeting 15.18	more suitable table, in better condition required: 6-8 seater	P3	table to be sourced
	De-clutter excess furniture & broken mobiles, chairs etc.	P1	20.04.12
	Side unit required - relocated timber laminate cupboard from room 15.11	P1	20.04.12
	Place 3 x narrow grey straight desk along wall below windows (1 is in situ, 2 x relocate from room 15.14)	P1	
	Replace chairs with more suitable	P3	chairs to be sourced
	Relocate/remove wall hung shelving	P1	20.04.12
15.17 Dep Chief of Staff	Replace mobile drawers with 3 x matching - 1 x 3dr, 2 x 2dr	P3	mobiles to be sourced
15.16 Office Mgr	2 x stationary cupboards required, dark charcoal, 1800mm height, push low height cupboard up against windows	P3	cupboards to be sourced
15.14	1 x additional workstation required (relocate from 15.18)	P1	20.04.12

	Relocate 1 x filing cabinet to 15.16	P1	20.04.12
	Remove grey bookcase to store	P1	20.04.12
	Relocate 2 x grey straight desks to room 15.18	P1	20.04.12
15.13	Replace broken 3 dr mobile	P3	mobiles to be sourced
15.1	Shift out grey storage unit & bring in low cabinets as directed by Zoe	Px	16.04.01
15.11	Swap dark charcoal cupboard to former position of timber laminate cabinet (newspaper bench) 7 relocated timber laminate cabinet to room 15.18	P1	20.04.12
15.33	Remove table from centre of room & replace with small round table	P1	16.04.12: Relocate table from 15.11
	Remove unused filing cabinets	Px	16.04.01
15.31	1 x broken mobile to be removed	Px	16.04.01
	2 x empty filing cabinets to be removed	Px	16.04.01
	Key required for mobile unit	Px	16.04.01
15.29	2 x straight workstations required & layout as directed	P1	20.04.12
15.28	Surplus furniture to be removed - as directed by Dep Chief of staff.	P1	20.04.12
OPERATIONAL CHANGES			
Premier's Office 15.08	Remote control won't work unless cupboard doors are open. Determine solution to rectify	P2	Design solution required ASAP
Premier's Conference room 15.02	Investigate better alternatives to current boardroom table & chairs - more appropriate.	P3	furniture to be sourced Subject to approval
15.09	Chief of staff requires 4-seater table & chairs & re-plan of office	P1	note: More staff will be on board mid May
15.15, 15.14, 15.13	Replanning required to accommodate 16 staff in open plan work area across these 3 rooms.	P3	Optimum target for completion in June
15.12 utility	Incorporate utility area more appropriately as part of new planning to get out of hallway: allow for larger copier, small bench alongside & bin space shredder goes to room 15.16	P3	combined with above to be investigated once staff in situ
15.10	3-4 E.A. positions to fit in here best layout required	P3	to be investigated once staff in situ
	Overhead shelving required - large amount	P1	to be investigated once staff in situ

Revised priority List 16.04.12

Executive Building Level 15

RTI RELEASE

Rod Moreno

From: BRUMPTON Caroline [Caroline.BRUMPTON@projectservices.qld.gov.au]
Sent: Monday, 16 April 2012 12:57 PM
To: DOYLE Antonia; McDonnell Sid; HUTCHINSON Christopher N; Rod Moreno
Cc: DETTRICK Sally; MORISON Marshall; CORBETT Shane; BARTKAITIS Lucinda
Subject: Level 12 Executive Building - Revised Priority l1st
Attachments: Level 12 Exec - revised Priority Listx.pdf

Good afternoon,

Attached please find updated priority list for level 12 Executive Building, further to walkthrough conducted with staff on Friday. For your information and action as necessary.

I have been through list with Sid and identified timeframes for most items. Items requiring further investigation or quotation prior to action have been identified and timeframes will be confirmed as we progress.

Please advise if you have any queries or concerns.

Regards

Caroline Brumpton

Interior Designer | Project Manager

Office Interiors | Project Services | Department of Public Works

Level 5, 80 George St, Brisbane Queensland 4000 Australia

T: (07) 3225 8175 | F: (07) 3224 6436

E: caroline.brumpton@projectservices.qld.gov.au | www.projectservices.qld.gov.au

exceeding expectations

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance

with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

!detstamp!

RTI RELEASE

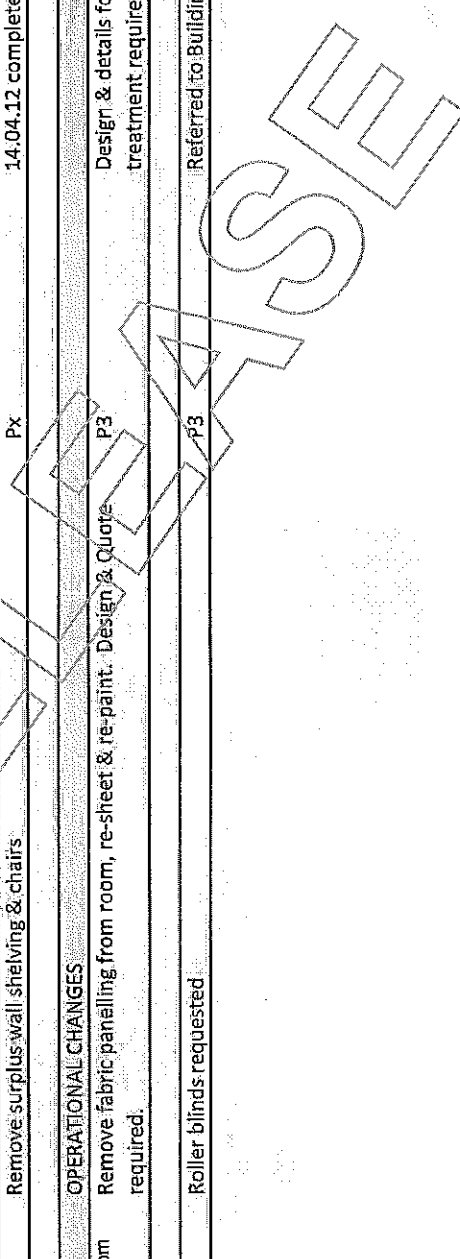
Revised priority list 16.04.12

Executive Building Level 12

Revised
Priority List of works

Address	Level	Date Of Audit	Ministerial or Parl Sec:	Contact for Audit:	Room/ Area	Issue	NB:	Priority	Timeframe for completion
100 George St - Executive Building	Level 12	13.04.12	Ministerial	Caroline Brampton			Red & ITALICS text = Outstanding from 29.03.12. Black text = new issues/identified	Px = Urgent 24 hours P1 = within 1 week P2 = within 2-3 weeks P3 = requires investigation/quote prior to action	
MINOR WORKS:									
Ministers office - Room 12.16						<ul style="list-style-type: none"> Patch and Painting to walls. Refer to attached plan for painting scope of work. To match existing colour. Clean and polish desk, desk return, storage units & meeting table Clean ceiling tiles, swap worst tiles with other back of house areas 	P1	17-18.04.12	Quotation required ASAP
General Office						<ul style="list-style-type: none"> remove previous curtain track fixtures - patch & paint ceiling behind pelmet Door locks re-setting required - BSC to action Pinboards/whiteboard to be hung - see Mary Refer to attached plan for painting scope of work. To match existing colour. Ceiling Tiles to be cleaned. QBuild to check any bent or damaged tiles, repair or replace. Some bit track noted eg. 	Px Px P1 P2	14.04.12 Removed 14.04.12, painting 17-18.04	14.04.12 completed 16.04.12 17-18.04.12
Hallway outside 12.10						Ceiling tile not aligned	P2	05.05.12	05.05.12
12.12						key required for filing cabinet	P1	20.04.12	20.04.12
12.18 Waiting						White spots on carpet - Waiting Area 12.18	Px	14.04.12 completed	14.04.12
12.19						Broken blind within window to be repaired	P1	20.04.12	20.04.12
12.23-27						Remove glazing film from Rooms No. 12.23 - 27	P3	Quotation required ASAP prior to action??	Quotation required ASAP prior to action??
12.16-21 & 19						Room No.12.11 - Carpet fraying - requires edging strip? Between Room No 12.16 & 19 Check all	Px	14.04.12	14.04.12
12.20: Conference						Carpet lifting - requires edging strip? Between Room No 12.20 & 21	Px	14.04.12	14.04.12
						Elec cupboard on perimeter - doors don't stay shut	P1	20.04.12	20.04.12
						Coffee table leg broken	P1	20.04.12	20.04.12
						Patch & paint damaged skirting	P1	17-18.04.12	17-18.04.12
12.21 Chief of Staff						Room No. 12.21 - verify broken skirting near door.	Px	14.04.12 completed	14.04.12 completed

	Entry door scraping on timber floor	P1	20.04.12
12.17A Kit	<ul style="list-style-type: none"> Room No. 12.17A - re-grout kitchen floor tiles for safety. Room No. 12.17A - check cupboard doors and fix hinges and readjust where necessary. 1 x fixed, but door below is mis-aligned. 	Px	14.04.12
12.11	Brown stain on carpet	P1	20.04.12
	Referred to Building Manager	P3	
ELECTRICAL			
Ministers office - Room 12.16	1 feature downlight not working - now wrong colour bulb has been put in	Px	14.04.12
12.24 -	GPO required in corner of room to prevent cord running across floor in front door	P1	20.04.12
CLEANING			
Ministers office - Room 12.16	Brown stain on carpet from former plant	P3	Referred to Building Manager
12.16a	Full clean require to ensuite	Px	14.04.12
12.18 Waiting	Credenza dusty under glass top	P1	20.04.12
	Plants dusty	P1	20.04.12
12.13	Remove texta marks from door frame	P1	20.04.12
FURNITURE			
12.17	Remove surplus wall shelving & chairs	Px	14.04.12 completed
OPERATIONAL CHANGES			
12.20 conference room	Remove fabric panelling from room, re-sheet & re-paint. Design & Quote required.	P3	Design & details for wall treatment required ASAP
12.19	Roller blinds requested	P3	Referred to Building Manager



Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 2:46 PM
To: Rod Moreno
Cc: BRUMPTON Caroline; BARTKAITIS Lucinda; McDonnell Sid
Subject: RE: Workstation and PC required - Level 15

Hi Rod,

When is the installation of a work station in room 15.28 required by?

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" www.towardQ2.qld.gov.au

From: Rod Moreno [mailto:Rod.Moreno@premiers.qld.gov.au]
Sent: Monday, 16 April 2012 1:18 PM
To: DOYLE Antonia
Cc: 'it.servicedesk@ministerial.qld.gov.au'
Subject: FW: Workstation and PC required - Level 15

Hi Antonia,

Can you please arrange for Qbuild to install a work station in room 15.28 as per attached plan. There is currently a couch in there that they will want relocated within the office.

Site contact is Kristian or Zoe x58800

If you have any questions, please don't hesitate to contact me.

Rod Moreno
Administration Manager
Ministerial Services
Department of Premier & Cabinet

Level 1, 100 George St | Brisbane Queensland 4000
t: (07) 322 58381 | f: (07) 3221 0794
e: rod.moreno@premiers.qld.gov.au

Tomorrow's Queensland: strong, green, smart, healthy and fair - www.towardQ2.qld.gov.au

From: Kristian Schluter [mailto:Kristian.Schluter@ministerial.qld.gov.au]
Sent: Monday, 16 April 2012 1:03 PM
To: Rod Moreno
Subject: Workstation and PC required - Level 15

Hi Rod

One of our sections needs one workstation put in, as well as a PC etc.

I can take the QBuild staff to the room to show them where etc.

Pls let me know when you think QBuild can come up.

Thanks

Kristian

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldelsamp!

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

RTI RELEASE

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 2:49 PM
To: Ian Street
Cc: Rod Moreno; DETTRICK Sally; HANNAWAY Frances
Subject: RE: Signage Templates Updated for Ministerial Offices - Email 1
Attachments: L_05 Exec Building.doc

Hi Ian,

Thank you for the feedback.

Revised template for to Science and to Aboriginal and to Aboriginal and Torres Strait attached for your review and approval.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

From: Ian Street [mailto:Ian.Street@premiers.qld.gov.au]
Sent: Thursday, 12 April 2012 11:38 AM
To: DOYLE Antonia
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 1

Antonia,

I have made some track changes to Science and to Aboriginal and to Aboriginal and Torres Strait. Can we see these proofs again. Health and Agriculture were fine. Thanks.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [mailto:Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 9:27 AM

To: Rod Moreno
Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 1

Hi Rod,

Please refer to the attached word documents for the signage templates for Ministerial offices.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Please note, further emails to follow.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardQ2.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldetstamp

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where

subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

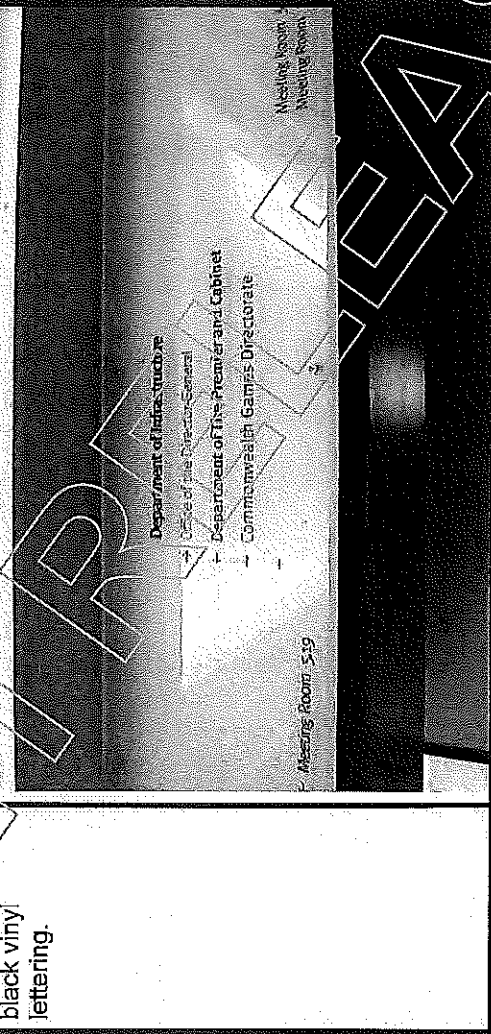
RTI RELEASE

MINISTERIAL SIGNAGE UPDATE – 11 April 2012

Minister: Hon Ros Bates

Portfolio: Minister for Science, Information Technology, Innovation and the Arts

Location: Level 5, Executive Building, 100 George Street

Location in Building	Existing Signage & Wording	New Wording
<p>Level 5, Lift Lobby (Above entry to corridor)</p>	<p>Description: Perspex sign with black vinyl lettering.</p> 	<p>“Office of the” to remain on the sign</p> <p>Add wording: Minister for Science, Information Technology, Innovation and the Arts</p>

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 2:51 PM
To: Ian Street
Cc: Rod Moreno; DETTRICK Sally; HANNAWAY Frances
Subject: RE: Signage Templates Updated for Ministerial Offices - Email 4

Hi Ian,

Thankyou for your feedback.

Apologies, the Transport and Main Roads template was a duplicate from email 2.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair | www.toward02.qld.gov.au"

From: Ian Street [mailto:Ian.Street@premiers.qld.gov.au]
Sent: Thursday, 12 April 2012 4:50 PM
To: DOYLE Antonia
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 4

Antonia,

These look fine. Just one question, Transport and Main Roads was also in email 2, has there been a change here?

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [mailto:Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 9:34 AM
To: Rod Moreno

Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 4

<<Level 15 Executive Building Signage.doc>> <<Level 15 Capital Hill Bldg Signage.doc>> <<Level 13 Mineral House.doc>> <<Level 13 400 George Signage_TEMPLATE.DOC>>

Hi Rod,

Email 4.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardQ2.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

{detsamp}

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

RTI RELEASE

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 2:52 PM
To: Ian Street
Cc: Rod Moreno; HANNAWAY Frances; DETTRICK Sally
Subject: RE: Signage Templates Updated for Ministerial Offices - Email 3
Attachments: Level 26 111 George Signage.doc

Hi Ian,

Thankyou for your feedback.

Revised template for Tourism attached for your review and approval.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardQ2.qld.gov.au


From: Ian Street [mailto:Ian.Street@premiers.qld.gov.au]
Sent: Thursday, 12 April 2012 1:18 PM
To: DOYLE Antonia
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 3

Antonia,

Tracked changes made to Tourism, the rest are okay.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [mailto:Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 9:33 AM
To: Rod Moreno

Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 3

<<Level 13 111 George Signage .doc>> <<Level 12 Executive Building_2011_09_20.doc>> <<Level 9 Executive Building_TEMPLATE.DOC>> <<Level 26 111 George Signage.doc>>

Hi Rod,

Email 3.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner

Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldetstamp!

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

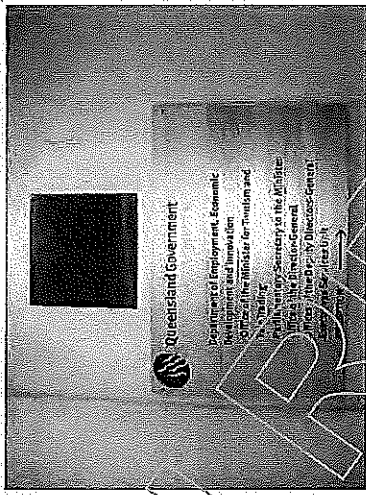

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

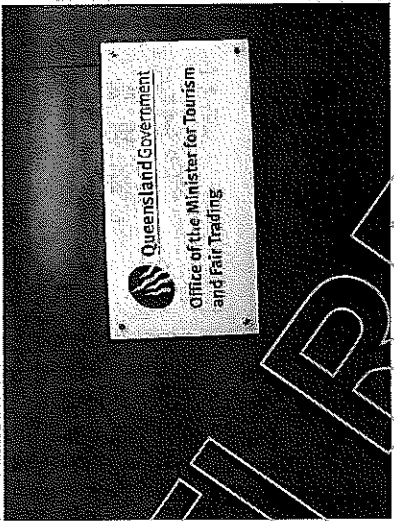
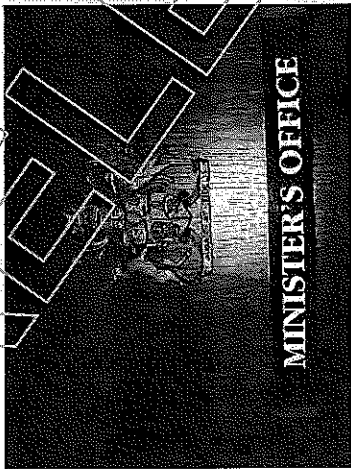
RTI RELEASE

MINISTERIAL SIGNAGE AUDIT – 11 April 2012

Directional Lift Lobby Signage: (Level 26)

<p>Description: Clear anodised aluminium slatted sign with black vinyl lettering.</p>		<p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and the Commonwealth Games</p>
<p>Description: Clear anodised aluminium slatted sign with black vinyl lettering.</p>		<p>"Office of the" to remain on the sign</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and the Commonwealth Games</p>

MINISTERIAL SIGNAGE AUDIT – 11 April 2012

Office Reception / Waiting Area Signage:	
<p>Description: Acrylic Sign with Black vinyl lettering</p>	 <p>Office of the Minister for Tourism and Fair Trading</p> <p>Add wording: Minister for Tourism, Major Events, Small Business and the Commonwealth Games</p>
<p>Description:</p>	 <p>To remain as is existing</p>

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 2:52 PM
To: Ian Street
Cc: Rod Moreno; DETTRICK Sally; HANNAWAY Frances
Subject: RE: Signage Templates Updated for Ministerial Offices - Email 2

Hi Ian,

Thankyou for your feedback.

Apologies, the Agriculture template was a duplicate from email 1.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office,
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.towardQ2.qld.gov.au


From: Ian Street [mailto:Ian.Street@premiers.qld.gov.au]
Sent: Thursday, 12 April 2012 12:45 PM
To: DOYLE Antonia
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 2

Antonia,

Steve Dickson has the wrong title on the signs, he is National Parks, the signs say Tourism. The others were correct, although Agriculture seems to have been repeated from the first email.

Ian Street

Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [mailto:Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 9:29 AM
To: Rod Moreno
Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 2

Hi Rod,

Email 2.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Kind Regards,

Antonia Doyle

Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldetsstamp1

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

RTI RELEASE

Rod Moreno

From: DOYLE Antonia [Antonia.Doyle@publicworks.qld.gov.au]
Sent: Monday, 16 April 2012 2:58 PM
To: Ian Street
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 1
Attachments: L_05 Exec Building.doc; L_6 NBB .doc

Hi Ian,

Apologies, Revised template for Aboriginal and Torres Strait Islander and Multicultural Affairs attached for your review and approval.

Thanks.

Kind Regards,

Antonia Doyle
Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

From: DOYLE Antonia
Sent: Monday, 16 April 2012 2:49 PM
To: 'Ian Street'
Cc: 'Rod Moreno'; DETTRICK Sally; HANNAWAY Frances
Subject: RE: Signage Templates Updated for Ministerial Offices - Email 1

Hi Ian,

Thank you for the feedback.

Revised template for to Science and to Aboriginal and to Aboriginal and Torres Strait attached for your review and approval.

Kind Regards,

Antonia Doyle
Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au


"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

From: Ian Street [mailto:Ian.Street@premiers.qld.gov.au]
Sent: Thursday, 12 April 2012 11:38 AM
To: DOYLE Antonia
Cc: Rod Moreno
Subject: FW: Signage Templates Updated for Ministerial Offices - Email 1

Antonia,

I have made some track changes to Science and to Aboriginal and to Aboriginal and Torres Strait. Can we see these proofs again. Health and Agriculture were fine. Thanks.

Ian Street
Director
Ministerial Services
Department of the Premier and Cabinet
Ph(07)322 46922
Email ian.street@premiers.qld.gov.au

 Please consider the environment before printing this email

From: DOYLE Antonia [mailto:Antonia.Doyle@publicworks.qld.gov.au]
Sent: Thursday, 12 April 2012 9:27 AM
To: Rod Moreno
Cc: Ian Street; DETTRICK Sally; HANNAWAY Frances
Subject: Signage Templates Updated for Ministerial Offices - Email 1

Hi Rod,

Please refer to the attached word documents for the signage templates for Ministerial offices.

Please review and advise if you are happy to proceed with the installation of new signage per the templates.

Please note, further emails to follow.

Kind Regards,

Antonia Doyle
Senior Accommodation Planner
Planning, Policy and Decentralisation Group
Queensland Government Accommodation Office
Department of Housing and Public Works

Level 6, 80 George Street | Brisbane Queensland 4000 | Australia
T: (07) 3404 8357 | F: (07) 3224 4034 | M: 0411 303 537
E: antonia.doyle@publicworks.qld.gov.au | www.youroffice.qld.gov.au

"Tomorrow's Queensland: strong, green, smart, healthy and fair" | www.toward02.qld.gov.au

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

ldetsstamp1

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.
