

Project Management Guide

School or Community Funded Works - Tiers

This guide may be helpful when electing to self-manage construction works on a school site.

General Information

APPROVAL

The School Principal is responsible and accountable for the approval of any works that occur under this policy.

Approval is granted when the School Principal signs the Relevant "Checklist".

Policies and Guidelines

If the funding source of the construction project is school funds, the following policies and guidelines are to be followed:

NSW Procurement Guidelines

Department of Education Procurement Guidelines

Educational Facilities Standards and Guidelines

Department of Education Financial & Administrative Delegations

Independent Commission Against Corruption

School Managed Policy & Associated documents

Asbestos Register

When you are undertaking works on a school site, ensure you refer to the current Asbestos Register for the site prior to commencing works.

The schools site specific Asbestos Register is available via AMS on the Web (staff only), under the "Compliance and Reports" Tab.

It may be useful to download your latest site plan, which is also available via AMS on the Web, located under "PDF Sites and Building Plans" tab to ensure you are referencing the correct location.

Contract Works Insurance

For any works greater than \$25,000 contract works insurance is required

GST

P&C funded works will be subject to GST

Defects

Defects liability period is as per the contract entered between the two parties.

Qualified trades

If a licenced trade is required to undertake the works, you can search if the licence is current [here](#).

Temporary Fencing

Temporary fencing is required around any construction works even if they are scheduled to occur during school holidays.

Environmental Management Plan

If there are known contaminants or an environmental management plan in place, it is highly recommended to engage a qualified consultant to undertake an investigation of the site and provide recommendations. If contaminants are discovered, substantial remediation may be required prior to commencing any works on site.

Tier 1 Projects

Small Electrical & Data Works

Fixtures & Joinery

Landscaping & Playground Equipment

Floor Coverings

Internal Painting

Hydraulics

Concrete & Paving

Signage

Small Electrical and Data Work

Installation / Relocation of Power Point:

- The Electrician will need to calculate the maximum demand available and confirm the maximum allowable points / outlets per circuit as per AS3000Inst
- All switches / power point's / data points must have labelling included which identifies their point of origin, destination and circuit identification. Labelling must be included at the point and Electrical Distribution Board (EDB)
- On completion of the works, the Electrician must supply a 'Certificate of Compliance'
- Refer to **Safe Work NSW** for Low Voltage - Code of Practice

Installation / Relocation of Lights:

- Refer to the Educational Facilities Standards & Guidelines (EFSG) - **SG951 - Schedule of Luminaires** – which outlines the requirements when installation / replacing lights on a school site.
- Refer to the EFSG for lumen output required to meet lux levels for specific space requirements
- Lighting levels and components must comply with the EFSG

Installation / Relocation of Data Point:

- Consultant with the Department of Education – Information Technology Department to confirm the equipment proposed to be installed is acceptable prior to commencing work
- Refer to the EFSG – **DG64 – Communications** – outlines the requirements when installing data cabling on a school site.
- All switches / data points must have labelling included which identifies their point of origin, and destination. Labelling must be included at the point and Campus / Building Distributor.
- Data points must be shuttered

Replacement of like for like air conditioning units:

- Preference is that condenser units are not installed on the roof. For safe and easy access for ongoing maintenance they should be moved to ground level.
- When condenser units are located on ground level, a cage is recommended
- Air conditioning units must be RCD protected, minimum 6 KVA rated is required
- If located on ground level, ensure adequate concrete slab is available
- Must run condenser overflows to compliant drainage points e.g. downpipes, sewer or stormwater

Fixtures and Joinery

Installation / Replacement of Fixtures:

- If removing a fixture, floor coverings may be required to be patched or walls may require painting
- Fixtures may be concealing unknown asbestos floor tiles or asbestos wall linings. If asbestos is discovered, please contact your local Asset Management Unit immediately.

Installation / Replacement of Furniture:

- If the Government Contract for furniture is not used for procurement, the supplier is required to provide **certification**.

Landscaping and Play Equipment

General Small Scale Landscaping:

- If minor excavation is required, a licensed operator is required to complete the works.
- For design requirements and planting schedules refer to the Departments Landscape and Planting guidelines. Refer to EFSG - **DG90 - Landscape Design, DG91 - Landscape Hardworks, DG92 - Landscape Softworks, DG93 - Landscape Fixtures**
- If the school site has identified bushfire hazard zone or a designated Asset Protection Zone, have you considered what measures will be put in place to minimise or eliminate the risk of fire

Create a Garden / Garden Beds:

- If minor excavation is required, a licensed operator is required to complete the works.
- For design requirements and planting schedules refer to the Departments Landscape and Planting guidelines. Refer to EFSG - **DG90 - Landscape Design, DG91 - Landscape Hardworks, DG92 - Landscape Softworks, DG93 - Landscape Fixtures**
- If the school site has identified bushfire hazard zone or a designated Asset Protection Zone, have you considered what measures will be put in place to minimise or eliminate the risk of fire
- Is water available to the location of works

Install Sandpit:

- If minor excavation is required, a licensed operator is required to complete the works.
- Refer to **Kidsafe NSW** for details regarding requirements and regulations around sandpits
- Sandpits require ongoing maintenance and may have costs associated

Install Playground Equipment:

- Refer to **Kidsafe NSW** for details regarding requirements and regulations around playground equipment on a school site
- Does the proposed area have good supervision and line of sight to minimise playground duty impact on staff
- What age group are you targeting

Install/ Replacement of Artificial Grass:

- Does the supplier provide a warranty for the product and installation
- Ensure the grade of turf is suitable for its intended use and that quotes are like for like

Install Garden Shed:

- Will the shed require electricity and water supplied? Consider where these services would be connected and potential cost associated

Floor Coverings

Replacement of Carpet:

- If installing carpet tiles, consider the acoustics of the room. As there is no underlay with tiles, noise is not absorbed well.
- If installing carpet tiles, consider the use of the space. As there is no underlay with tiles, sitting on the floor for long periods of time may be uncomfortable.
- Concealed asbestos tiles may be present. If asbestos tiles are discovered please contact your local Asset Management Officer.

Replacement of Vinyl:

- Concealed asbestos tiles may be present. If asbestos tiles are discovered please contact your local Asset Management Officer.



Example of Asbestos tiles

Internal Painting

- Paint is to be completed as per Educational Facilities Standards & Guidelines - **SG671 – Painting**
- Speak to your Asset Management Unit regarding the life cycle costing of the proposed area, it may be

included under the yearly planned maintenance program managed by the Asset Management Unit

- Lead paint may have been used previously – consider what remediation is required if present.
- Preparation is important when painting surfaces – ensure that the Contractor is preparing the surface adequately prior to commencement of painting for longevity

Hydraulics

Installation / Replacement of Tapware:

- Tapware is to be installed as per Educational Facilities Standards & Guidelines – **SG812 - Tapware**

Concrete & Paving

Install / Replace Path

- Consider removal of any tree or tree roots in the vicinity of the area
- Ensure the path is appropriately designed and includes reinforcement including starter bars (rebar drilled into existing slabs) where new concrete slabs abut
- Ensure that appropriate control joints, expansion joints and saw cuts are installed to manage concrete cracking
- Ensure that an appropriate concrete strength grade is constructed - minimum 20mpa
- Strongly advised that exposed aggregate is not constructed
- Consider what the path / slab will be used for and the amount of foot traffic
- Consider if the path will meet appropriate Disability Access requirements
- Consider potential hand railing requirements as per the EFSG

Signage

External Signage

- Ensure you refer to the State Environmental Planning Policy to confirm that the proposed sign meets the required specifications for exempt development. A development application will need to be lodged if it does not meet the requirements of exempt development.
- Consider heritage building requirements - a Heritage consultant may need to be engaged to provide recommendations

Internal & Wayfinding Signage

- Consider heritage building requirements - a Heritage consultant may need to be engaged to provide recommendations