

# SA office relocation



## October

### On-site activities completed

- Apply 2nd & 3rd coat of paint ready for joinery
- Install joinery
- Install Flooring finishes and second fix hardware to doors and wet areas
- Install final finishes - handrails, nosing's, wall paper, curtains and timber features
- Fit out works - work stations, AV system, Security, etc
- Install scalp form & web forge screens as well as carpark roller shutter

### Project activities were completed

- Staff Operations planning for Kent Town
- Detailed planning for Office Relocation
- Continuation of Asset cataloguing and sorting for Palmer Plc & Ward St
- Continuation of Document filing and archiving for Palmer Plc & Ward St
- Palmer Plc sale campaign successfully completed
- Stakeholder meetings held
- Project Documents and Webpage updated

## November

### On-site activities planned

- Fit out works - work stations, AV system, Security, etc
- Final clean and commissioning services
- Final clean and make good to external areas
- Commissioning results verification and approval by design consultants
- Collect manuals, handover and Practical Completion