

Friday (05/03/2021)

Update on Scaffolding Work starting Wednesday 10/03/21

Dear (first name),

As a student residing at Kinloch and Warrumbul Lodge, this is a reminder email for the scaffold installation from **Wednesday, 10/03/21 to Wednesday, 17/03/21**. The erected scaffolding will be in place for 4 weeks to complete the required works, after which an additional 5 days will be needed to pull the scaffolding down. Between next week to mid-April, there may be construction noise at various times in the north courtyard and southside parking lot. We deeply apologize for the inconvenience caused by this but endeavour to minimize the impact as much as possible. Some of these things include ensuring contractors are using a civil tongue while onsite.

During the installation and dismantling stages of the scaffold, there will be no access to the courtyard. We will advise you and keep you updated once limited access is resumed. All fire exits will be maintained for Kinloch, Warrumbul service corridor and Warrumbul ground floor Common Room. Please note, the Warrumbul ground floor Common Room will only be used in the case of an emergency.

To ensure everyone's safety, a mesh fall is going to be installed around the scaffold. This will reduce the amount of natural light for residents living in the North courtyard.

We have attached photographs of the affected windows (highlighted in yellow).

Workers will be onsite each day from 7am to begin works on sections without windows. Windowed sections will have work starting from 9 am. **If works are going to be outside your living quarters, please do close your windows during the day to give contractors access to the façade.**

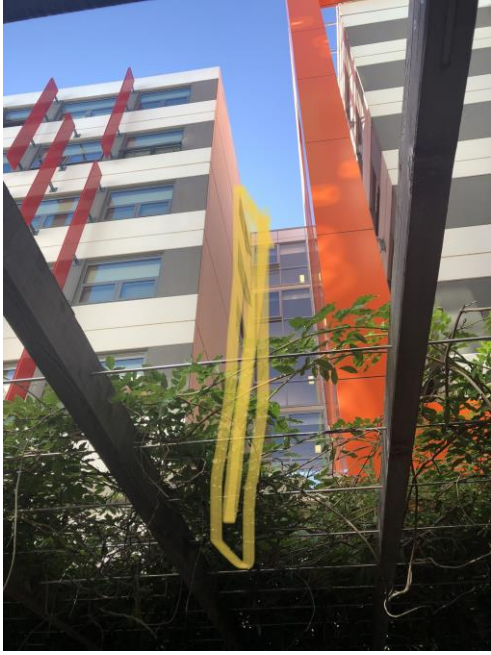
This work is part of ongoing building improvements, which can feel disruptive at the time, but will ensure your home on campus as the ANU is well maintained. If you have any questions or concerns about the timing of this work, please get in touch with your Building Manager esm.warrumbul@unilodge.com.au ; esm.kinloch@unilodge.com.au or call reception at (02) 612557500; (02) 6125 45600 respectively. We will pass the feedback on to the Project Manager for consideration, problem-solving if possible, and feedback.

All works are external to the building based on the current plan of action. Please be assured we will give advance notice of the works and will reiterate the general advice of closing your blinds and windows during this work to minimise any impact on your privacy. We apologize for any inconvenience caused.

Thank you for your co-operation with this important maintenance work.

Kind regards,

Ajay Tambay
Project Liaison
UniLodge @ ANU



Friday (05/03/2021)

Weekly Update on Façade Maintenance Work starting Tuesday 09/03/21

Dear (first name),

Thank you for your co-operation with the façade maintenance work. It has allowed our construction crews to make slow but continuous progress with the northern sections of Kinloch and Warrumbul lodge.

Upcoming works:

- The teams will continue to work on the north sections of both lodges (facing Rimmer street).
- A new section of work will start on the east side of Kinloch (around the main entrance).
- Starting on Wednesday, 10/03/21 installation of scaffold will begin in the north courtyard and southside parking lot. The install will continue till Wednesday, 17/03/21. We expect there may be construction noise at various times during this period.

Please note that while the scaffold installation is in progress, there will be no access to the courtyard. We shall advise you when limited access will be resumed. The Warrumbul ground floor Common Room can only be used in the case of an emergency. All fire exits for Kinloch, Warrumbul service corridor and Warrumbul ground floor Common Room will be maintained.

For further clarity, please see the attached pictorial of upcoming works.

Workers will be onsite each day from 7am to begin works on sections without windows. Windowed sections will have work starting from 9 am. **If works are going to be outside your living quarters, do close your windows during the day to give contractors access to the façade.**

This work is part of ongoing building improvements, which can feel disruptive at the time, but will ensure your home on campus as the ANU is well maintained. If you have any questions or concerns about the timing of this work, please get in touch with your Building Manager Manager esm.warrumbul@unilodge.com.au ; esm.kinloch@unilodge.com.au or call reception at (02) 612557500; (02) 6125 45600 respectively. We will pass the feedback on to the Project Manager for consideration, problem-solving if possible, and feedback.

All works are external to the building based on the current plan of action. Please be assured we will give advance notice of the works and will reiterate the general advice of closing your blinds and windows during this work to minimise any impact on your privacy. We apologize for any inconvenience caused.

Thank you for your co-operation with this important maintenance work.

Kind regards,

Ajay Tambay
Project Liaison
UniLodge @ ANU

WORKS SCHEDULED FOR WEEK COMMENCING
TUESDAY 9 / 03



From: James Jeffress
Sent: Wednesday, 8 December 2021 11:47 AM
To: Cheryl Jolly
Subject: FW: Draft Email to send out to Kinloch and Warrumbul residents

James Jeffress
General Manager - Portfolio
UniLodge @ ANU
T: +61 2 612 57974 (direct) | T: +61 2 612 57900 (main) | F: +61 2 612 57944| **s47F**
A: 26 Barry Drive, Canberra City ACT 2601
E: james.jeffress@unilodge.com.au | W: www.unilodge.com.au | Find us on facebook [click here](#)



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From: [Terry Johnson](#)
Sent: Tuesday, 2 February 2021 4:30 PM
To: [James Jeffress](#)
Subject: Fw: Draft Email to send out to Kinloch and Warrumbul residents

Hi James,

A couple of edits from Susan - otherwise good to go.

Let me know of any issues etc.

Terry

From: Susan Helyar <Susan.Helyar@anu.edu.au>
Sent: Tuesday, February 2, 2021 4:23 PM
To: Terry Johnson <Terry.Johnson@anu.edu.au>; Scott Walker <Scott.Walker@anu.edu.au>
Subject: RE: Draft Email to send out to Kinloch and Warrumbul residents

Small edits incorporated below. I approve this revised version being used to communicate with residents
Thanks, Susan

From: Terry Johnson <Terry.Johnson@anu.edu.au>
Sent: Tuesday, 2 February 2021 3:15 PM
To: Scott Walker <Scott.Walker@anu.edu.au>; Susan Helyar <Susan.Helyar@anu.edu.au>
Subject: Fw: Draft Email to send out to Kinloch and Warrumbul residents

Scott/Susan,

Seeking your OK with the following notification drafted by UniLodge (James).

As stated below - using the Davey lodge notification as a template for Kinloch and Warrumbul.

I will await your advice.

Regards

Terry

From: James Jeffress <james.jeffress@unilodge.com.au>
Sent: Monday, February 1, 2021 7:06 PM
To: Terry Johnson <Terry.Johnson@anu.edu.au>
Subject: Fwd: Draft Email to send out to Kinloch and Warrumbul residents

Hi Terry,

Here is the draft for remedial facade works to commence in two weeks at Kinloch and Warrumbul.

Let me know your thought. Straight swap of Davey for Kinloch and Warrumbul.

Let me know your thoughts and I'll get it out tomorrow.

Cheers,

James Jeffress
General Manager - Portfolio
UniLodge @ ANU

T: +61 2 612 57974 (direct) | T: +61 2 612 57900 (main) | F: +61 2 612 57944|
s47F

A: 26 Barry Drive, Canberra City ACT 2601
E: james.jeffress@unilodge.com.au |
W: www.unilodge.com.au

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From: Ajay Tambay <ajay.tambay@unilodge.com.au>
Sent: Monday, February 1, 2021 4:42 pm
To: James Jeffress
Subject: Draft Email to send out to Kinloch and Warrumbul residents

Dear (first name),

As a student living in Kinloch and Warrumbul Lodge for Semester 1 2021, we wish to advise you there will be remedial maintenance work on the external façade of the building. This maintenance work will commence on **Monday 15 February 2021** and we expect the work will be completed in mid-June 2021. The work will be done on specific sections of the building, reducing the number of rooms affected at any one time.

Workers will be onsite each day from 9am.

This work is part of ongoing building improvements, which can feel disruptive at the time, but will ensure your home on campus as the ANU is well maintained. If you have any questions or concerns about the timing of this work, please get in touch with your Building Manager csm.kinloch@unilodge.com.au, csm.warrumbul@unilodge.com.au or (02) 6125 45600, (02) 612557500 respectively and we will pass the feedback on to the Project Manager for consideration, problem-solving if possible, and feedback.

All works are external to the building based on the current plan of action and the construction crews will be using elevated platforms to access the panels. Please be assured we will give advance notice of **when there will be work done close to your room**. We suggest you may want to close your blinds and windows **when work is occurring close to your room** to minimise any impact on your privacy.

UniLodge has a person who will be liaising with the **Maintenance Project Manager** who will ensure reception staff and in-room residents **are informed about building activity**. We'll provide you with weekly updates on each Friday whilst the works are underway and will provide more regular updates if there are any changes to the schedule.

Thank you for your co-operation with this important maintenance work.

TLDR:

Kinloch and Warrumbul Lodge External Façade Maintenance works **are starting on 15 February** and we expect will continue through to mid June 2021. Closing blinds and windows **during work close to your room will help to maintain your privacy**.

Kind regards,

Ajay Tambay
Project Liaison
UniLodge @ ANU

From: James Jeffress
Sent: Wednesday, 8 December 2021 11:47 AM
To: Cheryl Jolly
Subject: FW: Draft Email to send out to Kinloch and Warrumbul residents

James Jeffress

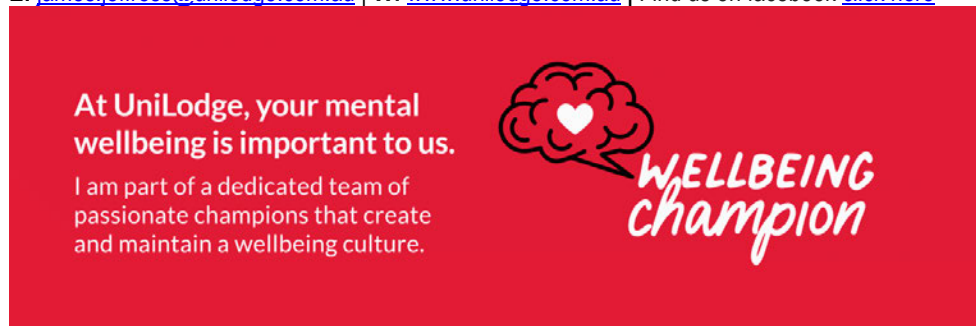
General Manager - Portfolio

UniLodge @ ANU

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From: [James Jeffress](#)
Sent: Monday, 1 February 2021 7:06 PM
To: [Terry Johnson](#)
Subject: Fwd: Draft Email to send out to Kinloch and Warrumbul residents

Hi Terry,

Here is the draft for remedial facade works to commence in two weeks at Kinloch and Warrumbul.

Let me know your thought. Straight swap of Davey for Kinloch and Warrumbul.

Let me know your thoughts and I'll get it out tomorrow.

Cheers,

James Jeffress
General Manager - Portfolio
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From: Ajay Tambay <ajay.tambay@unilodge.com.au>

Sent: Monday, February 1, 2021 4:42 pm

To: James Jeffress

Subject: Draft Email to send out to Kinloch and Warrumbul residents

Dear (first name),

As a student living in Kinloch and Warrumbul Lodge for Semester 1 2021, we wish to advise you there will be remedial maintenance work on the external façade of the building during your residency.

The remedial maintenance work will commence on the 15th of February 2021 and need 16 weeks to complete. **Workers will be onsite each day from 9am.**

All works are external to the building based on the current plan of action and the construction crews will be using elevated platforms to access the panels. Please be assured we will give advance notice of the works and will reiterate the general advice of closing your blinds and windows during this work to minimise any impact on your privacy.

This work is part of ongoing building improvements, which can feel disruptive at the time, but will ensure your home on campus as the ANU is well maintained. If you have any questions or concerns about the timing of this work, please get in touch with your Building Manager csm.kinloch@unilodge.com.au, csm.warrumbul@unilodge.com.au or (02) 6125 45600, (02) 612557500 respectively and we will pass the feedback on to the Project Manager for consideration, problem-solving if possible, and feedback.

UniLodge has a person who will be liaising with the Project Manager and will facilitate ongoing communication about the building activity to reception staff and in-room residents. We'll provide you with weekly updates on each Friday whilst the works are underway and will provide more regular updates if there are any changes to the schedule.

Thank you for your co-operation with this important maintenance work.

TLDR:

Kinloch and Warrumbul Lodge External Façade Maintenance works starting 15th February and will continue for 16 weeks. Close blinds and windows to maintain privacy.

Kind regards,

Ajay Tambay
Project Liaison
UniLodge @ ANU

From: James Jeffress
Sent: Wednesday, 8 December 2021 11:46 AM
To: Cheryl Jolly
Subject: FW: Facade Maintenance: email correspondence 1st - 5th March
Attachments: Compiled emails - 1st to 5th march 2021.pdf

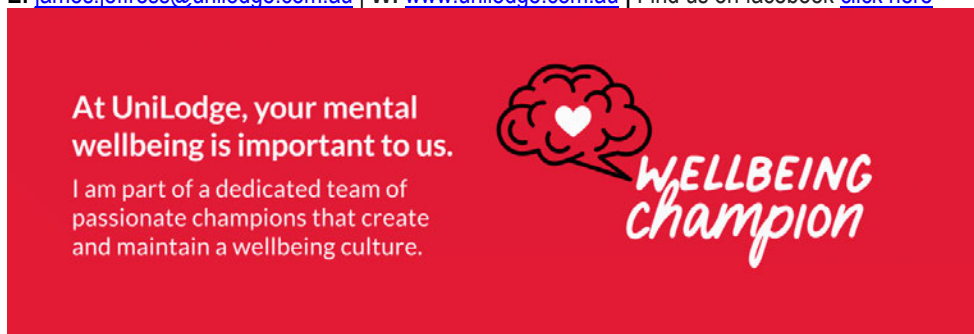
James Jeffress
General Manager - Portfolio

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From: [Ajay Tambay](#)
Sent: Friday, 5 March 2021 7:42 PM
To: [Peter Warrington](#); [James Jeffress](#); [Terry Johnson](#); [Susan Helyar](#)
Subject: Facade Maintenance: email correspondence 1st - 5th March

Hi Team,

Please find attached the correspondence sent to students this week.

Enjoy your weekend!

Kind regards,

Ajay Tambay
Project Liaison
UniLodge @ ANU