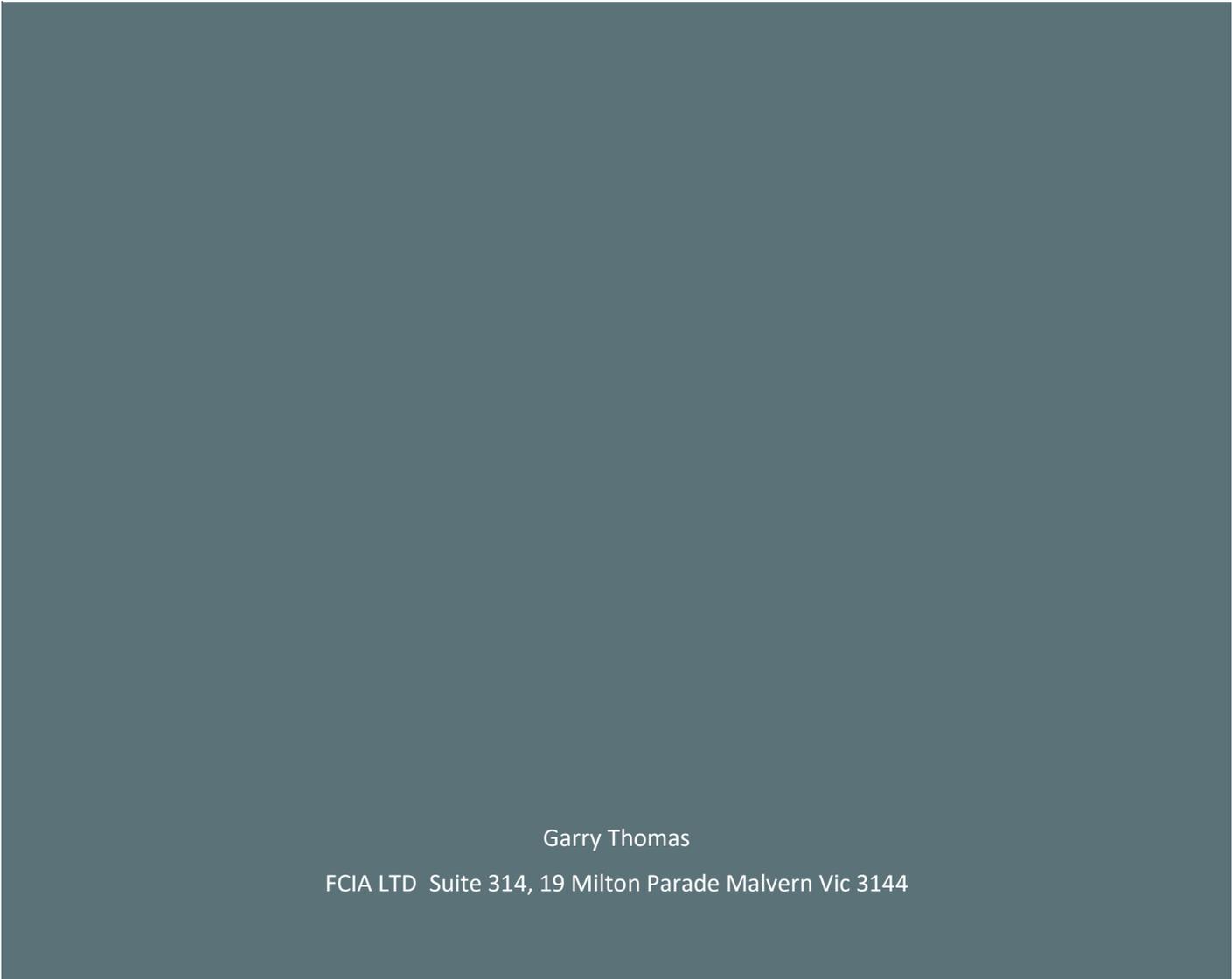




2. SCOPE OF WORK
FCIA APPRENTICE WORKSHOP
RONALD MCDONALD HOUSE
8-10 GATEHOUSE STREET PARKVILLE VICTORIA
15 – 20 MARCH 2020



Garry Thomas

FCIA LTD Suite 314, 19 Milton Parade Malvern Vic 3144

Table of Contents

- OVERVIEW OF PROJECT.....2
 - About the Client – Ronald McDonald House - Parkville2
 - About the project2
 - Key Contacts3
 - Site arrangements3
 - Catering arrangements.....3
 - Breakout / admin facilities3
 - Summary of work to be undertaken3
 - Pre-installation Meetings4
 - Activities / works to be undertaken by Ronald McDonald House.4
- SITE PLANS – RONALD MCDONALD HOUSE – PHASE III5
 - 8 Gatehouse street.....5
 - 10 Gatehouse Street.....7
- Products and accessories to be installed9**
- TESTING:9
- PREPARATION FOR FLOORING INSTALLATION:.....9
- BEFORE STARTING THE INSTALLATION: 10
- DELIVERY, STORAGE AND HANDLING OF PRODUCT 10
- INSTALLATION OF FLOORING PRODUCTS 10
- CLEANING THE JOB SITE 11
- FLOOR PROTECTION 11
- HAND OVER / INSPECTION 11
- PROJECT SCHEDULE..... 12
 - Workshop Schedule and Training Plan..... 12
 - Workshop Coordination and Delivery Structure 12
 - Roles and functions: 13

OVERVIEW OF PROJECT

About the Client – Ronald McDonald House - Parkville



Ronald McDonald House Parkville is a member of Ronald McDonald House Charities (RMHC) Victoria and Tasmania. RMHC is a registered charity that creates, finds, and supports programs that directly improve the health and well-being of children and their families. RMHC offers a warm and supportive home-away-from-home, giving the whole family a comfortable place to stay while their child is undergoing treatment at the Royal Children's Hospital Melbourne.

RMH Parkville gives over 1,300 families every year the gift of being able to stay close to their sick children while being surrounded by a support network of caring staff and fellow families. The House has 51 guest rooms of various sizes, including three fully self-contained isolation suites.

A dedicated team of staff are guided by the Parkville House Manager, Mr. Nick Mills. RMH also relies on a committed group of volunteers who generously give their time to make resident families feel welcome and supported. Due to demand, priority is generally given to regional and interstate families whose children have been recently diagnosed, seriously injured or who require emergency treatment, as well as families of premature babies.

About the project

This is the third 1-week residential program renovating the terrace houses for RMHC Parkville and is scheduled for 15th March to 20th March 2019. The FCIA National Training Academy, in conjunction with our industry partners, will provide all materials, labour, equipment, and supervision to refurbish the floorcoverings at the RMH residences at 8-10 Gatehouse Street Parkville - at no cost to Ronald McDonald House. Details of the rooms and areas to be refurbished are provided in this Scope of Works.

In collaboration with our partner Registered Training Organisation (TFIA Business Services), the FCIA will coordinate a team of apprentices, undertaking the Certificate III in Flooring Technology, to undertake the works under the supervision of qualified Trainers and Assessors and FCIA industry installation experts who are fully experienced in the installation skills for the products supplied for this project.

In addition to qualified industry and training personnel, the project will be coordinated and supervised during and after hours by senior FCIA personnel with Working with Children accreditation and high-quality project management expertise.

Key Contacts

All enquiries regarding the project, including products, site access, training schedules, scope of works, publicity / media liaison, and overall project management should be directed to:

FCIA Site Project Representatives:

Contact:	Aaron Martin (FCIA CEO)	Chris Shaw (FCIA Training Academy)
Phone:	0417 431 800	0417 036 556
Email:	amartin@fcia.org.au	tmlcshaw1@bigpond.com

Hume City Council representative:

Contact:	Peter Sprott (Exec. Mgr. Operations)	Sally Scerri (A/g House Manager)
Phone:	0411 474 701	0439 171 861
Email:	peter.sprott@rmhc.org.au	Sally.Scerri@rmhc.org.au

Site arrangements

From Monday 16/2/2020 to Friday 20/2/2020, the kitchen and amenities areas, plus split level hallways of 8 and 10 Gatehouse street will be deemed construction sites and will be cordoned off from the rest of Ronald McDonald House from time to time. The rest of RMH will remain open for resident families, however access to the work areas will be restricted to the external exits from each area subject to prior agreement with RMH management.

RMH will provide FCIA with access codes and keys to enable unrestricted access to the work areas.

Apprentices will walk to the site from their base at the Mercure North Melbourne Hotel and arrive at 8:00am daily. The apprentices will return to base each evening at approximately 4:30pm.

A formal handover of the finished project to Ronald McDonald House, is scheduled for 11:00am on Friday 20th September after which apprentices will return home.

Catering arrangements

Dinner, Bed and Breakfast will be provided off-site at the Mercure North Melbourne Hotel outside workshop hours. On-site catering for morning tea and BBQ lunch will be provided by RMHC Parkville. FCIA will provide dietary requirements and other relevant apprentice details to RMH for planning catering arrangements. RMHC will supply on-site catering for lunch and tea breaks during the project.

Breakout / admin facilities

If possible, RMHC may provide a work area on-site for the FCIA for administrative purposes, trainer / student interviews, and toolbox sessions.

Summary of work to be undertaken

FCIA will be responsible for:

- Measure-up and specification of appropriate floor coverings for the work areas in consultation with the client and industry partners;
- Removal of existing floor coverings and adhesives;
- Moisture test;
- Prepare timber/concrete subfloors/substrates for new floorcoverings;
- Supply and install new floorcoverings as indicated on the drawings and specifications herein;
- Final inspection and clean-up to client's satisfaction;
- Related work and supervision as specified in this Scope of Works.

Existing floor coverings to be removed, site plans, sub floor preparation, and proposed products for each area are detailed in the chapter related to Site Plans.

The FCIA shall NOT be responsible for organising the moving and resetting of furniture which may be needed to complete tasks. RMHC will take responsibility for relocating non-built-in cabinets, cupboards, moveable furniture and equipment such as computers, desks, chairs, tables, stoves, dishwashers and refrigerators where applicable.

Pre-installation Meetings

The FCIA and selected industry experts/trainers shall conduct on-site pre-installation meetings with the representatives from RMHC to review and endorse the floor plans and the Scope of Works.

The pre-installation meetings include a walkthrough of the building's work areas to review the condition of the floor and to determine surface preparation requirements.

Additional topics of discussion include:

- I. Sub-floor inspection, preparation, cleaning, and protection;
- II. Any works that need to be carried out prior to the project;
- III. Location and setup of administration /classroom areas (if required);
- IV. Location and set up of practice areas (if required);
- V. Removal of existing products applied to concrete and timber floors (including asbestos, curing compounds etc. where applicable);
- VI. Selection of materials to be used;
- VII. Product delivery and storage;
- VIII. Application means and methods, including equipment to be used;
- IX. Sequence of installation;
- X. Identification of designated smoking zone(s).

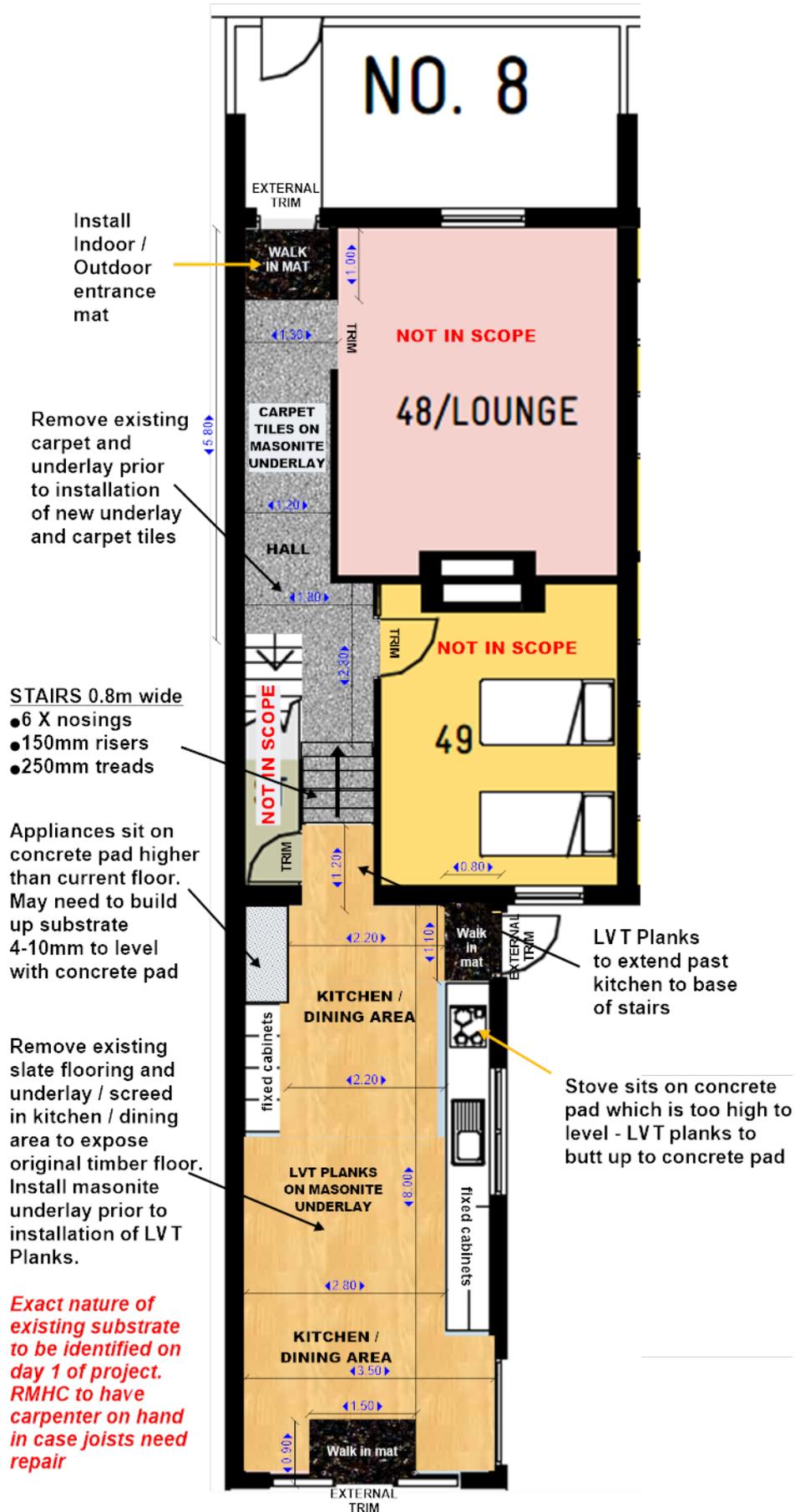
Activities / works to be undertaken by Ronald McDonald House.

1. Provide the FCIA coordinator with keys /access to the premises on the first day of the project;
2. Conduct an initial induction session on emergency procedures and code of conduct whilst on site;
3. Remove all furniture and moveable fittings prior to the commencement of the workshop;
4. Take responsibility for the replacement of furniture and equipment following the completion of works;
5. Provide a 6-9 m³ rubbish skip to be delivered on-site Monday 16th March and to be picked up on Friday 20th March 2020;
6. Trim and/or adjust doors where required due to installation of new floorcoverings;
7. Provide cleaning equipment such as brooms, mops, buckets etc.

SITE PLANS – RONALD MCDONALD HOUSE – PHASE III

8 Gatehouse street

(a) Floorplan



(b) Existing Flooring



Fig 1: Existing carpet looking from front door to hallway



Fig 2: Existing Hallway carpet looking towards stairs form front door

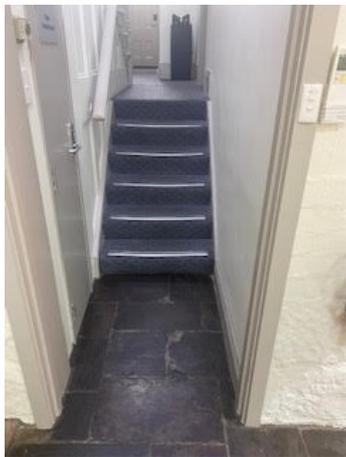


Fig 3: Existing lower hallway (slate) looking towards steps – replace with LVT planks



Fig 4: Existing slate floor in Kitchen looking towards RH Exit door – install entrance mat



Fig 5: Existing slate floor in Kitchen area – showing concret plinth @ washer/dryer. Note concrete repair patches in floor.

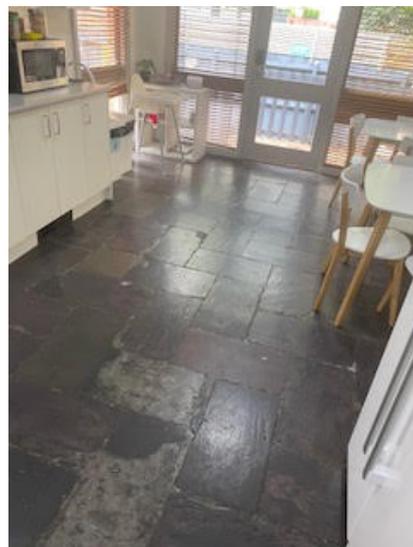


Fig 6: Existing slate floor in kitchen looking towards rear exit. Condition of substrate unknown at this stage – install entrance mat

(b) Existing Flooring



Fig 1: Existing hallway looking towards front door



Fig 2: Existing hallway looking towards stairs from front door



Fig 3: Bedroom doorway (1 of 2) in upper hallway

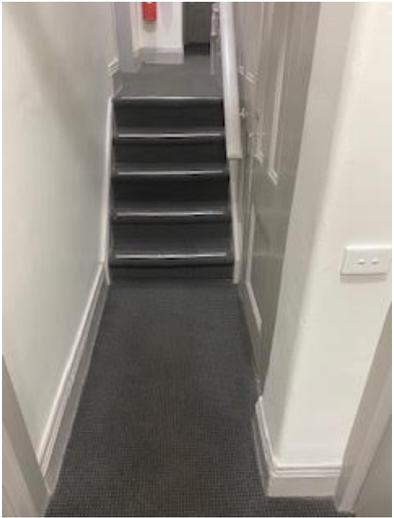


Fig 4: Lower hallway view from Kitchen (carpet to be replaced by LVT planks_



Fig 5: Existing WC entrance – carpet to be replaced by LVT planks

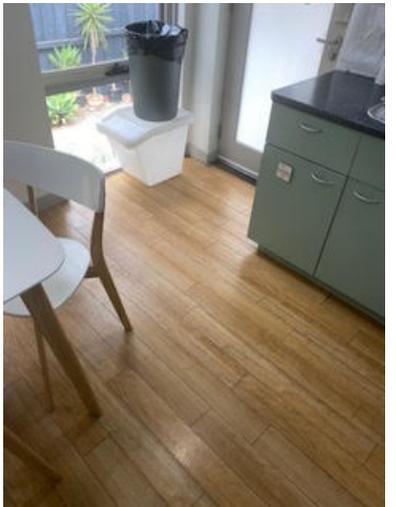


Fig 6: Existing Bathroom entrance – Carpet to be replaced by LVT



<- Fig 7: Existing kitchenette looking towards steps – to be replaced by LVT planks extending to base of stairs

Fig 8: Existing Kitchenette looking towards rear exits – Needle-punch entrance mat to be installed at exits ->



Products and accessories to be installed

Rooms / Floor Areas	Supplier & Product	Style & Colour	Max Quantity 8 Gatehouse	Max Quantity 10 Gatehouse	Total Quantity
Kitchen & Amenities	Polyflor - MiPlank (185mm x 1505mm)	LVT plank (2423): Smoked Oak	33 m ²	33 m ²	8 boxes (64 m ²)
Kitchen & Amenities	Keisel – direct stick LVT adhesive	TBA	TBA	TBA	TBA
Stairs & Hallways	Shaw - Carpet Tiles (45.7 x 91.4 cm)	Off the Grid: Discover Summit	20 m ²	20 m ²	40 m ²
Carpet adhesive	Shaw –LokDot system	PS adhesive rolls	20m ²	20m ²	3-4 rolls
Front & Rear Entrance	Signature – 2m wide Needle punch carpet	Marine Rib - Coral Reef 2236	6 lin. mtrs.	6 lin. mtrs.	12 l.m.
Mat adhesive	TBA	TBA	TBA	TBA	TBA
Stair nosing	MJS Floorcoverings Carpet tile nosing	MX07 (56x30.85) HT50/GR inserts	6 x 1.1 = 6.6m 6m x 50mm	6 x 1.1 = 6.6m 6m x 50mm	4 x 3.66m 1 roll grey
Doorway trims	MJS – HD door trims	MX20 50mm	5 x 900mm	6 x 900mm	3 x 3.6m
Aluminium Angle	MJS – 6 x entry mats	8mm angle	7m	7m	4 x 3.6m
Underlay *	MJS – 5mm Hardboard Underlay	Masonite sheets (1220 x 915mm)	52 m ² (46 sheets)	52 m ² (46 sheets)	19 packs (95 sheets)

*Max underlay necessary if total floor area is to be re-laid – actual amount subject to site assessment

STRIP OUT / DEMOLITION / ACCLIMATISATION:

The FCIA will remove and properly dispose of existing floorcoverings and other debris in the rooms and work areas indicated on the above floor plans. All excess product and demolition waste will go into skip bins / dumpsters provided by RMHC.

RMHC has selected and approved the products and materials which will be stored on-site on appropriate pallets / bearers separated from concrete flooring to allow appropriate acclimatisation prior to installation.

TESTING:

If the existing floor shows signs of being affected by possible moisture damage or obstruction, the FCIA shall perform the required moisture, pH, and relative humidity tests prior to installation of new flooring. All moisture testing will be conducted in accordance with Australian Standards 1884 recommendations.

All moisture and relative humidity levels shall be within the range specified by the relevant manufacturer's requirements before installation. If conditions do not meet manufacturer's guidelines, then the FCIA, in consultation with industry experts, will implement remediation measures prior to installation of new flooring material. This remediation will be incorporated into the Training Program.

PREPARATION FOR FLOORING INSTALLATION:

The FCIA will ensure that the site is fully prepared for the proper installation of the selected floorcoverings. The FCIA will examine all surfaces on which new flooring is to be installed to ensure that the floor is clean and free of oil, waxy films, paint, dust and substances that prevent adhesion. The floor will be left dry and cured, free of residue from curing or cleaning agents.

All previous flooring materials such as ceramic tiles, carpet and vinyl flooring and associated adhesives will be removed prior to the installation of the new floor coverings. The substrate will be professionally ground/prepared with care taken to ensure that no damage to the concrete/timber subfloor takes place.

The project team will make good trowel marks, pits, dents, protrusions, cracks or joints. cracks, joints, depressions, and other irregularities in the substrate, which will be rectified with specified levelling compounds which are compliant with Australian Standard AS1884-2012.

Anchoring bolts, cut off conduit and other associated items removed in a demolition process, will be fully removed or recessed a minimum of 4mm below lowest surrounding point of the concrete floor surface. No adhesives will be used for filling or levelling purposes.

The FCIA shall clear away debris and thoroughly clean the substrate. All reasonable steps will be taken to remove existing adhesives, apply appropriate primers/sealers, and ensure proper application of new adhesive, according to manufacturer instructions and Australian Standards.

BEFORE STARTING THE INSTALLATION:

Prior to installation, the FCIA will confirm that the materials supplied conform to the client's specifications with respect to product type, colour and quantity and that these are consistent with the labels on each carton (e.g. manufacturing batch and dye lot information). Attention will be paid to avoid the mixing of dye lots in the same area, except where specifically stated in the manufacturer's recommendations.

Strict attention will be paid to the Manufacturers' installation information printed on cartons and detailed installation specifications for each product will be provided to both trainers and apprentices at the beginning of the project. However, the client's preferred installation method will be taken into account and confirmed by the FCIA before commencement of installation.

DELIVERY, STORAGE AND HANDLING OF PRODUCT

Materials should be delivered to the site in factory sealed containers which are clearly labeled and marked with manufacturer's name, address, batch number, and date of manufacture. Safety Data Sheets are available from the manufacturers' websites and will be provided to trainers and apprentices as part of their resource documentation.

Materials must be stored in accordance with the manufacturer's printed instructions. Furthermore, materials shall be stored indoors, protected from damage, and maintained at a temperature no higher than 40 degrees.

Deliveries to site MUST be made with the permission of RMH through the FCIA National Training Manager, who is responsible for liaison with the client regarding all on-site security and access.

There is NO Forklift on-site, all incoming materials will be manually unloaded and transported to the storage area on site.

INSTALLATION OF FLOORING PRODUCTS

All flooring is to be installed according to Australian Standard AS 1884-2012 and relevant manufacturer's/supplier's installation instructions for the product being installed.

Under the supervision of the Workshop Training Supervisor and Industry Training Experts, Apprentices will strictly follow the installation instructions provided by the supplier of the products. Installation Instructions are generally attached to or printed on products and accessories delivered to the site by the manufacturer and/or supplier.

Detailed Specifications and/or installation guides for the products donated for this workshop can be sourced on-line via the following links:

Manufacturer/Supplier	Weblink
Polyflor MiPlank Tiles	https://www.polyflor.com.au/media/wysiwyg/installation/Section%205%20Installation%20of%20Luxury%20Vinyl%20Tiles%202018.pdf
Kiesel floor prep	https://www.polyflor.com.au/catalogsearch/result/?q=kiesel+
Shaw Carpet Tiles	https://www.shawcontract.com/en-us/products/technical/installation
Signature needle punch	https://www.signaturefloors.com.au/rib/#1446416766468-a5645825-29d0

MJS Hardboard underlay	http://www.mjsfloorcoverings.com.au/wp-content/uploads/2018/02/5-5-HPF-Underlay-Brochure-June16.pdf
MJS accessories / Trims	http://www.mjsfloorcoverings.com.au/trims-extrusions/

CLEANING THE JOB SITE

- I. Used materials are to be disposed of in accordance with local regulations. Disposal of concrete and / or timber dust collected from the grinding and installation of the system shall be the responsibility of the FCIA and/or its alliance partners;
- II. A suitably sized waste skip bin will be provided by RMH, on-site and/or adjacent to the work area.
- III. Recycling bin space provisions shall be included in the bin storage area
- IV. A outdoor wash area shall be provided for the purposes of cleaning buckets / trowels in an environmentally safe manner
- V. The wash area shall be located away from foot traffic and located in an area which minimises minimal environmental damage.

FLOOR PROTECTION

- I. Premises will be kept clean and free of debris;
- II. Adjoining surfaces will be protected from damage, dust and spatter related to the project activities;
- III. Any incidental damage caused by the work will be made good by the FICA prior to the completion of the project;
- IV. Dust and spatter will be cleaned from adjoining surfaces;
- V. All apprentices, trainers, vendors and others working in completed areas will be required to ensure that the finished floor coverings are protected accordingly;
- VI. The FCIA will ensure that apprentice teams follow manufacturers' instructions for cleaning to ensure proper protection from dirt and debris;
- VII. Completed flooring will be handed over to the client in premium condition, free from dirt or damage. A final quality inspection will be undertaken on the final day of the workshop.

HAND OVER / INSPECTION

- I. The FCIA will obtain acceptance by Ronald McDonald House representatives regarding the quality of the finished floor;
- II. The FCIA will undertake to correct any defective work to the satisfaction of Ronald McDonald House;
- III. FCIA will collaborate with the senior Management and the Marketing team of Ronald McDonald House regarding media releases and conducting a formal presentation and handover upon completion of the project.

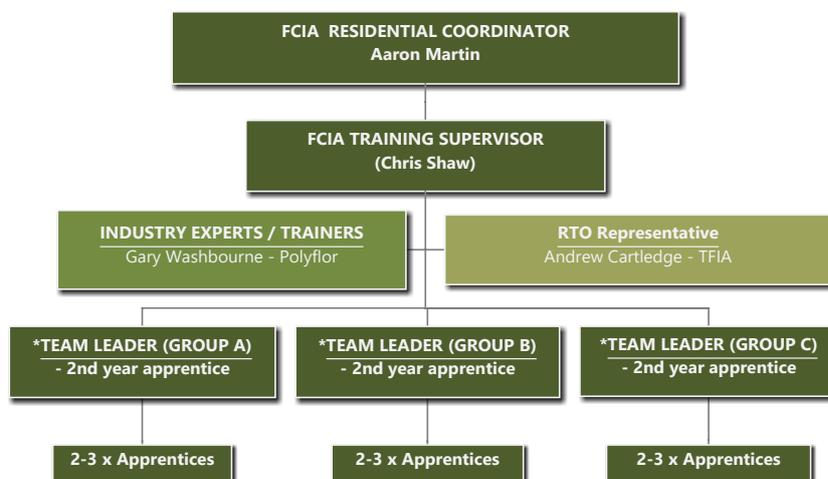
PROJECT SCHEDULE

Workshop Schedule and Training Plan

Date	Sunday 15/3/20	Monday 16/3/20	Tuesday 17/3/20	Wednesday 18/3/20	Thursday 19/3/20	Friday 20/3/20			
	Activity	Activity	Activity	Activity	Activity	Activity			
7:00 AM	FCIA pre workshop set up	Breakfast @ Base	Breakfast @ Base	Breakfast @ Base	Breakfast @ Base	Breakfast @ Base			
7:30 AM		Walk to RMH	Walk to RMH	Walk to RMH	Walk to RMH	Walk to RMH			
8:00 AM		Group info sessions: - Site induction (RMH) - Team deployment	Group Toolbox mtg	Group Toolbox mtg	Group Toolbox mtg	Group toolbox mtg			
8:30 AM							Sub floor preparation including grinding	RTO I/Vs	Flooring installation (carpet tiles & LVT planks)
9:00 AM		Receive and store Flooring materials	Morning Break	Morning Break	Morning Break	Morning Break			
9:30 AM		Morning Break					Morning Break	Morning Break	Morning Break
10:00 AM			Moisture testing & removal of Slate tiles	RTO I/Vs	Sub floor Prep including grinding & levelling	RTO I/Vs			
10:30 AM		Lunch provided by RMH	Lunch provided by RMH	Lunch provided by RMH	Lunch provided by RMH	Lunch provided by RMH	Formal handover (at RMH)		
11:00 AM		Apprentice Arrival & Check in	Remove existing flooring (existing slate and carpet) sub floor inspection & preparation	Subfloor prep including levelling and laying underlay - commence installation	RTO I/Vs	Flooring installation (carpet tiles & LVT planks)	RTO I/Vs	Finalise flooring installation - including "Make Good"	Depart site
12:00 PM									
12:30 PM	Return to base		Return to base	Return to base	Return to base				
1:00 PM						Review day 1	Review day 2	Review day 3	
1:30 PM	Free time		Free time	Free time	Free time				
2:00 PM						Dinner @ Hotel	Dinner @ Hotel	Dinner @ Hotel	
2:30 PM	Free time		Free time	Free time	Free time				
3:00 PM						Free time	Free time	Free time	
3:30 PM	Free time		Free time	Free time	Free time				
4:00 PM						Free time	Free time	Free time	
4:30 PM	Free time	Free time	Free time	Free time					
5:00 PM					Free time	Free time	Free time	Free time	
5:30 PM	Free time	Free time	Free time	Free time					
6:00 PM					Free time	Free time	Free time	Free time	
6:30 PM	Free time	Free time	Free time	Free time					
7:00 PM					Free time	Free time	Free time	Free time	
7:30 PM	Free time	Free time	Free time	Free time					
8:00 PM					Free time	Free time	Free time	Free time	
8:30 PM	Free time	Free time	Free time	Free time					
9:00 PM					Free time	Free time	Free time	Free time	
9:30 PM	Free time	Free time	Free time	Free time					
					In - rooms	In - rooms	In - rooms	In - rooms	In - rooms

Note: This session plan is indicative of the project schedule, however this will be reviewed on a daily basis and actual activities will be defined during FCIA toolbox meetings in collaboration with the partner RTO, industry technical experts and Alliance partners.

Workshop Coordination and Delivery Structure



*Team leaders / group composition to be selected in consultation with RTO trainers / Skills survey results

Roles and functions:

1. Residential coordinator (Aaron Martin, CEO FCIA)

- Overall responsibility for planning, scheduling and coordinating the workshop format and outcomes;
- Liaise with key stakeholders and suppliers;
- Coordinate tools, equipment, products, accommodation, catering and logistics;
- Set expectations with respect to behaviour, training objectives, and delivery outcomes;
- Manage overall deployment of trainers and personnel;
- Monitor, supervise and support apprentices throughout residential program (on and off site).

2. FCIA Training Supervisor (Chris Shaw – TAE40116 and MSF30813 qualified)

- Develop and implement training plan in collaboration with key stakeholders;
- Oversight the delivery of flooring skills training at the residential workshop;
- Manage and coordinate industry technical experts;
- Coordinate apprentice teams to ensure participation in all learning activities;
- Supervise the application of installation skills by apprentice teams in a practical learning environment (with the assistance of industry and RTO trainers);
- Provide mentoring, quality control and technical advice to ensure compliance with AS 1884, manufacturers' instructions and alignment with apprenticeship outcomes.

3. RTO Trainer and Assessor (Andrew Cartledge)

- Assist in the identification and selection of work teams based on experience and progress in their apprenticeship;
- Prepare individual assessment strategies or apprentices as part of 1-1 assessment interviews;
- Observe and assess apprentice skills acquisition with respect to MSF30183 Units of competency;
- Provide advice and feedback to apprentices regarding volume of learning to be undertaken following the workshop leading up to the next quarterly assessment visit;
- Provide training and support in the use of the Learning Management system;
- Daily review of learning outcomes and activities undertaken with respect to the Certificate III in Flooring Technology;
- Capturing evidence and uploading into the Learning Management System.

4. Industry Experts / Mentors (Polyflor)

- Provision of products, accessories and specialist expertise in the installation of floor coverings
- Demonstrating best practice in the use of floor preparation and testing equipment
- Ensuring Manufacturer's specifications are followed in the installation of floor covering
- Supporting the training supervisors in in training delivery

5. Apprentices

- Undertake pre-workshop study and preparation as required by RTO trainers;
- Participate in workshop program to the extent of their knowledge and capabilities;
- Positively respond to the instructions of the Trainers in accordance with the Scope of Works;
- Update learning activities and evidence of skills application via LMS.

