

ATTACHMENT - CAPITAL GRANTS PROGRAM PROJECT DESCRIPTION STYLE GUIDE EXAMPLES - 2021

Project Description	Suggested Change to Project Description (Use this)	Comments
Construction of administration, book hire, four general learning areas, lunch covered area, one multipurpose area, maintenance store, pupil amenities, technology area, uniform store and walkways. Conversion of existing space to provide three general learning areas and walkways. Refurbishment of existing canteen, six general learning areas and learning support, maintenance store, pupil amenities and walkways. Demolition of existing Hildergarde administration building, Multipurpose space, uniform store, covered lunch area and walkways.	Demolition of existing administration building. Construction of new administration area, general learning areas, lunch covered area and a multipurpose area. Refurbishment of canteen and general learning areas.	<ul style="list-style-type: none"> • Further details of projects can be included in the Project Description Comments field.
Construction of an extension to existing administration building to include four offices, a resource room, staff work room, staff amenities, student sick bay, store room and internal travel. Refurbishment of current reception and administration area. Demolition and siteworks, furniture, professional fees, and car park.	Construction of an extension to existing administration building comprising four offices, a resource room, a staff work room, staff amenities, a student sick bay, a store room and internal travel. Refurbishment of current reception, administration area and carpark.	<ul style="list-style-type: none"> • Add 'a' or 'an' at front of project component. • Include details of demolition of siteworks, furniture, professional fees etc in Project Description Comments.
St Patrick's school refurbishment.	Refurbishment of administration and general learning areas and student and staff amenities.	<ul style="list-style-type: none"> • Include detail of refurbishment works in the Project Description field.
Construction of Learning Mall Building to include ten classrooms, central gathering space, language booth, two staff offices, meeting space, print room, store room, services room, amenities, locker area, veranda and site works.	Construction of a learning mall building comprising ten classrooms, a central gathering space, a language booth, two staff offices, a meeting space, a print room, a store room, a services room, amenities, a locker area and verandah.	<ul style="list-style-type: none"> • Add 'a' or 'an' at front of project component. • Change spelling of verandah. Include site works in Project Description Comments field.
Refurbishment of current science laboratory which requires complete renovations and upgrades due to WHS responsibilities and in order to meet Australian standard including second emergency shower. The current physical layout is not compliant with current pedagogical practices.	Refurbishment of a science laboratory including two emergency showers.	<ul style="list-style-type: none"> • Add detail for meeting Work Health and Safety requirements in Project Description Comments field. • Greater detail of the refurbishment to be included in the Project Description Comments field.

<p>Stage 4C double storey K-12 Library Resource Centre, ground floor comprising reception area, library administration area, AV workroom, secure store for AV equipment, student group room, kitchenette, cleaner's store, E-learning centre for primary students, male, female, UAT amenities, travel and engineering. First floor comprising staff workroom, travel and engineering, site works and building services, professional fees, furniture and equipment, insurance. Double storey administration building comprising public foyer, reception area, twelve offices, two interview rooms, two secure stores, reprographics, kitchenette, first aid room, uniform shop, four store rooms, student foyer, nurse office, sick recovery area, amenities, communication cupboard, stairs, elevator, travel and engineering. First floor comprising staff common room, kitchenette, servery, stores, amenities, travel and engineering. Site works, building services, professional fees, furniture and equipment, insurance.</p>	<p>Construction of a double storey library resource centre comprising a reception, library administration, work rooms, a kitchenette. Construction of a double storey administration building comprising a reception, offices, storage and a kitchenette.</p>	<ul style="list-style-type: none"> • Include greater detail of refurbishment works including the stage in the Project Description Comments field. • Include site works, building services etc in the Project Description Comments field.
<p>Construction of Stage 2a - STEM Centre comprising of two materials technology studios, planning and design studio, machine room, storage rooms, meeting room, amenities, staff office and covered work areas. Professional fees, site development, furniture and equipment.</p>	<p>Construction of a science, technology, engineering and mathematics (STEM) centre comprising two materials technology studios, a planning and design studio, a machine room, storage rooms, a meeting room, amenities, a staff room and covered work areas.</p>	<ul style="list-style-type: none"> • Spell out acronym followed by acronym in brackets. • Add 'a' in front of a single component of project eg a meeting room. • Add professional fees, site development, furniture and equipment in the Project Description Comments field.
<p>Redevelopment of MacKillop Building to provide two new GLAs, two new SLAs, six refurbished GLAs and a community area and locker spaces.</p>	<p>Redevelopment of the Mackillop Building to provide two new general learning areas (GLA), two new specialised learning areas (SLA), six refurbished GLA's, a community area and locker spaces.</p>	<ul style="list-style-type: none"> • Spell out acronym followed by acronym in brackets. • Add 'a' in front of a single component of project eg a meeting room. • Add professional fees, site development, furniture and equipment in the Project Description Comments field.

<p>Larger reception and front office, extension of staff room including full kitchen and dining, 2 additional meeting rooms, first aid room, uniform room, teacher resource area, upgrade to staff and student toilets, additional storage area, extension of existing building including new roof, external façade, covered walkways and decking.</p>	<p>Refurbishment of school reception and front office comprising extension of a staffroom with kitchen, additional meeting rooms, a first aid room, a teacher resource area, updated to student and staff amenities. Extension of existing building comprising a new rood, an external facade, covered walkways and decking.</p>	<ul style="list-style-type: none"> • Start parts of description with Refurbishment of and Extension of. • Add 'a' or 'an' in front of components of project.
<p>The proposed development includes addition of a new 2-storey middle school design hub which include multiple classroom and flexible teaching spaces that will be dedicated to design, art, music and technology. Relocating an existing staff carpark including new verge crossing works and minor façade changes to the existing IT building on campus to allow greater light and airflow to these rooms.</p>	<p>Construction of a two storey middle school design hub comprising multiple classroom and flexible teaching spaces for design, art, music and technology. Relocation of an existing staff carpark. Refurbishment of facade to information technology building.</p>	<ul style="list-style-type: none"> • Start description with Construction of. • Spell out the number two. • Start second part of description with Refurbishment of.
<p>Redevelopment of a rural school. Demolition of aged and dysfunctional facilities. Construction of administration and staff amenities, three general learning areas and an outdoor learning area.</p>	<p>Redevelopment of a rural school comprising administration, staff amenities, three general learning areas and an outdoor learning area.</p>	<ul style="list-style-type: none"> • Greater detail of project to be included in Project Description Comments field.
<p>Refurbishment and enlargement of two existing science laboratories and of science preparation room and addition of a new science storeroom. Construction of pupil, staff and accessible amenities. Refurbishment of and addition to existing space to create 3 new general learning areas, a storage room and a staffroom. Construction of general-purpose learning area/performance spaces for music and three small learning support rooms. Construction of new COLA.</p>	<p>Refurbishment of two existing science laboratories comprising a preparation room and a storeroom. Construction of student, staff and accessible amenities. Refurbishment of an existing space comprising three general learning areas, a storage room and a staffroom. Construction of general purpose learning area/performance spaces for music and three small learning support rooms. Construction of new covered outdoor learning area (COLA).</p>	<ul style="list-style-type: none"> • Greater detail of project to be included in Project Description Comments field. • Spell out the word three. • Spell out acronym followed by acronym in brackets.