"RACF" Commissioning - sample template

Date version:

	30-Apr	7-May	14-May	21-May	28-May	4-Jun	11-Jun	18-Jun	25-Jun
Key Milestones:									
Building completion /handover									
FFE fit-out completed									
Resident Consultation	→								
Staff Orientation / Training									
Open Day			19th						
Certification inspection									
Resident Transfer / Admission								22 -24th	
Decommission old RACF									
Official Opening - to be scheduled									
Communication Plan		✪	→						
Building Works Management									
Site security	→								
Builder handover of all their keys / access									
Building Insurance	confirm*								
Defects management	→								
Assess and rate 'Client Change' requests									
Commercial site clean									
Certification preparation *inc. all Documentation*					✪				
Pre-Certification audit check				✪	✪				
Certification inspection					✪				
DoHA site inspection									
Complete user-testing (eg. call-bell, bathroom drainage, kitchens)									
Internal and external signage									
Post Occupancy Project Evaluation									
FFE									
Architect input to interior design layout									
** Confirm all essential Purchasing done					✪				
Install window treatments		11th							
Office Workstations		8th							
Artworks		9th							
General furniture									
Clinical equipment and set-up									
Beds									
Café									
Installation of electrical appliances									
Resident Admission									
Resident consultation meetings	→								
Resident / family bulletins scheduled	→								
New residents readied by Admissions									
Finalise resident room allocation									
Complete 'Resident Movement' database (who, when, how)									
Finalise management of resident belongings									
Confirm Removalist arrangements and resident information									
Confirm transport arrangements									
Confirm transitional care arrangements (eg. medications)									
Resident admission dates advised to Catering, GPs etc.									
Admit Residents								22 -24th	
Update Resident databases									
Day of ADMISSION / TRANSFER									
Identify and manage 'at risk' residents									
Site and Room maps available									
Manage Removalists									
Resident TVs working									
Pictures in Residents' room hung									
Volunteer schedules									
Open Day			19th						
Finalise Invitee list									
Invitation Flyer developed									
Residents, families, staff, and close neighbours advised									
Key Corporate staff and Board Exec advised									
Open Day' tour arrangements confirmed									
Catering arrangements confirmed									
Tour logistics confirmed									
Transport arranged									
Confirm Volunteers									
Staff / HR									
Staff and volunteer bulletins	→								
New Rosters advised to staff (IR rules)									
Transition rostering completed and advised									
Additional staff recruited and employed									
Payroll advised of changes									
Detailed Training Plan completed									
WHS Site Inspection									
Staff Induction and Training									
Volunteer induction									
Duty Statements / Procedure Manuals updated									

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Hotel Services									
Set up café									
Set up staff and Activity areas									
Set up kitchen and serveries									
Set up Laundry services									
Set up Cleaning units									
Set up waste management systems									
Chemicals - installation and MSDS									
Set up Linen									
Set up Paper / Plastics									
Establish resident order and delivery system									
Establish staff duties lists									
Food Safety programs - site specific model									
Notify food safety regulators re new site operating									
Maintenance									
Site Visitor management		➔							
Defects management		➔							
Fire Safety plans completed and displayed									
Asset Registers								✪	
Testing & tagging									✪
Preventative Maintenance schedules					✪				
Hand-over of technical systems eg. nurse call, phone, door locking			✪						
Hand over from Landscape contractors									
Maintenance Contracts									
Logging of all Warranties (inc. pre-PC items)									
Pest Control management									
Key and Access Registers									
Handover of Maintenance manuals									
IT / Telecommunications									
Install Fibre	*Prior*								
Install Network Equipment (Both Comms Rooms)									
Install UPS (Both Comms Rooms)									
Commission Network incl WAN link									
Install Server									
Commission Wireless Network									
Phone Lines installed (Optus)									
Install WiFi Phones									
Install PBX									
Commission WiFi Phones									
Commision Desk Phones									
Install Nurse Call PCs									
Install Resident Internet Connection (ADSL)									
Configure Resident Internet Services									
Configure Resident Telephone Services									
Install Temporary PCs (for transition Period)									
Assist with setting up relocated IT equipment									
Remove Temporary PCs (for transition Period)									
Decommission IT & Telephony at old RACF									
Cancel WAN Service at old RACF									
Administration									
Relocate office stationery									
Re-direct Mail									
Advise Newsagent									
Complete new Telephone lists (staff and residents) - notify HO									
Order new letterheads and business cards									
Banking									
Notify stakeholders (eg. DoHA, ACSAA, State Health, etc.)									
Resident Room nameplates									
Advise Utility Suppliers of correct address									
Update Telstra 'White pages'									
Stakeholder Management									
Liaise with local Stakeholders eg. GP's, Council, Pharmacy etc.									
Induction for GPs / Contractors / Allied Health				✪					
Establish ongoing Contract management									
Decommissioning old RACF									
Asset register completed									
Asset disposal or redistribution arrangements									
Decommission IT & Telephony									
Interim building safety and security									
Insurers advised									
Disposal of Resident and RACF rubbish									