



Notification Process

Project managers, authorised contractors and / or supervisors of works are responsible for consulting with clients and providing the P&F Communications Team with all relevant information for the distribution of notifications to clients. This includes all works and projects that result in noise, disruption, impacts on day-to-day operations and / or space across UQ sites.

Prior to submitting a notification:

1. Consult with impacted stakeholders
2. Check if works impact critical research or operations
3. Check if works impact Commercial Operations, Retailers, and / or Tenants. If yes, please contact the P&F Property Team at property.team@pf.uq.edu.au to advise
4. Consult with the following P&F Teams as required:
 - Project Management Office at pmo@pf.uq.edu.au
 - Campus Operations at pfassist@pf.uq.edu.au
 - Infrastructure and Sustainability at engineering@pf.uq.edu.au.

Submitting your notification:

1. Complete the following: [Notification Request Template](#).
2. Attach a site map or plan as required (including information such as signage, detour, access, safety etc.)
3. Email the P&F Communications Team at comms@pf.uq.edu.au, attaching the relevant documents and including the completed notification template in the email body.



4. Please note the following timelines are required:

- Ensure you contact the Communications Team well in advance to allow clients the opportunity to notify P&F if the proposed times are not suitable and to ensure notifications are distributed in a timely manner
- Notifications received with less than **48 hours' notice** may not be distributed
- Office hours are Monday-Friday 8:30am-4:30pm (excluding public holidays)
- Emergency notifications for unplanned works that need to be actioned urgently must be arranged by informing the PF Assist Team at pfassist@pf.uq.edu.au prior to submitting the notification to the Communications Team