

2 September 2024

To whom it may concern,

**EPM Facilities Management
Graham Thomas**

We engaged EPM Facilities Management to provide a Health Check Review of our Property Department with the aim of documenting Intellectual property, reviewing process and analysing any gaps/risks that may be present.

Graham worked with our Property team to deliver the required information with care, respect and detail, so that we now have a clear understanding of areas to work on, as well as areas that our team excels in. Our current small team, while well versed in the practicalities of their roles, needed assistance with the preparation of more formal documentation and Graham was able to work with them cooperatively to come up with a suite of documentation to assist with operations going forward.

Graham conferred with me regarding his findings and provided a plan for future improvements in the area as the team gets ready for new growth.

Our property team is a valued part of Inaburra School, therefore our aim with this project was to support the property team by providing an unbiased report to help guide the future team direction. Graham managed the project in a short amount of time and kept me informed along the way. It has been very beneficial to have a professional FM consultancy to reach out to as a trusted alternative. I have no hesitation in recommending the assistance of Graham and the EPM Facilities Management team in future.

Warm Regards



Louise Hambridge
Business Manager