July Check – in

Tendering of two new works for council

Project: Scout Huts – Demolish and Re build

Lot -1 – Endeavour Sea Scouts Group

Lot – 2 – Ickenham Scouts Group

Providing a draft programme describing anticipated sequence for delivering the contract within the 24-week timescale, including communications with Client, Critical Path & Procurement of Key materials and trades including specialists and how programme will be monitored.

Providing details of the project structure specific to the contract. and details of the management and supervisory arrangements and all resources to be employed. Including details of sub-contractors, we employ on this project

Providing company’s health and safety arrangements and ensuring that safety standards on this site are consistently maintained.

describing how company will propose to mitigate the impact of works on the local and wider environment. including details of waste management, commitment to reduce carbon emissions, traffic control and any policies the company implements to show they are consciously trying to limit the impact their works have.

General site management activities in carrying out daily tasks of checking with the work progress and quality according to the design

August check-in:

Managing site:

Calculating and ordering materials,

making sure if the works are carried out according to the design

Attending council meetings to rectified the problem raised: construction of partition walls in the elevation of two different building walls

Discussion with building inspector in terms of fire safety

Following up the new tendered contract

Submitting the variations to the council in terms of floor dampness and data cabling & partitioning of roof truss

Liaising with sub-contractors for timely completion of work and arranging meetings for discussing the new design changes

General site management activities in carrying out daily tasks of checking with the work progress and quality according to the design

September Check-in

Project re- mobilisation: complete project re- mobilisation in terms of costings:

Created a separate excel spreadsheet and divided the columns into scope of works, no of days, providing price for each works including labour costs, variation, overheads and profits and finding out the total sum, when there was a noticeable difference in prices done for valuation.

Attending meeting with council’s Principal quantity surveyor and our consultant for sorting the difference in variation and original sums.

General site management activities in carrying out daily tasks of checking with the work progress and quality according to the design

October – Check-in

Site Management –

General site management:

Liaising with sub-contractors for timely completion of work and arranging meetings for discussing the new design changes

General site management activities in carrying out daily tasks of checking with the work progress and quality according to the design

November Check-in

Liaising with sub-contractors for timely completion of work and arranging meetings for discussing the new design changes

General site management activities in carrying out daily tasks of checking with the work progress and quality according to the design

Liaising with M&E consultant for design changes

Provided Design for ventilation ducting

Creating new RFI (request for information) excel template for track of communications

Liaising with suppliers and keeping track of lead materials

Done Valuation for works done according to each scope of work