



Project Quality Control Plan QBic Hotel Manchester

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Accountability for this document

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1.Introduction

MY Construction has been trading for the past 15 years over that time we have developed a strong, experienced and reliable team, with over 700 directly employed staff which gives us control of a lot of the construction practices within the building process. This helps with rectifying any defects and quality issues as we have a large element in our control, and we can manage it in a more time efficient way.

The combination of our in-house abilities, combined with our hand on approach provides a quality that is 2nd to none, whilst maintaining an unsurpassed standard of quality and efficiency.

We have done various project ranging from £3m up to £70m a lot of high spec properties including a number of hotels in London which are of the highest quality.
(See fig 1)

The Quality Plan provides evidence that the project is being managed by the on- site team and that the quality of work being undertaken, will meet the contract requirements and provides documented evidence of our professional competence.



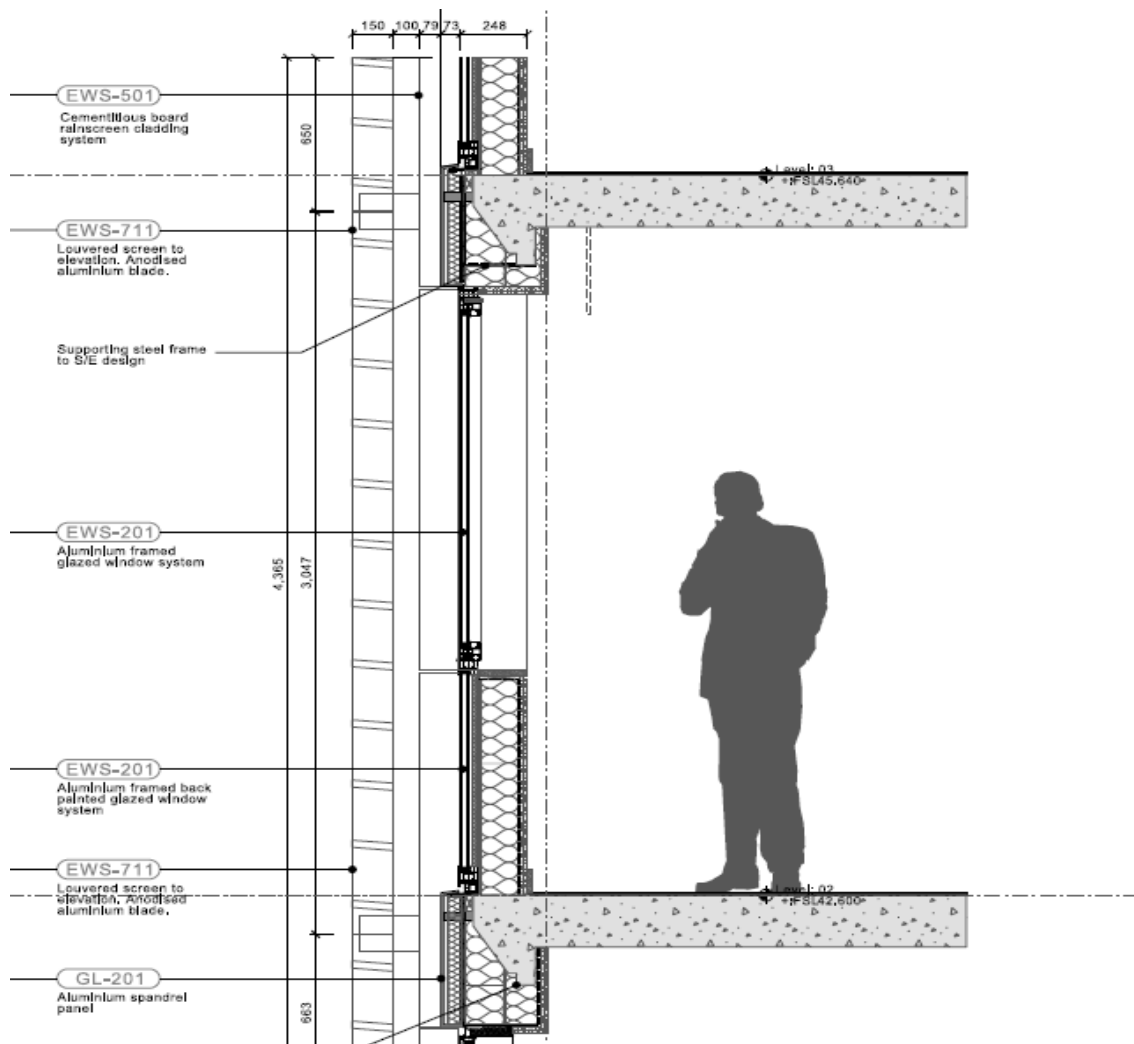
Trocadero Hotel London (Fig 1)

2. Project Details

The Site is currently occupied by an 8-storey office building known as John Dalton House at the intersection of Deansgate and John Dalton Street within the Albert Square Conservation Area. The Site covers an area of approximately 0.259 ha and includes an area of public realm to the rear called Mulberry Square which is currently used for servicing arrangements for John Dalton House, 123 Deansgate and Brazennose House.

The Proposed Development will refurbish approximately 7,335 sq. m. (GIA) of existing floor space for hotel use (Use Class C1), including reception, servicing areas and ancillary facilities required for operation and will construct a two-storey extension comprising an additional 2,765 sq. m. (GIA). In total, the proposals will deliver 10,100 sq. m. of new or converted floor space (GIA) for hotel use, including ancillary facilities and improved public realm.

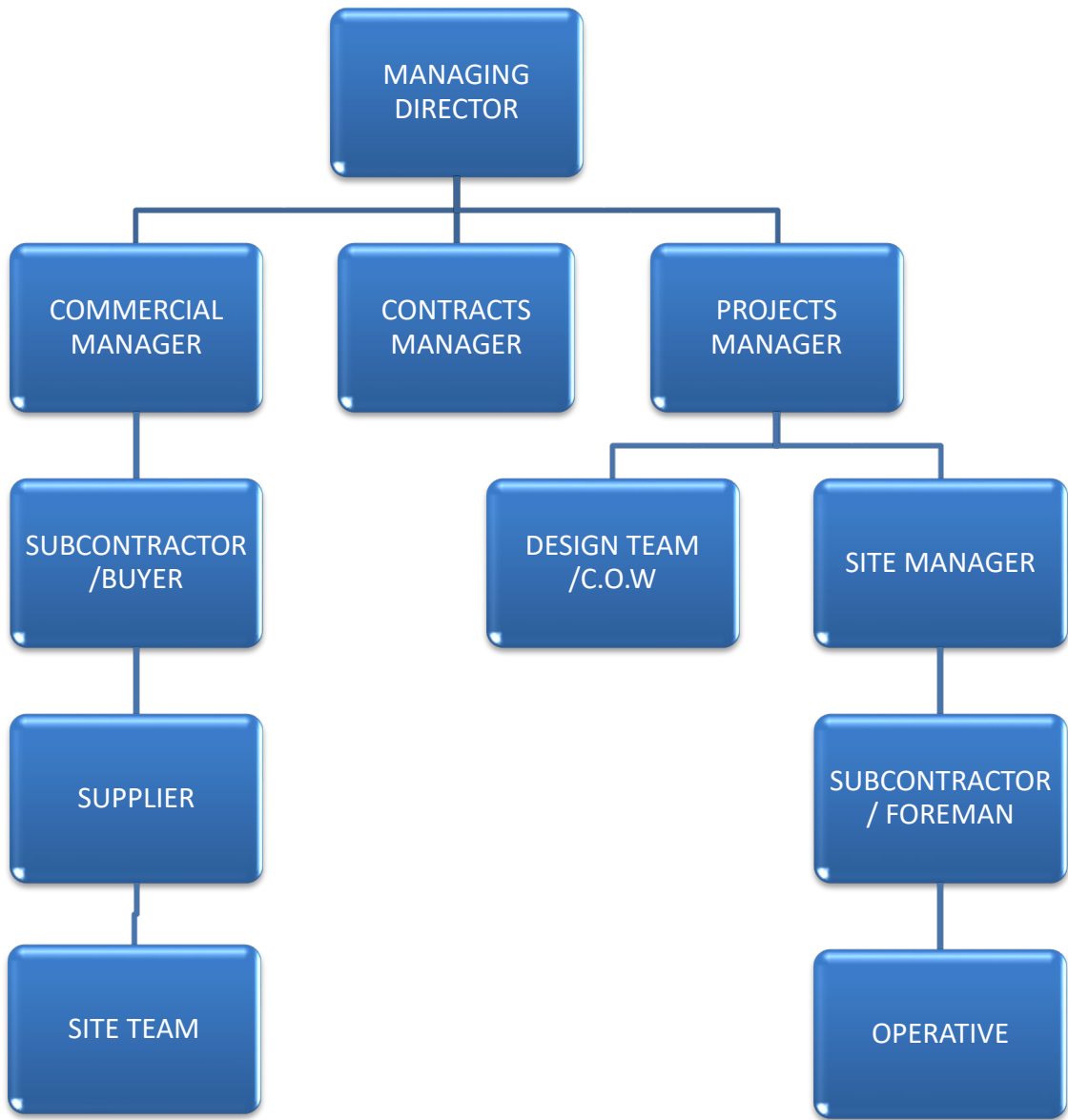
The hotel will accommodate 261 rooms and will include several ancillary features including a hotel reception area on ground floor, accessed from John Dalton Street and dedicated restaurant and bar at ground floor level and associated back of house facilities.



Proposed section of external cladding

Project Structure for Quality Control

The team structure for delivery is outlined below:



This structure chart will be updated as works proceed. The above individuals will be responsible for ensuring that contractors Quality Plans and Inspection & Test Plans from contractors / suppliers for their section / element of the works are approved before works commence and during the installation.

4. Quality Objectives of External Fabric

The objectives of Quality Management for this project are:

- To ensure the Client's requirements and expectations for quality at the end of the project and its components is met.
- To state how MY Construction and supply chain will achieve these requirements.
- Maintain high levels of Quality Standards
- To reduce the level of defective work.
- To comply with statutory requirements.
- Deliver a Quality Building fabric.

To achieve the above objectives, we will initially define the required quality by engaging with the client team from the outset.

Having clearly defined the objectives MY Construction will provide the environment to enable them to be successfully delivered. During the procurement process, MY Construction will check that the Suppliers / Contractors are competent and can deliver the defined quality product as to specification. MY Construction will also check that they have the correct processes in place to consistently deliver the quality product expected. Finally, MY Construction will monitor the Suppliers / Contractor's delivery process to confirm that these agreed processes are adhered to.

Quality Management and Control documentation

5. Contractor Quality Plan

Contractors / suppliers are required to abide by MY Constructions Quality Plan, which will be subject to review as the contract progresses. Any changes to the Quality Plan will be recorded and plan altered accordingly.

The Quality Plan shall fully describe the specific quality requirements, procedures, and activities for the implementation of the quality system, on and off-site, during the contract and must be designed to facilitate monitoring by all parties.

6. Pre-start Planning

Contractors / Suppliers have attended several pre-starts meeting prior to starting works on site. MY Construction have facilitated these sessions to ensure that the External envelope is fully co-ordinated, and all relevant parties involved are aware of the quality and workmanship standards that are required.

Any actions resulting from this meeting will be formally minuted and issued to the relevant contractors to ensure that any points or issues raised regards the quality and install process are talked through and planned accordingly, so as to achieve the required standard set out above in section 1 Quality objectives.

MY Construction will include a quality induction within these meetings to ensure that quality control is addressed and confirmed, a mutual understanding between all parties, especially those that will be directly carrying out works and supplying the materials through their supply chain.

7. Procurement

All the materials will be as to the specification approved by the client's design team, that have or will be approved by the local authority. All materials supplied will have all the relevant quality control accreditations that are required by the recognised bodies within their fields as well as the building Regulations compliant at minimum, and any relevant BS/CE standards applicable.

All suppliers will forward their Q/C controls before the manufacture and transportation of the materials so we can ensure the steps can be implemented (See example appendices A)

8. Contractors design Responsibilities

The Design Management Plan defines the general requirements and principles for design management undertaken by the Contractors. Several meetings have and will continue to take place regards this issue on a weekly basis to ensure that all aspects of the design are compliant and have been coordinated to facilitate the installation of all the aspects of the external fabric and supporting members.

The quality control requirements for the project are being communicated and referenced to a minimum, the mock-ups and sample panels that will be agreed with the local authority. Checking procedures and structural elements need to be raised, and the opportunity provided for operatives/Contractors to give feedback based on their practical experiences during this process.

Before any installation a full GPS lead survey of the existing building has been carried out to ensure that all the setting out and drawings produced are relevant to the existing structure. Any anomalies will be highlighted at this stage and will be designed out before work commences. This survey will also form our basis for setting out the framework required.

9. Delivery, storage and materials protection

Delivery, storage and material movements are to be agreed prior to commencement on site. This will be in accordance with the MY Constructions logistics Plan for the project highlighted in the CMP.

Contractors shall ensure they provide appropriate controls and procedures in accordance with manufacturers/supplier's instructions for the transportation and handling of materials to prevent misuse, damage or deterioration both on-site and in factory.

The contractor is responsible for checking and accepting materials or components delivered. MY Construction will randomly inspect materials to ensure compliance.

Deliveries should not be accepted without prior arrangement with the MY Construction site team.

MY Construction are responsible for approving the intended method of storage and material movement and issues that should be considered are:

- location of stored materials
- protection of materials
- protection to storage areas
- environment requirements
- method of material movement
- manual handling
- palletising
- protection during movement
- access routes
- impact on surrounding finishes

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Materials found to be damaged or defective are to be rejected and removed from site immediately to ensure that they are not incorporated within the works. All materials or components will be stored in compliance with the manufactures or suppliers' instructions.

To minimise risk of damage, Just-In-Time deliveries should be implemented where possible.

Protection of the works both in its stored condition and installed condition is the responsibility of the contractor. Methods for protection of stored materials and completed works are to be identified in the sub- contractors Quality Plan and Inspection & Test Plan.

The elements to be protected and method of protection shall be agreed with MY Construction.

The contractor is responsible for the maintenance and removal of protection for inspection, handover and commission purposes. Where protection is removed or damaged, the contractor responsible is to reinstate at their own expense.

The protection strategy could include but not limited to:

- Designated material routes.
- Areas of restricted access.
- Temporary protection
- Working Permits /Controlled areas

10. Workmanship and tolerances

During the installation of the framework regular checks will be made by our site engineer to check that the supporting framework is correctly positioned and within the allowed tolerances.

During the install of the external fabric regular checks will be made by the site management team as indicated above and regular inspection by the client's representatives to safeguard the quality of the installation.

The vapour/fire barriers and insulation will to be subject to the same checks as above the fire stops will be installed in line with our fire strategy which has the approval of the relevant bodies and will be full scrutinised by our appointed fire engineer, sign off sheets will be used so that areas between subcontractors are managed and checked.

Contractors are responsible for the implementation of their project Quality Plan, Inspection and Test Plans, interim inspections and maintaining the appropriate records to demonstrate conformance with specified requirements.

Regulation 7 of the Building Regulations, and BS 8000 "Workmanship on building sites" applies to this aspect of the works.

Contractor quality control checks will be monitored by regular Inspection & Test Plan or similar documentation. The contractor's supervision is responsible for inspecting the work and checking / signing to record inspections and their results this will be relayed to MY Construction for further scrutiny.

Design teams, MY management teams and clients Clerk of Works will inspect the works on a regular basis as works progress. Remedial items identified by the design team will be recorded and any actions monitored on an ongoing basis.

Tolerances

Standard tolerances are as defined by standards, codes of practice or manufacturer recommendations. See BS 5606, "Accuracy in Building" for further guidance. Where specified tolerances have been defined that are more onerous than standard tolerances, these should be identified at the earliest opportunity. Impact on interfaces with other work packages must also be considered as this may require enhancements to the specification of the works packages.

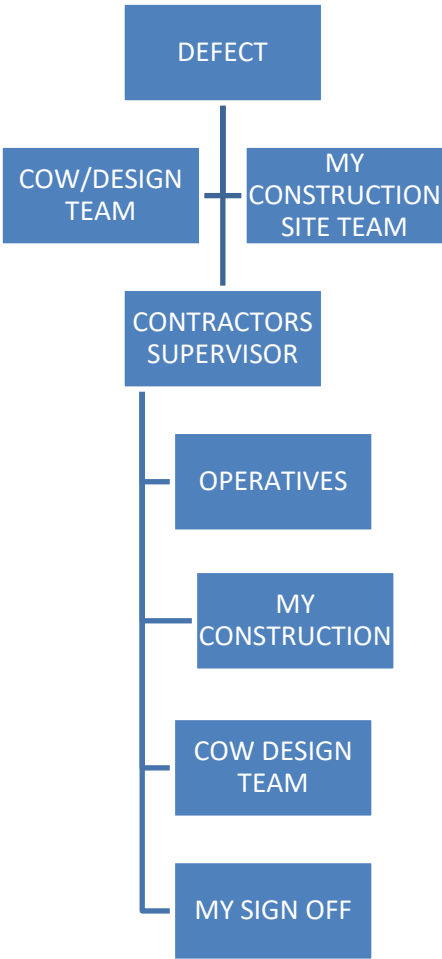
11.Defects Management

MY Construction will control quality control and defects this system will be configured and managed centrally by us. (See flow chart below)

All defects identified from commencement of the project, during the works and on completion will be recorded and distributed to all relevant parties.

Defects issued to the contractor must be completed within in an agreed timescale and confirmed and recorded upon completion.

A summary of outstanding issues for each package will be issued to contractors at the weekly progress meetings that will be on going during the install period.



12.Final Inspection and Handover

Final inspection and handover will be undertaken in accordance with the agreed plan managed by MY Construction on a floor by floor basis, consideration must be given to areas that are protected to minimise the time they are left unprotected. After all snagging works have been undertaken in agreement with all relevant parties Clients COW/Architect /MY Construction the inspected area will be signed off as satisfactory.

During striking of scaffold any handover areas will be fully protected where required to ensure that no damage occurs, a post scaffolding inspection will also be undertaken once the immediate lift below is struck. If required any additional defects that may occur will be rectified by a remote platform lift but we do not envisage this being the case.

Any changes to the working drawings will be added to the as built's and form part of the OM Manuals



Appendix A Typical Suppliers Q/C Measures



19. QM - CONTRACT MANAGEMENT

19.1 SCOPE AND OBJECTIVES

19.1.1 The objectives of this process are to ensure that all new contracts for Two Point Seven Facades Ltd are effectively planned, co-ordinated and monitored

19.1.2 Ensure that any Variations to the contract and correctly quoted, agreed and recorded.

19.1.3 Arrange for site visits to be undertaken as required, to ensure Risk Assessments and Method Statements can be effectively completed, access arrangements are correct for the project, suitable areas are available for the storage of material and confirm the programmed start date for the commencement of works on site.

19.1.4 Ensure that sufficient information is available to enable effective invoicing to take place. Where payments are staged across the contract, drawings detailing areas complete to be provided to the Accounts Department to ensure applications for payment are correct and can be quantified in accordance with contractual obligations.

19.2 RESPONSIBILITIES

19.2.1 The Managing Director has overall responsibility for the management of all contracts in accordance with Operating Procedure for Sales Enquiries and Estimating. This will include site visits where necessary.

19.2.2 The Admin Clerk is responsible for providing administrative support to the Managing Director and the Contracts Team as necessary in order to meet contractual obligations.

19.3 DOCUMENTATION

19.3.1 Key to ensuring the success of each individual contract is the control of documentation. Electronic files of all documents should be saved in the correct folders for each individual contract. A standard folder to be setup for each contract, with sub-folders for all elements. These folders are in a standard format, and should be used for all contract.

- Contract file
- Drawings AutoCAD & PDF



- Drawing issue sheets
- Variations to contract
- Payment schedule
- Site Inspection Form
- Sub-contract document pack (installation document)
- Terms & condition
- RAMS
- COSHH
- Site Diary
- Day work sheet
- Handover Sheet
- Health, safety and environmental check list

19.4 PROCEDURE

- 19.4.1 All new contract documents to be reviewed to ensure specification, quantities and programme are in line with the tender documents, this should be carried out within one week of receiving the contract documents.
- 19.4.2 Managing Director to assign the contract to the Design Engineer/Contract Manager based on the available resources. In turn these details should be passed to the Admin Assistant and Accounts department.
- 19.4.3 Design Engineer/Contract Manager to request the AutoCAD drawings for the project from the client/sub-contractor/Architect and commence the design in line with the tendered programme.
- 19.4.4 Long lead items required to complete the project should be quantified and ordered.
- 19.4.5 Programme for completion of the works to be issued and agreed with the client.
- 19.4.6 If additional resources are required, these should be identified and arranged within week one.
- 19.4.7 AutoCAD drawings to be prepared and issued to the client for approval, with the programmed timescale along with drawing issue sheet. These should be issued in PDF format only, unless otherwise authorised by the Managing Director. Once comment have been received, drawings to be revised, re-issued and manufacture drawings prepared.
- 19.4.8 Materials schedule to be compiled and passed along, with manufacture drawings and specifications to the Admin Assistant to enable orders to be raised, within the allotted timescale.
- 19.4.9 Risk Assessment and Method Statements to be prepared for client approval, along with any COSHH statements and lifting plans.

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19.4.10 Fitters pack to be sent to sub-contractors for quote, to include;

- Project drawings
- Manufacture drawings
- Materials schedule
- Programme
- RAMS
- Site diary
- Handover sheet
- Health Safety & Environmental checklist
- Sub-contractor terms and conditions

19.4.11 Prepare information/spreadsheets for interim payment, variations to contract and final accounts, to enable accounts department to prepare applications for payment in line with the contracted payment schedules.

19.4.12 Completion of the contract to be reviewed by the Managing Director, including any NCR's, with feedback provided to all teams on lessons learned.

19.5 KPI's

19.5.1 Procedure section forms the basis of the contracts team KPI's, which are recorded and reviewed during the monthly contracts meeting. Where targets have not been met, causes will be discussed and solutions to improve will be implemented with immediate effect.

Signed:

Martin Dewitt

Martin Dewitt, Managing Director

Two Point Seven Facades Ltd

Issue 2 – January 2019

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