Construction Management Plan

PROJECT: CHORLTON ST APARTMENTS
ADDRESS: CHORLTON ST. MANCHESTER M1 3HW

CONSTRUCTION MANAGEMENT PLAN INTRODUCTION

The construction management plan sets out Goodwin Construction Groups intensions of how, all aspects of the Chorlton St Apartments project will be undertaken and managed.

This plan is designed to be a “live” document, which will be reviewed, revised and updated throughout the duration of the project and post completion.

The plan will play a fundamental part of the planning and control of the day-to-day site activities and will set out to all parties involved, the requirements and standards to be achieved in all aspects of the construction phase including Health and Safety, Environmental, Quality, Design etc…

Due to the overall size of the plan, there will be Sub Files and Appendices, which will be maintained on site.

The Appendices include:

Construction Phase Plan

Environmental Management

Fire Safety

Management of Temporary Works

PLAN REVISIONS AND RECIPIENTS

Revision No: First Draft

Client: Kamani Group

Contract No: GC-051

Project Title: Chorlton Street Apartments

Prepared by:	Chris Hamer	Date:	16/3/19
Checked by:	Richard Goodwin	Date:	
Approved by:	Richard Goodwin	Date:	

Position	Name	Location	Date of Issue	Sections Issued
GOODWIN TEAM				
Managing Director	Richard Goodwin	Congleton		All
Commercial Manager	Andy Moore	Congleton		All
Contracts Manager	Chris Hamer	Congleton		All
Quantity Surveyor	TBC	Congleton		All
Design Manager	Dan Challinor	Congleton		All
Project Manager / Senior Site Manager	N/A	N/A	N/A	N/A
Site Manager	Garry George	Chorlton Street		All
CCL SHEQ and CSR Manager	John Thorley	External Consultant		All
Employers Agent / QS	Warrington Martin			
Principal Designer				

Pre-Construction Issue Log				
Revision	**Date**	**Details of Revision**	**Prepared by**	**Issued On**

Project Management Plan Revision Log		
Reviewed by	**Comments / Actions / Deviations from Plan**	**Date/Action**

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Section 1 – Project & Organisation Details

1.1. Project Brief

Project Client: Kamani Projects

Project Title: Chorlton Street Manchester

Contract Number: GC-051

Site Address: Chorlton Street, Manchester M1 3HW

Project Description:

The works comprise of the internal demolition of existing office space and the construction of 10 apartments in their place, comprising of 3no 2 bed duplex apartments, 3no 2 bed apartments with mezzanines, 2no 1 bed DDA Accessible apartments and 2no 3 bed apartments. Works also comprise of the refurbishment of the existing windows and visual improvements to the existing steels and facades.

Form of Contract:

JCT Intermediate.

1.2 Emergency Contacts

Emergency Contacts	Name	Location	Contact Numbers
Project Safety Coordinator	Garry George	Site	07763 543085
CCL SHEQ and CSR Manager	John Thorley	External Consultant	07834 553019
Health and Safety Executive	Head Quarters	Bootle	
Hospital A and E	Manchester Royal Infirmary	Oxford Rd, Manchester M13 9WL	0161 276 1234
Fire Service	Manchester Central	Thompson St, Manchester M4 5FP	in case of emergency 999

Police	Greater Manchester Police	Town Hall, Lloyd St, Manchester M60 2LA	0161 856 3129 or 999
Local Authority Environmental Health Officer			
Environmental Agency (Local Office)			
Environmental Agency Emergency Hotline			
Local Water Company (Sewerage Undertaker)			
Other Staff			

1.3 Professional Team Contact Details

Client(s): Kamani Projects	**Company Address:** 6 Tariff St, Manchester M1 2FF **Tel:** 0161 713 0045 **Fax: n/a**
	Name: Marc Silcock **Mobile:** 07795 008986 **Email: marc@kamaniproperty.com**
Architect(s): Jenkins Design Services	**Company Address:** 2-4 Houghton St, Bury BL9 0TA **Tel:** 0161 761 3500
	Name: Tim Rogerson **Email**: tim.rogerson@jenkins-design.co.uk
Employers Agent: Warrington Martin	**Company Address:** Wilmslow Road Didsbury, 1 The Stables/, Wilmslow Rd, Manchester M20 5PG

	Tel: 0161 446 4110
	Name Richard Crossan **Mobile:** **Email: richard@warringtonmartin.co.uk**
M & E Consultant(s) Consolux	**Company Address:** **Tel: 020 7734 3030** **Fax:**
	Name: Richard Greenough **Mobile: 07875 284391** **Email: richard@consolux.com**
Structural Engineer(s):	**Company Address:** **Tel:**
	Name: **Mobile:** **Email:**
Principal Designer	**Company Address:** **Tel:**
	Name: **Mobile:** **Email:**
Building Control:	**Company Address:** **Tel:**

	Fax:
	Name: **Mobile:** **Email:**
Principal Contractor: Goodwin Construction Group	**Company Address:** Regus Manchester Airport - Manchester Business Park - 3000 Aviator Way - Manchester - M22 5TG
	Tel: 0161 960 0113 **Fax:**
Other consultants	**Company Address:** **Tel:** **Fax:**
	Name: **Mobile:** **Email:**
Subcontractor (s)	**These contact details will be held in the individual site files and within the site contact directory.**

1.4. Project Team

Project Team	Name	Initials	Tel. No
Managing Director	Richard Goodwin	RG	
Commercial Manager	Andrew Moore	AM	07708 713960
Contracts Manager	Chris Hamer	CH	07540 722300
Project Manager	Not Applicable		
Site Manager(s)	Garry George	GG	07763 543085
Project Engineer			
CCS Champion	Not Applicable		
Temporary Works Coordinator	Garry George		07763 543085
Asbestos Coordinator	N/A		
COSHH Coordinator	Garry George		07763 543085
Quantity Surveyor(s)	TBC		
Project Administrator	N/A		
SHEQ and CSR Manager	John Thorley	JT	07834 553019
IT Advisor			
Company Insurance Advisor			
Fire Safety Coordinator	Garry George		
Traffic Management Coordinator	Garry George		
Temporary Electric Coordinator	Garry George		
Site First Aider(s) – All Site Management			

Section 2 – Logistics and Site Set up

2.1. Logistics and Site Set up

Within this logistics plan, the fundamental aspects considered were;

- Public Interface.
- Site constraints
- Traffic Management
- Deliveries
- Site access and Egress
- Site Perception

2.2. Site Logistics Layout Plans

Chorlton St-Logistics Plan-V1.pdf

2.3. Traffic Management

As Above

2.4: Traffic Management Checklist

Precautions	Yes / No - Details
Physical Segregation of vehicles and pedestrians at site entrance	Yes – Separate access gates
Physical Segregation of vehicles and pedestrians to all work locations	Yes
Signed pedestrian and delivery routes on site	Yes
Signed pedestrian crossing points	N/A
Reversing eliminated / minimised (signage required)	Yes – One way system
One-way traffic routes, passing points and turning areas	Yes
Designated segregated vehicle parking	No – none available
Designated storage areas	Yes
Protection of the public (visibility splays at vehicle entrance, secure hoardings)	Yes.
Maintenance of public and site roads, including road sweeping	Yes.
Protection of overhead and underground services (goal posts, barriers etc.)	Yes
Plant and vehicles – all round vision and reversing warnings	N/A
Vehicle immobilisation arrangements	TBC
Restriction of peak time deliveries (if applicable)	N/A
Information and training (induction, toolbox talks, on-site training)	Yes – Site Requirement
Nominated plant operators – trained and competent	Yes – Site requirement
Trained competent banks man (should be easily identified)	TBC
Traffic management co-ordinator identified in section 1.4	TBC
PPE – High visibility clothing to be worn by all on site	Yes – Site Requirement
Other:	

All loading and unloading to be done within the confines of the site only.	Yes – dedicated unloading zone identified

Section 3 – Programme

Programme Available



Construction Programme.pdf

3.1 Contract Programme

3.2 Pre-Start Programme

3.3. Procurement Programme / Subcontract Procurement Schedule

Section 4 - Quality Management

4.1. Quality Management System Introduction

The goal of the company is to achieve a consistently high level of quality satisfaction. GCG operate a `Right First Time` policy and we measure our supply chain through a range of project specific KPIs. If our supply chain fails to meet our stringent quality standards, they are removed from their approved status. All GCG personnel should take ownership and responsibility for the quality of the works on site and should welcome positive feedback.

4.2. Inspection and Test Plan

This ”Inspection and Test Plan” has been produced to plan and record inspections to ensure works comply with the specified requirements and standards. The test and inspection plan should be compiled considering the level of risk associated with each package and the appropriate levels of inspection and tests required.

1. The Project Manager is responsible for this register, which is produced through our understanding of the scope of works on this Project.

2. **Inspection and / or test to be carried out** – Inspections are implemented using the checklists below. These checks are carried out by External Organisations, specifically appointed to monitor build quality and building regulations compliance. Specific design consultants appointed to monitor installation compliance to their designs (M&E, Roads and Sewers Designers) and by our Project / Site Manager **Garry George** on completion of an activity in accordance with our programme of works.

3. **What we are inspecting against** – All our activity checklists are site specific and are based on the contract specifications and drawings. (Any Generic sheets will be checked for suitability and amended, if required.

4. **Persons responsible for carrying out the inspection / test** – In addition to the named Consultants and employees in question 2, our Contracts Manager, Chris Hamer/Dan Challinor, will make random

inspections of our works to ensure they are being correctly checked and our quality is being maintained.

5. **Frequency of inspections / tests** - The frequency is dependent on the progress and area of works being carried out. Inspections will only be carried out when a single activity has been completed within a designated section.

6. **Acceptance (rejection) criteria** – All our activity checklists contain a non-conformance section, if an activity does not meet our required quality standard it is rejected and the Projects Manager is informed. The activity in question is then re-done / repaired and rechecked before signing off the activity checklist.

7. **How will this be recorded** – This will be recorded through the activity checklists of which a copy will be sent to the relevant sub-contractors, together with a handover record for each activity in each section. The handover record has a signatory section for the sub-contractor, main contractor and follow on sub-contractor to sign, acknowledging the activity has been done to a satisfactory standard.

8. **How will this be handed over** – In addition to the periodic checks done by the Professional Team, we will also issue a formal handover with the activity checklist, for each section of works upon completion, to the Employers Agent. In addition, at Practical Completion of our works, a full copy of our Quality Management File will be handed to the Employers Agent.

9. **Hold and witness points** – As stated in questions 5 & 8

10. **Client/Client Representatives –** There may be needs from time to time for the Client or their Representatives to inspect or witness activities. This will be undertaken under the same criteria as any inspection done within this plan.

4.3. Inspection and test plan checklist

This section shows our inspection and test plan activity checklist showing the scope of works relevant to this project. The code to the left column should be inserted and relates to a standard Create Homes Inspection Criteria Checklist. This needs to be checked for suitability prior to use.

QMS Code	Activity	Comments
	Earthwork retention	N/A
	Adoptable Highways and Footpaths	Dilaps
	Foundations	N/A
	Adoptable Drainage	Yes

	Private Plot Drainage	Yes
	Substructure Brick & Block inc Beam and Block Flooring	No
	Screeding to Slab	No
	Brick/Block Works (3 stages) – GF-Chamber, Chamber-Wallplate, Wallplate-Ridge	No
	Render system to external elevations	N/A
	Roof Truss Works	N/A
	Roof Works and Rain Water Goods	Yes
	First Fix Joinery	Yes
	First Fix Electrical	Yes
	First Fix Mechanical	Yes
	Dry lining	Yes
	Second Fix Joinery	Yes
QMS Code	**Activity**	**Comments**
	Second Fix Mechanical	Yes
	Ceramic wall and floor tiling	Yes
	Window installation	No

	Fitted Kitchens	Yes
	Final Fix Joinery works	Yes
	Final Fix Mechanical	Yes
	Vanities and cubicles including shower screens	Yes
	Final Fix Electrical	Yes
	Internal and external decorations	Yes
	Cleaning	Yes
	Mastic	Yes
	External Brick Cleaning	Yes
	Fencing, Landscaping and External Works	No

4.4. Quality Inspection and Non Compliance Sheets

The site management team and the subcontractor should do the inspection of the works jointly. However, the subcontractors should inspect their own works prior to the joint inspection taking place. Any issues should be highlighted on the notes page. If the works are found to be defective then the site management should issue a Non-Compliance Sheet, to be filled in jointly with the subcontractor, agreeing actions and timescales. The timescales agreed should not affect programme or follow on trades.

4.5. Material Samples and Monitoring

There may be need within the contract, or for benefit to the construction process, for the submission of samples or mock-ups. Subcontractors should be made aware of these requirements prior to appointment and

should be listed within the subcontractor pre start interview. These samples once approved by the Client, will set the quality standard required for this item of work for the duration of the project. The submission and approvals of samples can be monitored through the samples schedule. Once the sample is approved, the original should remain on site until completion for reference and comparison.

4.6. Quality Inspection Records

Quality inspection records, identified in the Inspection and Test Plan are filed as part of the project records. Should there be a need to issue a Non-Compliance Sheet this should be copied to the Subcontractor Head Office, the Contracts Manager and the Project QS so amendments can be made to the subcontractor valuations. Upon completion of the contract, this Project Management Plan and all related quality records are to be archived in accordance with the company procedures.

4.7 Internal Quality Audits

Periodic audits of the project will be carried out in accordance with the company audit policy, to ensure compliance with GCG procedures and this Project Management Plan.

Section 5 – Project Design Management / Compliance.

5.1. Introduction

The wealth of experience within Goodwin Construction Group and its design partners is an integral part of the success of the project. The intention of “Good Design” is to fully understand the project, the client’s aspirations and operational requirements. To ensure the project is a success all parties need to work as a team so the final design “fits together”. In achieving this goal the designers, which may also include subcontract design, must take into account a number of important points in order to make the project a success.

Buildability

The designers must look at the buildability of their design. This does not mean that the final product is different from the aspirations envisaged at the beginning, but the process of how it was achieved was considered. The easier the build process is the safer, more commercially viable and a better quality standard will be achieved.

Health and Safety

It is the duty of all Designers under CDM to ensure that the design allows the construction and maintenance of the building to be undertaken in a safe manner. This must be reviewed by all parties to ensure this is achievable

Compliance

The Designer should take into consideration the needs of any party that has requirements that need to be fulfilled as detailed within the contract or statutory requirement. This may include the Client, Building Control, Planning etc.

Commercial

As within all construction projects there is financial restrictions. The Designers should make themselves aware of any budget restraints and tailor their designs to suit. The Designers should also investigate any possibilities of introducing value engineering where possible. This should not affect compliance and the overall quality that needs to be achieved.

5.2 Risk Schedule

Prior to commencement on site, the pre-construction team will develop a risk schedule that highlights the potential risks and opportunities that are deemed to be present on this project. This schedule needs to be closely monitored and reviewed by all parties and update as and when required.

5.3 Information Management

5.3.1 Design Responsibility Schedule of Works (who)

The design schedule of works highlights to all parties who is responsible for the design element for each work activity. This should be completed prior to commencing on site but must be maintained if elements change during the construction phase

5.3.2 Design Programme (When)

5.3.3 Information Release (Control)

5.3.4 Design / Drawing Review

Once the design / information has been released by the Design Team, and prior to issue to either subcontractors or the Client, the information received should be checked to ensure its suitability. The Design Co-ordinator should liaise with the commercial and operations team (and any other parties deemed necessary) to ensure that it is buildable and within the budget allowed. Any comments should be passed back to the Designers to be addressed and revised. Once the information is complete and accepted then the information can then be released and issued to the Client for approval / comment. When the information is issued records should be kept of what has been issued and when and any comments received. Once approved by the Client the information can be issued to subcontractors. To monitor the drawing issue the “Drawing approval Tracker” should be utilised. This document should be maintained throughout the design stage of the project.

5.3.5 General Design Arrangements

1. The drawing register should be checked by Design Manager and Project / Site Manager on a weekly basis to ensure it is up to date and matches both the designers issue sheets, and the GCG Head Office copy to ensure everyone is working off the same drawing revisions.

2. As part of the design, samples may be required for approval. For the management please see section 4.5 of this Project Management Plan (Quality)

3. A copy of the Contractors proposals (CPs) and the Employers Requirements (ERs) are available.

4. Design team meetings will be held if required. The Apartments are a fully designed package reviewed and approved prior to commencement on site. The roads and sewer drawings are also an approved package, reviewed and approved prior to commencement. However if site issues dictate a design review or change

then the Design Team meeting will be scheduled as quickly as possible. The meetings will be organised and chaired by the Design Co-ordinator. The agenda and attendees should be tailored to suit the particular project but should include:

- Design Update
- Architectural review
- Structural review
- M+E review
- Design Subcontractors
- Programme
- Procurement
- Value Engineering
- Planning
- Building Control
- Client
- CDM / H&S
- Forthcoming Actions
- AOB

5.4 Subcontractor/Supplier Design

The following are the elements within this project that are Subcontractor design

1. M&E
2. Tanking to Basement
3. All Structural Elements
4. Kitchens

5.5 Compliance

The design co-ordinator will ensure a Planning Tracker and Building Control Tracker is set up and maintained by the Lead designer to ensure that the Planning Conditions are discharged and all the Building Control requirements are approved / closed out.

14 Planning Condition Matrix Choi

Section 6 – Project Completion and Handover

6.1 Introduction

It is the intention of Goodwin Construction Group Ltd that all project handovers are completed in the same way and have the same goals. These goals are that the project finishes with a good safety record, on time, to a high quality standard with zero defects and on budget. If these goals are achieved then this will inevitably mean that the client is happy and will generate a future working relationship. Remember, “Nobody Forgets A Bad Handover”.

6.2 Countdown / Completion Strategy

6.2.1 Countdown Meeting

8 weeks prior to completion, if required, a Countdown Meeting will be held. The idea of the meeting is to set out and focus on the requirements for a successful handover and what is required to achieve this. The attendees will be dependent on the current stage of the project and what is required to complete, these may include Site Management, Subcontractors, Design team, Suppliers, Client Directs, Statutory Bodies, the Client and anybody else deemed relevant to achieving the end goal. The agenda for the meeting should be developed to suit the current status of the project but should include, but not restricted to.

1. Programme and current status
2. Resources and outstanding deliveries
3. Planning Conditions
4. Building Control issues
5. Sectional completion dates / early occupation areas etc
6. Testing and Commissioning
7. Handover and Occupation strategy to meet the client’s needs and aspirations.
8. Completion of Defects
9. Provision of information for inclusion into the Health and Safety File.
10. Exit strategy.

Further meetings will be held on a regular basis to review progress and actions.

6.2.2 Completion Programme

If required a completion programme may be drafted to intrinsically identify the critical path to a successful handover

6.2.3 Pre-Handover Review

For the completion of this project, a Pre-handover Review Meeting must be held, and the Handover Checklist must be completed at least 1 week prior to handover, during the testing and commissioning phase. Actions should be recorded and reviewed to ensure that the handover is successful.

Attention To Detail: What Makes This Job Better Than Any Other?

1. Site Perception

		Completed ?	Expected ?
1.1.	One point of access to each building		
1.2.	Access to building controlled by Site Management (site operative)		
1.3.	Signing in book available at access point		
1.4.	Plastic overshoes available for all personnel		
1.5.	Temporary fencing and hoarding removed		
1.6.	All cabins removed and signed off with supplier		
1.7.	All plant off-hired		
1.8.	All skips removed		
1.9.	Signage signed off and returned		
1.10.	All contractor signage removed		
1.11.	All snagging completed		
1.12.	Are buildings clean and shiny?		
1.13.	Jet wash Driveways or parking spaces (car park and pavings)		

2. Administration and Paperwork

2.1.	Health & Safety file handed over to client		
2.2.	M&E Operating & Maintenance manuals handed to client		
2.3.	Equipment manuals handed to client		
2.4.	Building regulations final certificate to Client – and retain		

2.5.	Fire Officer certification (If applicable) Client – and retain		
2.6.	Fire certificates for upholstery, furniture etc if applicable		
2.7.	Provide CCTV of drainage if required		
2.8.	All keys labelled and handed over to client) (signed for)		
2.9.	Practical Completion certificate received		
2.10.	Site Manager to ensure all site documents e.g. AI, Site Diary – handed to QS before or at handover. To be logged in at Head Office		

3. Aftercare

3.1.	Single point of contact for maintenance provided to client		
3.2.	Emergency contact numbers provided		
3.3.	Provide spare bulbs, paint, wallpaper, etc & hand to client if required		

Completed by: **Signature:**

6.3 Snagging

The aim of the project is to hand over snag free buildings with zero defects on completion day. To accomplish this the process needs to be managed correctly. Prior to undertaking an inspection, the building must have reached the commissioning phase, as per the construction programme. At this point the Site Manager/General Forman will undertake an in depth snag of the property (an area must be complete whether that is a room, a floor, a corridor etc.) The snagging list will be collated electronically via an iPad and software system called SnagR(or similar). The system operates by taking pictures and inserts annotated description of the fault or defect. Lists can then be collated electronically or printed and once actioned can be signed off after being checked. A snagging list should not include incomplete works. Once the list has been generated, the snagging should be closed out by the responsible trades and signed off by the Site Manager/General Foreman as quickly as possible prior to the handover date to the client.

(The snagging should be undertaken with the site management present, possibly subcontractors and the design team should also be encouraged to be involved to prepare a single co-ordinated snagging list. Once an agreed list has been formulated this should be distributed or made available on line to the relevant parties and must include responsibilities and dates for completion. Following completion of the project, the iPad will be left on site and utilised to report ongoing issues throughout the defects period.)

As part of the snagging process, a functionality checklist should be completed for each area. This is a checklist, which defines what elements within the property need to be checked to ensure they are working correctly i.e. hobs, extracts, WC flush etc.

6.4 Handover

The day of handover is an accumulation of a lot of hard work over a long period of time, and arguably the most important day of the projects lifespan. Above all the buildings should be complete, clean and look like GCG Ltd have never been there.

6.4.1 Defects

All Defects should be completed and signed off by the client or their team utilising the SnagR system Or similar

6.4.2 Commissioning

All commissioning is to be complete and certified

6.4.3 Certification

All certification should be complete with copies available. All certification should have been forwarded to the relevant parties' i.e. Building Control, Consultants etc. in time for them to be reviewed and approved. Certification from the Statutory Authorities i.e. Building Control Completion Certificate should be available to be inspected at completion. There will be need for the Statutory Authorities to inspect the site prior to issue of certification. This must be arranged in plenty of time prior to completion to allow any issues to be resolved.

6.4.4 Practical Completion Certificate

Unless otherwise agreed or described in the contract the Client, cannot occupy or take partial possession of the site unless a completion certificate is issued. This also includes the Client's staff, deliveries or direct subcontractors i.e. fit out teams.

6.4.5 O & M Manuals

The O&M Manuals should be available on the day of handover. There may be cases where additional information needs to be added to the files. However, this should not stop the files being available on the day. The index and content should be agreed and a draft copy should be forwarded to the Principal Designer for review and comment with sufficient time for those comments to be addressed prior to handover.

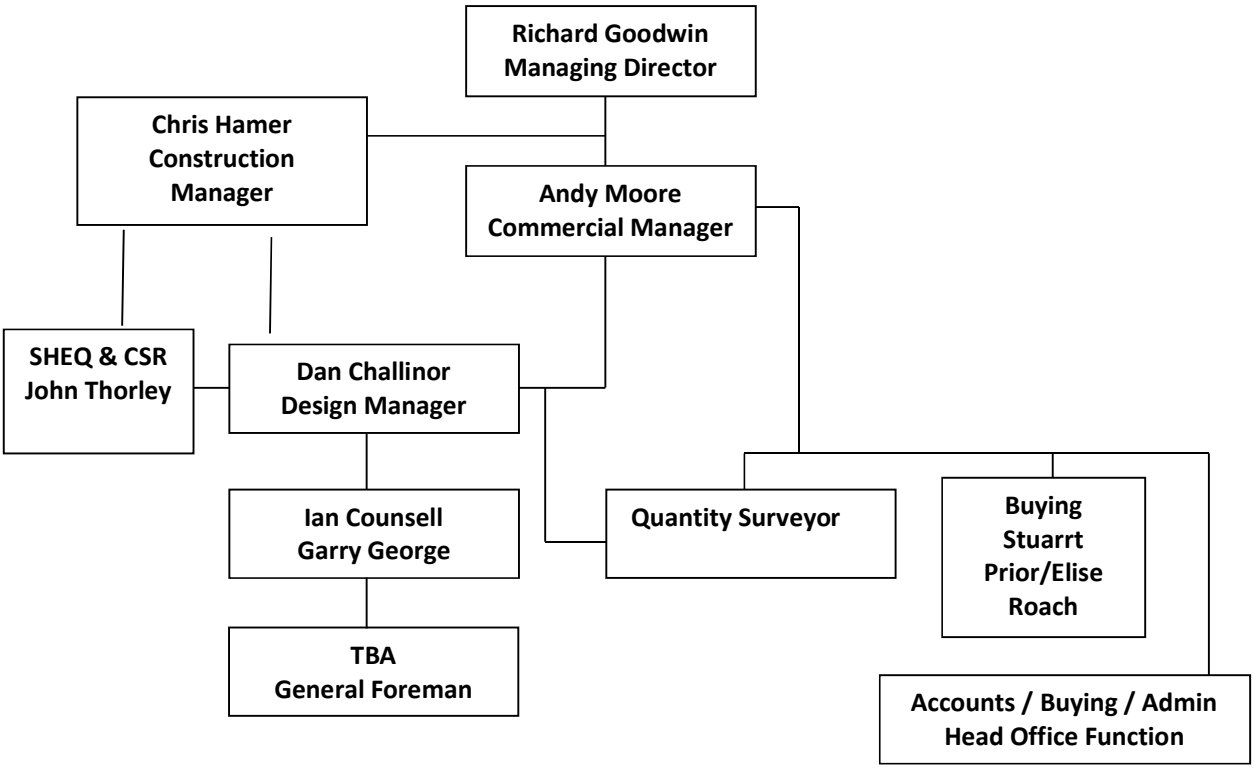
6.4.6 Keys

At handover all the relevant keys and codes should be tagged, identified, and listed on a schedule. The schedule needs to be signed by both the customer (Client, and Create Homes) and a copy of the schedule added to the handover documentation.

Section 7 – Company structure and Responsibility

7.1. Project Organogram

Chorlton Street



7.2 Project Specific Roles and Responsibilities

Activity	Procedure and reference	Standard form ref.	Responsibility	
			Main	Involved
1. Implement and adhere to the Project Management Plan, including all agreed procedures and practices	Project Management Plan		All	All
2. Prepare and issue the Project Management Plan, including regular review and revision as necessary	Project Management Plan			All
3. Ensure that the Project Management Plan is updated and reviewed throughout the duration of the contract and that the plan and revisions are brought to the attention of subcontractors	Project Management Plan		SM	ALL
4. Appointment of Temporary works Co-ordinator			CH	JT
5. Establish the location of the underground services and overhead power lines where reasonably practical	Issue From Client			CH/GG/JT
6. Instructions to Subcontractors	GCG Procedures		AM	GG/CH
7. Dayworks	As required		GG	AM/ CH
8. Operative Employment	Local Employment		CH/GG/AM	
9. Monthly Internal Project Review			All	
10. Project Progress Reports			GG	AM/CH
11. Issue of Construction Notices and Support Documentation			TBC	
12. Preparation of O and M Manuals and Building Logs	PMP Section 6.4.5		TBC	
13. Receipt and Circulation of Certificate of Practical Completion	PMP Section 6.4.3 & 6.4.4		TBC	
14. I.T. Responsibilities			Impact	

Activity	Procedure and reference	Standard form ref.	Responsibility	
			Main	Involved
15. Countdown Process Including programme	PMP Section 6.2, to 6.2.3			All
16. Control of client Information required schedule			GG	All
17. Monitor and control Master Programme			GG	CH/DC
18. Maintain Warranty Tracker			AM	
19. Maintain Statutory approvals Tracker	PMP		GG	CH/AM
20. Monitor and record the information release schedule			N/A	
21. Receive and review design team drawings			ALL	
22. Programmes			CH/GG	AM/RG

Section 8 – Meetings / Commercial Reporting / Internal Reporting / External Reporting / Records and Documentation

8.1. Meetings;

The following is a list of meetings and their planned frequency that will be undertaken during the duration of the project. This is by no means definitive and can be altered to suit the circumstances. The priority is that all parties and attendees should benefit, and not undertake meetings "for the sake of it". Once all meeting dates are known, a meeting matrix will be formulated in order to better track dates. All meetings should be recorded and distributed to all attendees and any other relevant party.

8.1.1 Client pre-Start Meeting

Undertaken once prior to commencing to suit the Client

8.1.2 Contract Start up

Undertaken once as soon as possible but no later than 7 days prior to commencement

8.1.3 Health and Safety Start-up

Undertaken once no later than 2 weeks from the contractual start date

8.1.4 Contract/Financial Review

Undertaken Monthly

8.1.5 Site Meetings

Refer to meeting matrix

8.1.6 Site Co-ordination Meetings
Undertaken as and when required but at least monthly

8.1.7 Subcontract Co-ordination Meetings
Undertaken weekly

8.1.8 Health and Safety Review
Undertaken monthly

8.1.9 Design Team Meeting
Undertaken as and when required

8.1.10 Subcontract Interview
Undertaken prior to any subcontract orders being placed (Pre Contract Checklist)

8.1.11 Monthly Senior Management Report
Undertaken monthly

8.1.12 Pre-Handover Review meeting
Undertaken 2 weeks prior to completion

8.1.13 Post Contract Review
Undertaken once within 1 month of completion

8.2 Commercial Reporting

Timely and accurate commercial reporting is essential to the success of the project. All forms and procedures must be strictly adhered to and formats must not be changed unless agreed with the Managing Director.

8.3 Internal Reporting

On a Monthly basis, the operations and commercial teams present a report to the GCG LTD Senior team with a project overview. This gives the opportunity for the “hands on” management approach that runs throughout GCG Ltd to assist if deemed necessary, with resources etc to enable the continuation of a successful project. The following is the agenda of what is a power point presentation.

Executive Summary

- Programme / Progress
- Critical Path
- Key Issues
- Design Status
- Commercial
- Quality / Defects

- Health and Safety
- Considerate Constructors
- BREEAM
- Progress Photographs
- AOB

8.4 External Reporting

8.4.1 Progress Reports

The Site Manager is required to provide the Contracts Manager with a weekly progress report, based on the headings below. This report may be completed at an informal meeting with the CM or submitted at the end of each week to the CM for review. (At each formal Site Meeting, a progress report should be provided, to give the Client and their team a realistic overview of the current status and progress of the project. The report will be presented in the following format unless requested otherwise by the client.)

- General project Summary
- Factors affecting Progress
- Average labour on site
- Plant on site
- Weather
- Health and Safety and Environmental overview
- Marked up progress programme
- Progress Pictures
- Site Contact Details

8.4.2 Reporting documents

The Following documents should be added if applicable

- Building control Tracker (NHBC)
- Planning Tracker
- Drawing Register
- Information Required Schedule
- Warranty Tracker
- Statutory Services
- Quality Report summary

A copy of all reports and documents should be included with the minutes of the meeting.)

8.5 Records and Documentation

All financial and sensitive commercial information must be filed at Head Office in both hard and soft copy.