

Planning Sheet

Instructions

To complete this sheet:

1. Complete all preliminary fields in this sheet.
2. Refer to the set of construction plans you reviewed in Task 1 and select one structural component and one non-structural component of the building fabric.

You will be producing sketches and drawings for these components in Task 3.

3. Record the following in the following pages:
 - a. The structural and non-structural component you selected.
 - b. Information and details you need from the set of construction plans to produce the drawings for these components.
 - c. Purpose, presentation, intended audience, and format for your drawings
 - d. Equipment to be used in producing the drawings.

(Access and inspect equipment available and check its serviceability; confirm in the field below whether the equipment is serviceable or not).

4. Submit this Planning Sheet to your supervisor for review. Have them complete the Third-Party Report Form section of this sheet, including the Supervisor Declaration section.

Candidate name	Jessica Jones
Work role/title	Contract Administrator
Organisation/workplace	Advanced Buildings
Date	17/01/2023

Building and construction project	Vienna Woods State School
Project overview	Refurbishment of administration building
Building classification	☐ Class 1 – 10 buildings, max two storeys ☒ Class 2 – 9 building, Type C only constructions Specify class: 5
Project site address	12-30 Heffernan Road, Alexandra Hills QLD 4161
State/territory where this project is being undertaken	Queensland
Construction plan documents reviewed	140.243 - Vienna Woods SS - Administration Refurbishment - Issue 6 - 20.09.2022

Structural Component

Component	<i>e.g. columns, foundations, girders, beams, supports, concrete slabs, exterior walls, etc.</i> Wall Bracing to be installed to wall between G.09 & G.10
Purpose	Show Proposed placement of bracing
Presentation	Provide drawing with measurements to be viewed during site walk through with site staff
Audience	Project Manager / Site Manager
Information needed from construction plans required for the drawing	Wall Measurements (length & height)
Format of information	Hardcopy – Manual Drafting
Equipment to be used in producing the drawing	Paper, pencil, ruler Candidate confirms they have inspected this equipment: ☒ YES ☐ NO Serviceability: ☒ YES ☐ NO

Non-structural Component

Component	<i>e.g. ceiling (heights and variations), doors, light fittings, power suppliers, services, etc.</i> Elevation of Room G.10 to show Door placement
Purpose	Show door placement to Room G.10 from Corridor view
Presentation	Provide drawing with measurements to be viewed during site walk through with site staff
Audience	Project Manager / Site Manager
Information needed from construction plans required for the drawing	Measurements of room G.10 (length) Door measurements Ceiling height
Format of information	Hardcopy – Manual Drafting
Equipment to be used in producing the drawing	Paper, pencil, ruler Candidate confirms they have inspected this equipment: ☒ YES ☐ NO Serviceability: ☒ YES ☐ NO

Third-Party Report Form

(For Workplace Supervisor's Use Only)

To the Supervisor

To complete the Third-Party Report Form:

1. Review the candidate's completed Planning Sheet while referring to the set of construction plans the candidate reviewed for this assessment.
2. Review the candidate's submission against the criteria below.

For each criterion,

- Tick YES if the candidate's submission satisfactorily meets the criterion.
 - Tick NO if the candidate's submission does not satisfactorily meet the criterion.
3. Provide specific written comments regarding the candidate's submissions.
 4. Complete and sign the Declaration section of this form. Your signature must be handwritten.

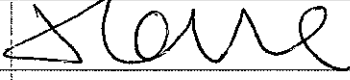
The supervisor confirms:	Y/N		Supervisor's comments
1. The information the candidate recorded here accurately reflects the reference set of construction plans.	☐ Yes	☐ No	
i. The structural component listed above is a structural component in the reference set of construction plans.	☒ Yes	☐ No	
ii. The non-structural component listed above is a structural component in the reference set of construction plans.	☒ Yes	☐ No	
2. The following information recorded under the Structural component are true and accurate:	☐ Yes	☐ No	
i. Information needed from construction plans required for the drawing	☒ Yes	☐ No	

The supervisor confirms:		Y/N		Supervisor's comments
ii.	Purpose	☒ Yes	☐ No	
iii.	Presentation	☒ Yes	☐ No	
iv.	Audience	☒ Yes	☐ No	
v.	Format of information	☒ Yes	☐ No	
vi.	Equipment (to be used in producing the drawing)	☒ Yes	☐ No	
vii.	Serviceability of equipment (e.g. usability of hand drawing equipment, etc.)	☒ Yes	☐ No	
3. The following information recorded under the Non-structural component are true and accurate:		☐ Yes	☐ No	
i.	Information needed from construction plans required for the drawing	☒ Yes	☐ No	
ii.	Purpose	☒ Yes	☐ No	
iii.	Presentation	☒ Yes	☐ No	
iv.	Audience	☒ Yes	☐ No	
v.	Format of information	☒ Yes	☐ No	
vi.	Equipment (to be used in producing the drawing)	☒ Yes	☐ No	
vii.	Serviceability of equipment (e.g. usability of hand drawing equipment, etc.)	☒ Yes	☐ No	

Supervisor Declaration

By signing here, I confirm that I have reviewed this Planning Sheet which the candidate (whose name appears above) has completed.

I confirm that the information recorded on this Planning Sheet is true and accurately reflects the candidate's performance during their completion of the workplace task.

Supervisor's signature			
Supervisor's name	JAKE GREY		
Contact details (required)	Contact number	0472 876 244	Email address: jake.grey@ advancedbuildings.com.au
Date signed	17/1/23		

End of Planning Sheet