

CPCCBC4014A

PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4014A Prepare simple building sketches and drawings* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Tess Veldink
------------------	--------------

Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

CPCCBC4014A

PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

THEORY EXAM INSTRUCTIONS

1. This exam will occur under standard assessment conditions.
 1. An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
2. Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
3. Please fill in the details below, providing your name, signature and date of assessment.
 1. Your signature acknowledges that this is your own work.
4. Assessors are to complete marking in pen of a different colour to the Participant.
5. If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 1. If a Participant changes their response in writing, they must put their initials next to the written change.
 2. If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Tess Veldink

Participant signature Tess Veldink

Date 17/04/2020

Assessor name _____

Assessor signature _____

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
23		☐	☐

ASSESSOR COMMENTS

1. Identify three (3) two-dimensional drawings/sketches that may be used to clarify or communicate ideas to clients or other parties. For each drawing/sketch, identify four (4) key features that may be shown.

Answer

Drawing/sketch type	Key features
Land boundaries, contours and footprint	1. Shows boundaries 2. critical adjoining parts 3. Levels on the site 4. The positioning of the building or structure on the land
Concept sketches	This is a sketch of a site plan at the concept stage showing the site details for the proposed building 1. North Arrow 2. Lot number and street name 3. Stormwater drainage system 4. Sewer connection
Floor plans	Shows the layout/arrangement of rooms and other parts of a house interior 1. Orientation of plans 2. Scale 3. Commonly used building plan symbols 4. Client details

☐

2. Name two (2) advantages of a three-dimensional sketch/drawing.

Answer

1. 3D drawings provide a more realistic picture of a space, improving efficiency & accuracy
2. 3D drawings can help identify potential construction mishaps

☐

3. Name one (1) individual you might contact to establish the scope and standard of the job being undertaken.

Answer

The Client

☐

4. You need to inspect the relevant area to take measurements for your drawings/sketches. Identify two (2) safety requirements you would need to observe on site.

Answer

1. Carry out full site assessment
2. Identify any risks and all possible hazards

☐

5. Identify two (2) types of tools/equipment you would use when inspecting the area to take measurements.

Answer

Measuring wheel and Wind-up tapes

☐

6. Identify two (2) types of tools/equipment you might need when completing sketches/drawings.

Answer

1. Clipboard and paper
2. Writing and sketching equipment

☐

7. What action should be taken if any of the tools/equipment identified in 5 and 6 are found to be defective? Tick your response.

Answer

Choice	Possible Answers
☐	Report, Record
☐	Stop, Report, Record
☒	Stop, Tag, Report, Record
☐	Stop, Fix, Report, Record

☐

8. True or False (Tick your response): It is best practice to double check measurements before recording them.

Answer

☒	True
☐	False

☐

9. Explain the purpose of the scale on sketches/drawings.

Answer Buildings are drawn in proportion to the actual measurements of the object which is known as the scale of the drawings.

☐**10. You have measured a wall that is 2.4m high. Using a scale of 1:100, what size will this be drawn? Provide your answer in mm. Show your workings.**

Answer $2400 / 100 = 24\text{mm}$

☐**11. Explain the purpose of a key or legend on sketches/drawings.**

Answer A key or legend is used to explain or define a symbol or special mark placed on the sketches or drawings.

☐**12. Which of the following are true about drawing contours? Tick all that apply.**

Answer

Choice	Possible Answers
☒	Equally spaced contour lines indicate uniform slope
☐	Closely spaced contour lines indicate flat surface
☒	Closely spaced contour lines indicate steep ground
☒	Concentric closed contours with decreasing values toward the centre indicate a pond
☐	Concentric closed contours with decreasing values toward the centre indicate a hill

☐

13. Identify the Volume and Parts of the NCC that relate to metal sheet roof cladding for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume two - Part 3.5.1.3 Metal sheet roofing	Volume one - Part 3.5.1.3 Metal sheet roofing



14. Which Australian Standard is referenced in the NCC with regards to the requirements for the design and installation of metal sheet roof cladding?

Answer AS 1562.1:2018



15. Sketch the following standard design symbols.

Answer

Item	Sketch
Compass (North)	
Sink with one bowl	
Stairs	
Toilet	



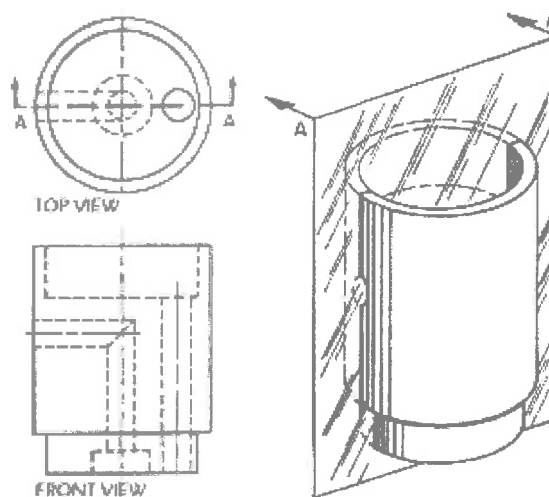
16. Explain the meaning of the abbreviations in the table below.

Answer

Abbreviation	Meaning
BK	Brick
CBD / CPD	Cupboard
DP	Down Pipe
INSUL	Insulation
KIT	Kitchen
MSB	Main Switchboard
PBD	Plasterboard
RWT	Rain water tank
SHR	Shower
TEL	Telephone
WC	Toilet



17. True or False (Tick your response): The dashed/chain lines on the section view shown below represent the portions that have been in contact with the cutting plane.



Source: https://www.mcvts.net/cms/lib/NJ01911694/Centricity/Domain/131/Section_Views.pdf

Answer

☒	True
☐	False



18. Explain the use of hatching lines for sectional drawings.

Answer The hatching lines represent the material type in contact with the cutting plane

☐**19. True or False (Tick your response): In an offset sectional drawing, the cutting plane does not travel in a straight line.****Answer**

☒	True
☐	False

☐**20. Which of the following information should be included in the title block for a sketch/drawing? Tick all that apply.****Answer**

Choice	Possible Answers
☒	Client details
☒	Contact details for person who prepared drawings
☒	Date drawing was completed
☒	Drawing number
☒	Drawing title
☒	Job number
☒	Project name and address
☒	Revisions / Amendments (if applicable)
☒	Scale

☐**21. True or False (Tick your response): Amendments usually have to be signed or initialled by both the builder and the client to show they both agree.****Answer**

☒	True
☐	False

☐

22. Explain why it is good practice to have a single repository for sketches/drawings.

Answer It is important to have a central location where documents are stored to ensure there is a reference point to check that the sketches/drawings being used are the most current.



23. Name the Regulation and identify the section that outlines the requirement for structure designers to produce a safety report. Briefly describe the requirements.

Answer

Section of Act	Requirements
Safe Design of Structures – Regulation 295	The safety report should include information about: „ any hazardous materials or structural features and the designer's assessment of the risk of injury or illness to construction workers arising from those hazards „ the action the designer has taken to control those risks, for example changes to the design. The information requirements under the WHS Act may be incorporated into the safety report prepared under the WHS Regulations.



CPCCBC4014A PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

PRACTICAL ASSESSMENT INSTRUCTIONS

24. The following practical assessment will require the Participant to complete work related activities.
25. The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
26. Please fill in the details below – providing your name, signature and date of assessment.
 1. The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
27. The Assessor may substitute a Practical Task with an alternate task of equal value.
 1. Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Tess Veldink

Participant signature Tess Veldink

Date 10/05/2020

Assessor name _____

Assessor signature _____

Date Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

[TITLE]
[SUBJECT]

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to produce sketches and drawings for a small work project (Note: The participant is not required to demonstrate complex drafting skills). Sketches and drawings may be simplified versions taken from architectural drawings, designed to capture design concepts or options. They may be used for estimating purposes and to show measurements and other requirements for building and construction works. Standard drawing conventions and features must be implemented (including direction, scale, key, contours, symbols and abbreviations).

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include:

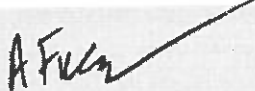
1. Building sketches from projects the candidate has worked on

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Computer, digital camera, pen and paper.

Assessment of task

Name of participant:	Tess Veldink		
Name of observer:	Aaron Fraser		
Role of observer (Confirm suitability to sign)	Estimator		
Email address of observer	reception@bluestarcorporate.com.au		
Signature of observer:			
Date:	10/05/2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
1. Identify and record types of drawings required and key features, in compliance with the scope and standard of the job.	☒	☒	
2. Identify and follow WHS requirements on site and statutory/authority requirements.	☒	☒	
3. Gather and check tools and equipment required for inspection, measurement and producing drawings.	☒	☒	
4. Inspect relevant area, taking and recording required measurements.	☒	☒	
5. Create simple 2D and 3D sketches and drawings, using standard drawing conventions and incorporating relevant codes and standards.	☒	☒	
6. Create sectional drawings of simple structural elements, using standard drawing conventions.	☒	☒	
7. Record essential information on the drawings with symbols and abbreviations, according to standard drawing conventions.	☒	☒	

8.	Label, date and process drawings according to organisational administration and quality procedures.	☒	☒
9.	Effectively communicate using the following methods:	☒	☒
10.	Using language/concepts appropriate to cultural differences		
11.	Non-verbal communication		
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

Both occasions were discussed through an email trail between the builder and the client with multiple drawings submitted as evidence.

1 – Both occasions have explained to their clients the importance of drawings and sketches and the two different categories of drawings - design/sketch drawings and working/construction drawings. Client/builder communication was highlighted and the different types of drawings to be produced for the project were discussed. The builders also let the clients know about the building industry conventions and the Australian Standards each drawing will follow.

2– Coral Homes and Hutchinson Builders discussed their safety requirements/procedures for the projects and included their company hierarchy of controls. They also highlighted the safety roles of tradesmen and health and safety supervisors.

3 & 4– The contractors explained the process of taking measurements and site inspections for the project and what the clients may need to do in this time. The equipment and tools that the design team will use was also mentioned.

5 & 6 – For the next two criteria 2d, 3d & sectional drawings of the kitchen and bathroom were submitted for the client to approve. All of the drawings were explained and drawn making reference to the standard drawing conventions. The drawings also referenced the copyright Act in the title block and the Australian Standard was mentioned in the email trail.

7 - The title block information on the 2d drawings was explained through a table that was included in the email trail by the builders, the tables explained each piece of information in detail. The administration process of each trade obtaining copies of the drawings was explained to the client and also letting the client know when they would receive copies.

8 – Both occasions used appropriate language to consult with clients and also taking into consideration cultural differences. Non-verbal communication was used throughout each occasion with email trails and drawings.

Occasion 1 – Residential – Kitchen renovation

Client: The Veldink's
Builder: Coral homes

To: Gabrielle Veldink – jandgveldink@bigpond.com
Subject: Kitchen renovation – 7 Cassim Place Redland Bay
From: Tess Dunning – Coral Homes

Hi Gabrielle,

Thank you for choosing Coral Homes to update your kitchen. As we have now had multiple meeting and identified what you are after for your new kitchen our Coral Homes drafting and design team are now going to put together some drawings so you can see what the final outcome is going to look like. As new clients of Coral Homes we would like to give you an insight to the different drawing processes.

The reason you need to have an understanding of sketches and basic drawing skills is so that you can clarify or communicate ideas, capture design concepts, make estimates and show measurements.

Generally, there are two categories of drawings used to develop building ideas/concepts. One is design and sketch drawings which show ideas on room relationship, room size, house orientation, landscaping, colour schemes and theme of the house. There is also working or construction drawings that show the final design and indicates exact arrangement of spaces, their size, materials used in construction and specific details to be able to produce the building.

There are many types of drawings they include, detailing construction information, site plan features and service installations. Building designers and architects are responsible for the detailed plans, however Coral Homes needs to be able to communicate effectively with all members of the construction process and of course you – the client. Coral Homes needs to be able to sketch the following plans – concept sketches, floor plans, land boundaries, sectional views and orthographic drawings. For your kitchen renovation it's important to focus on floor plans, (2D drawings) 3D drawings, and sectional view drawings.

Our drawings for your kitchen need to be clear and accurate, all drawings will need to follow the building industry convention regarding use of lines, scales, abbreviations etc. Key features on the drawing plans may include ceiling heights, doors, walls, services, light fittings. Our drawings submitted to you will also follow Australia Standards – Technical drawings part 101 and part 103 and the Building Act 1975 and Building Regulations 2006.

Please let us know if you have any question.

Tess Dunning
Contract Administrator

To: Tessdunning@coralhomes.com.au
Subject: Kitchen renovation – 7 Cassim Place Redland Bay
From: J & G Veldink

Hi Tess,

Thanks for that information. Before you start drawing of kitchen when will the design team when come over the measurements?

Thanks,

Gabrielle Veldink

To: Gabrielle Veldink – jandgveldink@bigpond.com

Subject: Kitchen renovation – 7 Cassim Place Redland Bay

From: Tess Dunning – Coral Homes

Hi Gabrielle,

I think they will be over tomorrow morning. Then we can have the drawings to you in 2 weeks and go from there.

I will now talk about the health and safety requirements for the project and the project measurements

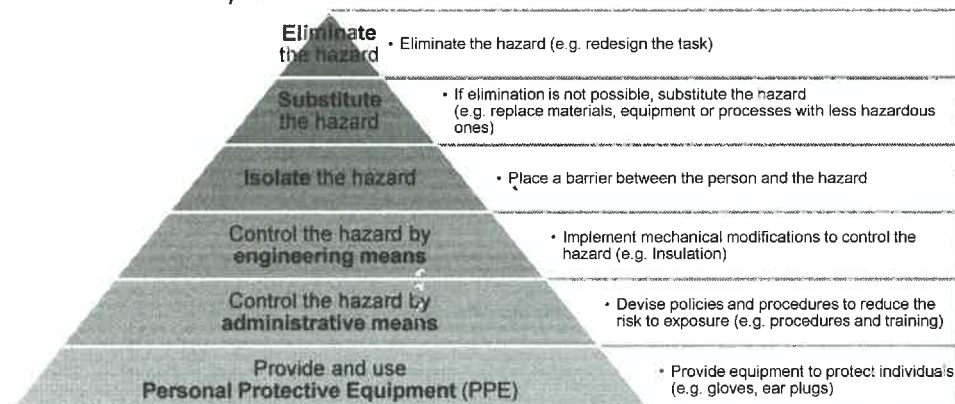
Health and Safety

When construction process begins there will be a health and safety supervisor dropping by a couple times throughout the duration of the project. All builders and other services are responsible for their own safety however, it's the Health and Safety supervisor's role to ensure there are no hazards in the work area and complete safety audits of the site as on a building site there can be many potential risk. The term 'risk' is applied when there is a likelihood of a hazard resulting in an injury. The severity of the risk is measure by looking at how likely the injury could occur and how serious.

To manage and control risks we ensure to apply the hierarchy of controls and refer to the most effective solutions when removing and controlling risks.

At Coral Homes before commencing work on a building site we like to do a full safety assessment of the site and all tradesmen are to complete multiple safety questionnaires that align with our policies.

This is the hierarchy of control



Project measurements

When the builders come tomorrow, they will be doing a site inspection as well as taking measurements. So please ensure your kitchen is clear with nothing in the cupboards. They might also move things like the fridge, microwave and anything on the benches.

The builder will already have your kitchen request paperwork and any corresponding document between us, additional forms that they will need to fill out while there and measuring equipment and tools to take measurements for the drawings. The builders will be doing the measurements twice before recording them to avoid mistakes down the line.

Measuring equipment that will be used is the measuring staff, wind-up tapes and digital levels. General equipment will include, writing and sketching equipment, digital camera, step ladder, clipboards and paper.

From this step the drawings and sketches will be drawn up for your approval.

Please let me know if you have any questions.

Thanks again,

Tess Dunning
Contract Administrator

To: Tessdunning@coralhomes.com.au

Subject: Kitchen renovation – 7 Cassim Place Redland Bay

From: J & G Veldink

Hi Tess,

Just wanted to let you know that your building team has just left. Everything when fine, all measurement your taken for the drawings.

Please let me know if you require anything else from us.

Thanks,
Gabrielle Veldink

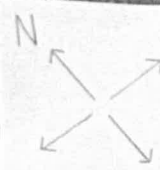
To: Gabrielle Veldink – jandgveldink@bigpond.com

Subject: Kitchen renovation – 7 Cassim Place Redland Bay

From: Tess Dunning – Coral Homes

Hi Gabrielle,

Please find attached our 2d and 3d drawings of your new kitchen.



KEY LEGEND

- DW - Dishwasher
- UBO - Under bench oven
- REF - Fridge
- B.BAR - Breakfast bar

NOTES

- Written dimensions will take precedence over scale
- 4/450mm wide white melamine shelves in Dining
- Bench top to be marble - colour to be picked out at a later date
- microwave space to be 630w x 400h
- all overhead cupboards to be laminated with painted bulkheads

Amendments

- 01/05/20 (J. James)
- 14/05/20 (J. Frisch)
- 20/05/20 (J. James)
-
-

Drawn by: J. James

Date: 20/03/20 Scale: 1:10

Clients: J & G Veldink

7 Cassim Place, Redland Bay

QLD 4165 Job no: 19029

Drawing: Kitchen renovation

ref no: KT1506



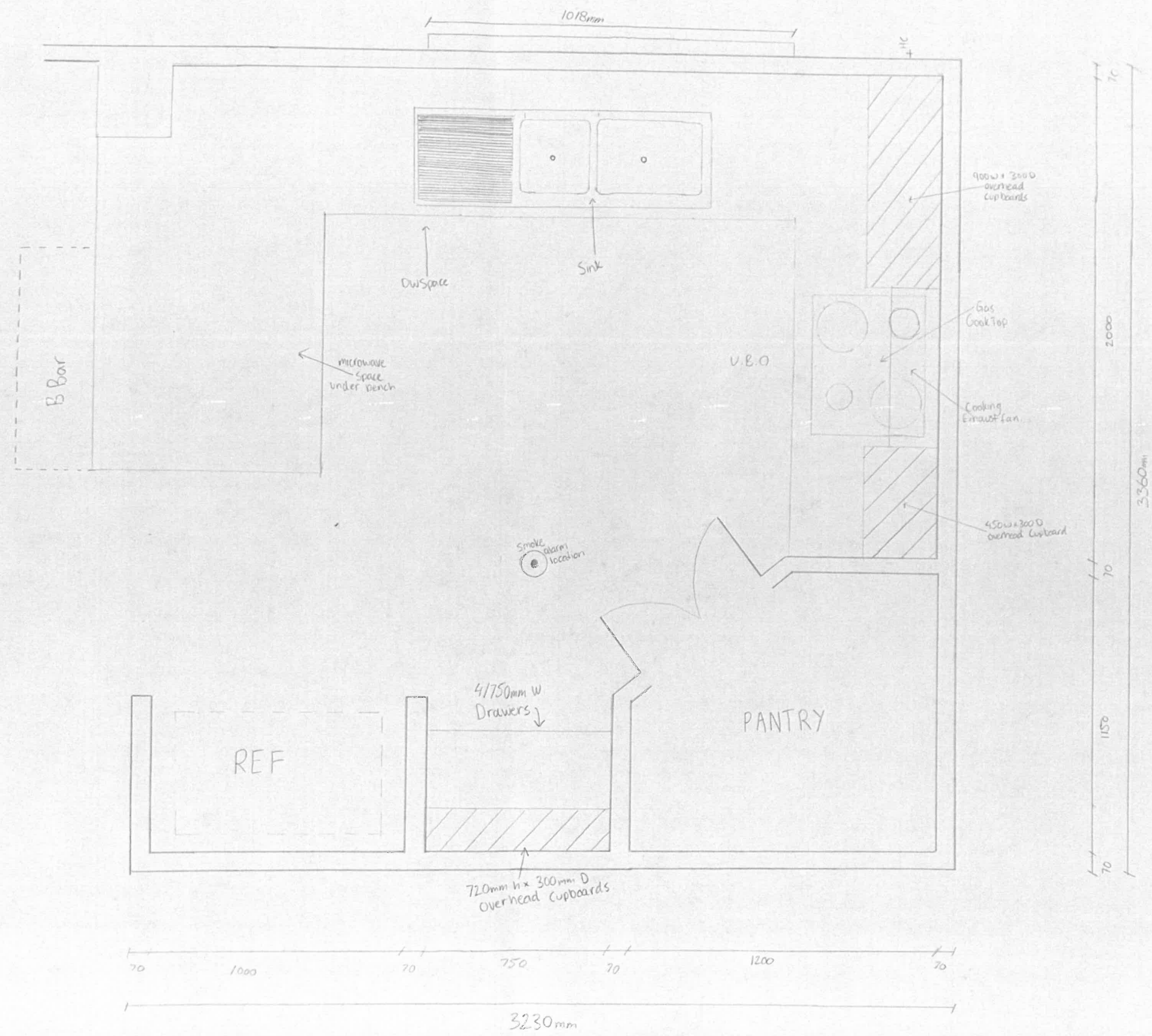
Coral Homes

'Build on Trust'

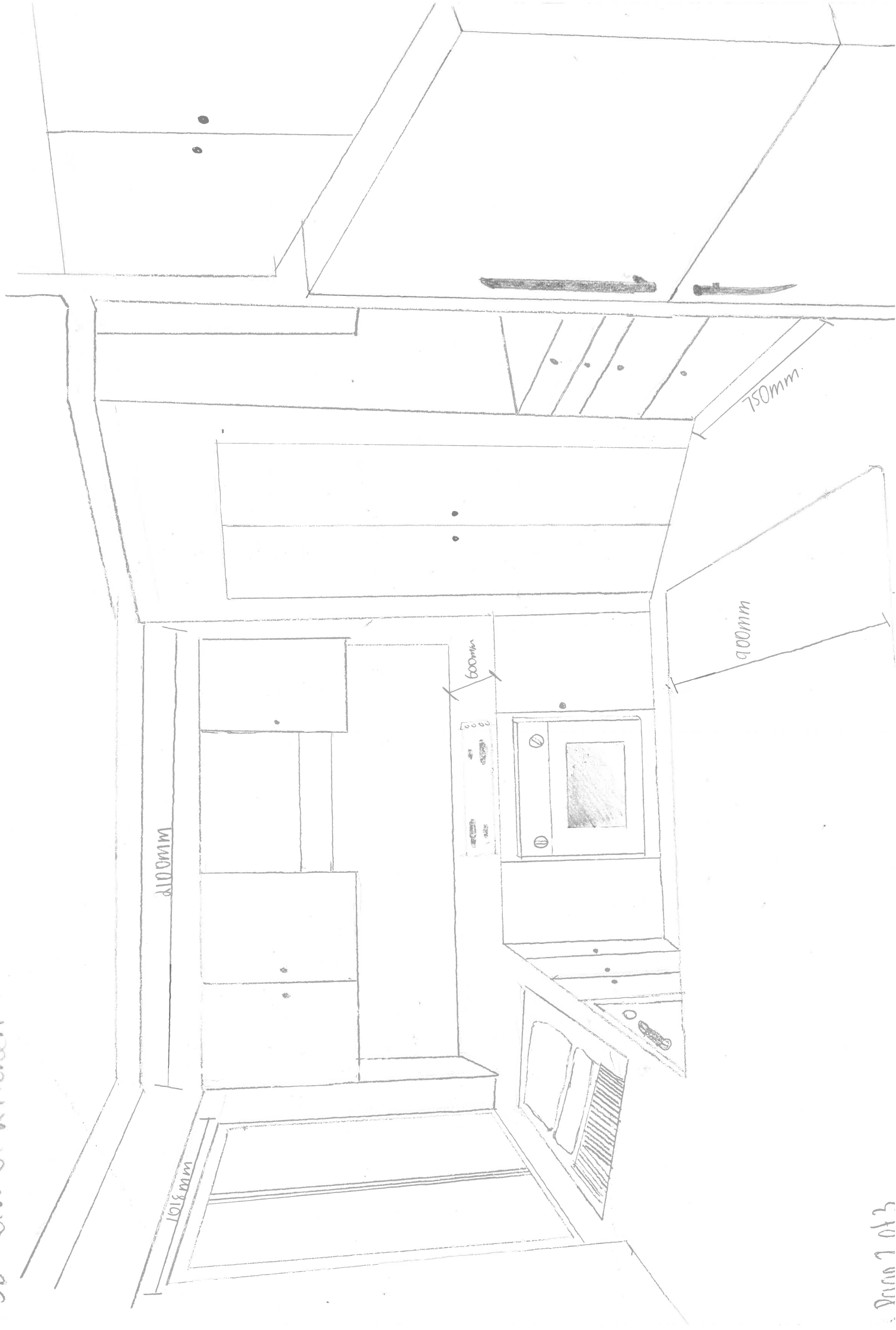
PO BOX 10, CANNON HILL

The copyright in this set of drawings is owned by the Coral Homes group. These drawings may not be reproduced, copied, dealt with in any manner which infringes the exclusive rights of the Coral Homes group as presented by the copyright act 1969.

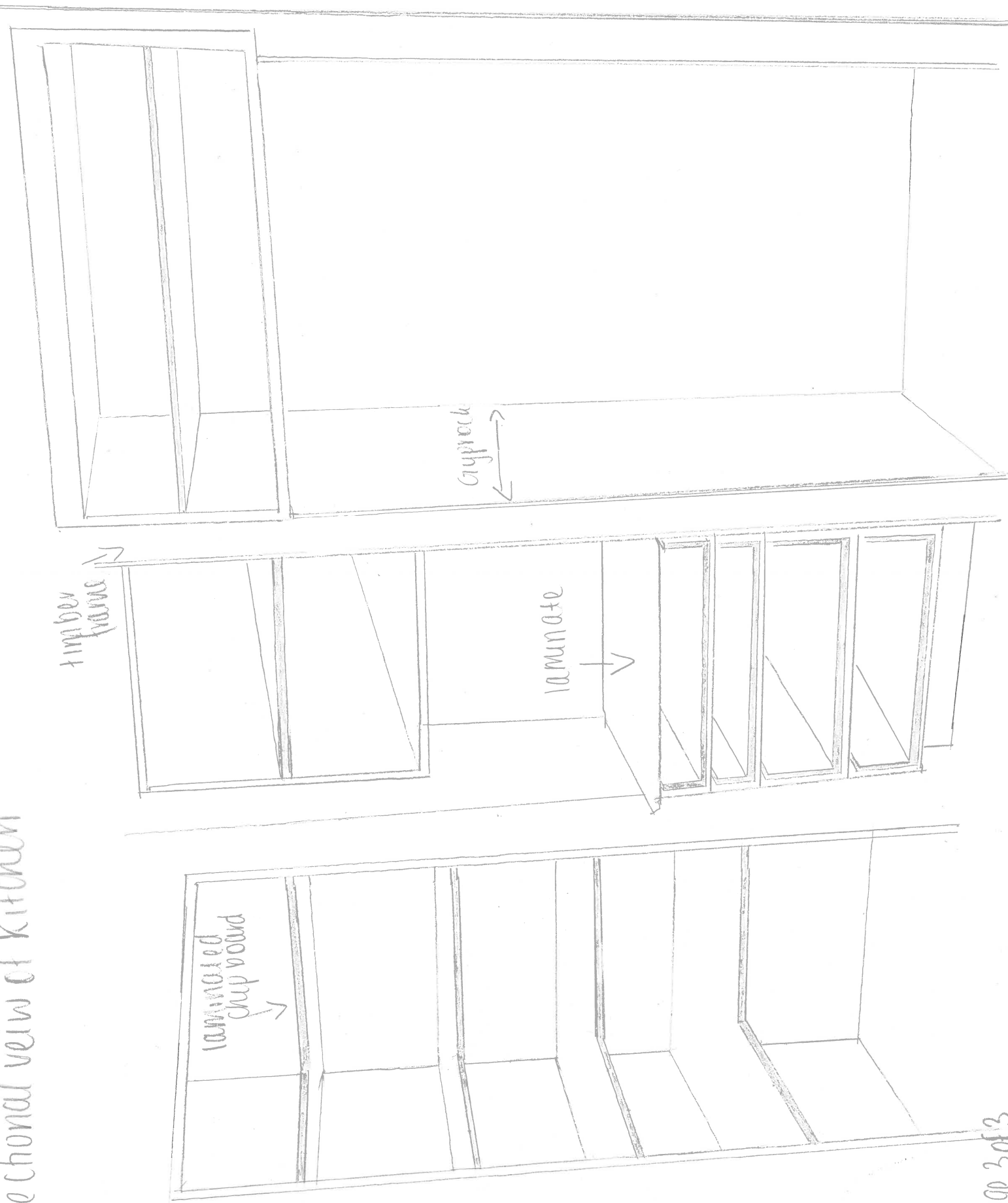
Final Signed copy
Client signature



3D view of kitchen



Sectional view of kitchen



You might be wondering why we have included a 3d drawing, this is because it provides a more realistic picture of the kitchen space. Both the 2d and 3d drawings use the standard drawing conventions while incorporating relevant codes and standards.

As you can see the 2d drawing of the kitchen is a scale of 1:10 this drawing was originally drawn on an A1 size of paper. As we are unable to scan it in at that size, the document was minimised to a A3 size. We just wanted to let you know as the scale will be out.

I will now try to explain the drawings over email – we do have a meeting set next week which then we can discuss the drawings in more detail.

The legend along the side of the 2d drawing show everything that is included.

- A number of abbreviations have been used to keep the drawing clear and easy to read
- Commonly used building symbols that must be used according to the Australia Architectural Standards including sink, oven, pantry doors, windows, scale
- Orientation symbol – showing north point
- Measurements
- Lines with various thickness

THICK ACTIVE LINES defining main outlines of structures in section	
THIN ACTIVE LINES defining outlines in plan and elevation	
HIDDEN LINES-THICK OR THIN showing work not visible or work to be removed	

There are conventions in place for the characters that are used in these drawings, all characters should be clear and easy to understand and read for all parties involved. These conventions are details in the Australian Standard 1100.101.

As you can see, we have also included a sectional drawing of a part of your new kitchen.

A sectional view is a view used on a drawing to show an area or hidden part of an object by cutting away or removing some of that object. For your project we have chosen to draw your left hand side area of the kitchen - the fridge space, 4 draws and pantry cupboard.

On the 2d drawing there is also a title block which includes several important pieces of information that identify the project and where the particular plan fits into the set of drawings. In this case there is 3 drawings to the set.

The title block includes the below information;

No.	Name	Description
1	Drawing title	The drawing title becomes a reference for the project. Any changes made to this original plan may then be named as version 2, for example.
2	Copyright	Indicates rules of copyright apply to the design detailed within the set of drawings.

3	Model/Drawing number	This reference number allows for accessing of the drawings via the organisation's archival storage process and also provides a consistent reference that people can use.
4	Builders' details	The builders' logo is placed here, along with any relevant contact details such as their office address, phone/fax numbers, email address etc.
5	Revision register	Any revisions or amendments made to the set of drawings are listed here along with a reference to a variation order number which details the variation or amendment.
6	Client sign-off	Indicate the approval of the client/s for the working drawings to be submitted to the local authority for approval. All parties/signatories to the main contract must sign/date and have signatures witnessed on every drawing
7	Client details	Shows the client/s' name/s in full, and the lot details of the proposed building or structure.
8	Sheet number	Records the sheet number of that particular drawing within the total amount of sheets within the set of drawings. For example, this plan is sheet three of a total five sheets.
9	Job number	The builder applies a job reference number to each individual project, so that all documentation relating to that project can be filed against that particular job number.
10	Revision number	This number reflects the last revision shown within the revision register
11	Date of issue	This date relates to when the working drawings were issued for client approval. By that point, the working drawings were complete and checked ready for the client's approval and sign-off.
12	Design authority	If a designer has been engaged by the builder to prepare drawings of the project, this area will hold the designer's logo and organisational details.

Once you are happy with all the drawings and ready to proceed please sign in the client approval box on the 2d drawing.

You will receive a copy of the signed drawings at handover, please let us know if you would like them before that. All drawings and documents will be kept at the Coral Homes server for the builders to access and reference if needed. All trades will also receive a copy and be updated with changes.

Please let me know if you have any questions.

Thank you again for choosing Coral Homes.

Thanks,

Tess Dunning
Contract Administrator

Occasion 2 – Commercial – Bathrooms – Estimating purposes

Client: Meriton Hotels

Builder: Hutchinson builders

To: admin@hutchinsonbuilders.com.au

Subject: Meriton apartments bathroom renovation

From: Meriton Hotels

Hi Hutchinson Builders,

We invite you to tender our bathroom renovations at 35 Burleigh Road, Surfer Paradise.

This project will consist on 20 bathroom renovations.

Attached are all of the documents and specifications you will need to make up the drawings. You will also need to visit the site to take measurements. This tender will be due on the 14th June 2020.

Please let us know if you have any question.

Thanks

Tess Veldink

Contract Administrator

To: admin@meriton.com.au

Subject: Meriton apartments bathroom renovation

From: Hutchinson Builders

Hi Tess,

Yes, we would love to tender this. As this is the first time us working for Meriton we would like to explain the different processes in drawing and sketches before submitting.

The reason you need to have an understanding of sketches and basic drawing skills is so that you can clarify or communicate ideas, capture design concepts, make estimates and show measurements.

Generally, there are two categories of drawing used to develop building ideas/concepts. One is design and sketch drawings which show ideas on room relationship, room size, house orientation, landscaping, colour schemes and theme of the house. There is also working or construction drawings that show the final design and indicates exact arrangement of spaces, their size, materials used in construction and specific details to be able to produce the building.

There are many types of drawings they include, detailing construction information, site plan features and service installations. Building designers and architects are responsible for the detailed plans, however, Hutchinson needs to be able to communicate effectively with all members of the construction process and of course you – the client. Hutchinson needs to be able to sketch the following plans – concept sketches, floor plans, land boundaries, sectional views and orthographic

drawings. For the apartment bathroom renovations, it's important to focus on floor plans (2d drawings, 3d drawings and sectional view drawings.

Our drawings for the bathrooms need to be clear and accurate, all drawings will need to follow the building industry convention regarding use of lines, scales, abbreviations etc. Key features on the drawing plans may include ceiling heights, doors, walls, services, light fittings. Our drawings submitted to you will also follow Australia Standards – Technical drawings part 101 and part 103 and the Building Act 1975 and Building Regulations 2006.

When would we be able to do a site visit?

Please let us know if you have any questions.

Thanks,

Gabrielle Dunning
Contract Administrator

To: admin@hutchinsonbuilders.com.au
Subject: Meriton apartments bathroom renovation
From: Meriton Hotels

Hi Gabrielle,

Yes great thank you for explain all the different processes.

I can fit you in next week if you like, say Monday the 15 of June for 2 hours?

Thanks,

Tess Veldink
Contract Administrator

To: admin@meriton.com.au
Subject: Meriton apartments bathroom renovation
From: Hutchinson Builders

Perfect. Before the site visit we would like to explain Hutchinson Builders Health and Safety measures along with our way of taking measurements for the tender.

Health and Safety

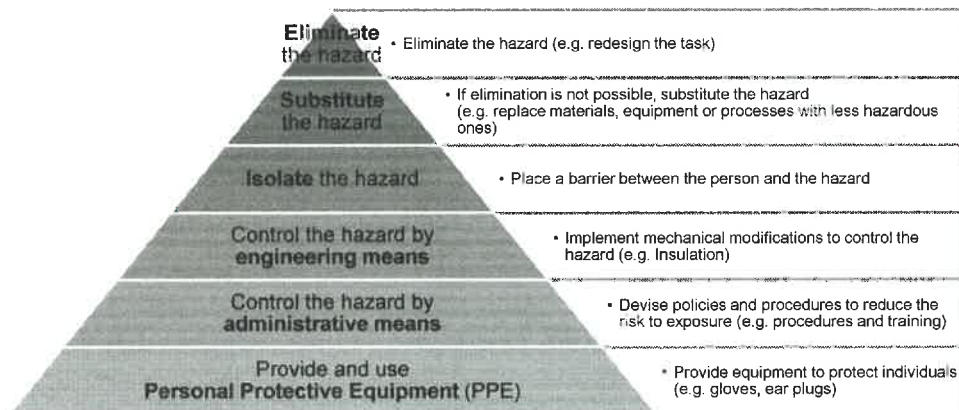
When construction process begins there will be a health and safety supervisor dropping by a couple times throughout the duration of the project. All builders and other services are responsible for their own safety however it's the Health and Safety supervisor's role to ensure there are no hazards in the work area and complete safety audits. On a building site there can be any potential risk, the term

'risk' is applied when there is a likelihood of a hazard resulting in an injury. The severity of the risk is measure by looking at how likely the injury could occur and how serious.

To manage and control risks we ensure to apply the hierarchy of controls and refer to the most effective solutions when removing and controlling risks.

At Hutchinson Builders before commencing work on a building site we like to do a full safety assessment of the site and all tradesmen are to complete multiple safety questionnaires that align with our policies.

This is the hierarchy of control



Project measurements

When the builders go to site next week for measurements, they will be also be doing a site inspection. So please ensure the bathroom is clear with nothing in the cupboards.

The builder will already have the tender documents, additional forms that they will need to fill out while there and measuring equipment and tools to take measurements for the drawings. The builders will be doing the measurements twice before recording them to avoid mistakes down the line.

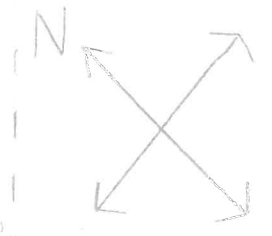
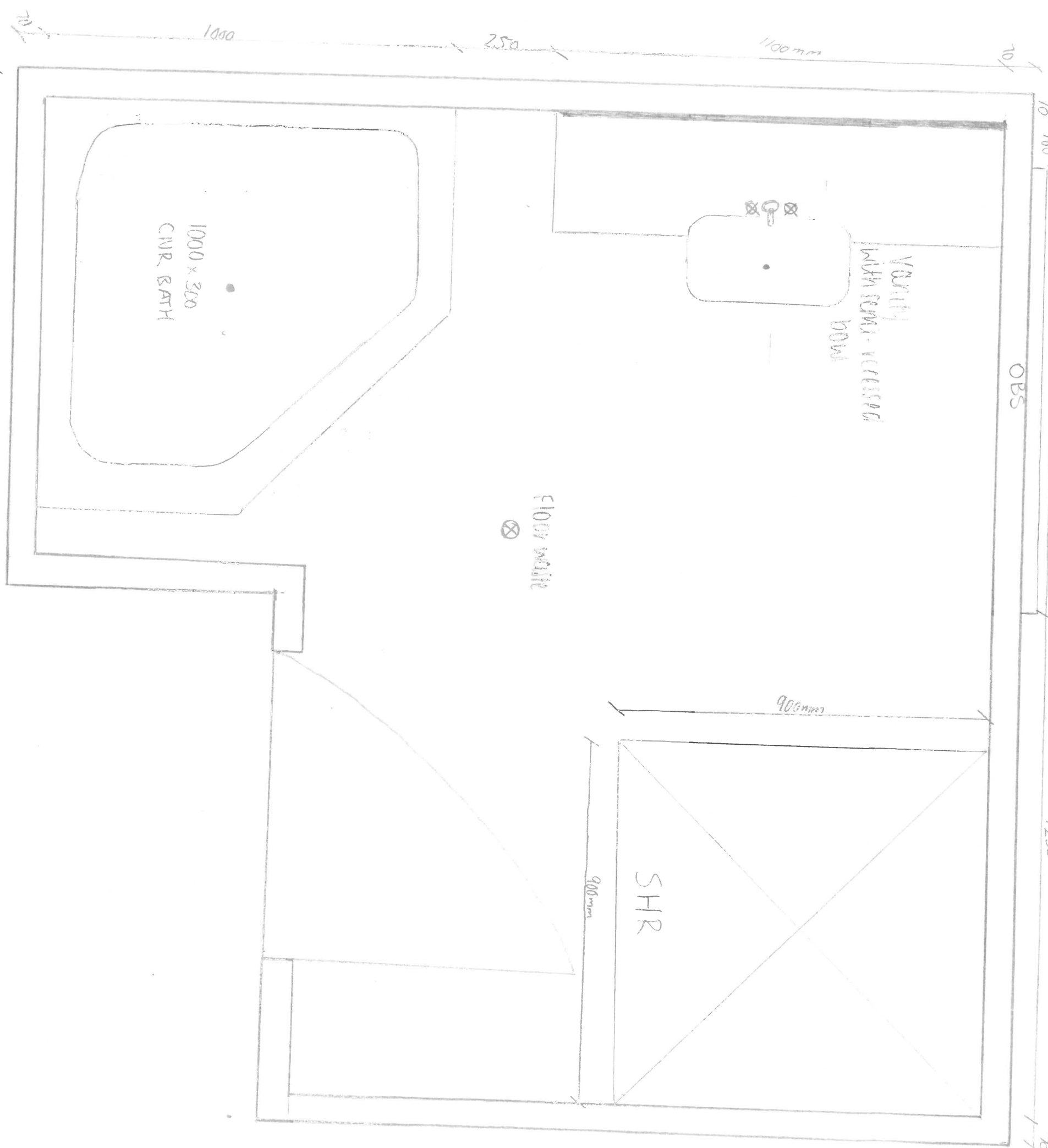
Measuring equipment that will be used is the measuring staff, wind-up tapes and digital levels. General equipment will include, writing and sketching equipment, digital camera, step ladder, clipboards and paper.

From this step the drawings and sketches will be drawn up for the tender package for submission.

Please let me know if you have any questions.

Thanks

Gabrielle Dunning
Contract Administrator



KEY LEGEND

- SHR - Shower
- CNR BATH - Corner bath
- OBS - Obscure glass

NOTES

- Written dimensions will take precedence over scale
- 1200 vanity with semi-recessed bowl
- Fan/light/heater unit to ensuite

AMENDMENTS

1. 01/03/20 (J. James)
2. 14/03/20 (Z. Frisch)
3. 20/03/20 (J. James)
4. 30/03/20 (J. James)
- 5.

Drawn by: J. James
 Date: 30/03/20 Scale: 1:10

Clients: Meriton Apartments
 360 Lytton Road, Morningside
 QLD 4170 Job no: 18029

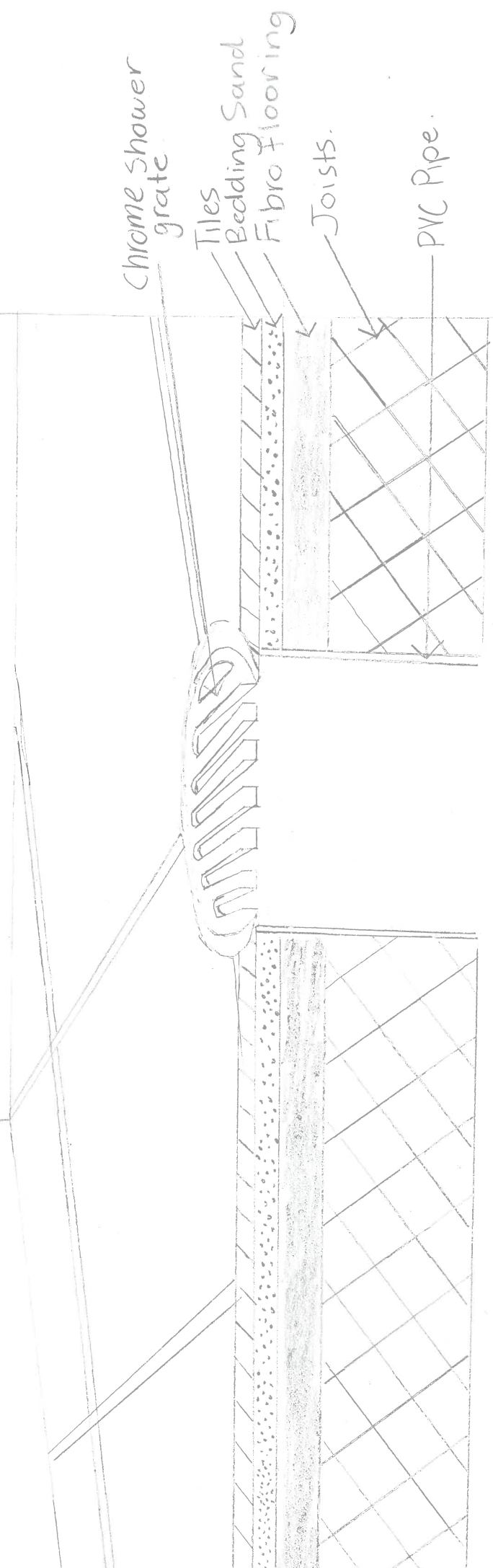
Drawing: Bathroom renovations
 at Meriton Apartments
 Surfers Paradise
 Ref no: BTH1601

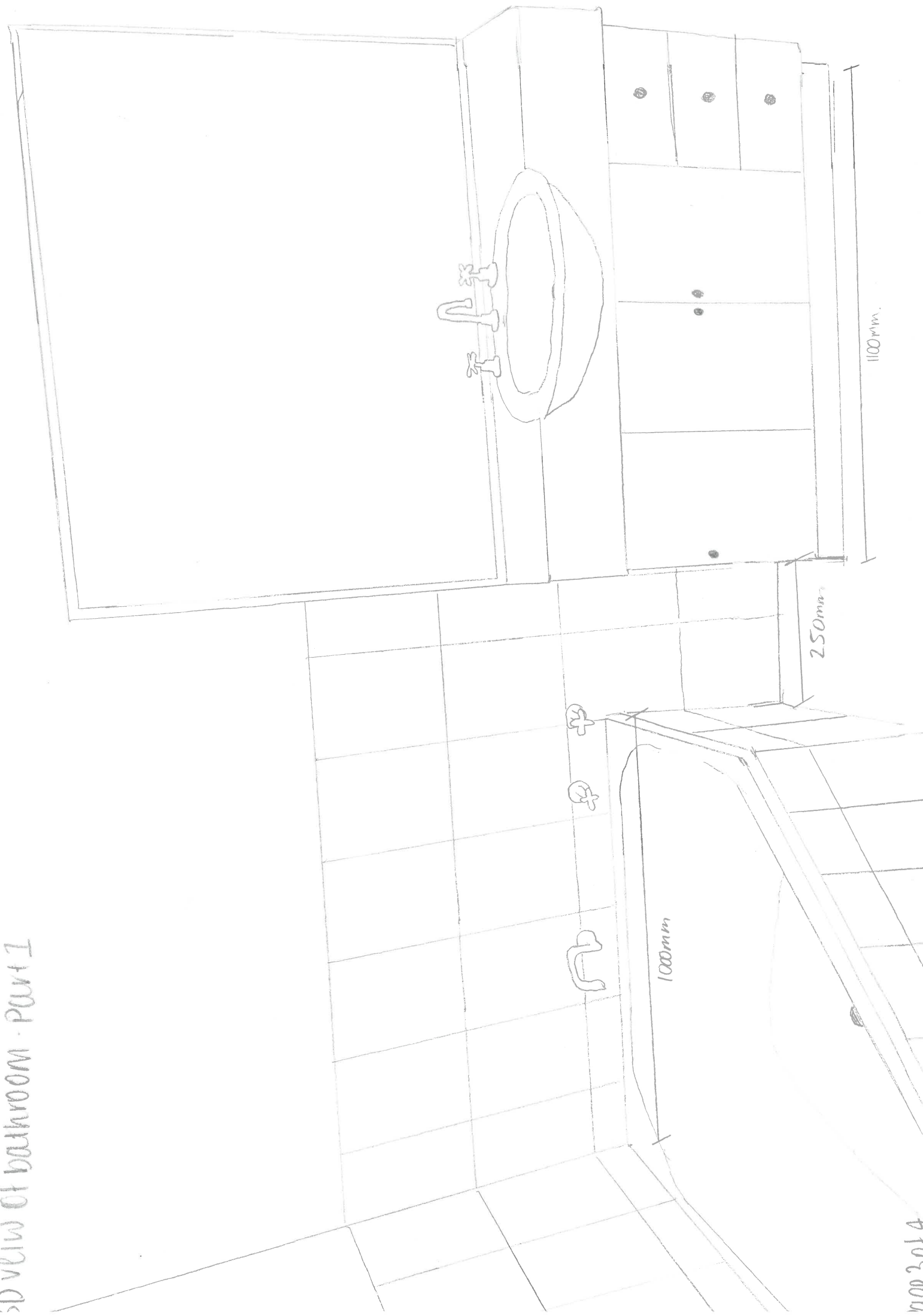
HUTCHINSON BUILDERS

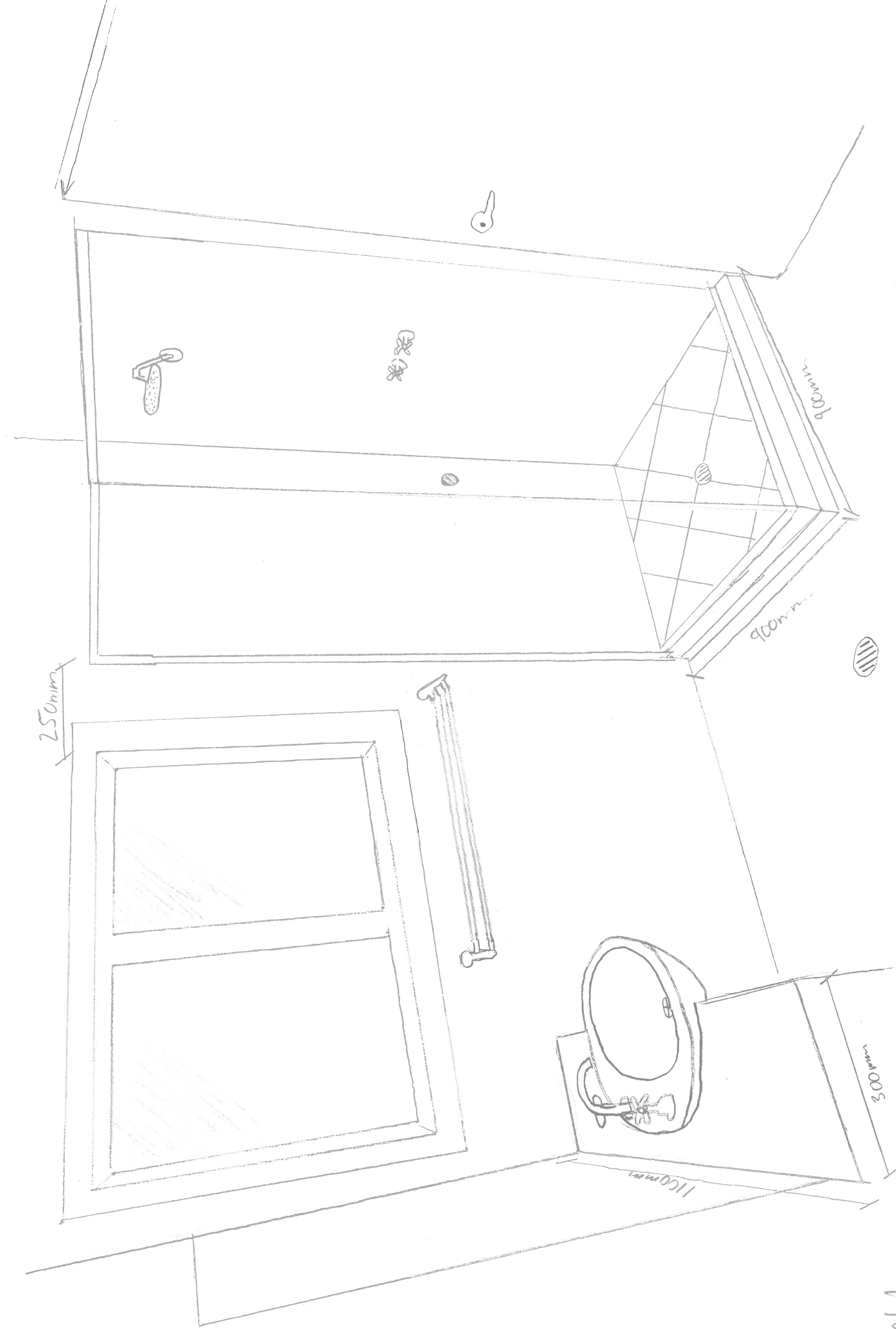
Established 1912
 PO BOX 10, EAGLESTRADE

Final signed copy
 Client signature _____

The copyright in this set of drawings is owned by the Hutchinson Builders group. These drawings may not be reproduced, copied, dealt with in any matter which infringes the exclusive rights of the Hutchinson Builders group as prescribed by the Copyright Act 1968.







To: admin@meriton.com.au

Subject: Meriton apartments bathroom renovation

From: Hutchinson Builders

Hi Gabrielle,

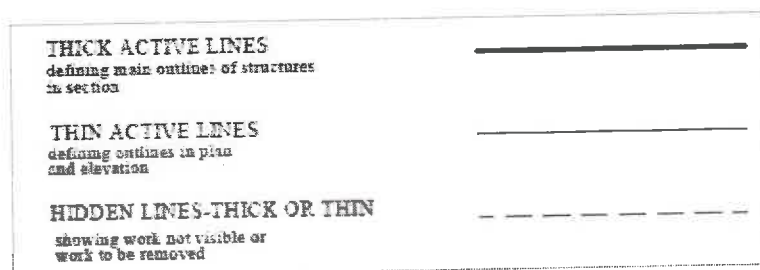
Please find attached our 2d and 3d drawings and tender package for the multiple bathroom renovations at the Meriton hotel at Surfers Paradise.

You might be wondering why we have included a 3d drawing, this is because it provides a more realistic picture of the kitchen space. Both the 2d and 3d drawings use the standard drawing conventions while incorporating relevant codes and standards.

I will now try to explain the drawings over email – we do have a meeting set next week which then we can discuss the drawings in more detail.

The legend along the side of the 2d drawing show everything that is included.

- A number of abbreviations have been used to keep the drawing clear and easy to read
- Commonly used building symbols that must be used according to the Australia Architectural Standards including, sink, taps, shower, drain and window
- Orientation symbol – showing north point
- Measurements
- Lines with various thickness



There are conventions in place for the characters that are used in these drawings, all characters should be clear and easy to understand and read for all parties involved. These conventions are details in the Australian Standard 1100.101.

As you can see, we have also included a sectional drawing of the shower drain.

A sectional view is a view used on a drawing to show an area or hidden part of an object by cutting away or removing some of that object.

On the 2d drawings there is a title block which includes several important pieces of information that identify the project and where the particular plan fits into the set of drawings. In this case there is 3 drawings to the set.

The title block includes the below information;

No.	Name	Description
1	Drawing title	The drawing title becomes a reference for the project. Any changes made to this original plan may then be named as version 2, for example.
2	Copyright	Indicates rules of copyright apply to the design detailed within the set of drawings.
3	Model/Drawing number	This reference number allows for accessing of the drawings via the organisation's archival storage process and also provides a consistent reference that people can use.
4	Builders' details	The builders' logo is placed here, along with any relevant contact details such as their office address, phone/fax numbers, email address etc.
5	Revision register	Any revisions or amendments made to the set of drawings are listed here along with a reference to a variation order number which details the variation or amendment.
6	Client sign-off	Indicate the approval of the client/s for the working drawings to be submitted to the local authority for approval. All parties/signatories to the main contract must sign/date and have signatures witnessed on every drawing
7	Client details	Shows the client/s' name/s in full, and the lot details of the proposed building or structure.
8	Sheet number	Records the sheet number of that particular drawing within the total amount of sheets within the set of drawings. For example, this plan is sheet three of a total five sheets.
9	Job number	The builder applies a job reference number to each individual project, so that all documentation relating to that project can be filed against that particular job number.
10	Revision number	This number reflects the last revision shown within the revision register
11	Date of issue	This date relates to when the working drawings were issued for client approval. By that point, the working drawings were complete and checked ready for the client's approval and sign-off.
12	Design authority	If a designer has been engaged by the builder to prepare drawings of the project, this area will hold the designer's logo and organisational details.

If we are successful with this tender, we will need Meriton to sign the client approval section on the 2d drawing to approve all 3 drawings.

You will receive a copy of the signed drawings at handover, please let us know if you would like them before that. All drawings and documents will be kept at the Hutchinson Builders server for the builders to access and reference if needed. All trades will also receive a copy and be updated with changes.

Please let me know if you have any questions.

Thank you again for choosing Hutchinson Builders.

Thanks,

Gabrielle Dunning
Contract Administrator