

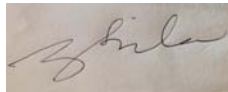
CPCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- If a participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a participant changes their response in writing, they must put their initials next to the written change.
 - If a participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name GENEVIEVE INCLAN

Participant signature



Assessor name

Assessor signature

Date 19/12/2018

Number of questions	Number of questions answered correctly	Satisfactory?	
		Yes	No
30		☐	☐

ASSESSOR COMMENTS

Q1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

Answer

Choice	Possible Answers
☒	Commencement date
☒	Completion date
☒	Contract price

☐

Q2. Identify three (3) suppliers and three (3) contractors that you may need to work with when undertaking a building project.

Answer

Suppliers	Contractors
Windows and Doors	Cladding Contractor
Hardware	Bathroom Installer
Glass and Mirrors	Bricklayer

☐

Q3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer

A builder can closely direct the work to be undertaken by an Employee. While a Contractor can decide what work they do, how it is to be carried out and the hours when the work is to be completed.

☐

Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer

* Local Council
* Queensland Building and Construction Commission

☐

Q5. Why should colour selections be included on the schedules?

Answer

There is a lot to consider within your schedule and so it is important to factor in the owner's requirements for colour schemes and selections. Some colour requests may require a special order to be made.

☐

Q6. True or False (Tick your response): If a project is in a heritage protected area, the council may specify the colours that should be used.

Answer

☒	True
☐	False

☐

Q7. Identify your local council's requirements regarding working hours and days. Explain how these requirements may affect your schedules.

Answer

The allowable working hours and working days, which varies between councils is the main condition of approval that can affect scheduling. For example, if the local council stipulates that construction work to be carried out only in the hours between 7:00am and 6:00pm on weekdays and Saturdays, your scheduling will have to be adjusted accordingly.

☐

Q8. Identify three (3) common drawings/specifications commonly used in the industry. Explain what information is provided by each document and how this influences labour and material schedules for ordering.

Answer

Drawing/Specification	Information provided for labour and material schedules
Material Specification	Include details of the type, strength and size of materials to be used.
Colour Specification	Include the colour selection for internal and external areas. If the project is in a heritage protected area
Product Specifications	Include items such as whitegoods, electrical goods, lights and switch types.

☐

Q9. What three (3) things should a builder do when variations are made to a contract for a project?

Answer 1.Make changes to your schedule accordingly.
2.Notify your major suppliers.
3.Make changes to your call forward sheet.



Q10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Redesigning kitchens and kitchen layouts	There could be delays.
Style of doors and windows	There could be additional costs



Q11. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Changes to colour schemes using cheaper or more expensive paints	There could be additional or deduction in costs
Changes to brickwork or external features	There could be additional or deduction in costs



Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

Step Number	Steps
1	Builder to seek quotes from suppliers/contractors
5	Builder to note supplier/contractor details and ordering times on schedule
3	Builder to accept a tender
2	Suppliers/Contractors tender prices back to the builder
4	Parties to sign agreement

☐

Q13. What is an 'overlay drawing'?

Answer

Overlay drawings are drawings that show further detail on top of any existing plans and specifications.

☐

**Q14. Which of the following individuals may sketch overlay drawings?
Tick all that apply.**

Answer

Choice	Possible Answers
☒	Architects
☒	Builder
☒	Draftsmen
☒	Engineers

☐

Q15. Identify three (3) details that should be included on a work order and reflected on the labour schedule.

Answer

1.Work
2.Time Period
3.Agreed Rates

☐

Q16. Identify nine (9) details that should be included on a purchase order.

Answer

1. Order date and delivery date
2. Purchase order number
3. Supplier details
4. Delivery details
5. Supplier contact information
6. Project manager details
7. Product description
8. Terms and conditions
9. Total order cost

☐

Q17. What is a 'call forward sheet'?

Answer

A call forward sheet is a sheet used to track when materials are needed and when they should be ordered. This tool allows site personnel to schedule and coordinate activities that are to be undertaken on-site.

☐

Q18. True or False (Tick your response): A builder would usually complete all the purchase orders before preparing a call forward sheet.

Answer

☒	True
☐	False

☐

Q19. Identify two (2) approved plans that should be included with the site documents.

Answer

1. Plans (e.g. architectural, land survey, service locations)
2. Stamped permit plans

☐

Q20. Match the site files and definitions below by writing the appropriate letter next to each number in the centre column.

Answer	Document	Answers	Definition	
	1 Permits	1 - B	A May include engineering data	☐
	2 Quotes	2 - E	B Council inspectors may issue a stop work notice until these documents are produced	
	3 Reports	3 - A	C Changes requested using a standard form in writing. Need to be signed by both builder and client.	
	4 Specifications	4 - D	D List the materials to be used, fittings and fixtures to be installed, and types of finishing required.	
	5 Variations	5 - C	E Used to ensure purchase orders are developed using the correct price.	

Q21. In the table below, estimates for labour and actual costs for each trade are listed. Calculate the cost difference for each trade.

Answer	Trade	Estimate	Actual cost	Cost difference	
	Carpentry	10,000	8,500	-1,500	☐
	Electrical	3,000	4,250	1,250	
	Painting	4,000	3,900	-100	
	Plumbing	8,000	8,000	0	
	Tiler	4,500	4,750	250	

Q22. In the table below, the Prime Cost (PC) sums from a contract and actual costs for items are listed. Calculate the cost difference for each item.

Answer	Item	PC sum	Actual cost	Cost difference	
	Basin taps	100	130	30	☐
	Oven	2,500	1,500	-1000	
	Rangehood	500	900	400	
	Shower bases	250	265	15	
	Shower screen	400	350	-50	
	Shower taps	150	120	-30	
	Stove	900	1,200	300	

Q23. Where the actual costs are higher than the estimated costs due to a client variation, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers
☒	Builder
☐	Client
☐	Supplier

Q24. Where the actual costs are higher than the estimated costs due to price increases of materials, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers
☐	Builder
☐	Client
☒	Supplier

Q25. You are given the following table containing the costs for each month of the project.

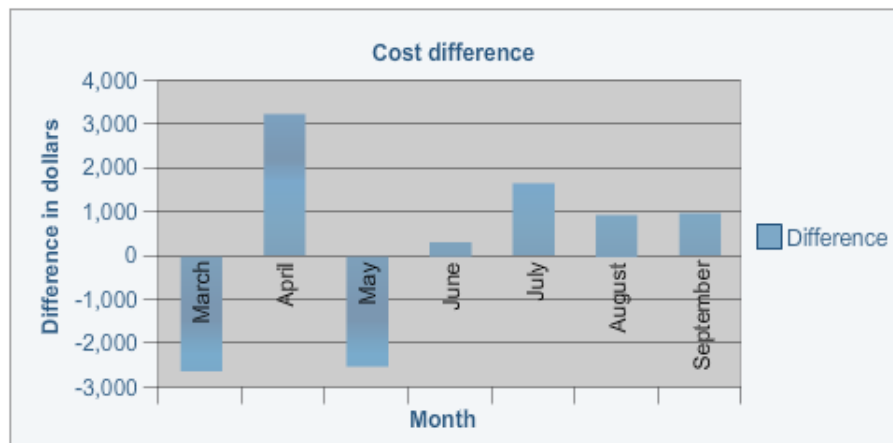
Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

Answer

Choice	Possible Answers
☐	Plot both the estimated and actual costs on a graph
☒	Plot the actual cost on a graph
☐	Work out the difference between the estimated and actual costs

Q26. The following graph is a visual representation of the difference in each month.



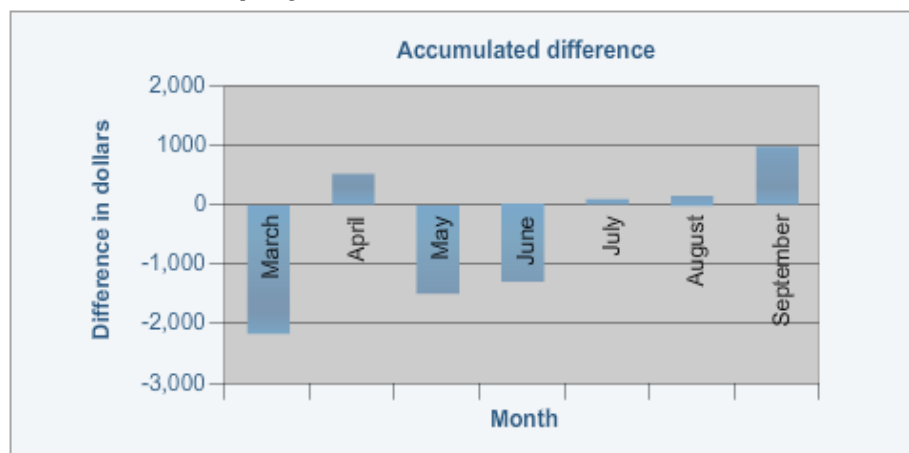
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☒	No, you cannot see this directly from the graph
☐	Yes, you can see this from the graph

☐

Q27. The following graph is a visual representation of the accumulated difference across the project.



Overall, was the project overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☐	Overestimated
☒	Underestimated

☐

Refer to the following scenario and house plan to respond to Q28. to Q30.

SCENARIO

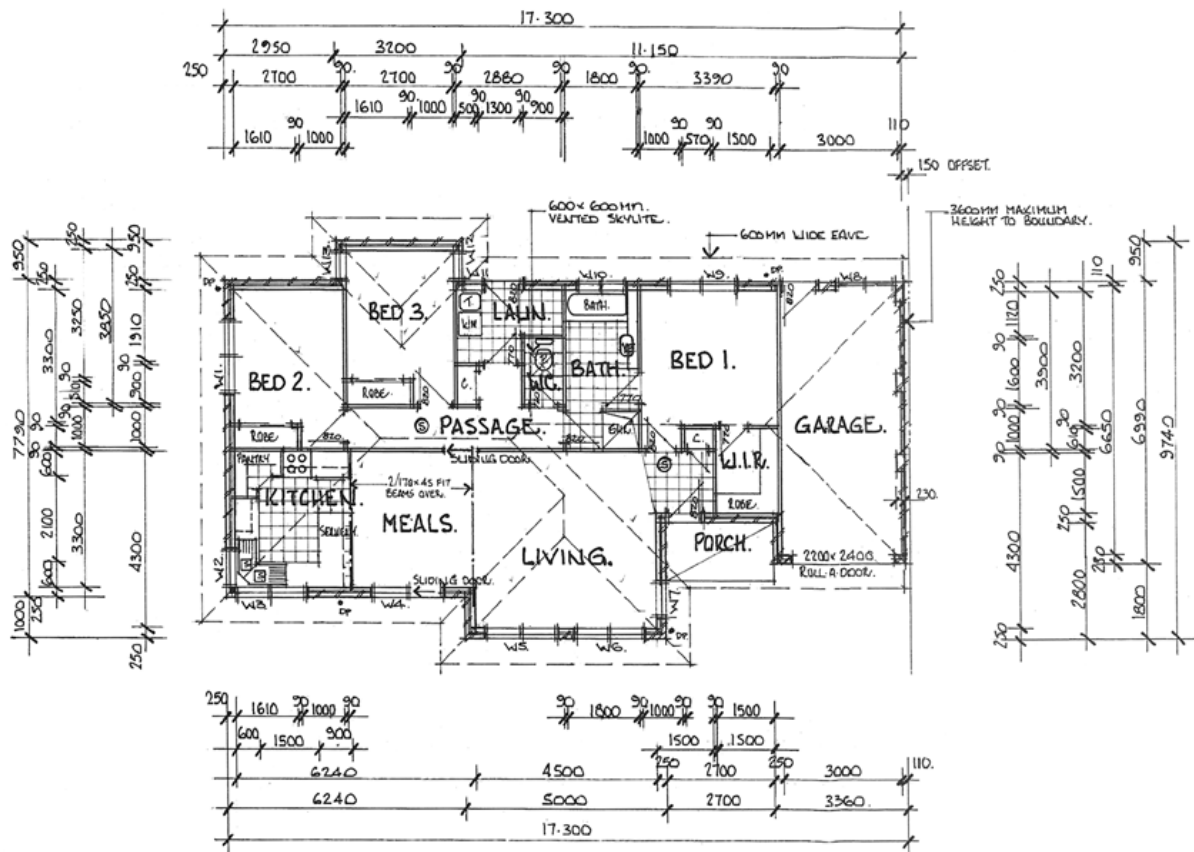
You are a site supervisor of a small residential project, as outlined below:

- The building is to be constructed using brick veneer.
- The building has a floor area of 133 square metres including garage.
- The concrete slab floor with garage floor is incorporated.
- The building will be constructed using hand built wall frame and prefabricated roof trusses.
- The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.
- The driveway and landscaping are to be provided.
- Services are available directly in front of the site.
- The site is almost flat and will only need a scrape with minimal excavation.
- The contract period is 120 days.
- The total job has been pre-costed at \$136,500.

Note: You are not required to estimate the quantity required.

FLOOR AREA:

PROPOSED RESIDENCE	111.59 SQ.M.	1200 SQ. FT.
PROPOSED GARAGE	21.74 SQ.M.	234 SQ. FT.



Q28. Using the list of materials prepared, find the following information for four (4) materials of your choice:

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
Brick Veneer	5 days	11/01/19	07/01/19	Deliver by 7am
Wall Frame	2 days	16/01/19	14/01/19	Arrive before 10am
Prefabricated roof trusses	10 working days	08/02/19	28/01/19	Deliver by 6am
Cement tiled roof	3 days	13/02/19	11/02/19	Arrive before 8am



Q29. Describe the process of ordering the following materials for your project. Be sure to consider the things that need to be considered:

Answer

Material	Ordering process	Considerations
External cladding	Write material order on a Purchase Order. Include all the contract details and instruction within orders.	Colour, finishes, lead time, availability
Wall frame	Calculate quantity needed with consideration of sizes, thickness & lengths. Then write all materials order on a Purchase order.	Thickness, Length
Windows	Write material order on a Purchase Order. Include all the contract details and instruction within orders.	Sizes, Finishes, Lead time



Q30. While excavating one corner of the project, you find the soil below is unsuitable for supporting the foundation. Refer to the relevant Building Regulator and complete their standard builder variation request documentation to be presented to the client.

Answer



FORM 5

Variation No. _____

VARIATION DOCUMENT

(Condition 22 of the General Conditions of QBCC New Home Construction Contract)

Note to Contractor: This form, which may be copied for multiple use, must be presented to and signed by the Owner **before** you start any work described in the variation.

To: (Owner/s) _____
(insert name of Owner/s)

From: (Contractor) _____

Site Address: _____
(insert Site address)

This document is for a variation: ☐ required by law
(tick whichever is applicable) ☐ for extra excavation and foundations
☐ requested by the Owner/Owner's Representative
☐ requested by the Contractor/Contractor's Representative for the following reasons: _____
(insert reasons)

The change to the Works is as follows: _____

(insert description of the variation including any change to the work or materials required by reason of the variation)

The Contractor's/Contractor's Representative's reasonable estimate of the period of any delay in the Date for Practical Completion that will result from the variation is: _____ business days.

NOTE TO CONTRACTOR/CONTRACTOR'S REPRESENTATIVE:

If the variation causes you actual delay you must also submit a QBCC Form 2 – Extension of Time Claim and Owner's Response to Claim within 10 business days of the delay (see Condition 14).

The variation will change the price payable by the Owner as follows: (tick whichever is applicable)

- ☐ increase the price by: \$ _____
(incl. GST)
- ☐ no change to price
- ☐ decrease the price by: \$ _____
(incl. GST)
- ☐ increase/decrease (delete whichever is not applicable)
the price by an amount that will be calculated
as follows:

(state how the increase/decrease will be calculated)

The increase or decrease (if any change) in the Total Price payable by the Owner as a result of the variation will be taken into account in the Contractor's progress claim for the following Stage described in Schedule Item 10:

(insert description of Stage from Schedule Item 10)

(Owner/Owner's Representative to initial here)

SIGNED: _____
(Owner/Owner's Representative to sign)

SIGNED: _____
(Contractor/Contractor's Representative to sign)

DATED:/...../.....
(day) (month) (year)

DATED:/...../.....
(day) (month) (year)

When form completed, Contractor to retain original and give 2 legible copies to Owner.