

Diary Entry for - Address TBC

Site Supervisor – Rik Chetcuti 0457 999 141

Tuesday, 7 April 2020

- Send Call up Schedule to all Applicable Trades
- Follow up with a phone call to the first few trades to be onsite, For example Carsburg, Vidgil, Axis, ABC Bricks, Direct Hire, Chilli Bins, No Betta Concreting and STA Consulting, this is to confirm that they are able to attend site on the requested dates
- Contact Queensland Steel House Frames and confirm Delivery Date and Install Date as their lead time is approximately 3 weeks

Tuesday, 14 April 2020

- Follow up with Carsburg Earthmoving & Vidgil in regards to work to be completed on Tuesday, 21 April 2020

Wednesday, 15 April 2020

- Follow up with Axis Surveys, ABC Bricks, Direct Hire, Chilli Bins in regards to work to be completed on Wednesday, 22 April 2020

Thursday, 16 April 2020

- Follow up with No Betta Concreting and STA Consulting in regards to work to be completed on Thursday, 23 April 2020

Friday, 17 April 2020

- Follow up with Turds Plumbing and Improve It Electrical in regards to work to be completed on Friday, 24 April 2020

Monday, 20 April 2020

- Follow up with InfraBuild in regards to work to be completed on Monday, 27 April 2020

Tuesday, 21 April 2020

- Follow up with No Betta Concreting, Stevie Redback and STA Consulting in regards to work to be completed on Tuesday, 28 April 2020

Wednesday, 22 April 2020

- Follow up with No Betta Concreting in regards to work to be completed Wednesday, 29 April 2020
- Ensure set out has been completed accurately and as per plans

The above is what will be completed during the duration of the building process, following up with each trade and supplier a week before they attend site is crucial, this avoids call up dates being missed and gives you enough time to alter call up schedule or assigns new trades if required. It is vital to remain in contact with trades and suppliers and to make yourself as available to them as possible.

It is also important to attend site on a regular basis; I believe every second day is reasonable and allows you to have a solid understanding of the condition and stage of the building site, but if it is possible to attend site every day that is ideal.

Note – It is extremely Important to give all the trades and suppliers as much time as possible between call up dates and expected start date onsite.

Important dates/Things to mention are,

Wednesday, 22 April 2020 – Ensure set has been completed accurately and as per plans

Thursday, 23 April 2020 – Ensure Piers have been completed accurately and as per plans and Engineering to ensure they pass inspection

Wednesday, 28 April 2020 – Ensure slab has been poured/completed accurately and as per plans and engineering to ensure it passes inspection

Friday, 29 May 2020 – Meet Queensland Steel House Frames onsite to run through list of changes/fixes requested by Pace Building Services

Monday, 15 June 2020 – Meet Client/s and tiler onsite for tile meeting, this is to ensure the correct tiles are supplied and laid in the correct orientation

Wednesday, 8 July 2020 – Attend site for dot out ready for painter to complete Touch ups on Thursday, 9 July 2020

DATE TBC - Contact Clients to Confirm Practical Completion Date

DATE TBC – Date of Practical Completion

DATE TBC – Handover