

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.

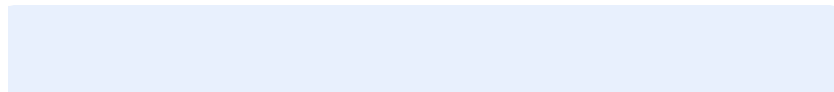
Participant name Barbra McCandlish

Participant signature



Assessor name _____

Assessor signature



Date 28/08/2019

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	☐
	Boral Bricks (eg)	Bricklayer	
	Reece Plumbing	Plumber	
	Lyndons Trade Supplies	Plasterer	

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

Answer	Employees may have different skillsets meaning they may be slower at a task than a subcontractor who specialises in the task. Employee costs are pe hour. Subcontractor can be charging a lump sum fee.	☐
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Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer	Brisbane City Council QBCC	☐
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Q5. Why should colour selections be included on the schedules?

Answer	To avoid any confusion causing time delays and avoiding variations. If a more expensive option was chosen.	☐
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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

Redland City Council specify that their working days are Monday to Friday 7am to 6pm and no weekend work or public holidays unless previously approved.
They also do not wish us to work on school holidays (due to being Council parks)
This affects the timing of our commencement dates &/or completion dates and we need to inform our subcontractors that they cannot work in these times. We must have all documentation finalised outside of school holidays also.

☐

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
Overall Setout	This shows in a topographical view in 2d the site as a whole. Giving a full appreciation of everything included in the scope. It references the major components as a quick reference guide.
Planting schedule	This shows each and every plant that is chosen by the architect and how many are required for each portion of work. This assists the nursery in being able to provide an accurate quotation for supply in the required timeframe.
Demolition site plan	This shows what items are to be demolished, and what may need to remain on the site. This gives a good indication of what may need to remain on site, so that the workers only demolish the necessary items (ie playground items). If we were to demolish the wrong item, we may be required to replace it like for like at our expense.

☐

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

Answer Get everything in writing
Advise client of costs and terms (date and sign)
Submit EOT requests, and make relevant changes to program



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
	Change in paint color to internal walls	If the paint had not already been ordered, and was the same make/type of paint, then this should not affect the schedule. Apart from recording the change appropriately, and ordering the right color
	Changes to bathroom layout requested for example moving the bath and changing to a larger one	This change would or could affect various contractors. The plumber and the tiler. The builder will need to reprice via a variation and discuss costs with the relevant subcontractors.



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

Answer	Variation	Effect on schedules
	Footings subject to soil class S or M. The site ends up being tested and recorded as a "P" site	This would affect the engineering footing design. Building approvals would need to be updated if they were completed. Plus the cost of additional materials. May also require an EOT extension of time.



If the builder finds that he did not allow for the correct area for the slab)	Only if the client agrees, would this affect the schedule/contract/completion date. If the client thinks this has been missed in error by the builder, the builder may have to wear the cost at his expense.
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Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

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

☐

Q13. What is an 'overlay drawing'?

Answer

When a plan/drawing has been marked up showing further details.

☐

**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 Task details, Timelines, and deliverables



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

Answer

Order date
 Delivery date
 Po number
 Supplier details
 Delivery details
 Supplier contact info
 Project manager info
 Product description and codes or color choices
 Terms and conditions
 Total order value

☐

Q17. What is a 'call forward sheet'?

Answer

A sheet (usually excel) used to track when materials are needed and or when they should be ordered. Can be referenced daily. At TLCC we call it a procurement list.

☐

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

Plans, stamped permit plans (Building approvals)

☐

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.

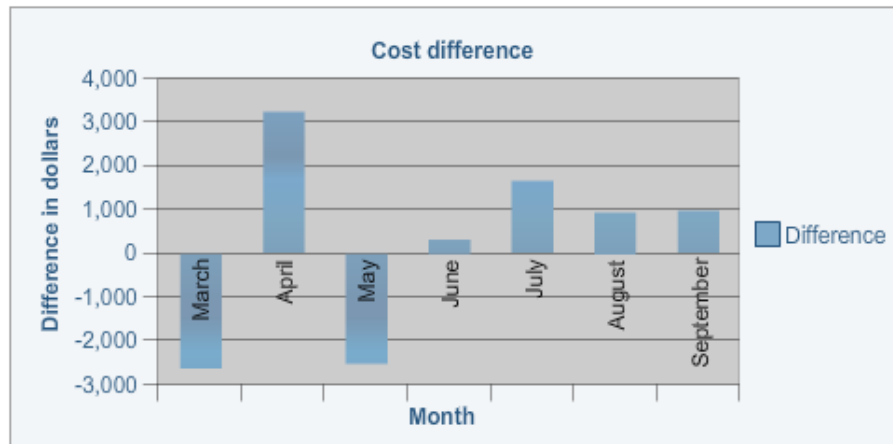
Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

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.



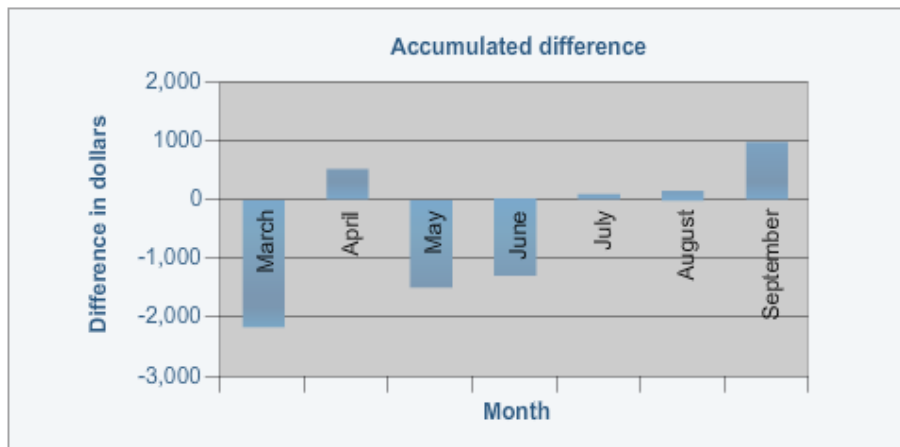
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

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

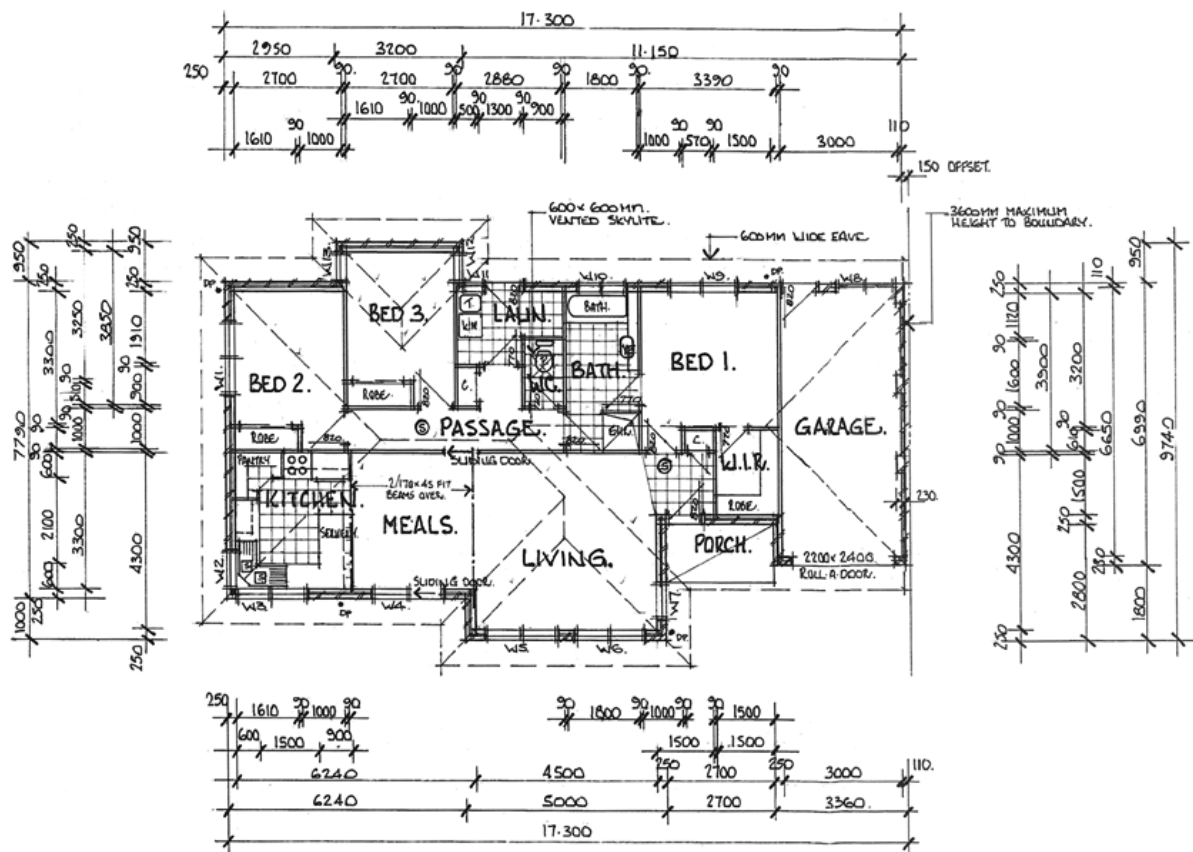
You are a site supervisor of a small residential project, as outlined below:

- 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
Bricks	21 days	17 October	18 Sept	Crane Truck Delivery or machinery available, as must have unloading equipment. Subcontractor availability for 21 October Allow 10% over the qty
Concrete	4 days	1 October	25 Sept	No rain on delivery date. Concrete Pump ordered if needing to take the concrete away from front of property. Order from closest plant Ensure timing to avoid concrete curing. Allow min curing time afterwards
Cement Tiled Root	14 days	10 October	11 Sept	Crane Truck Delivery or machinery available, as must have unloading equipment. Subcontractor availability for 21 October Allow 10% over the qty



Powder Coated Aluminium windows	21 days	28 October	27 Sept	Order in advance and arrange a final check measure from supplier once window frames are in (before manufacturing)
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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	Check Plans and Specification for Size/area needed/brand/ color/type. Inquire for quotes with two or three suppliers. Check the price is within budget and can be supplied within the program of works. Ensure the quotes match the spec and qty on bill of qtys. Check it meets Australian standards. Check any lead time Issues and note dates for all relevant site staff. Order well in advance based on the lead time given. Order locally where possible	Ensure they do not deliver without prior authorisation that someone is available to receive/sign for Unloading equipment requirements. Count/check items when it arrives to ensure they delivered correctly and check invoice is at the price quoted. Advise the subcontractor of ETA to lock in the installation
Wall frame	Same as above.	Same as above.
Windows	Same as above	Same as above



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

Please see attached variation request to this document. I looked at QBCC website and could not find a standard template. I also went to the Master Builders website and found a guide of what is required, but not a standard template (even in edocs, which I have a log in for...) please confirm if you will accept the TLCC template which is a 'real' variation I have submitted to the client. I normally receive an email approval (client does not always sign the page).

