

Balcony Refurbishment; (Small Project)

- Obtaining quotation proposals
- Liaising with trades and consultants for pricing
- Selecting and engaging trades for works
- Scheduling of works to commence

Meeting Notes:

GOAL -7 Week schedule plan – Preparing a timeline for works,
Trades to communicate with one another of the schedule as to what suits there needs on site. Resourcing products so they can complete their job productively if needed.

-Hire Equipment

- Demo
- Bedding
- Waterproofing
- Deliveries of products
- Tiling/ Silicone
- Finishing schedule
- Handover

Supervisor to be onsite at all times

Please see attached Gantt chart for scheduling

All team members signed off and are happy to commence