

Planning Sheet

Instructions

To complete this sheet:

1. Complete all preliminary fields in this sheet.
2. Refer to the set of construction plans you reviewed in Task 1 and select one structural component and one non-structural component of the building fabric.

You will be producing sketches and drawings for these components in Task 3.

3. Record the following in the following pages:
 - a. The structural and non-structural component you selected.
 - b. Information and details you need from the set of construction plans to produce the drawings for these components.
 - c. Purpose, presentation, intended audience, and format for your drawings
 - d. Equipment to be used in producing the drawings.

(Access and inspect equipment available and check its serviceability; confirm in the field below whether the equipment is serviceable or not).

4. Submit this Planning Sheet to your supervisor for review. Have them complete the Third-Party Report Form section of this sheet, including the Supervisor Declaration section.

Candidate name	Noreen Abu-Obeid
Work role/title	Administration
Organisation/workplace	Knights Construction & Building Inspections
Date	16/11/2022

Building and construction project	Knights Construction Project
Project overview	New Build dwelling No 18
Building classification	☒ Class 1 – 10 buildings, max two storeys ☐ Class 2 – 9 building, Type C only constructions Specify class: 1a
Project site address	Jindalee
State/territory where this project is being undertaken	QLD
Construction plan documents reviewed	Architectural plans (attached under heading Workplace task 1 – screenshots)

Structural Component

Component	<i>e.g. columns, foundations, girders, beams, supports, concrete slabs, exterior walls, etc.</i> Tie down detail – Roof load and Framing
Information needed from construction plans required for the drawing	We will require: The up-to-date construction plans that meet currency The building regulations, building codes, standards and NCC requirements on Fire safety, health amenity, safe movement/access and energy efficiency have been met accordingly and ensuring that all is compliant with the requirements. If any items are noted not to be compliant, then will need to meet up with the relevant teams and work on the matters to ensure the required changes/amendments are incorporated. Always ensure the currency of the plans is met and up-to-date.
Purpose	The purpose of having the tie downs sketched and drawn out assists construction workers/builders mainly as this is in strengthening the roof and framing and the structural features of the build. It assists the builders/construction workers on the elements/components and methodology used for the tie downs and how they are placed during the construction, to make up this final product and strengthening the build
Presentation	For the construction workers/builders, a detailed drawing outlining the layers and know how methodology and components required to ensure tie down procedure and fixings are used as required, in order to assist them during the construction of the roof and framing strength in a well-defined way, as they require more technical information.
Audience	The construction worker/builder, will be receiving this information for a better understanding of the project and its outcome and ensuring key strengthening methodology and correct tie down detailing is used. On discussing with the builder, I can ascertain their preferred mode of presentation for a better understanding.
Format of information	This is involved with selecting the method through which the above information is to be arranged and provided to the relevant audience, in this case, the client and the builder/construction worker. I will produce hardcopy hand drawing/sketches for presenting to the clients as pdf formats and hardcopy prints to the construction workers as it is easier for the builders to use on site. We use manual drafting.

	Our policy and procedure guides allow for this format of information sharing.
Equipment to be used in producing the drawing	pen and paper, rulers, protractors, eraser, sketch pads, manual drafting tools and drawing boards, computer for converting to pdf as required and photocopier for copies. Candidate confirms they have inspected this equipment: x YES ☐ NO Serviceability: x YES ☐ NO

Non-structural Component

Component	<i>e.g. ceiling (heights and variations), doors, light fittings, power suppliers, services, etc.</i> Ceiling fans
Information needed from construction plans required for the drawing	The up-to-date construction plans that meet currency The building regulations, building codes, standards and NCC requirements on Fire safety, health amenity, safe movement/access and energy efficiency have been met accordingly and ensuring that all is compliant with the requirements. If any items are noted not to be compliant, then will need to meet up with the relevant teams and work on the matters to ensure the required changes/amendments are incorporated. Always ensure the currency of the plans is met and up-to-date.
Purpose	To help the client identify and understand where the ceiling fans (without light/with lights) will apply in the construction. To help the electrical team know exactly and accurately determine which type of ceiling fan and location for installation of these together with its technicalities eg) connection, wiring and installation of these items.
Presentation	For the client to understand the location and type of ceiling fans, a simple drawing, that helps the client to visualize this and see what is will look like in reality and where they will actually sit, would be most appropriate For the electrician, a detailed drawing outlining the type of fan, location, wiring, connection and installation would be required, in order to assist them during the construction and installation process.

Audience	The audience for the ceiling fan drawing is the client as well as the electrical team, as they will be receiving this information for a better understanding of the items, type of ceiling fan (with or without light), location and its wiring, connection and installation outcome. On discussing with the client and electrician, I can ascertain their preferred mode of presentation for a better understanding.
Format of information	This is involved with selecting the method through which the above information is to be arranged and provided to the relevant audience, in this case, the client and the electrical team. I will produce hardcopy hand drawing/sketches for presenting to the clients as pdf formats and hardcopy prints to the electrician as it is easier for them to use on site. We use manual drafting. Our policy and procedure guides allow for this format of information sharing.
Equipment to be used in producing the drawing	pen and paper, rulers, protractors, eraser, sketch pads, manual drafting tools and drawing boards, computer for converting to pdf as required and photocopier for copies. Candidate confirms they have inspected this equipment: x YES ☐ NO Serviceability: x YES ☐ NO

Third-Party Report Form

(For Workplace Supervisor's Use Only)

To the Supervisor

To complete the Third-Party Report Form:

1. Review the candidate's completed Planning Sheet while referring to the set of construction plans the candidate reviewed for this assessment.
2. Review the candidate's submission against the criteria below.

For each criterion,

- Tick YES if the candidate's submission satisfactorily meets the criterion.
 - Tick NO if the candidate's submission does not satisfactorily meet the criterion.
3. Provide specific written comments regarding the candidate's submissions.
 4. Complete and sign the Declaration section of this form. Your signature must be handwritten.

The supervisor confirms:	Y/N	Supervisor's comments
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1. The information the candidate recorded here accurately reflects the reference set of construction plans.	☒ Yes	☐ No	Agree, accurately reflects the reference set of construction plans.
i. The structural component listed above is a structural component in the reference set of construction plans.	☒ Yes	☐ No	Agree, external wall is a structural component
ii. The non-structural component listed above is a non-structural component in the reference set of construction plans.	☒ Yes	☐ No	Agree, ceiling fans (with and without lights) are a non-structural component
2. The following information recorded under the Structural component are true and accurate:	☒ Yes	☐ No	Agree
i. Information needed from construction plans required for the drawing	☒ Yes	☐ No	Agree
The supervisor confirms:	Y/N		Supervisor's comments
ii. Purpose	☒ Yes	☐ No	Agree
iii. Presentation	☒ Yes	☐ No	Agree
iv. Audience	☒ Yes	☐ No	Agree
v. Format of information	☒ Yes	☐ No	Agree
vi. Equipment (to be used in producing the drawing)	☒ Yes	☐ No	Agree
vii. Serviceability of equipment (e.g. usability of hand drawing equipment, etc.)	☒ Yes	☐ No	Agree
3. The following information recorded under the Non-	☒ Yes	☐ No	Agree

structural component are true and accurate:			
i.	Information needed from construction plans required for the drawing	☒ Yes	☐ No Agree
ii.	Purpose	☒ Yes	☐ No Agree
iii.	Presentation	☒ Yes	☐ No Agree
iv.	Audience	☒ Yes	☐ No Agree
v.	Format of information	☒ Yes	☐ No Agree
vi.	Equipment (to be used in producing the drawing)	☒ Yes	☐ No Agree
vii.	Serviceability of equipment (e.g. usability of hand drawing equipment, etc.)	☒ Yes	☐ No Agree

Supervisor Declaration		
By signing here, I confirm that I have reviewed this Planning Sheet which the candidate (whose name appears above) has completed.		
I confirm that the information recorded on this Planning Sheet is true and accurately reflects the candidate's performance during their completion of the workplace task.		
Supervisor's signature		
Supervisor's name	Faris Abu-Obeid	
Contact details (required)	Contact number: 0426241081	Email address: Knightsobi@gmail.com
Date signed	19/11/2022	

End of Planning Sheet