

BSBLDR403 LEAD TEAM EFFECTIVENESS ASSESSMENT SUMMARY

The assessment activities for *BSBLDR403 Lead team effectiveness* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

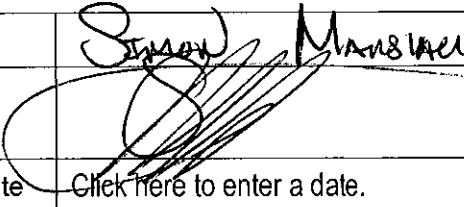
Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Melissa Robertson
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☒ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

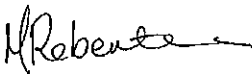
Assessor Name	Simon Mansfield
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

BSBLDR403 LEAD TEAM EFFECTIVENESS

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- 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.
- Assessors are to complete marking in pen of a different colour to the Participant.
- 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 Melissa Robertson

Participant signature 

Date 7/12/2020

Assessor name _____

Assessor signature _____

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
23		☐	☐

ASSESSOR COMMENTS

- Q1. Identify a team that may exist in the workplace. Consider the purpose of the team, its goals and objectives. Name and describe the roles and responsibilities for at least three (3) team members. Finally, identify at least one (1) method that will assist with monitoring progress towards the team goals.**

Answer

Point	Detail		
Team purpose	Finalise sale and construction of a custom residential dwelling for a client within stipulated timeframes		
Goals and objectives	Comply with preliminary and contract timeframes and specifications to construct a residential dwelling to meet client's requirements.		
Team members	Role	Description	Responsibilities
	1	Sales Consultant	Preliminary Sales Estimate New Home proposal Consultation with client on plan amendments required
	2	Estimator	Compile pricing based on all of the information provide from the Contracts administrator and sales team. Complete production and orders to enable the site supervisors to construct the home.
	3	Supervisor	Construct the home to meet code and obtain final Form 21 certification working within the clients signed contract and specifications
Progress monitoring	Timeframes and certification for set aspects/stages. Ensure works are completed within the allocated timeframes and the required certification items are met.		

- Q2. True or False (Tick your response): A team leader is more of a mentor than overseer who checks work.**

Answer

☒	True
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☐	False
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Q3. Match the leadership styles and definitions by writing the appropriate letter next to each number in the centre column.

Answer	Style	Answers	Definition	
1	Authoritarian	1 - B	A Leaders who let the team function without much interference	☐
2	Democratic	2 - C	B Leaders who fully control their team	
3	Laissiz-Faire	3 - A	C Leaders who try to include everyone in the decision-making process	

Q4. Why is it important for team leaders to include team members in the planning process?

Answer	There needs to be commitment to achieving something together and Everyone should be actively involved and gain satisfaction from team accomplishments	☐
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Q5. For each of the listed activities in the table below, identify two (2) methods that team leaders can use to involve team members.

Answer	Activity	Method/s to involve team members	
	Goal setting	Use SMART goals and keep the overall company goals in mind when setting individual goals	☐
	Decision making	Do not force relationships that will cause conflict and Encourage team members to provide their feedback on each aspect for a diverse range of input into the decisions	
	Work allocation	Try to allocate work according to skills and abilities and Ensure that work is fairly delegated	

Q6. True or False (Tick your response): Diverse teams produce more creative results than teams in which members are from a similar background.

Answer	☒ True	☐
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False

Q7. Provide two (2) examples of how the knowledge, skills and background of team members can enhance team practices.

Answer By utilising the knowledge, skills and background of team members you can increase productivity because team members understand the background of the tasks at hand, it can also improve team morals as team members are allocated tasks that they are good at therefore a higher likelihood of them being interested in those tasks.



Q8. Provide two (2) reasons that responsibilities must be carefully delegated within the work team.

Answer To minimise conflict and to ensure that the individual goals will benefit the overall team



Q9. Describe what innovation brings to the workplace. Provide one (1) example of innovative practice.

Answer Innovation aids in the application of better solutions to meet workplace requirements e.g. creating opportunities for collaboration can reduce double handling where two team members tasks overlap for the common goal



Q10. Explain how encouraging team members to assist each other in undertaking their roles and responsibilities can improve productivity.

Answer Gives a more in depth understanding of each other's goals and responsibilities, helps people understand how their work impacts the work of others.



Q11. Which of the following are likely outcomes from involving team members in all aspects of a job? Tick all that apply.

Answer

Choice	Possible Answers
☐	Causes members to resent the team
☒	Makes the work more meaningful
☒	Improves self-esteem of team members
☒	Improves team morale
☒	Team members take more responsibility for their individual work

☐

Q12. Explain how providing feedback to team members can encourage and motivate team members – building trust and positive working relationships.

Answer

It ensures team members are clear on the goals, helps to check and ensure team members are happy with their roles within the team. It shows that the team members are valued and helps the team to remain focussed, energetic and cohesive in it's actions.

☐

Q13. Identify one (1) issue, concern or problem that may be identified by team members. Describe the signs that you would recognise to identify the issue and how the matter could be resolved by internal team negotiation.

Answer

Question	Response
Signs	Disrespect within the team – lack of cooperation between team members, missed deadlines, bickering
Solution via negotiation	Internal counselling, one-on-one discussions, conscious efforts to promote the team spirit, trust and communication. May require an adjustment to task allocations so not to force relationships that aren't working well together.

☐

Q14. Identify one (1) issue, concern or problem that would need to be resolved by an external party. Describe the signs that you would recognise to identify the issue and who the matter should be referred to.

Answer

Question	Response
Signs	Additional training required – underperformance, struggling to meet deadlines, not sure on what is required to achieve the relevant outcomes.
Referred to	Management

☐

Q15. Identify three (3) ways that the team leader can serve as a role model to, and motivate, the team.

Answer

Effective communication, Recognising needs of team members
And Setting goals and motivating the team

☐

Q16. For each of the following areas, provide one (1) example of how the team leader's contributions to the work team can enhance the organisation's image:

- Internally, within the work team and the organisation
- Externally, with clients/customers

Answer

Question	Response
Within the work team and organisation	Actively encourage team members to participate in and take responsibility for team activities and communication processes – aids in meeting goals collaboratively
With clients and customers	Ensure own contribution to work team serves as a role model for others – Presents a motivated and united point of contact for the team giving external contacts confidence in the teams abilities.

☐

Q17. Provide three (3) communication methods that a team leader may encourage the team to use and situations that each communication method would be suitable for.

Answer

Method	Suitability
Meetings	Where additional information is required or needs to be conveyed, may involve reports. A good way to reflect on teams progress.
Email	When communication needs to be documented e.g. variation requests, work orders
Brainstorming Sessions	Where issues need to be resolved, a more collaborative approach, gets varying views on the matter at hand in order to come up with a resolution.



Q18. Identify two (2) ways that the team leader can maintain open communication with management.

Answer

Have meetings to deliver regular reporting, deliver both good and bad information so problems are not avoided.



Q19. Identify two (2) issues, concerns and problems that may be raised by the team to management.

Answer

Additional training required, processes or systems/procedures are outdated and require amending.



Q20. For the matters raised in Q19. , identify how the team leader could ensure follow-up action is taken.

Answer

Provide guidance to management on what is required, set timeframes with management to ensure that rectification is completed within set targets.



Q21. Identify two (2) issues, concerns and problems related to the team that may be raised by management back to the team.

Answer Underperformance, different views on team priorities

☐

Q22. For the matters raised in Q21. , identify how the team leader could ensure follow-up action is taken.

Answer Team leader to guide the team and ensure regular meetings are hand with both the team and management to discuss. Goals to be reviewed to ensure they are SMART and that everyone understands their role in the team.

☐

Q23. Describe one (1) situation where the team leader may have to negotiate with management on behalf of the team.

Answer If the level of performance expected is too high to be realistically achieved the team leader will need to discuss this with management in order to set a standard that aligns with the teams SMART goals.

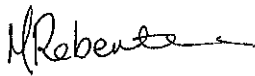
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BSBLDR403 LEAD TEAM EFFECTIVENESS

PRACTICAL ASSESSMENT INSTRUCTIONS

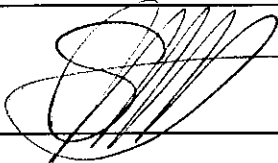
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Melissa Robertson

Participant signature 

Date 7/12/2020

Assessor name Simon Marshall

Assessor signature 

Date 8/12/2020

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☒	☐
Task 1 (Occasion 2)	☒	☐

ASSESSOR COMMENTS

Melissa is able to develop a team work plan by utilizing our current systems which have been set up through OnSite Companion.

Melissa can adequately allocate tasks to the relevant team members including updated timeframes and documentation associated with the tasks as required.

Melissa is able to identify and update processes to improve the service delivery with both internal and external stakeholders e.g. after consultation amend work flow templates to include items that will improve our service delivery.

Melissa is able to problem solve and consult with others as required in order to overcome obstacles that may arise during the planning process e.g. overcome obstacles in relation to council certification and amended plan requirements.

Melissa has a proactive attitude and displays excellent team leadership abilities.

BSBLDR403

LEAD TEAM EFFECTIVENESS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to lead team effectiveness, including: • Developing a team work plan that provides – ○ Documentation of how it was generated and how it will be monitored ○ Incorporation of innovation and productivity measures • Communicating with team members and management to – ○ Identify and establish the team purpose, roles, responsibilities, goals plans objectives ○ Consult, encourage, support and provide feedback ○ Model team leadership behaviours and approaches ○ Resolve problems The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: • Meeting minutes (e.g. subcontractor meeting, HSE committee meeting) The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Nil		
Assessment of task		
Name of participant:	Melissa Robertson	
Name of observer:	Simon Marshall	
Role of observer (Confirm suitability to sign)	Director	
Email address of observer	Smarshall.exgig@outlook.com	
Signature of observer:		
Date:	8/12/2020	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Lead and consult with the team to document work plan, incorporating: • Team purpose, roles, responsibilities, goals, plans and objectives • Innovation and productivity measures • Notes on how the work plan was generated and how it would be monitored	☒	☒
1.B. Lead team to develop cohesion, including: • Providing opportunities for input of team members into planning, decision making and operational aspects • Encouraging and supporting team members to take responsibility for own work and to assist each other • Providing feedback to team members to encourage, value and reward individual and team efforts and contributions	☒	☒

1.C. Participate in and facilitate work team, including: - Leading and supporting team members in meeting expected outcomes, through delegation and work allocation - Actively encouraging team members to participate in and take responsibility for team activities and communication processes - Giving the team support to identify and resolve problems, issues and concerns - Acting as a role model to enhance the organisation's image	☒	☒
1.D. Maintain open communication by passing information from management to the team and vice versa (including issues, concerns and problems) and ensuring follow-up action was taken.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Melissa is able to develop a team work plan by utilizing our current systems which have been set up through OnSite Companion.

- Selecting the relevant workflow template for the task

Melissa can adequately allocate tasks to the relevant team members including updated timeframes and documentation associated with the tasks as required.

- Allocate tasks to team members suitable for the project ensuring current workloads are taken into consideration

Melissa is able to identify and update processes to improve the service delivery with both internal and external stakeholders.

- After consultation Melissa was able to amend work flow templates to include items that will improve our service delivery.

Melissa is able to problem solve and consult with others as required in order to overcome obstacles that may arise during the planning process.

- Melissa has demonstrated she is able to overcome obstacles in relation to council certification and amended plan requirements whilst keeping the clients requirements in mind.

Melissa has a proactive attitude and displays excellent team leadership abilities.

Example 1 – Low-set Dwelling

Contract Start Date: 02/06/2020

Expected Completion Date: 29/12/2020

Actual Completion Date: 13/11/2020

Critical Team Members

- Sales: Tony
- Contracts Administrator: Melissa
- Estimator: David
- Drafting: Dan
- Supervisor: Dennis
- Accounts: Jett/Kym
- Certification: PCG

Low-set residential construction

Example 2 – High-set Dwelling

Contract Start Date: 25/03/2020

Expected Completion Date: 10/12/2020

Actual Completion Date: 23/10/2020

Critical Team Members

- Sales: Jason
- Contracts Administrator: Melissa
- Estimator: David
- Drafting: Graham
- Supervisor: Josh
- Accounts: Jett/Kym
- Certification: PCG

High-set residential construction

Maxicorp Pty Ltd

Job Report – Sample 1 – Low Set

User : Melissa Robertson

Date : 13/11/2020

Seq	Service Description	Booked Start	Forecasted Start	Forecasted Completion	Completion	Service Provider	Service Type
1	Receipt of Part A Deposit		10/11/2019	10/11/2019	11/11/2019		ADMINISTRATION
2	Completed Sales Paperwork Received		11/11/2019	11/11/2019	11/11/2019		ADMINISTRATION
3	Sale Accepted		11/11/2019	11/11/2019	11/11/2019		ESTIMATING
4	Create Client/Job Folder		11/11/2019	11/11/2019	11/11/2019		ADMINISTRATION
5	Introduction Letter Issued to Client		11/11/2019	11/11/2019	11/11/2019		ADMINISTRATION
6	Order Preliminary 1 Drawings		11/11/2019	11/11/2019	11/11/2019		ADMINISTRATION
7	Property Registered		18/11/2019	18/11/2019	11/11/2019		ADMINISTRATION
8	Site ready for soils and contours		11/11/2019	11/11/2019	11/11/2019		ADMINISTRATION
9	Order Contour Survey		11/11/2019	11/11/2019	11/11/2019		ADMINISTRATION
10	Order Soil Report		11/11/2019	11/11/2019	N/A		ENGINEERING
11	Order Certifier Preassessment		15/11/2019	15/11/2019	25/11/2019		ADMINISTRATION
12	Order 1st Pre-Site Inspection		11/11/2019	11/11/2019	18/12/2019		ADMINISTRATION
13	Complete Pre-Site Inspection		27/12/2019	27/12/2019	14/01/2020		ADMINISTRATION
14	Complete Preliminary 1 Drawings		14/11/2019	18/11/2019	15/11/2019		DRAFTING
15	Receipt of Preliminary 1 Drawings		15/11/2019	15/11/2019	15/11/2019		ADMINISTRATION
16	Receipt of Contour Survey (ADVISE ESTIMATOR)		20/11/2019	20/11/2019	21/11/2019		ADMINISTRATION
17	Receipt of Soil Report (ADVISE ESTIMATOR)		20/11/2019	20/11/2019	11/11/2019		ADMINISTRATION
18	Order Contour Overlay		21/11/2019	21/11/2019	25/11/2019		PRE CONTRACT
19	Order Covenant Pre Approval		15/11/2019	15/11/2019	25/11/2019		ADMINISTRATION
20	Receipt Contour Overlay		4/12/2019	4/12/2019	27/11/2019		PRE CONTRACT
21	Receipt Certifier Preassessment		4/12/2019	4/12/2019	28/11/2019		ADMINISTRATION
22	Receipt Covenant Pre-Approval		4/12/2019	4/12/2019	28/11/2019		ADMINISTRATION
23	Prepare NHP		21/11/2019	21/11/2019	21/11/2019		ESTIMATING
24	Prepare NHP Rectification Checklist		21/11/2019	21/11/2019	28/11/2019		ADMINISTRATION
25	Cross check NHP Documents		21/11/2019	21/11/2019	21/2/2019		ADMINISTRATION
26	Issue NHP and Documentation to Sales		21/11/2019	21/11/2019	3/12/2019		ADMINISTRATION
27	Schedule New Home Proposal Presentation	8/12/2019	5/12/2019	8/12/2019	19/12/2019		SALES
28	Present New Home Proposal	8/12/2019	9/12/2019	8/12/2019	19/12/2019		SALES
29	7 day NHP Follow up		12/12/2019	12/12/2019	N/A		ADMINISTRATION
30	Receive Signed NHP from Sales		12/12/2019	12/12/2019	20/12/2019		ADMINISTRATION

31	Receipt of Part B Deposit	12/12/2019	12/12/2019	12/12/2019	19/12/2019	ACCOUNTS 1
32	Order Prelim FWD	20/12/2019	20/12/2019	13/01/2020		ADMINISTRATION
33	Prelim FWD Completed	15/01/2020	15/01/2020	31/01/2020		DRAFTING
34	Receipt Prelim FWD	19/12/2019	19/12/2019	31/01/2020		ADMINISTRATION
35	Contract Annexure Preparation	28/01/2020	29/01/2020	3/02/2020		ESTIMATING
36	Order FWD	20/12/2019	20/12/2019	10/03/2020		ADMINISTRATION
37	Preparation of Contract Documentation	3/02/2020	3/02/2020	3/02/2020		ADMINISTRATION
38	Gross Check Contract Documents	3/02/2020	3/02/2020	3/02/2020		ADMINISTRATION
39	Issue Annexure to Sales for Checking	3/02/2020	3/02/2020	3/02/2020		ADMINISTRATION
40	Complete Colour Template GJ System	10/03/2020	10/03/2020	27/03/2020		ADMINISTRATION
41	FWD Completed	16/03/2020	16/03/2020	10/03/2020		ADMINISTRATION
42	Steel beam required	10/03/2020	10/03/2020	N/A		PRODUCTION
43	Receive FWD and issue to Sales and Client for review	19/03/2020	19/03/2020	N/A		ADMINISTRATION
44	Order EE Report	10/03/2020	10/03/2020	10/03/2020		ADMINISTRATION
45	Email Client Contract Documents and Schedule Contract Signing	12/02/2020	12/02/2020	3/02/2020		ADMINISTRATION
46	Email Contract Meeting Details to Sales and Client	7/02/2020	7/02/2020	3/03/2020		ADMINISTRATION
47	Receive EE Report	16/03/2020	16/03/2020	11/03/2020		ADMINISTRATION
48	Update Contract Value in Onsite & Green House	7/02/2020	7/02/2020	4/02/2020		ADMINISTRATION
49	Claim 5% deposit	18/02/2020	18/02/2020	19/02/2020		ADMINISTRATION
50	Present Contract To Client	3/02/2020	7/02/2020	28/02/2020		ADMINISTRATION
51	Signed Contract Received	28/02/2020	28/02/2020	28/02/2020		ADMINISTRATION
52	Order Steel Beam Design	10/03/2020	10/03/2020	N/A		ADMINISTRATION
53	Receive Steel Beam Design and issue to estimating	19/03/2020	19/03/2020	N/A		ADMINISTRATION
54	Order Slab Design	9/03/2020	9/03/2020	10/03/2020		ADMINISTRATION
55	Receive Slab Design	19/03/2020	19/03/2020	7/04/2020		ADMINISTRATION
56	Price Review - 60 days since contract	1/06/2020	1/06/2020	N/A		ADMINISTRATION
57	Send Request Air Con Layouts	9/03/2020	9/03/2020	18/03/2020		ESTIMATING
58	Receive Air Con Layouts	23/03/2020	23/03/2020	20/03/2020		ESTIMATING
59	Send Client Air Con Layouts	23/03/2020	23/03/2020	19/03/2020		ADMINISTRATION
60	Receive Signed Air Con Layouts	26/03/2020	26/03/2020	20/03/2020		ADMINISTRATION
61	Order Colour Selection	28/02/2020	28/02/2020	10/03/2020		ADMINISTRATION
62	Send Cabinetmaker Plans & Annex	10/03/2020	10/03/2020	10/03/2020		ADMINISTRATION
63	Receive Cabinetmaker Drawings	30/03/2020	30/03/2020	30/04/2020		ADMINISTRATION
64	Send Tile Supplier- Plans and Annexure Make Appointment	10/03/2020	10/03/2020	10/03/2020		ADMINISTRATION
65	Receive Tile Layouts and Quote	30/03/2020	30/03/2020	19/03/2020		ADMINISTRATION
66	Send Lighting Company- Plans, Annexure, Make Appointment	10/03/2020	10/03/2020	10/03/2020		ADMINISTRATION
67	Receive Lighting Plan and Layout	30/03/2020	30/03/2020	28/04/2020		ADMINISTRATION
68	Colour Selection Completed	16/04/2020	3/04/2020	3/04/2020		ADMINISTRATION
69	Colour Variation Costing Request	3/04/2020	3/04/2020	6/04/2020		ESTIMATING
70	Colour Variation Costing Returned	13/04/2020	13/04/2020	16/04/2020		ADMINISTRATION
71	Colour Selection Finalised	23/04/2020	23/04/2020	14/05/2020		ADMINISTRATION
72	Order Quotes	14/05/2020	14/05/2020	15/05/2020		PRODUCTION
73	7 day follow up Quotes	26/05/2020	26/05/2020	27/05/2020		PRODUCTION
74	Covenant Approval Ordered	23/04/2020	23/04/2020	30/04/2020		SALES
75	Covenant Approval Received	11/05/2020	11/05/2020	14/05/2020		ADMINISTRATION

76	Receipt Balance Of 5% Deposit	19/02/2020	19/02/2020	9/03/2020	9/03/2020	ACCOUNTS 1
77	HSTP Percolation Test & Design Required	9/03/2020	9/03/2020	10/03/2020	10/03/2020	ADMINISTRATION
78	Client Supplied HSTP Approval Received	10/03/2020	10/03/2020	N/A	N/A	ADMINISTRATION
79	HSTP Client Payment Received or Check Deposit Amount	10/03/2020	13/03/2020	N/A	N/A	ADMINISTRATION
80	HSTP Percolation Test & Design Ordered	10/03/2020	10/03/2020	10/03/2020	10/03/2020	HSTP SUPPLIER
81	HSTP Percolation Test & Design Received	10/03/2020	18/03/2020	12/03/2020	12/03/2020	HSTP SUPPLIER
82	Finalise HSTP P.SUM	12/03/2020	12/03/2020	20/03/2020	20/03/2020	ESTIMATING
83	Order Building Approval	18/03/2020	18/03/2020	10/03/2020	10/03/2020	ADMINISTRATION
84	Courtesy Call To Client	10/03/2020	10/03/2020	N/A	N/A	ADMINISTRATION
85	Receive Building Approval	7/04/2020	7/04/2020	8/05/2020	8/05/2020	ADMINISTRATION
86	Courtesy Call To Client 2	8/05/2020	8/05/2020	N/A	N/A	ADMINISTRATION
87	Land Settlement Received	12/05/2020	12/05/2020	12/05/2020	12/05/2020	ADMINISTRATION
88	Check Decision Notice Conditions	8/05/2020	8/05/2020	12/05/2020	12/05/2020	ADMINISTRATION
89	Construction Insurance Ordered	8/05/2020	8/05/2020	12/05/2020	12/05/2020	ADMINISTRATION
90	Construction Insurance Received	13/05/2020	13/05/2020	12/05/2020	12/05/2020	ADMINISTRATION
91	Unconditional Finance Received	28/05/2020	28/05/2020	12/05/2020	12/05/2020	ADMINISTRATION
92	Pay Initial 50% Sales Commission	12/05/2020	12/05/2020	21/05/2020	21/05/2020	ACCOUNTS 1
93	Allocate Building Supervisor	8/05/2020	8/05/2020	14/05/2020	14/05/2020	ADMINISTRATION
94	Gross check colours, annexure, plans and variations	8/05/2020	8/05/2020	19/05/2020	19/05/2020	ADMINISTRATION
95	Prepare Site File	8/05/2020	8/05/2020	19/05/2020	19/05/2020	ADMINISTRATION
96	Bank ATC or Cash Account Set up	8/05/2020	8/05/2020	26/05/2020	26/05/2020	ADMINISTRATION
97	Authority to Commence Construction	15/06/2020	15/06/2020	26/05/2020	26/05/2020	ADMINISTRATION
98	Tick ATC in Greenhouse	26/05/2020	26/05/2020	26/05/2020	26/05/2020	ADMINISTRATION
99	Append Construction Workflow	28/05/2020	28/05/2020	14/05/2020	14/05/2020	ADMINISTRATION
100	Update Greenhouse Super/Stage/Dates	28/05/2020	28/05/2020	14/05/2020	14/05/2020	ADMINISTRATION
101	Site Folder to Estimators and Request Orders	3/06/2020	3/06/2020	20/05/2020	20/05/2020	ADMINISTRATION
102	Prepare Production Estimate	20/05/2020	20/05/2020	27/05/2020	27/05/2020	PRODUCTION
103	Supervisor Check Site File & Orders	20/05/2020	20/05/2020	29/05/2020	29/05/2020	CONSTRUCTION
104	Finalise Production	29/05/2020	29/05/2020	29/05/2020	29/05/2020	PRODUCTION
105	Order Consolidated Plans if Required	28/05/2020	28/05/2020	14/05/2020	14/05/2020	ADMINISTRATION
106	Prepare Consolidated Plans	14/05/2020	14/05/2020	19/05/2020	19/05/2020	DRAFTING
107	Received Consolidated Plans	26/05/2020	26/05/2020	19/05/2020	19/05/2020	ADMINISTRATION
108	Finalised Site File Issued to Supervisor	20/05/2020	20/05/2020	29/05/2020	29/05/2020	ADMINISTRATION
109	Presite Call to Client	20/05/2020	20/05/2020	27/05/2020	27/05/2020	CONSTRUCTION
110	Presite Booked	27/05/2020	27/05/2020	27/05/2020	27/05/2020	CONSTRUCTION
111	File Break Down - Input Information in Onsite	27/05/2020	27/05/2020	29/05/2020	29/05/2020	CONSTRUCTION
112	Pre Site Inspection.	20/05/2020	20/05/2020	26/05/2020	26/05/2020	CONSTRUCTION
113	Pre Site Start Client Meeting	2/06/2020	2/06/2020	2/06/2020	2/06/2020	CONSTRUCTION
114	Lock off Job in GJ System - ADVISE ACCOUNTS IF CASH JOB	9/12/2020	9/12/2020	2/06/2020	2/06/2020	ADMINISTRATION
115	Site Cut	1/06/2020	1/06/2020	2/06/2020	2/06/2020	SITE CUT
116	Call Up Mixer Bods	4/06/2020	2/06/2020	4/06/2020	3/06/2020	PLUMBING HARDWARE

117	Check Start Date & Contract Time and Issue Commencement letter		2/06/2020	2/06/2020	2/06/2020	2/06/2020	2/06/2020	ADMINISTRATION
118	Water Tank (for tight sites)		2/06/2020	2/06/2020	2/06/2020	2/06/2020	N/A	CONSTRUCTION
119	Install Sediment Control	2/06/2020	3/06/2020	2/06/2020	2/06/2020	2/06/2020	2/06/2020	SEDIMENT EROSION CONTROL
120	Bricks to Site for Tight Sites		2/06/2020	2/06/2020	2/06/2020	2/06/2020	N/A	BRICKS
121	Install Gravel Crossover	3/06/2020	2/06/2020	3/06/2020	3/06/2020	3/06/2020	3/06/2020	SITE CLEANS
122	Surveyor House Pegged	4/06/2020	4/06/2020	4/06/2020	4/06/2020	4/06/2020	3/06/2020	SURVEYOR - SET-OUT
123	Install Temp Power Pole		2/06/2020	2/06/2020	2/06/2020	2/06/2020	N/A	TEMPORARY SERVICES
124	Install Site toilet	9/06/2020	3/06/2020	9/06/2020	9/06/2020	9/06/2020	9/06/2020	TEMPORARY SERVICES
125	Install Temp Fence	10/07/2020	5/06/2020	10/07/2020	10/07/2020	10/07/2020	N/A	TEMPORARY SERVICES
126	Slab Footings steel delivery	8/06/2020	4/06/2020	4/06/2020	8/06/2020	8/06/2020	9/06/2020	STEEL REINFORCEMENT
127	Footings & Piers Concreter	8/06/2020	4/06/2020	4/06/2020	8/06/2020	8/06/2020	9/06/2020	CONCRETOR
128	Engineers Footings&Piers Inspection		9/06/2020	9/06/2020	9/06/2020	9/06/2020	9/06/2020	ENGINEERING
129	Install HSTP Plumbing	9/06/2020	5/06/2020	5/06/2020	9/06/2020	9/06/2020	5/06/2020	HSTP SUPPLIER
130	Drainage Underslab	9/06/2020	10/06/2020	9/06/2020	9/06/2020	9/06/2020	9/06/2020	PLUMBER
131	Electrical Lead In, Data and Phone	9/06/2020	9/06/2020	9/06/2020	9/06/2020	9/06/2020	9/06/2020	ELECTRICIAN
132	Install Slab Prep Concreter	16/06/2020	10/06/2020	16/06/2020	16/06/2020	16/06/2020	16/06/2020	CONCRETOR
133	Install Termite Penetrations	16/06/2020	16/06/2020	16/06/2020	16/06/2020	16/06/2020	16/06/2020	TERMITE PROTECTION
134	Engineers Slab Inspection	16/06/2020	16/06/2020	16/06/2020	16/06/2020	16/06/2020	18/06/2020	ENGINEERING
135	Slab QA, Photos Of Prep, QA Form To CM	16/06/2020	16/06/2020	16/06/2020	16/06/2020	16/06/2020	18/06/2020	CONSTRUCTION
136	Slab Pour	17/06/2020	19/06/2020	17/06/2020	17/06/2020	17/06/2020	18/06/2020	CONCRETOR
137	CM Receive Slab QA Form		19/06/2020	19/06/2020	19/06/2020	19/06/2020	N/A	CONSTRUCTION MANAGER
138	Leftover Pod Collection	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	CONSTRUCTION
139	Slab Photos	18/06/2020	18/06/2020	18/06/2020	18/06/2020	18/06/2020	19/06/2020	CONSTRUCTION
140	Receipt Slab Photo		22/06/2020	22/06/2020	22/06/2020	22/06/2020	23/06/2020	ADMINISTRATION
141	SLAB CLAIM INVOICED		17/06/2020	17/06/2020	17/06/2020	17/06/2020	17/06/2020	ACCOUNTS 1
142	Slab Five Star Meeting	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	18/06/2020	CONSTRUCTION
143	Receipt Base Claim		24/06/2020	24/06/2020	24/06/2020	24/06/2020	24/06/2020	ACCOUNTS 1
144	Pay 50% Balance of Sales Commission		24/06/2020	24/06/2020	24/06/2020	24/06/2020	2/07/2020	ACCOUNTS 1
145	Slab Certificates Emailed to Certifier		17/06/2020	17/06/2020	17/06/2020	17/06/2020	25/06/2020	ADMINISTRATION
146	Certifier Form 16 Slab Received From Certifier		29/06/2020	29/06/2020	29/06/2020	29/06/2020	26/06/2020	ADMINISTRATION
147	Customer Survey		25/06/2020	25/06/2020	25/06/2020	25/06/2020	N/A	CUSTOMER SURVEY
148	Backblade Slab and Bin Install	18/06/2020	19/06/2020	18/06/2020	18/06/2020	18/06/2020	18/06/2020	SITE CLEANS
149	Install Termite Blanket Stage 1	18/06/2020	19/06/2020	18/06/2020	18/06/2020	18/06/2020	18/06/2020	TERMITE PROTECTION
150	Lower Frame Delivered	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	FRAMES & TRUSSES
151	Steel Posts for Brick Piers Delivered	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	STRUCTURAL STEEL SUPPLIER
152	Frame Hardware and Wrap Delivered	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	FRAME & EXTERNAL HARDWARE
153	Carpenter Frame One Install	19/06/2020	22/06/2020	25/06/2020	25/06/2020	25/06/2020	29/06/2020	FRAME CARPENTER
154	Trusses Delivered	19/06/2020	22/06/2020	19/06/2020	19/06/2020	19/06/2020	19/06/2020	FRAMES & TRUSSES
155	Hire of Crane	22/06/2020	22/06/2020	22/06/2020	22/06/2020	22/06/2020	29/06/2020	CRANES
156	Frame Complete	26/06/2020	25/06/2020	26/06/2020	26/06/2020	26/06/2020	29/06/2020	FRAME CARPENTER
157	Frame Photos	26/06/2020	30/06/2020	26/06/2020	26/06/2020	26/06/2020	29/06/2020	CONSTRUCTION
158	Frame Photos Received		30/06/2020	30/06/2020	30/06/2020	30/06/2020	30/06/2020	ADMINISTRATION
159	FRAME CLAIM INVOICED		29/06/2020	29/06/2020	29/06/2020	29/06/2020	24/06/2020	ACCOUNTS 1
160	Frame Five Star Meeting	26/06/2020	30/06/2020	26/06/2020	26/06/2020	26/06/2020	29/06/2020	CONSTRUCTION

161	Frame Claim Receipt		1/07/2020	1/07/2020	30/06/2020		ACCOUNTS 1
162	Install Fasci/Gutter & Temp D Pipes	26/06/2020	30/06/2020	26/06/2020	29/06/2020	Dynamic Bradview Roofing	METAL ROOF SUPPLIER
163	Install Roofing Edge Protection	28/05/2020	30/06/2020	28/05/2020	29/06/2020	Roof Safe Solutions	SCAFFOLD
164	Install Roof Metal	30/06/2020	30/06/2020	1/07/2020	2/07/2020	Dynamic Bradview Roofing	METAL ROOF SUPPLIER
165	Install Roof Tile		29/05/2020	1/06/2020	N/A	Bristle Roofing	TILE ROOF SUPPLIER
166	Off-hire Roofing Edge Protection	7/07/2020	3/07/2020	7/07/2020	9/07/2020	Roof Safe Solutions	SCAFFOLD
167	Windows Delivered	9/07/2020	3/07/2020	9/07/2020	9/07/2020	Bradnam's Windows & Doors	WINDOWS & SLIDING DOORS
168	External Doors and Cavity Sliders To Site	10/07/2020	9/07/2020	10/07/2020	10/07/2020		WINDOWS & SLIDING DOORS
169	Bath Delivered	22/06/2020	9/07/2020	22/06/2020	29/06/2020	REECE Pty Ltd	PLUMBING HARDWARE
170	Frame Mark-up Supervisor	13/07/2020	9/07/2020	13/07/2020	13/07/2020		CONSTRUCTION
171	Carpenter Frame Two Install	10/07/2020	14/07/2020	10/07/2020	10/07/2020		FRAME CARPENTER
172	Certifier Frame Inspection	25/06/2020	10/07/2020	25/06/2020	29/06/2020	Professional Certification Group	CERTIFIER
173	Frame Inspection Received and Issued to Supervisor for rectification		30/06/2020	30/06/2020	2/07/2020		ADMINISTRATION
174	Certifiers Rectification Items Complete		2/07/2020	2/07/2020	6/07/2020		CONSTRUCTION
175	Certifier Frame Reinspection completed.		2/07/2020	2/07/2020	N/A	Professional Certification Group	CERTIFIER
176	Frame Certificates Emailed To Certifier		25/06/2020	25/06/2020	25/06/2020		ADMINISTRATION
177	F16 Frame Certificate Received		7/07/2020	7/07/2020	9/07/2020		ADMINISTRATION
178	Garage Door Check Measure	26/06/2020	13/07/2020	26/06/2020	2/07/2020	Dynamic Door Service	GARAGE DOOR
179	Install Solar Rough In (HWS / Power)	3/07/2020	3/07/2020	3/07/2020	N/A		SOLAR PANELS
180	Install Plumbing Rough In	3/07/2020	13/07/2020	3/07/2020	6/07/2020	Ben Frisby Plumbing	PLUMBER
181	Install Gas Rough In	2/07/2020	6/07/2020	2/07/2020	6/07/2020	Clive Price	GAS PLUMBER
182	Install Electrical Rough In and Rangoon Ducting	8/07/2020	7/07/2020	8/07/2020	9/07/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
183	Install Air Con Rough In	9/07/2020	10/07/2020	9/07/2020	9/07/2020	Genesis Air Services	AIR CONDITIONING
184	Cabinetry Measure	13/07/2020	7/07/2020	13/07/2020	13/07/2020	Kitchen Crew	CABINETMAKER
185	Frame & ROUGHIN QA	13/07/2020	10/07/2020	13/07/2020	13/07/2020		CONSTRUCTION
186	CM Receive Frame QA Form		14/07/2020	14/07/2020	N/A		CONSTRUCTION MANAGER
187	Load Or String Up Ceiling & Wall Insulation		13/07/2020	13/07/2020	16/07/2020	CSR Bradford Insulation	INSULATION
188	Plaster Delivery		13/07/2020	13/07/2020	16/07/2020	Roberts & Mayfield	PLASTERER
189	Bricks Delivery		13/07/2020	13/07/2020	16/07/2020	PGH Bricks & Pavers	BRICKS
190	Brick Hardware Delivered	17/07/2020	13/07/2020	17/07/2020	20/07/2020	Stacks Building Supplies	FRAME & EXTERNAL HARDWARE
191	Brick Layer Lowset	15/07/2020	20/07/2020	21/07/2020	24/07/2020	Redford Bricklaying	BRICKLAYER
192	Look Up Material Delivery	31/08/2020	28/07/2020	31/08/2020	28/08/2020	Stacks Building Supplies	INTERNAL HARDWARE
193	Install Carpenter Eaves and Cladding	31/08/2020	31/08/2020	2/09/2020	3/09/2020	Ross Pattence	FRAME CARPENTER
194	Plasterer LowSet	13/07/2020	17/07/2020	21/07/2020	27/07/2020	Roberts & Mayfield	PLASTERER
195	Enclosed Complete		7/08/2020	7/08/2020	28/07/2020		CONSTRUCTION
196	Enclosed Photos		7/08/2020	7/08/2020	28/07/2020		CONSTRUCTION
197	Receipt Enclosed Photos		10/08/2020	10/08/2020	28/07/2020		ADMINISTRATION
198	ENCLOSED CLAIM		28/07/2020	28/07/2020	28/07/2020		ACCOUNTS 1
199	Enclosed Five Star Meeting (Enclosed)		10/08/2020	10/08/2020	28/07/2020		CONSTRUCTION
200	Receipt Enclosed Claim		4/08/2020	4/08/2020	31/07/2020		ACCOUNTS 1
201	Enclosed Customer Survey		3/08/2020	3/08/2020	N/A		ADMINISTRATION
202	First Site Clean	27/07/2020	3/08/2020	27/07/2020	27/07/2020	Inwin Earthmoving	SITE CLEANS

203	Gas lead in Natural Gas	10/08/2020	28/07/2020	10/08/2020	N/A	Watertight Australia Pty Ltd	CONSTRUCTION WATERPROOFING
204	Install Waterproof Wet Areas	28/07/2020	28/07/2020	29/07/2020	29/07/2020	Watertight Australia Pty Ltd	CONSTRUCTION WATERPROOFING
205	Install Garage Door	27/07/2020	29/07/2020	27/07/2020	27/07/2020	Dynamic Door Service	GARAGE DOOR
206	Install Skylights & Ventilation		27/07/2020	27/07/2020	N/A		SKYLIGHTS
207	Install Render / Bagging	4/08/2020	13/08/2020	5/08/2020	29/07/2020	Brisbane Rendering	RENDER
208	Install Lower Downpipes	7/09/2020	30/07/2020	7/09/2020	8/09/2020	Ben Frisby Plumbing	PLUMBER
209	Deliver Sinks, Laundry Tub, Basins & Floor Wastes To Site	28/07/2020	29/07/2020	28/07/2020	29/07/2020	REECE Pty Ltd	PLUMBING HARDWARE
210	Install Cabinetry	5/08/2020	30/07/2020	5/08/2020	5/08/2020	Kitchen Crew	CABINETMAKER
211	Deliver Laundry Poly Cabinet	28/07/2020	3/08/2020	28/07/2020	N/A	REECE Pty Ltd	PLUMBING HARDWARE
212	Measure Stone Tops	10/08/2020	6/08/2020	10/08/2020	5/08/2020	MJG Stone	STONE TOPS
213	Fix Out Material Delivered	28/07/2020	29/07/2020	28/07/2020	28/07/2020	Stacks Building Supplies	INTERNAL HARDWARE
214	Fix Out Carpenter	29/07/2020	6/08/2020	31/07/2020	4/08/2020	Ross Patience	FIX OUT CARPENTER
215	Electrical Cut and Strip	27/07/2020	3/08/2020	27/07/2020	28/07/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
216	Tile Delivery	31/07/2020	5/08/2020	31/07/2020	4/08/2020		TILE SUPPLIER
217	Install Stone Tops	18/08/2020	17/08/2020	18/08/2020	18/08/2020	MJG Stone	STONE TOPS
218	Install Wet Area Tiles	4/08/2020	6/08/2020	10/08/2020	21/08/2020	DMD Tiling	TILER
219	Measure Glass Splash Back		24/08/2020	24/08/2020	N/A	Bradnam's Windows & Doors	GLASS SPLASHBACK
220	Fixing Complete & Pre Paint QA		21/08/2020	21/08/2020	21/08/2020		FIX OUT CARPENTER
221	CM Receive Pre Pain QA Form		24/08/2020	24/08/2020	N/A		CONSTRUCTION MANAGER
222	Fixing Photos	21/08/2020	21/08/2020	21/08/2020	21/08/2020		CONSTRUCTION
223	Receipt Fixing Photos		24/08/2020	24/08/2020	21/08/2020		ADMINISTRATION
224	FIXING CLAIM INVOICED		19/08/2020	19/08/2020	14/08/2020		ACCOUNTS 1
225	Fixing Five Star Meeting (Fixing)	21/08/2020	24/08/2020	21/08/2020	24/09/2020		CONSTRUCTION
226	Receipt Fixing Claim		21/08/2020	21/08/2020	19/08/2020		ACCOUNTS 1
227	Measure Screens/Mirrors/Robes	21/08/2020	25/08/2020	21/08/2020	24/08/2020	Bradnam's Windows & Doors	SHOWER SCREENS/MIRRORS/ROBE DOORS
228	Measure Shelving		5/08/2020	5/08/2020	7/08/2020	Showerama	SHELIVING
229	Site Clean Check Driveway	18/09/2020	25/08/2020	18/09/2020	29/09/2020	Coast 2 Coast Earthmoving Pty Ltd	SITE CLEANS
230	Pre Paint Plasterer	10/09/2020	24/08/2020	10/09/2020	10/09/2020	Roberts & Mayfield	PLASTERER
231	Painter	7/09/2020	11/09/2020	14/09/2020	23/09/2020	Hi-Tech Painting	PAINTER
232	Install Glass Splashback		2/09/2020	2/09/2020	N/A	Bradnam's Windows & Doors	GLASS SPLASHBACK
233	Water Tank Delivered		2/09/2020	2/09/2020	N/A	Quality Tanks QLD Pty Ltd	ABOVE GROUND WATER TANKS
234	Tapware delivery/ WC delivery/ Towel rails	28/09/2020	24/09/2020	28/09/2020	29/09/2020	REECE Pty Ltd	PLUMBING HARDWARE
235	Deliver Hot Water Unit		28/09/2020	28/09/2020	N/A		APPLIANCES
236	Plumber Fit Off	29/09/2020	30/09/2020	29/09/2020	29/09/2020	Ben Frisby Plumbing	PLUMBER
237	Electrician Fit Off Including Phone	29/09/2020	30/09/2020	29/09/2020	29/09/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
238	Gas HWS Fit Off	28/09/2020	30/09/2020	28/09/2020	29/09/2020	Clive Price	GAS PLUMBER
239	Install Air Con Fit Off	1/10/2020	30/09/2020	1/10/2020	6/10/2020	Genesis Air Services	AIR CONDITIONING
240	Install Shelving	30/09/2020	30/09/2020	30/09/2020	6/10/2020	Showerama	SHELIVING
241	Install Insulation	5/10/2020	2/10/2020	5/10/2020	6/10/2020	CSR Bradford Insulation	INSULATION
242	Carpenter Final Fit	2/10/2020	5/10/2020	2/10/2020	6/10/2020	Ross Patience	FINAL FIT CARPENTER
243	Builders Clean	9/10/2020	7/10/2020	9/10/2020	13/10/2020	Builderella's Cleaning Services	CLEANER
244	Install Sealant	14/10/2020	14/10/2020	14/10/2020	15/10/2020	MOJO Mastic Pty Ltd ATF Wakeham Family Trust	SEALANT

245	Window Service After clean	13/10/2020	15/10/2020	13/10/2020	13/10/2020	Bradnam's Windows & Doors	WINDOW PROTECTION
246	Install Timber Flooring		15/10/2020	15/10/2020	N/A	House of Carpets	TIMBER FLOORING
247	Install Screens / Mirrors / Robes	15/10/2020	19/10/2020	15/10/2020	15/10/2020	Cesana Queensland Pty Ltd	SHOWER SCREENS/MIRRORS/ROBE DOORS
248	Install Skirting Over Timber Flooring		15/10/2020	15/10/2020	N/A		FIX OUT CARPENTER
249	Paint Skirtings Over Timber Floor		15/10/2020	15/10/2020	N/A		PAINTER
250	Install Carpet	26/10/2020	16/10/2020	26/10/2020	23/10/2020	House of Carpets	CARPET
251	Final Site Clean Remove Bin	22/10/2020	27/10/2020	22/10/2020	19/10/2020	Coast 2 Coast Earthmoving Pty Ltd	SITE CLEANS
252	External Concrete Grey / Exposed	9/10/2020	24/09/2020	12/10/2020	13/10/2020	Hume & Sons Concreting Services Pty Ltd	CONCRETOR
253	Appliance Delivery	12/10/2020	19/10/2020	12/10/2020	13/10/2020	R T Edwards	APPLIANCES
254	Install Electrical Appliances	13/10/2020	14/10/2020	13/10/2020	13/10/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
255	Install Plumbing Appliances (IS DISHWASHER INCLUDED?)		20/10/2020	20/10/2020	N/A	Ben Frisby Plumbing	PLUMBER
256	Final Inspection - Certifier	19/10/2020	16/10/2020	19/10/2020	20/10/2020	Professional Certification Group	CERTIFIER
257	Complete Final Inspection Items - Certifier	22/10/2020	22/10/2020	22/10/2020	17/11/2020		CONSTRUCTION
258	Final Certificates Emailed to Certifier		20/10/2020	20/10/2020	22/10/2020		ADMINISTRATION
259	Receipt Final Form 21 Certificate		22/10/2020	22/10/2020	22/10/2020		ADMINISTRATION
260	Final QA	17/10/2020	16/10/2020	17/10/2020	19/10/2020		CONSTRUCTION
261	CM Receive Final QA Form		20/10/2020	20/10/2020	N/A		CONSTRUCTION MANAGER
262	CM 12 Day Inspection		20/10/2020	20/10/2020	N/A	PAUL MANN	CONSTRUCTION MANAGER
263	QA by K-Spec	27/10/2020	19/10/2020	27/10/2020	26/10/2020	K-Spec Building Consultants	HANDOVER.COM
264	Receipt K-Spec Report		28/10/2020	28/10/2020	27/10/2020		ADMINISTRATION
265	Issue K-Spec Report to Supervisor		27/10/2020	27/10/2020	27/10/2020		ADMINISTRATION
266	Off-hire Toilet	6/11/2020	20/10/2020	6/11/2020	6/11/2020	Viking Rentals	TEMPORARY SERVICES
267	Rectify Items On K-Spec Report	2/11/2020	28/10/2020	5/11/2020	10/11/2020		CONSTRUCTION
268	Paint Touch Ups	2/11/2020	27/10/2020	3/11/2020	7/11/2020	Hi-Tech Painting	PAINTER
269	Issue Signed off Completed K-Spec Report to Admin		11/11/2020	11/11/2020	13/11/2020		ADMINISTRATION
270	Install Letterbox		19/10/2020	19/10/2020	N/A	Sunni Clothes Hoists and Letterboxes	LETTERBOX
271	Install Clothes Line		19/10/2020	19/10/2020	N/A	Sunni Clothes Hoists and Letterboxes	CLOTHES LINES & ANTENNAS
272	Install Landscapping / Turf / Fencing		4/11/2020	6/11/2020	N/A		LANDSCAPING
273	Receipt Plumbing Compliance		9/11/2020	9/11/2020	11/11/2020		ADMINISTRATION
274	Receipt Gas Compliance Certificate and Issue to Client		11/11/2020	11/11/2020	N/A		ADMINISTRATION
275	Install Insect Screens / Security Screens	13/10/2020	11/11/2020	13/10/2020	19/10/2020	Bradnam's Windows & Doors	WINDOWS & SLIDING DOORS
276	Practical Completion --- Walk Through With Client	4/11/2020	9/11/2020	4/11/2020	4/11/2020		CONSTRUCTION
277	Yellow PC Form Submitted To Office		4/11/2020	4/11/2020	17/11/2020		CONSTRUCTION
278	PRACTICAL COMPLETION CLAIM INVOICED		4/11/2020	4/11/2020	2/11/2020		ACCOUNTS 1
279	Practical Completion Defect List Received from Supervisor		17/11/2020	17/11/2020	24/11/2020		ADMINISTRATION
280	Complete Practical Completion Defect List		16/11/2020	16/11/2020	17/11/2020		CONSTRUCTION

281	Receipt Practical Completion Claim		13/11/2020	13/11/2020	13/11/2020	6/11/2020		ACCOUNTS 1
282	Prepare Handover Pack		11/11/2020	11/11/2020	11/11/2020	11/11/2020		ADMINISTRATION
283	Final Clean	11/11/2020	6/11/2020	11/11/2020	11/11/2020	11/11/2020	Builderella's Cleaning Services	CLEANER
284	Handover Photos Taken	13/11/2020	11/11/2020	13/11/2020	13/11/2020	17/11/2020		CONSTRUCTION
285	Hand Over Home to Client	13/11/2020	12/11/2020	13/11/2020	13/11/2020	13/11/2020		CONSTRUCTION
286	Add Items to Defect List		16/11/2020	16/11/2020	16/11/2020	17/11/2020		ADMINISTRATION
287	Handover Photos		16/11/2020	16/11/2020	16/11/2020	24/11/2020		CONSTRUCTION
288	Hand Over Photos Received		16/11/2020	16/11/2020	16/11/2020	23/11/2020		ADMINISTRATION
289	Handover Documents Completed & Handed In.		16/11/2020	16/11/2020	16/11/2020	24/11/2020		CONSTRUCTION
290	Handover Defects Completed		20/11/2020	20/11/2020	20/11/2020	24/11/2020		ADMINISTRATION
291	Complete Construction Customer Survey		30/11/2020	30/11/2020	30/11/2020	N/A		CUSTOMER SURVEY
292	Finalise Job in Greenhouse		19/01/2021	19/01/2021	19/01/2021	13/11/2020		ADMINISTRATION
293	Date Practical Completion Sheet Signed		13/11/2020	13/11/2020	13/11/2020	13/11/2020		ADMINISTRATION
294	12 Month Defects List Due		12/11/2021	12/11/2021	12/11/2021			ADMINISTRATION
295	Maintenance List Received from Client		23/11/2021	23/11/2021	23/11/2021			ADMINISTRATION
296	Add Maintenance Items to Defects		23/11/2021	23/11/2021	23/11/2021			ADMINISTRATION
297	Defects Completed		23/11/2021	23/11/2021	10/12/2021			CONSTRUCTION
298	No Maintenance List Received from Client within 10 days of Expiry Date		26/11/2021	26/11/2021	26/11/2021			ADMINISTRATION

Maxicorp Pty Ltd

Job Report – Sample 2 – High Set

User : Melissa Robertson

Date : 23/10/2020

Seq	Service Description	Booked Start	Forecasted Start	Forecasted Completion	Completion	Service Provider	Service Type
1	Receipt of Part A Deposit		10/10/2019	10/10/2019	7/10/2019		ADMINISTRATION
2	Completed Sales Paperwork Received		7/10/2019	7/10/2019	9/10/2019		ADMINISTRATION
3	Sale Accepted		9/10/2019	9/10/2019	10/10/2019		ESTIMATING
4	Create Client/Job Folder		10/10/2019	10/10/2019	10/10/2019		ADMINISTRATION
5	Introduction Letter Issued to Client		10/10/2019	10/10/2019	10/10/2019		ADMINISTRATION
6	Order Preliminary 1 Drawings		10/10/2019	10/10/2019	10/10/2019		ADMINISTRATION
7	Property Registered		16/10/2019	16/10/2019	10/10/2019		ADMINISTRATION
8	Site ready for soils and contours		10/10/2019	10/10/2019	10/10/2019		ADMINISTRATION
9	Order Contour Survey		10/10/2019	10/10/2019	10/10/2019		ADMINISTRATION
10	Order Soil Report		10/10/2019	10/10/2019	10/10/2019		ENGINEERING
11	Order Certifier Preassessment		16/10/2019	16/10/2019	10/10/2019		ADMINISTRATION
12	Order 1st Pre-Site Inspection		10/10/2019	10/10/2019	24/10/2019		ADMINISTRATION
13	Complete Pre-Site Inspection		4/11/2019	4/11/2019	30/10/2019		ADMINISTRATION
14	Complete Preliminary 1 Drawings		15/10/2019	15/10/2019	21/10/2019		DRAFTING
15	Receipt of Preliminary 1 Drawings		16/10/2019	16/10/2019	21/10/2019		ADMINISTRATION
16	Receipt of Contour Survey (ADVISE ESTIMATOR)		21/10/2019	21/10/2019	24/10/2019		ADMINISTRATION
17	Receipt of Soil Report (ADVISE ESTIMATOR)		21/10/2019	21/10/2019	18/10/2019		ADMINISTRATION
18	Order Contour Overlay		24/10/2019	24/10/2019	24/10/2019		PRE CONTRACT
19	Order Covenant Pre Approval		21/10/2019	21/10/2019	7/11/2019		ADMINISTRATION
20	Receipt Contour Overlay		4/11/2019	4/11/2019	28/10/2019		PRE CONTRACT
21	Receipt Certifier Preassessment		21/10/2019	21/10/2019	16/10/2019		ADMINISTRATION
22	Receipt Covenant Pre-Approval		18/11/2019	18/11/2019	12/11/2019		ADMINISTRATION
23	Prepare NHP		25/10/2019	25/10/2019	30/10/2019		ESTIMATING
24	Prepare NHP Rectification Checklist		30/10/2019	30/10/2019	30/11/2019		ADMINISTRATION
25	Cross check NHP Documents		30/10/2019	30/10/2019	30/11/2019		ADMINISTRATION
26	Issue NHP and Documentation to Sales		30/10/2019	30/10/2019	30/11/2019		ADMINISTRATION
27	Schedule New Home Proposal Presentation		3/12/2019	3/12/2019	22/01/2020		SALES
28	Present New Home Proposal		5/12/2019	5/12/2019	22/01/2020		SALES
29	7 day NHP Follow up		10/12/2019	10/12/2019	N/A		ADMINISTRATION
30	Receive Signed NHP from Sales		10/12/2019	10/12/2019	4/11/2019		ADMINISTRATION
31	Receipt of Part B Deposit		4/11/2019	4/11/2019	9/11/2019		ACCOUNTS 1
32	Order Prelim FWD		9/11/2019	9/11/2019	12/11/2019		ADMINISTRATION

33	Prelim FWD Completed		14/11/2019	14/11/2019	19/11/2019		DRAFTING
34	Receipt Prelim FWD		9/11/2019	9/11/2019	20/11/2019		ADMINISTRATION
35	Contract Annexure Preparation		12/11/2019	13/11/2019	20/11/2019		ESTIMATING
36	Order FWD		9/11/2019	9/11/2019	17/12/2019		ADMINISTRATION
37	Preparation of Contract Documentation		20/11/2019	20/11/2019	20/11/2019		ADMINISTRATION
38	Cross Check Contract Documents		20/11/2019	20/11/2019	20/11/2019		ADMINISTRATION
39	Issue Annexure to Sales for Checking		20/11/2019	20/11/2019	20/11/2019		ADMINISTRATION
40	Complete Colour Template GJ System		9/12/2019	9/12/2019	17/12/2019		ADMINISTRATION
41	FWD Completed		23/12/2019	23/12/2019	13/01/2020		ADMINISTRATION
42	Steel beam required		13/01/2020	13/01/2020	N/A		PRODUCTION
43	Receive FWD and issue to Sales and Client for review		26/12/2019	26/12/2019	13/01/2020		ADMINISTRATION
44	Order EE Report		13/01/2020	13/01/2020	13/01/2020		ADMINISTRATION
45	Email Client Contract Documents and Schedule Contract Signing		29/11/2019	29/11/2019	20/11/2019		ADMINISTRATION
46	Email Contract Meeting Details to Sales and Client		26/11/2019	26/11/2019	21/11/2019		ADMINISTRATION
47	Receive EE Report		17/01/2020	17/01/2020	13/01/2020		ADMINISTRATION
48	Update Contract Value in Onsite & Green House		26/11/2019	26/11/2019	20/11/2019		ADMINISTRATION
49	Claim 5% deposit		5/12/2019	5/12/2019	26/11/2019		ADMINISTRATION
50	Present Contract To Client		20/11/2019	26/11/2019	27/11/2019		ADMINISTRATION
51	Signed Contract Received		27/11/2019	27/11/2019	27/11/2019		ADMINISTRATION
52	Order Steel Beam Design		13/01/2020	13/01/2020	N/A		ADMINISTRATION
53	Receive Steel Beam Design and issue to estimating		22/01/2020	22/01/2020	N/A		ADMINISTRATION
54	Order Slab Design		9/12/2019	9/12/2019	13/01/2020		ADMINISTRATION
55	Receive Slab Design		22/01/2020	22/01/2020	29/01/2020		ADMINISTRATION
56	Price Review - 60 days since contract		27/02/2020	27/02/2020	N/A		ADMINISTRATION
57	Send Request Air Con Layouts		5/12/2019	5/12/2019	6/12/2019		ESTIMATING
58	Receive Air Con Layouts		11/12/2019	11/12/2019	6/12/2019		ESTIMATING
59	Send Client Air Con Layouts		9/12/2019	9/12/2019	31/10/2019		ADMINISTRATION
60	Receive Signed Air Con Layouts		7/11/2019	7/11/2019	10/02/2020		ADMINISTRATION
61	Order Colour Selection		27/11/2019	27/11/2019	9/12/2019		ADMINISTRATION
62	Send Cabinetmaker Plans & Annex		9/12/2019	9/12/2019	9/12/2019		ADMINISTRATION
63	Receive Cabinetmaker Drawings		27/12/2019	27/12/2019	12/02/2020		ADMINISTRATION
64	Send Tile Supplier- Plans and Annexure Make Appointment		9/12/2019	9/12/2019	9/12/2019		ADMINISTRATION
65	Receive Tile Layouts and Quote		27/12/2019	27/12/2019	23/01/2020		ADMINISTRATION
66	Send Lighting Company- Plans, Annexure, Make Appointment		9/12/2019	9/12/2019	9/12/2019		ADMINISTRATION
67	Receive Lighting Plan and Layout		27/12/2019	27/12/2019	4/02/2020		ADMINISTRATION
68	Colour Selection Completed		6/01/2020	6/01/2020	17/01/2020		ADMINISTRATION
69	Colour Variation Costing Request		17/01/2020	17/01/2020	20/01/2020		ESTIMATING
70	Colour Variation Costing Returned		27/01/2020	27/01/2020	24/01/2020		ADMINISTRATION
71	Colour Selection Finalised		31/01/2020	31/01/2020	14/02/2020		ADMINISTRATION
72	Order Quotes	17/02/2020	14/02/2020	17/02/2020	17/02/2020		PRODUCTION
73	7 day follow up Quotes		26/02/2020	26/02/2020	10/03/2020		PRODUCTION
74	Covenant Approval Ordered		31/01/2020	31/01/2020	13/02/2020		SALES
75	Covenant Approval Received		24/02/2020	24/02/2020	18/02/2020		ADMINISTRATION
76	Receipt Balance Of 5% Deposit		26/11/2019	26/11/2019	5/12/2019		ACCOUNTS 1
77	Order Building Approval		5/12/2019	5/12/2019	9/12/2019		ADMINISTRATION
78	Courtesy Call To Client		9/12/2019	9/12/2019	14/01/2020		ADMINISTRATION
79	Receive Building Approval		6/01/2020	6/01/2020	11/02/2020		ADMINISTRATION
80	Courtesy Call To Client 2		11/02/2020	11/02/2020	11/02/2020		ADMINISTRATION

81	Land Settlement Received		2/03/2020	2/03/2020	11/02/2020	ADMINISTRATION
82	Check Decision Notice Conditions		11/02/2020	11/02/2020	13/02/2020	ADMINISTRATION
83	Construction Insurance Ordered		11/02/2020	11/02/2020	11/02/2020	ADMINISTRATION
84	Construction Insurance Received		12/02/2020	12/02/2020	11/02/2020	ADMINISTRATION
85	Unconditional Finance Received		2/03/2020	2/03/2020	13/02/2020	ADMINISTRATION
86	Pay Initial 50% Sales Commission		13/02/2020	13/02/2020	27/02/2020	ACCOUNTS 1
87	Allocate Building Supervisor		11/02/2020	11/02/2020	13/02/2020	ADMINISTRATION
88	Cross check colours, annexure, plans and variations		11/02/2020	11/02/2020	14/02/2020	ADMINISTRATION
89	Prepare Site File		11/02/2020	11/02/2020	14/02/2020	ADMINISTRATION
90	Bank ATC or Cash Account Set up		11/02/2020	11/02/2020	13/02/2020	ADMINISTRATION
91	Authority to Commence Construction		4/03/2020	4/03/2020	13/02/2020	ADMINISTRATION
92	Tick ATC in Greenhouse		13/02/2020	13/02/2020	13/02/2020	ADMINISTRATION
93	Append Construction Workflow		13/02/2020	13/02/2020	13/02/2020	ADMINISTRATION
94	Update Greenhouse Super/Stage/Dates		13/02/2020	13/02/2020	13/02/2020	ADMINISTRATION
95	Site Folder to Estimators and Request Orders		13/02/2020	13/02/2020	14/02/2020	ADMINISTRATION
96	Prepare Production Estimate	20/02/2020	14/02/2020	20/02/2020	27/02/2020	PRODUCTION
97	Supervisor Check Site File & Orders		14/02/2020	14/02/2020	6/04/2020	CONSTRUCTION
98	Finalise Production		6/04/2020	6/04/2020	7/04/2020	PRODUCTION
99	Order Consolidated Plans if Required		13/02/2020	13/02/2020	31/01/2020	ADMINISTRATION
100	Prepare Consolidated Plans		31/01/2020	31/01/2020	10/02/2020	DRAFTING
101	Received Consolidated Plans		17/02/2020	17/02/2020	10/02/2020	ADMINISTRATION
102	Finalised Site File Issued to Supervisor		14/02/2020	24/02/2020	13/03/2020	ADMINISTRATION
103	Lock off Job in GJ System - ADVISE ACCOUNTS IF CASH JOB		13/03/2020	13/03/2020	30/03/2020	ADMINISTRATION
104	Presite Call to Client		24/02/2020	24/02/2020	3/03/2020	CONSTRUCTION
105	Presite Booked		3/03/2020	3/03/2020	3/03/2020	CONSTRUCTION
106	File Break Down - Input Information in Onsite		3/03/2020	3/03/2020	6/04/2020	CONSTRUCTION
107	Pre Site Inspection.		6/04/2020	6/04/2020	6/04/2020	CONSTRUCTION
108	Pre Site Start Client Meeting	5/03/2020	5/03/2020	5/03/2020	9/03/2020	CONSTRUCTION
109	Site Cut	25/03/2020	10/03/2020	25/03/2020	25/03/2020	SITE CUT
110	Call Up Mixer Body's	10/03/2020	6/04/2020	10/03/2020	6/04/2020	PLUMBING HARDWARE
111	Check Start Date & Contract Time and Issue Commencement letter		25/03/2020	25/03/2020	8/04/2020	ADMINISTRATION
112	Water Tank (for tight sites)		26/03/2020	26/03/2020	N/A	CONSTRUCTION
113	Install Sediment Control	2/04/2020	7/04/2020	2/04/2020	6/04/2020	SEDIMENT EROSION CONTROL
114	Bricks to Site for Tight Sites	3/04/2020	7/04/2020	3/04/2020	6/04/2020	BRICKS
115	Install Gravel Crossover	3/04/2020	6/04/2020	3/04/2020	6/04/2020	SITE CLEANS
116	Surveyor House Pegged	26/03/2020	8/04/2020	26/03/2020	6/04/2020	SURVEYOR - SET- OUT
117	Install Temp Power Pole		26/03/2020	26/03/2020	N/A	TEMPORARY SERVICES
118	Install Site toilet	26/03/2020	26/03/2020	26/03/2020	27/03/2020	TEMPORARY SERVICES
119	Install Temp Fence	23/03/2020	27/03/2020	23/03/2020	27/03/2020	TEMPORARY SERVICES
120	Footings & Piers Steel Delivered	30/03/2020	7/04/2020	30/03/2020	6/04/2020	STEEL REINFORCEMENT
121	Footings & Piers Concreter	27/03/2020	7/04/2020	27/03/2020	6/04/2020	CONCRETOR

122	Engineers Footings&Piers Inspection	1/04/2020	6/04/2020	1/04/2020	6/04/2020	1/04/2020	6/04/2020	QLD Soil Testing Pty Ltd	ENGINEERING
123	Install HSTP Plumbing		8/04/2020	8/04/2020	8/04/2020	8/04/2020	9/04/2020		HSTP SUPPLIER
124	Drainage Underslab	2/04/2020	7/04/2020	2/04/2020	7/04/2020	2/04/2020	6/04/2020	Ben Frisby Plumbing	PLUMBER
125	Electrical Lead In, Data and Phone	3/04/2020	6/04/2020	3/04/2020	6/04/2020	3/04/2020	6/04/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
126	Install Slab Prep Concreter	6/04/2020	7/04/2020	6/04/2020	7/04/2020	6/04/2020	8/04/2020	Creteworks (QLD) Pty Ltd	CONCRETOR
127	Install Termite Penetrations	3/04/2020	6/04/2020	3/04/2020	6/04/2020	3/04/2020	6/04/2020	Bit'n Pest Control	TERMITE PROTECTION
128	Engineers Slab Inspection	7/04/2020	8/04/2020	7/04/2020	8/04/2020	7/04/2020	9/04/2020	QLD Soil Testing Pty Ltd	ENGINEERING
129	Slab QA, Photos Of Prep, QA Form To CM		8/04/2020	8/04/2020	8/04/2020	8/04/2020	9/04/2020	Creteworks (QLD) Pty Ltd	CONSTRUCTION
130	Slab Pour	8/04/2020		9/04/2020	9/04/2020	8/04/2020	9/04/2020		CONCRETOR
131	CM Receive Slab QA Form			9/04/2020	9/04/2020	9/04/2020	8/04/2020		CONSTRUCTION
132	Leftover Pod Collection	9/04/2020	10/04/2020	9/04/2020	10/04/2020	9/04/2020	17/04/2020	United Building Solutions Pty Ltd	MANAGER
133	Slab Photos		10/04/2020	10/04/2020	10/04/2020	10/04/2020	17/04/2020		CONSTRUCTION
134	Receipt Slab Photo		20/04/2020	20/04/2020	20/04/2020	20/04/2020	22/04/2020		ADMINISTRATION
135	SLAB CLAIM INVOICED		8/04/2020	8/04/2020	8/04/2020	8/04/2020	9/04/2020		ACCOUNTS 1
136	Slab Five Star Meeting	14/04/2020	10/04/2020	10/04/2020	10/04/2020	14/04/2020	17/04/2020		CONSTRUCTION
137	Receipt Base Claim		16/04/2020	16/04/2020	16/04/2020	16/04/2020	20/04/2020		ACCOUNTS 1
138	Pay 50% Balance of Sales Commission		20/04/2020	20/04/2020	20/04/2020	20/04/2020	N/A		ACCOUNTS 1
139	Slab Certificates Emailed to Certifier		10/04/2020	10/04/2020	10/04/2020	10/04/2020	5/05/2020		ADMINISTRATION
140	Certifier Form 16 Slab Received From Certifier		6/05/2020	6/05/2020	6/05/2020	6/05/2020	5/05/2020		ADMINISTRATION
141	Customer Survey		21/04/2020	21/04/2020	21/04/2020	21/04/2020	N/A		CUSTOMER SURVEY
142	Backblade Slab and Bin Install	15/04/2020	10/04/2020	15/04/2020	10/04/2020	15/04/2020	15/04/2020	Inwin Earthmoving	SITE CLEANS
143	Install Termite Blanket Stage 1	14/04/2020	16/04/2020	14/04/2020	16/04/2020	14/04/2020	14/04/2020	Bit'n Pest Control	TERMITE PROTECTION
144	Lower Frame & Floor Delivered	17/04/2020	15/04/2020	17/04/2020	15/04/2020	17/04/2020	17/04/2020	TrussCorp Pty Ltd	FRAMES & TRUSSES
145	Structural Steel Delivered		9/04/2020	9/04/2020	9/04/2020	9/04/2020	N/A		STRUCTURAL STEEL SUPPLIER
146	Steel Posts for Brick Piers Delivered	17/04/2020	17/04/2020	17/04/2020	17/04/2020	17/04/2020	17/04/2020	Ideal Steel	STRUCTURAL STEEL SUPPLIER
147	Frame Hardware and Wrap Delivered	17/04/2020	17/04/2020	17/04/2020	17/04/2020	17/04/2020	17/04/2020	Stacks Building Supplies	FRAME & EXTERNAL HARDWARE
148	Compressed Fibro Delivered	20/04/2020	17/04/2020	20/04/2020	17/04/2020	20/04/2020	20/04/2020	Stacks Building Supplies	FRAME & EXTERNAL HARDWARE
149	Carpenter Frame One Install	20/04/2020	20/04/2020	20/04/2020	20/04/2020	30/04/2020	22/04/2020	Leafe Designer Homes	FRAME CARPENTER
150	Upper Floor Frame Delivered	21/04/2020	21/04/2020	21/04/2020	21/04/2020	21/04/2020	21/04/2020	TrussCorp Pty Ltd	FRAMES & TRUSSES
151	Crane for Floor	21/04/2020	22/04/2020	21/04/2020	22/04/2020	21/04/2020	23/04/2020	Cross Cranes PTY LTD	CRANES
152	Install Floor Edge Protection and Stair Well Protection	21/04/2020	24/04/2020	21/04/2020	24/04/2020	21/04/2020	23/04/2020	Roof Safe Solutions	SCAFFOLD
153	Trusses Delivered	21/04/2020	23/04/2020	21/04/2020	23/04/2020	21/04/2020	22/04/2020	TrussCorp Pty Ltd	FRAMES & TRUSSES
154	Hire of Crane	21/04/2020	23/04/2020	21/04/2020	23/04/2020	21/04/2020	23/04/2020	Cross Cranes PTY LTD	CRANES
155	Off-hire First Floor Edge Protection		24/04/2020	24/04/2020	24/04/2020	24/04/2020	27/04/2020	Roof Safe Solutions	SCAFFOLD
156	Install Balcony Fall Guard	22/04/2020	30/04/2020	22/04/2020	30/04/2020	22/04/2020	N/A	Roof Safe Solutions	SCAFFOLD

157	Frame Complete	28/04/2020	22/04/2020	28/04/2020	30/04/2020		FRAME CARPENTER
158	Frame Photos Received	29/04/2020	30/04/2020	29/04/2020	29/04/2020		CONSTRUCTION
159	Frame Photos Received		30/04/2020	30/04/2020	5/05/2020		ADMINISTRATION
160	FRAME CLAIM INVOICED		30/04/2020	30/04/2020	29/04/2020		ACCOUNTS 1
161	Frame Five Star Meeting	29/04/2020	1/05/2020	30/04/2020	29/04/2020		CONSTRUCTION
162	Frame Claim Receipt		6/05/2020	6/05/2020	3/05/2020		ACCOUNTS 1
163	Install hang on Platform & Stage 1 if required.	29/04/2020	23/04/2020	29/04/2020	29/04/2020	Roof Safe Solutions	SCAFFOLD
164	Install Fascia and Gutter & Temp DPipes	30/04/2020	30/04/2020	30/04/2020	19/05/2020	Stoddart (SEQ) Pty Ltd	METAL ROOF SUPPLIER
165	Install Roofing Edge Protection	5/05/2020	20/05/2020	5/05/2020	12/05/2020	Residential Scaffold	SCAFFOLD
166	Install Upper Roof Metal	5/05/2020	20/05/2020	6/05/2020	12/05/2020	Stoddart (SEQ) Pty Ltd	METAL ROOF SUPPLIER
167	Install Upper Roof Tile		29/04/2020	30/04/2020	N/A	Bristle Roofing	TILE ROOF SUPPLIER
168	Install Stacks Plumbing	12/05/2020	20/05/2020	12/05/2020	12/05/2020	Ben Frisby Plumbing	PLUMBER
169	Off-hire hang on platform	13/05/2020	13/05/2020	13/05/2020	13/05/2020	Roof Safe Solutions	SCAFFOLD
170	Install Lower Roof	13/05/2020	14/05/2020	14/05/2020	13/05/2020	Stoddart (SEQ) Pty Ltd	METAL ROOF SUPPLIER
171	Off-hire Roofing Edge Protection		14/05/2020	14/05/2020	N/A	Roof Safe Solutions	SCAFFOLD
172	Measure External Balustrade, Clearly Mark For Extra Noggins		19/05/2020	19/05/2020	N/A		INTERNAL STAIR SUPPLIER
173	Windows Delivered	13/05/2020	14/05/2020	13/05/2020	13/05/2020	Bradnam's Windows & Doors	WINDOWS & SLIDING DOORS
174	External Doors and Cavity Sliders To Site	13/05/2020	14/05/2020	13/05/2020	13/05/2020	Stacks Building Supplies	WINDOWS & SLIDING DOORS
175	Bath Delivery	25/06/2020	14/05/2020	25/06/2020	25/06/2020	REECE Pty Ltd	PLUMBING HARDWARE
176	Frame Mark Up Supervisor	28/05/2020	14/05/2020	28/05/2020	1/06/2020		CONSTRUCTION
177	Carpenter Frame Two Install	14/05/2020	15/05/2020	15/05/2020	19/05/2020	Leafe Designer Homes	FRAME CARPENTER
178	Certifier Frame Inspection	14/05/2020	19/05/2020	14/05/2020	14/05/2020	Professional Certification Group	CERTIFIER
179	Frame Inspection Received and Issued to Supervisor for rectification		15/05/2020	15/05/2020	18/05/2020		ADMINISTRATION
180	Certifiers Rectification Items Complete		19/05/2020	19/05/2020	14/05/2020		CONSTRUCTION
181	Certifier Frame Reinspection completed.		15/05/2020	15/05/2020	N/A	Professional Certification Group	CERTIFIER
182	Frame Certificates Emailed To Certifier		14/05/2020	14/05/2020	22/05/2020		ADMINISTRATION
183	F16 Frame Certificate Received		19/05/2020	19/05/2020	22/05/2020		ADMINISTRATION
184	Garage Door Check Measure	18/05/2020	19/05/2020	18/05/2020	18/05/2020	Dynamic Door Service	GARAGE DOOR
185	Install Solar Rough In (HWS / Power)	21/05/2020	14/05/2020	21/05/2020	22/05/2020		SOLAR PANELS
186	Install Plumbing Rough In	18/05/2020	18/05/2020	18/05/2020	18/05/2020	Ben Frisby Plumbing	PLUMBER
187	Install Gas Rough In	20/05/2020	18/05/2020	20/05/2020	27/05/2020	Clive Price	GAS PLUMBER
188	Install Electrical Rough In and Rangehood Ducting	19/05/2020	19/05/2020	19/05/2020	19/05/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
189	Install Air Con Rough In	20/05/2020	20/05/2020	20/05/2020	21/05/2020	Genesis Air Services	AIR CONDITIONING
190	Cabinetry Measure	21/05/2020	19/05/2020	21/05/2020	22/05/2020	Kitchen Crew	CABINETMAKER
191	Frame & ROUGHIN QA	1/06/2020	28/05/2020	1/06/2020	2/06/2020		CONSTRUCTION
192	CM Receive Frame QA Form	1/06/2020	3/06/2020	1/06/2020	1/06/2020		CONSTRUCTION MANAGER
193	Measure Internal Stairs	1/06/2020	2/06/2020	1/06/2020	1/06/2020	Queensland Stairs	INTERNAL STAIR SUPPLIER
194	Plaster Delivery	11/06/2020	2/06/2020	11/06/2020	11/06/2020	Roberts & Mayfield	PLASTERER
195	Bricks Delivered	22/05/2020	25/05/2020	22/05/2020	25/05/2020	PGH Bricks & Pavers	BRICKS

196	Brick Hardware Delivered	22/05/2020	25/05/2020	22/05/2020	N/A	Stacks Building Supplies	FRAME & EXTERNAL HARDWARE
197	Bricklayer Start Lowers	25/05/2020	26/05/2020	29/05/2020	17/06/2020	Michael Newell Bricklaying	BRICKLAYER
198	First Site Clean	29/06/2020	18/06/2020	29/06/2020	21/07/2020	Irwin Earthmoving	SITE CLEANS
199	Install Scaffold	15/06/2020	30/06/2020	16/06/2020	12/06/2020	Residential Scaffold	SCAFFOLD
200	Install Upper Builders Wrap	17/06/2020	15/06/2020	17/06/2020	18/06/2020	Leafie Designer Homes	FRAME CARPENTER
201	Install Upper Brickwork	16/06/2020	19/06/2020	18/06/2020	19/06/2020	Michael Newell Bricklaying	BRICKLAYER
202	Measure/Install Brick Sill Flashings	23/06/2020	19/06/2020	25/06/2020	10/07/2020	Stoddart (SEQ) Pty Ltd	METAL ROOF SUPPLIER
203	Lock Up Material Delivered	15/06/2020	22/06/2020	15/06/2020	15/06/2020	Stacks Building Supplies	FRAME & EXTERNAL HARDWARE
204	Soffitt Carpenter and Cladding Upper	24/06/2020	16/06/2020	29/06/2020	14/07/2020	Leafie Designer Homes	FRAME CARPENTER
205	Floor Sanding To Chip Board Floor	7/08/2020	19/06/2020	7/08/2020	7/08/2020	Apex Floor Sanding Pty Ltd	FLOOR SANDING
206	Load Or String Up Ceiling & Wall Insulation	19/06/2020	22/06/2020	19/06/2020	19/06/2020	CSR Bradford Insulation	INSULATION
207	Install Plaster	22/06/2020	23/06/2020	6/07/2020	6/07/2020	Roberts & Mayfield	PLASTERER
208	Install Skylights & Ventilation		19/06/2020	19/06/2020	N/A		SKYLIGHTS
209	Enclosed Complete	14/07/2020	14/07/2020	14/07/2020	14/07/2020		CONSTRUCTION
210	Enclosed Photos		14/07/2020	14/07/2020	28/07/2020		CONSTRUCTION
211	Receipt Enclosed Photos		29/07/2020	29/07/2020	28/07/2020		ADMINISTRATION
212	ENCLOSED CLAIM		14/07/2020	14/07/2020	15/07/2020		ACCOUNTS 1
213	Enclosed Five Star Meeting	10/07/2020	15/07/2020	10/07/2020	10/07/2020		CONSTRUCTION
214	Receipt Enclosed Claim		21/07/2020	21/07/2020	18/07/2020		ACCOUNTS 1
215	Enclosed Customer Survey		21/07/2020	21/07/2020	N/A		ADMINISTRATION
216	Install Renderer to Upper Level	23/06/2020	30/06/2020	24/06/2020	26/06/2020	Brisbane Rendering	RENDER
217	Install Downpipes to Upper Level	29/06/2020	30/06/2020	29/06/2020	30/06/2020	Ben Frisby Plumbing	PLUMBER
218	Install Painter to Upper Level	17/07/2020	1/07/2020	20/07/2020	20/07/2020	Hi-Tech Painting	PAINTER
219	Upper Window Clean, Inc Stair Void Internal	21/07/2020	21/07/2020	21/07/2020	21/07/2020	Louise Lewis	WINDOW PROTECTION
220	Off-hire Scaffold	22/07/2020	22/07/2020	23/07/2020	22/07/2020	Residential Scaffold	SCAFFOLD
221	Second Site Clean	31/08/2020	23/07/2020	31/08/2020	1/09/2020	Coast 2 Coast	SITE CLEANS
222	Install Lower Downpipes	24/07/2020	1/09/2020	24/07/2020	28/07/2020	Earthmoving Pty Ltd	PLUMBER
223	Gas lead in Natural Gas	6/07/2020	8/07/2020	6/07/2020	N/A	United Building Solutions Pty Ltd	CONSTRUCTION
224	Install Architraves To Stair Void Window	30/07/2020	7/07/2020	30/07/2020	3/08/2020	Samlock Constructions	FIX OUT CARPENTER
225	Paint Above Stair Void	17/07/2020	30/07/2020	20/07/2020	20/07/2020	Hi-Tech Painting	PAINTER
226	Electrical Fit-Off Above Stair Void	20/07/2020	21/07/2020	20/07/2020	20/07/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
227	Install Stair Void Edge Protection		21/07/2020	21/07/2020	N/A		SCAFFOLD
228	Off-hire Void Platform	22/07/2020	20/07/2020	22/07/2020	22/07/2020	Roof Safe Solutions	SCAFFOLD
229	Install Internal Stairs	23/07/2020	23/07/2020	23/07/2020	24/07/2020	Queensland Stairs	INTERNAL STAIR SUPPLIER
230	Install Waterproof Wet Areas	9/07/2020	21/07/2020	9/07/2020	9/07/2020	Watertight Australia Pty Ltd	WATERPROOFING
231	Measure External Balustrade, After Cladding/Bricks Laid		22/06/2020	22/06/2020	N/A		INTERNAL STAIR SUPPLIER
232	Install Garage Door	9/07/2020	13/07/2020	9/07/2020	9/07/2020	Dynamic Door Service	GARAGE DOOR

233	Deliver Sinks, Laundry Tub, Basins & Floor Wastes To Site	23/07/2020	9/07/2020	23/07/2020	24/07/2020	REECE Pty Ltd	PLUMBING HARDWARE
234	Install Cabinetry	28/07/2020	10/07/2020	28/07/2020	28/07/2020	Kitchen Crew	CABINETMAKER
235	Deliver Laundry Poly Cabinet	23/07/2020	28/07/2020	23/07/2020	24/07/2020	REECE Pty Ltd	PLUMBING HARDWARE
236	Electrical Cut and Strip	20/07/2020	28/07/2020	20/07/2020	20/07/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
237	Measure Stone Tops	29/07/2020	29/07/2020	29/07/2020	30/07/2020	MJG Stone	STONE TOPS
238	Fix Out Material Delivered	9/07/2020	28/07/2020	9/07/2020	9/07/2020	Stacks Building Supplies	INTERNAL HARDWARE
239	Fix Out Carpenter	30/07/2020	10/07/2020	4/08/2020	4/08/2020	Samlock Constructions	FIX OUT CARPENTER
240	Tiles Delivered	24/07/2020	5/08/2020	24/07/2020	24/07/2020	Beaumont Tiles	TILE SUPPLIER
241	Install Stone Tops	11/08/2020	11/08/2020	11/08/2020	18/08/2020	MJG Stone	STONE TOPS
242	Measure Glass Splashback	17/07/2020	10/08/2020	17/07/2020	N/A	Bradnam's Windows & Doors	GLASS SPLASHBACK
243	Install Wet Area Tiles	4/08/2020	27/07/2020	10/08/2020	18/08/2020	HB Tiling	TILER
244	Fixing Complete & Pre Paint QA	11/08/2020	19/08/2020	11/08/2020	11/08/2020		FIX OUT CARPENTER
245	CM Receive Pre Pain QA Form	11/08/2020	12/08/2020	11/08/2020	11/08/2020		CONSTRUCTION MANAGER
246	Fixing Photos	20/08/2020	11/08/2020	20/08/2020	19/10/2020		CONSTRUCTION
247	Receipt Fixing Photos		20/10/2020	20/10/2020	27/10/2020		ADMINISTRATION
248	FIXING CLAIM INVOICED		11/08/2020	11/08/2020	12/08/2020		ACCOUNTS 1
249	Fixing Five Star Meeting	12/08/2020	20/08/2020	12/08/2020	12/08/2020		CONSTRUCTION
250	Receipt Fixing Claim		19/08/2020	19/08/2020	18/08/2020		ACCOUNTS 1
251	Measure Screens/Mirrors/Robes	10/08/2020	19/08/2020	10/08/2020	14/08/2020	Bradnam's Windows & Doors	SHOWER SCREENS/MIRROR S/ROBE DOORS
252	Install Render / Bagging	24/06/2020	27/07/2020	26/06/2020	24/06/2020	Brisbane Rendering	RENDER
253	Measure Shelving	17/07/2020	27/07/2020	17/07/2020	17/07/2020	Showerama	SHELVING
254	Site Clean Check Driveway	24/07/2020	11/08/2020	24/07/2020	24/07/2020	Iwin Earthmoving	SITE CLEANS
255	Pre Paint Plasterer	10/08/2020	20/08/2020	10/08/2020	17/08/2020	Roberts & Mayfield	PLASTERER
256	Painter	17/08/2020	18/08/2020	28/08/2020	31/08/2020	Hi-Tech Painting	PAINTER
257	Water Tank Delivered		26/08/2020	26/08/2020	N/A	Quality Tanks QLD Pty Ltd	ABOVE GROUND WATER TANKS
258	Install Glass Splashback		26/08/2020	26/08/2020	N/A	Bradnam's Windows & Doors	GLASS SPLASHBACK
259	Tapware delivery/ WC delivery/ Towel rails	31/08/2020	1/09/2020	31/08/2020	31/08/2020	REECE Pty Ltd	PLUMBING HARDWARE
260	Deliver Hot Water Unit		6/08/2020	6/08/2020	N/A		APPLIANCES
261	Plumber Fit Off	2/09/2020	1/09/2020	2/09/2020	3/09/2020	Ben Frisby Plumbing	PLUMBER
262	Gas HWS Fit Off	1/10/2020	4/09/2020	1/10/2020	6/10/2020	One Plumber	GAS PLUMBER
263	Electrician Fit Off Including Phone	3/09/2020	7/09/2020	4/09/2020	3/09/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
264	Install Shelving	1/09/2020	7/09/2020	1/09/2020	1/09/2020	Showerama	SHELVING
265	Install Air Con Fit Off	7/09/2020	4/09/2020	7/09/2020	7/09/2020	Genesis Air Services	AIR CONDITIONING
266	Install Insulation	8/09/2020	8/09/2020	8/09/2020	8/09/2020	CSR Bradford Insulation	INSULATION
267	Carpenter Final Fit	1/09/2020	9/09/2020	1/09/2020	1/09/2020	Samlock Constructions	FINAL FIT CARPENTER
268	Builders Clean	8/09/2020	9/09/2020	8/09/2020	8/09/2020	Buildarella's Cleaning Services	CLEANER
269	Install Sealant	10/09/2020	9/09/2020	10/09/2020	10/09/2020	MOJO Mastic Pty Ltd ATF Wakeham Family Trust	SEALANT

270	Window Service After clean	10/09/2020	10/09/2020	10/09/2020	10/09/2020	10/09/2020	Bradnam's Windows & Doors	WINDOW PROTECTION
271	Install Timber Flooring	14/09/2020	11/09/2020	15/09/2020	17/09/2020	17/09/2020	House of Carpets	TIMBER FLOORING
272	Install Screens / Mirrors / Robes	25/09/2020	18/09/2020	25/09/2020	25/09/2020	25/09/2020	Bradnam's Windows & Doors	SHOWER SCREENS/MIRROR S/ROBE DOORS
273	Install Skirting Over Timber Flooring	17/09/2020	18/09/2020	17/09/2020	18/09/2020	18/09/2020	Samlock Constructions	FIX OUT CARPENTER
274	Paint Skirlings Over Timber Floor	23/09/2020	21/09/2020	24/09/2020	24/09/2020	24/09/2020	House of Carpets	PAINTER
275	Install Carpet	28/09/2020	30/09/2020	28/09/2020	28/09/2020	N/A	House of Carpets	CARPET
276	Final Site Clean Remove Bin	15/09/2020	30/09/2020	15/09/2020	15/09/2020	15/09/2020	Coast 2 Coast Earthmoving Pty Ltd	SITE CLEANS
277	Off-hire Toilet	9/10/2020	25/09/2020	9/10/2020	25/09/2020	25/09/2020	Viking Rentals	TEMPORARY SERVICES
278	External Concrete Grey / Exposed	26/09/2020	16/09/2020	28/09/2020	28/09/2020	26/09/2020	Hume & Sons Concreting Services Pty Ltd	CONCRETOR
279	Appliance Delivery	28/09/2020	18/09/2020	28/09/2020	28/09/2020	28/09/2020	REECE Pty Ltd	APPLIANCES
280	Install Electrical Appliances	28/09/2020	29/09/2020	28/09/2020	28/09/2020	28/09/2020	Energizer Solar Electrical & Air Pty Ltd	ELECTRICIAN
281	Install Plumbing Appliances (IS DISHWASHER INCLUDED?)	1/10/2020	29/09/2020	1/10/2020	1/10/2020	1/10/2020	Ben Frisby Plumbing	PLUMBER
282	Final Inspection - Certifier	2/10/2020	29/09/2020	2/10/2020	2/10/2020	2/10/2020	Professional Certification Group	CERTIFIER
283	Complete Final Inspection Items - Certifier	13/10/2020	7/10/2020	13/10/2020	13/10/2020	13/10/2020		CONSTRUCTION
284	Final Certificates Emailed to Certifier		2/10/2020	2/10/2020	13/10/2020	13/10/2020		ADMINISTRATION
285	Receipt Final Form 21 Certificate		15/10/2020	15/10/2020	19/10/2020	19/10/2020		ADMINISTRATION
286	Final QA	6/10/2020	29/09/2020	6/10/2020	6/10/2020	6/10/2020		CONSTRUCTION
287	CM Receive Final QA Form	20/10/2020	7/10/2020	20/10/2020	20/10/2020	20/10/2020		CONSTRUCTION MANAGER
288	CM 12 Day Inspection		6/10/2020	6/10/2020	N/A	N/A	PAUL MANN	CONSTRUCTION MANAGER
289	QA by K-Spec	6/10/2020	7/10/2020	6/10/2020	6/10/2020	6/10/2020	K-Spec Building Consultants	HANDOVER.COM
290	Receipt K-Spec Report		7/10/2020	7/10/2020	8/10/2020	8/10/2020		ADMINISTRATION
291	Issue K-Spec Report to Supervisor		9/10/2020	9/10/2020	8/10/2020	8/10/2020		ADMINISTRATION
292	Rectify Items On K-Spec Report	21/10/2020	13/10/2020	21/10/2020	15/10/2020	15/10/2020		CONSTRUCTION
293	Paint Touch Ups	19/10/2020	12/10/2020	19/10/2020	19/10/2020	19/10/2020	Hi-Tech Painting	PAINTER
294	Sand & Polish Stairs	20/10/2020	20/10/2020	21/10/2020	20/10/2020	20/10/2020	Apex Floor Sanding Pty Ltd	FLOOR SANDING
295	Install Internal Balustrade		14/10/2020	14/10/2020	N/A	N/A		INTERNAL STAIR SUPPLIER
296	Issue Signed off Completed K-Spec Report to Admin	22/10/2020	20/10/2020	22/10/2020	22/10/2020	22/10/2020		ADMINISTRATION
297	Install Letterbox	28/09/2020	29/09/2020	28/09/2020	29/09/2020	29/09/2020	Sumi Clothes Hoists and Letterboxes	LETTERBOX
298	Install Clothesline	28/09/2020	29/09/2020	28/09/2020	29/09/2020	29/09/2020	Sumi Clothes Hoists and Letterboxes	CLOTHES LINES & ANTENNAS
299	Install Landscaping / Turf / Fencing		5/10/2020	7/10/2020	N/A	N/A		LANDSCAPING
300	Receipt Plumbing Compliance		19/10/2020	19/10/2020	9/10/2020	9/10/2020		ADMINISTRATION
301	Receipt Gas Compliance Certificate and Issue to Client		19/10/2020	19/10/2020	9/10/2020	9/10/2020		ADMINISTRATION
302	Install Insect Screens / Security Screens		17/09/2020	17/09/2020	N/A	N/A		WINDOWS & SLIDING DOORS
303	Practical Completion — Walk Through With Client	9/10/2020	22/10/2020	9/10/2020	9/10/2020	9/10/2020		CONSTRUCTION

304	Yellow PC Form Submitted To Office	12/10/2020	9/10/2020	12/10/2020	12/10/2020	CONSTRUCTION ACCOUNTS 1
305	PRACTICAL COMPLETION CLAIM INVOICED		9/10/2020	9/10/2020		ADMINISTRATION
306	Practical Completion Defect List Received from Supervisor		12/10/2020	12/10/2020	15/10/2020	CONSTRUCTION ACCOUNTS 1
307	Complete Practical Completion Defect List	20/10/2020	16/10/2020	20/10/2020	22/10/2020	ADMINISTRATION
308	Receipt Practical Completion Claim		22/10/2020	22/10/2020	15/10/2020	CLEANER
309	Prepare Handover Pack		12/10/2020	12/10/2020	16/10/2020	
310	Final Clean	22/10/2020	22/10/2020	22/10/2020	22/10/2020	Builderella's Cleaning Services
311	Handover Photos Taken	23/10/2020	23/10/2020	23/10/2020	23/10/2020	CONSTRUCTION
312	Hand Over Home to Client	23/10/2020	23/10/2020	23/10/2020	23/10/2020	CONSTRUCTION
313	Add Items to Defect List		26/10/2020	26/10/2020	N/A	ADMINISTRATION
314	Hand Over Photos Received		26/10/2020	26/10/2020	27/10/2020	ADMINISTRATION
315	Handover Documents Completed & Handed In.	23/10/2020	26/10/2020	23/10/2020	27/10/2020	CONSTRUCTION
316	Handover Defects Completed		29/10/2020	29/10/2020	N/A	ADMINISTRATION
317	Complete Construction Customer Survey		9/11/2020	9/11/2020	N/A	CUSTOMER SURVEY
318	Finalise Job in Greenhouse		18/12/2020	18/12/2020	24/11/2020	ADMINISTRATION
319	Date Practical Completion Sheet Signed		24/11/2020	24/11/2020	23/10/2020	ADMINISTRATION
320	12 Month Defects List Due		22/10/2021	22/10/2021		ADMINISTRATION
321	Maintenance List Received from Client		2/11/2021	2/11/2021		ADMINISTRATION
322	Add Maintenance Items to Defects		2/11/2021	2/11/2021		CONSTRUCTION
323	Defects Completed		2/11/2021	19/11/2021		ADMINISTRATION
324	No Maintenance List Received from Client within 10 days of Expiry Date		5/11/2021	5/11/2021		ADMINISTRATION