

Work Plan

Generated from Admin Team Meeting Dated: 13 December 2021

Review Meeting to be held 21 December 2021

Job	Proposed Action	Responsible Team Member	Date to be Actioned By	Review Date	Signature Action Completed
Job Enquiries					
35 The Parkway	Revisions to be sent to designer	Lee Rolley	15/12/21	16/12/21	<i>Lee Rolley</i>
20 Darlington Court	Revised concept plans to be sent to client	Lee Rolley	16/12/21	21/12/21	<i>Lee Rolley</i>
Quotations					
32 Nothling Street	Chase up onsite raise quotation and finalise quotation	Laura Snow	15/12/21	16/12/21	<i>Laura Snow</i>
14 Horseshoe Bend	Touch base with client re loan approval	Lee Rolley	13/12/21	14/12/21	<i>Lee Rolley</i>
43 Westaway Parade	Estimation of quotation	Daniel Rolley	17/12/21	21/12/21	<i>Daniel Rolley</i>
Job Scheduling					
Various	Run through schedule for next year and advise subcontractors of estimated dates	Lee Rolley Daniel Rolley Laura Snow	21/12/21	21/12/21	<i>Lee Rolley</i>



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Selections					
16 Athenree Place	Confirm delivery date of White Goods & Windows	Laura Snow	13/12/21	16/12/21	<i>Lee Rolley</i>
	Confirm Plumbing Fixtures & Fittings order placed	Lee Rolley	13/12/21	16/12/21	<i>Lee Rolley</i>
	Chase up cabinetry plans	Lee Rolley	13/12/21	16/12/21	<i>Lee Rolley</i>
2 Blamey Street	Confirm colours with client	Lee Rolley	15/12/21	16/12/21	<i>Lee Rolley</i>
20 Wilson Avenue	Confirm door handle selection with supplier	Lee Rolley	15/12/21	16/12/21	<i>Lee Rolley</i>
	Confirm start date for Fencing Contractor	Laura Snow	13/12/21	16/12/21	<i>Lee Rolley</i>
Accounts					
13 Malones Road	Outstanding variations to be sent and PC invoice raised	Laura Snow	14/12/21	15/12/21	<i>Lee Rolley</i>
Social Media					
20 Wilson Avenue	Attend site, take progress shots and create new post	Lee Rolley	14/12/21	15/12/21	<i>Lee Rolley</i>