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| **Project Details** | | |
| Site Visit Date: | Report Number: | Issue Date: |
| CoW name: | CoW Qualification / professional membership: | |
| Project Name: | Project Number: | |
| Site Address: | Client Company Name: | |
| Client Project Director: | Client Project Manager: | |
| Project Manager Company Name: | Project Manager Name: | |
| Principal Contractor Company Name: | Principal Contractor Project Manager Name: | |

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| **People & Equipment** | **Description** |
| Weather report. | Mostly cloudy. Light winds. Low 08°C, High 19°C. |
| Issues with neighbours and school. | None |
| Contractor set up – offices, welfare, storage. | 1 x Project Manager and commercial office.  2 x Site Managers office with staff kitchenette.  1 x Meeting room with staff kitchenette.  Male & Female toilets and shower for CONTRACTOR staff, visitors & contractors.  2 x operative canteens.  1 x drying room.  1 x Groundworks storage container. A material storage area has been made available for the M&E contractor within the 1940s extension.  Insulation is being stored in the Property basement. |
| Contractor site management team on site. | Project Manager x 1, Site Manager x 2, Building Services x 1, Quantity Surveyor x 1, Gateman/ Banksman x 1, Labourer x 1. |
| Contractor Health & Safety personnel on site. | Contractor Site Supervisor for all subcontractors on site.  CONTRACTOR Site Manager & Project Manager. |
| Contractor Quality Control personnel on site. | Contractor Site Supervisor for all subcontractors on site.  CONTRACTOR Site Manager & Project Manager. |
| Trade and subcontractors on site. Trade and number of individuals. | * Groundworks contractor (including bricklayers) x 8, * M&E contractor - Electrical 4, Mechanical 4, * Decorating contractor x 1, * Cladding Contractor (including lime plaster and lath installation) x 16, * Timber treatment & tanking contractor x 6, * Carpentry Contractor x 3, * Scaffolding contractor x 2, * Stone mason x 3, * Temporary welfare installation contractor x 0. |
| Visitors on site. | * None |
| Temporary works on site. | * Site office & welfare units. * Site hoarding/ fencing. * External tube & fitting scaffold with fully boarded lifts. * Tube & fitting scaffold towers x 3. * Tube & fitting birdcage scaffold x 1. * Haki system scaffold staircase x 3. * Lift shaft tube & fitting tower scaffold. * Tube & fitting scaffold handrail edge protection, south elevation of 1940s flat roof. * Temporary electrics. * Tube & Fitting access steps x 3. * Tube & fitting scaffold loading bay (east elevation) x 1. |
| Temporary works off site. | None |
| Plant on site. | * 1 x 13-ton excavator * 1 x 6-ton excavator * 1 x 1.5-ton excavator * 2 x Road going dumper. * Vibrating road roller * Telehandler 17m. |
| Site instructions, requests received with observations including delays. | None |
| Statutory authority notifications with attachments and advisory notes. | None |
| **RIBA Inspection Findings.** | **Description** |
| CoW review of RIBA 4 Client Output Specification documents. Complete before site visit. Answer required. | No |
| CoW possession and review of agreed RIBA 4 derogation list. Complete before site visit. Answer required. | No |
| RIBA 5 site derogations identified. | None |
| RIBA 5 site design derogations resolved. | None |
| RIBA 5 – site design derogations unresolved. | None |
| RIBA 5 - resolved non-conformance log issues. | None |
| RIBA 5 - unresolved nonconformance log issues. | None |
| RIBA stage 5 site design, quality and workmanship issues escalated to the TA, PD, PM and HSQW for direction. | None |
| Quality issues. | None |
| Workmanship issues. | None |
| Building Regulation non-compliance. | None |
| British Standards non-compliance. | None |
| Design coordination issues identified. | None |
| Identify use of up-to-date information by contractor. | None |
| Work completed by contractor without issued design information. | None |
| RIBA 5 visits to the workshops of suppliers and manufacturers. | None |
| Visits, witnessing assembly, protection, delivery, and installation of off-site fabrication systems. | None |
| Inspection of mock-ups, samples of materials and workmanship prior to work commencing. | None |
| Mock-ups and sample sign off and the approver identified. | None |
| Off-site testing of materials, components, and assemblies. | None |
| Inspection of warranted elements and works. | None |
| **Handover Process** | **Description** |
| Testing and commissioning regimes. | None |
| Witnessing of test and commissioning procedures. | None |
| Handover checklist actions. | None |
| Handover witnessing checklist. | None |
| Pre completion defects inspections including observations. | None |
| Client Soft Landings programme. | None |
| Client Soft Landings checklist. | None |
| Progress vs programme and the causes of any delays. | Main Contract Works Start   * No 9 CONTRACTOR Programme. Kitchen structure started 15/03/23. 4 weeks ahead of programme. * No10 CONTRACTOR Programme. Main Hall floor structure, started 15/03/2023, bearer walls completed 30/04/24. Timber joist installation started 02/04/23. 4 weeks ahead of programme. * No 12 CONTRACTOR Programme. Entrance Lobby rebuild started 22/03/2023. 5 weeks ahead of programme. * No 11 CONTRACTOR Programme. Timber treatment started 30/03/23. 2 weeks ahead of programme. * No 27 CONTRACTOR Programme. 1st floor lime plaster started 30/03/23. 3 weeks ahead of programme. * No 26 CONTRACTOR Programme, 2nd floor lime plaster, started 10/04/23. 3 days behind programme. * No 15 CONTRACTOR Programme, 1940s Elevations. East elevation on programme. * No 17 CONTRACTOR Programme, 1940s Elevations. West elevation 4 weeks ahead of programme. * No 16 CONTRACTOR Programme. 1940s Elevations. South elevation 1 week ahead of programme. * No 24 CONTRACTOR Programme. Heritage Property Elevatioins. East elevation, 10 weeks ahead of programme. * No 21 CONTRACTOR Programme. Heritage Property Elevations. North elevation, on programme. |
| Look ahead for next week. | Timber treatment and tanking within the Property.  M&E containment and pipework installation to the Property & 1940s extension.  Lime plaster to Property walls and ceilings.  Timber lath installation to Property walls and ceilings.  Joist installation to the Main Hall.  Joist installation to the Kitchen.  Installation of additional joist support to the Property 1st floor joists.  Preparing 1940s external east elevation for decorating.  Plaster to 1940s extension internal walls. |
| Practical completion report including observations. | None |