

Daily Log

Intern: Tadiwanashe Taimu

Internship Supervisor: Robert M

Location: Botswana, Gaborone, China Jiangsu

Time In: [8:00 AM] - Time Out: [5:00PM]

August 2020 - March2021

CON1007X- Total: 1205hrs

Week 1

Day 1:

Attend virtual orientation via Microsoft Teams/Zoom.

Introduction to the company, its projects, and remote working tools (e.g., MS Teams, Google Drive, Dropbox).

Set up access to project documentation (Bill of Quantities, drawings, contracts).

Review ongoing project briefs and site progress reports.

Day 2:

Meeting with Senior QS on goals and objectives

Day 3:

Familiarization with WinQS or BuildSmart software for remote measurement tasks.

Participate in a team briefing on project updates (e.g., virtual meetings for site updates).

Day 4:

Begin reviewing the Bill of Quantities (BoQ) for Grand Aria Hotel.

Organize and save project documents into folders for easy access.

Day 5:

Study project drawings (architectural, structural) sent via email or shared drive.

Identify key measurement areas for ongoing projects (e.g., Proposed Agriculture Integrated Development Project, Shopping Complex).

Virtual check-in with supervisor to discuss task priorities for the week.

Week 2

Day 6:

Attempted to Perform quantity take-offs from digital project drawings .

Collaborate with the QS team to check for accuracy in quantities measured, e.g., floor areas, walls, doors, and window frames.

Day 7:

Review how updated site instructions are impacting project costs and update the BoQ accordingly.

End-of-week virtual meeting to review progress and discuss next week's tasks.

Day 8:

Attend a virtual meeting on project cost tracking and financial reports.

Draft a cost comparison report based on supplier quotations (e.g., for doors and window frames).

Day 9:

Continue with digital measurements of finishes (e.g., painting, tiling) for the Royal Aria Hotel or Sports Arena project.

Input measurement data into the BoQ.

Review updated site instructions and assist in adjusting contract variations remotely.

Day 10:

Send completed BoQ sections to the senior QS for review via email or shared drive.

Receive feedback from senior QS on the BoQ measurements.

Make adjustments based on feedback.

Week 3

Day 11:

Begin working on cost analysis for structural elements (e.g., steel, concrete) for the Proposed Agriculture Integrated Development Project. Use online procurement platforms to research material costs.

Day 12:

Compile the cost analysis into a report. Attend a virtual project team meeting to discuss financial updates and progress for multiple projects. Summarize key points discussed in the meeting and update relevant documentation.

Day 13:

Update project cost tracking spreadsheets. Collaborate with team members to prepare a virtual presentation of cost breakdowns and project cost overruns.

Day 14:

Review tender documents for. Assist in preparing tender packages and cross reference that to the already existing package. Participate in a virtual meeting to discuss ongoing tenders with contractors and suppliers.

Day 15:

Follow up with suppliers via email on tender submissions. Update the tender evaluation spreadsheet with submitted bids under supervision and guidance. Cross-check the bids with initial BoQ estimates for accuracy.

Week 4

Day 16:

Review contract documents to ensure all site instructions and variations have been accurately reflected.

Assist the QS team in updating contracts with the latest site progress remotely.

Attend a virtual meeting to discuss contract variations and their cost impact.

Day 17:

Updating contract instructions.

Day 18:

Updating contract instructions organising the document structure.

Day 19:

Updating Contract instructions organising the document structure.

Day 20:

Review previous reports to assess cost-saving measures proposed. Submit the final material report to the senior QS. Prepare for an end-of-week virtual progress meeting.

Week 5:

Day 21:

Create a summary report on cost changes and project status. Virtual check-in with supervisor to receive feedback on the week's work and plan for the week

Day 22:

Continue with finalizing measurements and quantities for any outstanding project components (e.g., Sports Arena finishes). Work on creating a final cost reconciliation report.

Day 23

Submit the draft BoQ for review by the Senior QS. Virtual meeting to discuss project BoQ and measurements.

Day 24:

Compile any outstanding project data and reports.

Day 25:

Review all cost reports and BoQs made by the Senior QS for accuracy.

Collaborate with the team to finalize for digital documentation for each project.

Week 6

Day 26:

Introduction to the team and office procedures. Inducted to the health and safety protocol. Overview of the company's projects and role expectations.

Day 27:

Review of ongoing projects and contract documents. Introduction to standard quantity surveying software DimX and WinQS.

Day 28:

Familiarization with project documentation. Gained insight into contract documents and project scope. Understood the importance of software in managing project quantities.

Day 29:

Assisted with measurement and quantification of materials for a residential project.

Prepared basic cost estimates under supervision.

Day 30:

Developed basic skills in measurement using drawings and specifications.

Gained understanding of cost estimation techniques.

Week 7:

Day 31:

Worked on compiling Bills of Quantities (BoQ) for an upcoming tender.

Reviewed standard methods of measurement.

Improved ability to prepare BoQ.

Day 32:

Gained better understanding of how standard methods of measurement are applied.

Shadowed senior QS during a site visit.

Assisted in preparing a site inspection report.

Day 33:

Gained practical understanding of how site conditions impact project costs.

Learned to translate site observations into cost considerations.

The dynamic between the office and the site is critical for a QS.

Day 34:

Assisted in reviewing tender submissions for a new project.

Supported evaluation of contractor bids based on cost and project delivery timelines.

Gained insight into the tender evaluation process.

Improved understanding of how to assess competitive bids.

Day 35:

Cost isn't the only consideration in selecting contractors, timelines and quality matter.

Reviewed interim payment applications from sub-contractors.

Assisted in verifying completed work against submitted invoices.

Week 8

Day 36:

Gained skills in evaluating progress and validating payment certificates.

Learned about construction contracts' payment schedules.

Ensuring payments align with actual work done is essential for cash flow management.

Day 37:

Assisted in preparing cost reports for clients, outlining project financial progress.
Compiled data on cost variations and project expenditures.

Day 38:

Participated in a meeting to discuss cost-related issues with a contractor.
Assisted in drafting a contract variation report.

Day 39:

Improved reporting skills for cost control.
Gained insight into tracking project costs and identifying cost variances.
Consistent monitoring of cost variances helps prevent project overruns.

Day 40:

Learned how to handle contract variations and changes in project scope.
Gained experience in contractor negotiations.

Week 9

Day 41:

Managing contract variations can significantly impact a project's final cost.
Assisted in preparing final accounts for a completed project.

Day 42:

Compiled project costs, reconciled expenditures, and finalized BoQ.
Developed a better understanding of how to close out project accounts.
Gained skills in reconciling costs and finalizing payments.

Day 43:

The final accounts process is critical for ensuring accurate project cost management.
Reviewed project risks with the senior QS and prepared a risk management report.
Suggested potential risk mitigation strategies.

Day 44:

Gained a deeper understanding of risk identification and management in construction projects.
Developed an appreciation for proactive risk mitigation.
Anticipating risks early helps avoid costly delays and financial overruns.

Day 45:

Assisted with the preparation of procurement documents.
Helped in evaluating supplier bids for construction materials.
Improved understanding of procurement processes in construction.

Week 10

Day 46:

Gained experience in evaluating supplier offers based on cost and quality.
Procurement decisions can affect both project quality and budget.

Day 47:

Shadowed senior QS during a site valuation visit for interim payments.
Assisted in verifying the quantities of materials used on-site.

Day 48:

Gained hands-on experience in site valuations and payment validation.

Learned how to cross-check site progress with BoQ.

Verifying quantities on-site is crucial for accurate interim payments.

Day 49:

Assisted in contract administration tasks, including preparing letters to sub-contractors.

Reviewed contract terms and conditions for an ongoing project.

Day 50:

Gained insight into the administrative side of contract management.

Learned the importance of clear communication with contractors.

Well-managed contracts prevent disputes and misunderstandings.

Week 11

Day 51:

Participated in a meeting with clients to discuss project cost updates.

Assisted in preparing financial reports for the meeting and meeting minutes.

Day 52:

Gained experience in client-facing communication and presenting cost information.

Developed better skills in reporting financial progress.

Clear communication of costs to clients ensures transparency and trust.

Day 53:

Worked on a cost analysis report for materials used in a recent project.

Assisted in identifying cost savings and efficiencies.

Day 54:

Improved ability to analyze project costs and suggest savings.

Gained insight into cost optimization strategies.

Regular cost analysis can help identify opportunities for saving without compromising quality.

Day 55:

Assisted in preparing a project close-out report for a recently completed project.

Verified final accounts and summarized key financial metrics.

Week 12

Day 56:

Gained experience in compiling comprehensive project close-out documentation.

Learned the importance of accurate financial reporting in project close-out.

Closing out projects properly ensures all financial and legal obligations are met.

Day 57:

Shadowed a senior QS during a dispute resolution meeting.

Assisted in preparing documentation for resolving claims and variations.

Visited site.

Day 58:

Gained insight into dispute resolution and negotiation techniques.

Learned how to handle contractor claims professionally.

Day 59:

Managing disputes effectively helps maintain good working relationships and keeps projects on track.

Day 60:

Assisted in updating cost schedules for an ongoing project.

Worked on revising budgets based on updated project requirements.

Improved skills in budget adjustments and cost forecasting.

Week 13

Day 61:

Learned the importance of flexibility in managing project finances.

Regular updates to project budgets help keep costs aligned with evolving project needs.

Day 62:

Participated in a site visit to inspect the final stages of a construction project.

In its defect period. Went through the building with inspector to identify water leakage in the building and cost of repairs at the Grand Aria.

Day 63:

Gained experience in preparing for project completion and handover.

Learned the importance of thorough inspections before project handover.

Ensuring that the project is completed to specification is key to client satisfaction.

Day 64:

Completed final evaluations for training.

Discussed internship feedback with senior QS and prepared for next steps in career.

Day 65:

Did a measurement exercise of Brickwork. Reflected on the skills and knowledge gained throughout the internship. Set goals for future development.

Week 14

Day 66:

Site visit to the Proposed Agriculture Integrated Development Project. Observed ongoing excavation and foundation work. Took notes on daily progress reporting and basic measurements.

Day 67:

Introduction to Bill of Quantities (BoQ) for the Royal Aria Hotel project.

Assisted in understanding key components for construction materials required.

Day 68:

Attended a team meeting to discuss project timelines for the Shopping Complex.

Reviewed construction drawings and plans with the Site QS.

Day 69:

Assisted in preparing a preliminary report on the material requirements for the Shopping Complex project. Cross-referenced project plans with material quantities.

Submitted the report to the senior QS for review.

Day 70:

Measured quantities for the foundation work at the Sports Arena buildings using a tape measure and prepared a draft BoQ. Ensured measurements were in line with project specifications.

Week 15

Day 71:

Assisted in updating site instructions for the Research Centre project based on recent architectural changes. Discussed with the team how changes in site instructions impact overall project costs.

Day 72:

Site visit to Royal Aria Hotel, focused on framing and structural elements.

Recorded work completed for the progress report and cross-checked with BoQ.

Day 73:

Participated in a project meeting for the Proposed Agriculture Integrated Development Project. Discussed cost implications of recent scope changes and identified areas of potential savings.

Day 74:

Assisted in preparing cost estimates for concrete and rebar for the Shopping Complex project. Introduced to WinQS software to measure quantities and generate estimates.

Week 16

Day 75:

Assisted in preparing a cost report for the Royal Aria Hotel project.

Focused on updating cost estimates for structural steel and concrete quantities.

Day 76:

On-site measurements at the Sports Arena buildings, focusing on finishing works for walls and floors. Verified quantities against the BoQ.

Day 77:

Worked on calculating material wastage for the Proposed Agriculture Integrated Development Project in Tlokweng. Discussed strategies with the team for reducing material waste.

Day 78:

Assisted in updating the financial summary report for the Research Centre project.

Included the latest cost variations due to design changes.

Day 79:

Conducted a site walk-through with the senior QS to verify project progress at the Shopping Complex. Prepared the weekly progress report for submission.

Week 17

Day 80:

Updated the project tracking sheet for the Royal Aria Hotel to reflect the latest progress and cost changes. Assisted in verifying quantities for structural steel on-site.

Day 81:

Conducted minor measurements on finishes for the Research Centre using WinQS.

Assisted in preparing site instructions for contractors.

Day 82:

Helped prepare a cost variation order for additional concrete work at the Sports Arena buildings. Attended a project review meeting to discuss cost overruns and delays.

Day 83:

Assisted in updating the project BoQ for the Proposed Agriculture Integrated Development Project, focusing on cost increases due to site conditions.

Day 84:

Conducted a final walk-through with the site QS at the Shopping Complex to verify finishing work for flooring and ceilings.

Updated the site report accordingly.

Week 18

Day 85: Induction and site safety briefing. Introduction to the scope of the projects.

Day 86: Site visit to Royal Aria Hotel and Conference Facility; note-taking and documentation of construction progress.

Day 87: Introduction to quantity take-offs for the Sports Arena. Start measurements from drawings.

Day 88: Learn about pricing preliminaries for the Research Centre.

Day 89: Review project documents and familiarize with contract types (FIDIC).

Day 36

Worked on compiling a final internship report summarizing tasks such as contract updates, site instructions, and cost analysis for door frames and finishes.

Week 19

Day 90: Perform site measurements for brickwork and sanitary wear the foundation work at Tlokweng. Update records.

Day 91: Assist with calculating material quantities for concrete and reinforcement in the Shopping Complex.

Day 92: Attend meetings with subcontractors to discuss material orders for the Sports Arena.

Day 93: Help update cost reports for the Research Centre.

Day 94: Visit suppliers to understand the procurement process for high-demand materials.

Week 20

Day 95: Monitor site progress and asked questions about construction methods and sequence.

Day 96: Participate in cost reporting meetings. Begin learning about Earned Value Management (EVM).

Day 97: Draft a report on progress and variations for the Research Centre.

Day 98: Begin preparing interim valuations for work completed on the Sports Arena.

Day 99: Review contract clauses related to claims and variations.

Week 21

Day 100: Review claims for extra time and costs on the Tlokweng project.

Day 101: Attend a meeting with clients and architects to resolve issues at the Royal Aria Hotel.

Day 102: Help draft extension of time submissions for the Shopping Complex.

Day 103: Assist in compiling a delay analysis report for the Sports Arena.

Day 104: Check compliance with contract conditions in relation to the Research Centre.

Week 22

Day 105: Attended a team meeting where they discussed project progress. It was overwhelming with all the technical terms, but I asked questions when I didn't understand.

Day 106: Measured floor areas on the Royal Aria Hotel drawings. This was challenging as I wasn't familiar with all the symbols, but my supervisor guided me.

Day 107: Site visit to the Shopping Complex. Took notes on the progress and recorded which sections were being worked on (mostly the framing).

Day 108: Sat in a meeting about subcontractor performance. Helped update the performance tracking spreadsheet.

Day 109: Worked with the QS team on compiling quantities for reinforcement for the Research Centre. It took time, but I'm starting to get better at it.

Day 110: Continued assisting with take-offs for reinforcement.

Week 23

Day 111: Site meeting at Tlokweng. Watched as the team discussed delays due to the weather. Took notes on how they were adjusting the work schedule.

Day 112: Attended a training session on costing materials. We focused on concrete and steel pricing today. It's amazing how much these small changes can impact overall costs.

Day 113: Continued practicing my quantity take-offs. Measured window and door openings for the Shopping Complex project. I made some mistakes but fixed them after getting feedback.

Day 114: Assisted in drafting a cost estimate for some of the finishing work on the Royal Aria Hotel. I still struggle with some of the calculations, but it's getting clearer.

Day 115: Helped review a subcontractor's bill for the Research Centre. The senior QS showed me how to spot potential overcharges.

Week 24

Day 116: Another site visit to the Sports Arena. I walked the site with the supervisor, who explained how delays can affect the entire budget.

Day 117: Started working on interim valuations for the Shopping Complex. It's tricky figuring out which percentages of work are completed.

Day 118: Sat in on a variation meeting for the Tlokweng project. Learned how changes in design affect the project costs and timelines.

Day 119: Measured wall areas for plastering at the Royal Aria Hotel.

Day 120: Helped the QS team with an invoice review for materials ordered for the Research Centre. Double-checking prices against purchase orders.

Week 24

Day 121: Finished preparing my first draft for an interim valuation for the Shopping Complex. I'm learning how to calculate what's been done vs. what's still needed.

Day 122: The team taught me about final accounts and how they are prepared over the course of a project.

Day 123: Site visit to Tlokweng. Watched the team handle discrepancies between the construction drawings and actual site conditions.

Day 124: Started helping calculate quantities for a variation order at the Sports Arena. It was mostly about changing the layout of some of the walls.

Day 125: Helped review the site's progress at the Royal Aria Hotel. We're mostly tracking whether subcontractors are on schedule.

Week 25

Day 126: Attended a site progress meeting for the Shopping Complex. Subcontractors were arguing about who was delaying the work, and I saw how QS needs to help resolve those issues.

Day 127: Assisted in checking material deliveries against site orders at Tlokweng. It's important to make sure we aren't missing materials that we paid for.

Day 128: Helped check the quantities of brickwork at the Sports Arena.

Day 129: Spent the day in the office learning about the tender process and how QS prepares documents for it. My supervisor gave me some examples of past tenders to study.

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Week 26

Day 131: Spent the day in the office learning about the tender process and how QS prepares documents for it. My supervisor gave me some examples of past tenders to study continued studying the tenders.

Day 132: Spent the day in the site learning from the contractors and subcontractors' office learning about the tender process and how QS prepares documents for it. Specifically at the Research centre and shopping complex.

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Day 134: Spent the day in the site learning from the contractors and subcontractors' office learning about the tender process and how QS prepares documents for it. Specifically at the proposed agriculture development.

Day 135: Spent the day in the site learning from the contractors and subcontractors' office learning about the tender process and how QS prepares documents for it. Specifically at the Conference centre and Stadium.

Week 27

Day 136: One of the walls was not built correctly and the QS had to do readjustments a meeting was held with the client and contractors. I made the meeting minutes.

Day 137: Attended further dispute resolution on the matter.

Day 138: Prepared a payment certificate for a subcontractor working on the Royal Aria Hotel. I had to make sure all the quantities and work completed were correct.

Day 139: Helped review a subcontractor's claims for the Shopping Complex. They were asking for more money than what was agreed, so I had to check everything.

Day 140: Sat in on a client meeting for the Royal Aria Hotel. They were discussing potential changes to the hotel's façade. Lots of technical terms!

Week 28

Day 141: Started working more independently on take-offs for the Shopping Complex. I only needed minor corrections this time.

Day 142: Helped prepare a financial report for the Tlokweng project. I'm starting to see the bigger picture of how everything fits together.

Day 143: Assisted in a delay analysis for the Research Centre.

Day 144: Finished preparing my first draft for an interim valuation for the Shopping Complex. I'm learning how to calculate what's been done vs. what's still needed.

Day 145: The team taught me about final accounts and how they are prepared over the course of a project.

Week 29

Day 146: Site visit to Tlokweng. Watched the team handle discrepancies between the construction drawings and actual site conditions.

Day 147: Started helping calculate quantities for a variation order at the Sports Arena. It was mostly about changing the layout of some of the walls.

Day 148: Attended Site meetings

Day 149: Attended Site Meetings

Day 150: Met with the supervisor to discuss overall performance and areas for improvement, focusing on cost analysis and contract updates.

Day 151: Completed the final internship reflection and received feedback from the team.