

# **Daily Log**

Intern: Tadiwanashe Taimu

Internship Supervisor: Inge Van Neikerk

Location: Watermarque Consultancy, Western Cape, Parklands

Time In: [9:00 AM]- Time Out: [5:00PM]

November 2022 - January 2023

CON2013X- Total: 320 hrs

## **Week 1**

Day 1 Orientation with the Watermarque team, learning about the company's structure, ongoing projects, and the role of a QS in construction projects. Introduction to software like WinQS and Excel for cost analysis. Set up email and project-related software.

### Day 2

Made a cost analysis on excel for the cost of various window frames and door frames. Reviewed past project reports and Bill of Quantities (BoQ) to understand how costings are structured. Gained insight into safety procedures on-site and their relevance to project costing and delays.

### Day 3

Introduction to contract documents (JBCC, etc.) and how site instructions are issued and updated during a project.

Introduction to site instructions (SI), observing how instructions are communicated on-site and documented.

### Day 4

Gained insight into various contract forms and how site instructions are managed within a contract. Assisted in updating site instructions in line with recent changes on Cross-checked the SI log with contract documentation

### Day 5

I created a Cost Variations Analysis. I analyzed and documented cost variations due to changes in project scope or unforeseen conditions. Worked on updating the cost plan for, understanding how initial estimates are revised based on actual project progress.

## **Week 2**

Day 6

Continued with updating the Contract and Site Instructions

Collected data on door frame installation progress for cost analysis.

Day 7

Noted discrepancies between BoQ quantities and updated costs. Discussed these with the senior QS for resolution.

Day 8

Continued with updating the Contract and Site Instructions

Collected data on door frame installation progress for cost analysis.

Day 9

Contract Review Session:

Continued with updating the Contract and Site Instructions

Collected data on door frame installation progress for cost analysis.

Day10

A session on contract management, learning how QS manages contracts and ensures compliance with financial terms. Reviewed key concepts learned this week, including cost forecasting, tender adjudication, and contract management.

## **Week 3**

Day 11: Assisted in updating contract variations related to door frame installation. Cross-referenced changes with updated site instructions. Continued practicing

measurements for door frames using WinQS, focusing on understanding detailed specifications and quantities.

Day 12: Practiced basic measurements of door frames and finishes using WinQS software under supervision.

Day 13: Started working on a basic cost analysis for door frames. Identified key cost components such as material costs, labour, and overheads.

Day 14

Attending a Dispute Resolution Meeting. Observed a meeting on dispute resolution, learning how QS handles contractor disagreements over payment or scope of work.

Helped prepare payment certificates for subcontractors, verifying quantities completed on-site.

Day 15

Attended a meeting with contractors to discuss updated site instructions and how they affect project costs. Updated the site instruction log to reflect the latest changes in the project and discussed these changes with the site manager.

#### **Week 4**

Day 16

Started learning how to use Dimx to measure and quantify building elements based on drawings. Updated the Contract Instructions

Day 17

Accompanied a senior QS on a site visit to verify final measurements for project completion and a general progression. Measured final quantities for finishing trades. Attended meeting briefing the client on project delays.

Day 18

Assisted in auditing past cost reports for accuracy and completeness, comparing project progress with the financial records. Conducted research on the cost implications of using sustainable building materials and practices in future projects.

#### Day 19

Attended client meeting learnt how the QS informs about upcoming delays and communicates effectively. Updated the Site Instructions.

#### Day 20

Tender Document Review:

Reviewed tender submissions and learned about how QS evaluates bids for accuracy and compliance.

### **Week 5**

#### Day 21

Contract Documentation Overview:

Minor Measurements of Finishes (Dimx):

Practiced basic measurements of door frames and finishes using WinQS software under supervision.

#### Day 22

Cost Analysis continued for the Door Frames:

Worked on completing a detailed cost analysis for door frames across different units of the project. Compared supplier quotes and local rates.

Contract Documentation Filing:

Assisted in organizing and filing updated site instructions and contract documents for future reference.

#### Day 23

Measurement of Finishes (WinQS):

Measured other finishes (e.g., plastering, painting) using Dimx comparing these to door frame measurements to understand their overall impact on the budget.

Weekly Reflection:

Day 24

Assisted in finalizing updates to the contract documents based on recent site instructions. Ensured all variations were correctly logged. Finalized the cost analysis for door frames, breaking down the costs into material, labour, and indirect costs.

Day 25

Cost Analysis Presentation:

Presented the completed cost analysis for door frames to the QS. Received feedback and revised the analysis based on their input.

## **Week 6**

Day 26

Site Visit – Finish Inspections:

Accompanied the senior QS. Took notes on progress and any additional site instructions required. Site Instruction Log Maintenance:

Day 27

Continued practicing measurements on WinQS, focusing on refining skills for more detailed finishes

Day 28

Site Instruction & Contract Update Meeting:

Participated in a project team meeting to review the latest contract changes and the impact of site instructions on the overall project timeline and costs.

Summarized the week's learnings, particularly around advanced contract updates, detailed cost analysis, and additional finishes measurements.

Day 29

Worked on finalizing updates to contract documents and site instructions for [Project Name]. Ensured that all changes were clearly documented and communicated to the project team. Preparing Final Cost Analysis Report:

Began drafting the final cost analysis report for door frames, compiling all data collected throughout the internship.

Day 30

Site Visit – Final Measurement: Accompanied the QS team for a final site measurement of door frames and finishes. Checked the actual quantities installed versus those in the contract documents.

Contractor Queries:

Assisted in answering contractor queries related to site instructions and contract updates, particularly regarding door frame installations.

## **Week 7**

Day 31: Finalizing Cost Analysis for Finishes:

Finalized the cost analysis for finishes, including plastering, painting, and door hardware. Ensured accuracy in material and labor breakdowns.

Day 32: Spent additional time using WinQS for final measurements, ensuring proficiency in the software for future use.

Day 33: Visited a residential site in Oranjezicht. Attended meeting with the rest of the consultant team regarding delays.

Day 34: Learnt about the roles of the Principal Agent on site and went through the JBCC. Tried to identify which clauses were applicable to the specific site on Oranjezicht.

Day 35: Visited a Residential site In Bantry Bay. Helped and took note of the progress on site to assist with claims.

## **Week 8**

Day36: With assistance helped update rates and double check measurements for school project using DimX. Taking account changes in the latest revisions

Day 37: Updated school drawings with most current revisions on the server

Day 38: Updated the BOQ on excel for the school

Day 39: With assistance helped update rates and double check measurements for school project using DimX. Taking account changes in the latest revisions

Day 40: Updated school drawings with most current revisions on the server