Project Information Sheet Inputs

Wednesday, 16 August 2017

10:17 PM

PROJECT INFORMATION

Project Name

Project Code

Project Location

Client Name

Client Agency

Client Contact Person

Client Contact Person Number

Client Company

Contract Reference Number

Contract Period

Date of Award

Date of NTP

Target Date of Completion

PROJECT TEAM

Operations Manager

Project Field Engineer

Materials Engineer

Foreman

Warehouse in Charge

Equipment in Charge

Safety Officer

Timekeeper

SUBCONTRACTORS

Company Name

Company Contact Details

Contract Amount

Scope of Work

Billing Schedules

Contract Duration

Number of Personnel

REPORT SUBMISSION SCHEDULE

Report Title/Type

Frequency of Submission

Assigned Person

To be Submitted to

INSPECTION SCHEDULE

Inspection Type

Frequency

Responsibility

Records/Output

EQUIPMENT TO BE DEPLOYED

Equipment Name

Equipment Type

Quantity

CONSULTANTS

Name

Company

Contact Details

Scope of Work

PRE-CONSTRUCTION ORIENTATION

Agenda

Date Conducted

Conducted by

Employees who attended

MOBILIZATION CHECKLIST (YES, NO, N/A, REMARKS)

CHECK REQUIRED DOCUMENTS

Project Information Sheet

Notice to Proceed (NTP)

Contract Agreement

Performance Bond

Project Specifications/Drawings

Construction Schedule

Manpower Utilization Schedule

Equipment Utilization Schedule

Materials Quantity Take-off

Safety and Health Program

Quality Control Program

CHECK REQUIRED MANPOWER, MATERIALS, EQUIPMENT

Complete Project Team

All needed project workers

Heavy and Light Equipment

Tools

Subcontractors

Suppliers

Consultants

Materials Needed for the temporary facilities

TEMPORARY FACILITIES

Planning and Construction of Temporary Facilities

Location of the Temporary Facilities has been cleared

Field Office

Warehouse

Motorpool

Bunk house/Locker Room

Toilet and Bathroom

Kitchen, Dining, Washing Area

Drinking Water Supply

Water and Power Supply

ENVIRONMENTAL, HEALTH AND SAFETY ISSUES

Fire Extinguishers

Material Safety Data Sheets

Safety Signs and Barricades

First Aid Kit

Personal Protective Equipment

FORMS

Project Implementation

Purchasing

Warehousing

Equipment/Facilities Maintenance

Document and Records Control

OTHER ACTIVITIES

Pre-construction Orientation

Courtesy call to the local government