

W30 Vacation Work	
DAY OF THE WEEK (June)	Daily Diary
Monday (10 th)	Today I was introduced to the company. I was shown my desk I'd be working at. My first task, I attended a meeting with the director as well as the business development manager.
Tuesday (11 th)	Today I was tasked with compiling a document for our head offices in Gauteng. I was assisting with identifying potential clients we could do business with in our civils division.
Wednesd ay (12 th)	Today we had a meeting with a client in the energy industry. The meeting included looking at expanding into the energy sector and as the intern I was listening on while being filled in with the logistics of how a business in construction would expand if they saw the opportunity.
Thursday (13 th)	Today I was tasked with reaching out to various Institutions to get a hold of personnel in charge of procurement. As an intern I had to connect with the person and figure out how to tender for upcoming projects within the institutions
Friday (14 th)	Today, I was tasked with compiling and assisting with the Projects division at our head offices in Gauteng. The document similarly involved identifying potential companies but also included connecting with each personnel from those companies. This was interesting because I learnt how to connect with various people in the Construction Industry, how to conduct business, and how to establish a new relationship that'll benefit both parties.
Monday (17th)	Public Holiday
Tuesday (18th)	Today I was on site at one of our projects in Kenilworth. There I was working with the construction manager. I was tasked with assisting the manager in leading small teams. I led the house keeping team, where we made sure the site was clean at all times
Wednesd ay (19th)	Today I was on site again, the Construction Manager and myself we went to go visit the other site in Constantia. There they were building 3 high end residential buildings. I got to see how a site works when there are 3 buildings being built simultaneously.
Thursday (20th)	Today I was back with my Business Development Manager, we had a meeting in Stellenbosch early in the morning. We met with a potential client who is a huge developer in western cape. I got the chance to see how our business had to present themselves to a high-end client that we are trying to get on board. During this meeting I learnt the importance of my degree and its courses such as Economics, as terms such as Return on investments as well as interests were added in a context that involves business in the construction industry.
FRIDAY (21st)	Today I was compiling a document with regards to Facilities Manager in the Cape Town office
Monday (24th)	Today I went to one of our projects Ravenscraig, it's a R280M project and they were casting the first floor slab. Straight after that I returned to the office to finish off my document from the previous day.
Tuesday (25th)	Today I started off at Ravenscraig to check on the concrete that was poured from the previous day. I left site in the morning and checked in the office to take on

	tasks assigned to me by my mentor. One of the tasks included starting a client base document. After the document, I left to go close my day off at the Kenilworth site.
Wednesday (26th)	Today I came in the office and compiled a document with regards to our client list for our company. This list entailed a lot of clients from the Johannesburg Region.
Thursday (27th)	Today I resumed with my project, which is finishing up my client list for the company. I was using a list that had been sent to me by my mentor and from there had to extract suitable information to compile a client list for the company.
Friday (28th)	Today I spent most of the day visiting sites. I had started at the site in Newlands, 'The Streams'. We were measuring the reveals for the timber work for the whole project. I did this task with my colleague who also happens to be from the same class as me in University. Afterwards we headed back to the office to record the measurements we had recorded.
Monday (1st July)	
Tuesday (2nd July)	
Wednesday (3rd July)	
Thursday (4th July)	Today I was at 105 Hope Street, Gardens. This is also one of our sites. The interesting thing about this project, whilst working on it, right next our site, another project was awarded to us and they run simultaneously. So today I was shadowing the quantity surveyor for the site who also is the project manager for this site. Today I was involved in tasks that involved demolition of existing works, the building is going to be refurbished, hence the demolition.
Friday (5th July)	Today I was back at 105 Hope Street, Gardens. Today was a bit interesting as the crane was being set up. I saw from the existing concrete base of the crane to how each section was being attached to finally put up the crane. Whilst the crane was being put up, I was tasked with measuring windows in the building next to 105 Hope, which is our new project 'Black Brick'.
Monday (8th July)	Today I was back in the office where my first task in the early morning was to analyse and compile a report about the process of advertising. The company has expanded into another industry, so helping advertise the new venture I was tasked with analysing the industry we had just entered into and I compiled the report for the company. Afterward, I had to double-check for any errors for the new company's profile as well as the brand manual before being launched for our clients.
Tuesday (9th July)	Today I went to site, The Kenilworth. Here I was with the construction manager, the weather was bad as we had a rainfall of 100mm. So with the weather being bad, we sent the labourers home and two stayed behind to do some housekeeping. Whilst everyone went home, the construction manager and I did some admin work in the site office. Here I was capturing master drawings from the stakeholders (Engineers, Architects and etc..) onto Excel. The company values administration as they believe that should things go wrong, we have evidence. So by doing this task I learnt this lesson.
Wednesday (10th July)	Today I was on site, The Kenilworth. The weather was better and we had to catch up on work not being done the previous day. I was teamed up with the general foreman to do site inspection of the building components (plastering, 1st fixes of electrical work, 1st fixes of plumbing work). By doing this task I learnt in detail

	<p>the sequence of construction we had learnt about in class. After completing this task, I went to the construction manager and filed the daily diary of the company. Here we capture the work done on the site, as well as adding images of the site, this is then sent to our director to oversee operations.</p>
Thursday (11th July)	<p>Today I started at the office as I had some work I needed to do with regards to the project division up in Gauteng. I compiled a list for the manager as well as amending a previous list I had sent earlier on with regards to contacts in the procurement industry. After I had finished my task, I drove up to site, The Kenilworth where we had our 2 weekly meeting with the stakeholders. After the meeting, I walked around site with a 360 camera to record the site for an esteemed bank that is funding the project. Afterwards, I wrapped up with my construction manager as well as my foreman.</p>
Friday (12th July)	<p>Today I reported to the office to my manager. I listened on a meeting with the board of directors, where they wanted to introduce a new initiative into the company. I was tasked with drafting the constitutional rules for this initiative and send it to my manager to double-check. Later I went to site at The Kenilworth project to end off my day there. Upon arrival I attended an emergency meeting with the construction manager as well as the labourers with regards to a minor dispute. Here I got to see how disputes are resolved on a construction site. Afterwards I walked around site to inspect some of the works sub-contractors were doing which was plastering and then i ended my day off.</p>
Monday (15th July)	<p>Today I reported to the office. I started my day with getting back to emails from the previous week, after that I edited and proof checked a presentation my manager is going to present to Rawson Properties for a chance to do business. After that Aaron Filmatter and myself went to Stellenbosch at De Leeuw Quantity Surveyors to submit our tender documents to tender for a project. We sat in the meeting where each company was read out as well as their Tender price.</p>
Tuesday (16 th July)	<p>Today I went around the sites, in particular visited the Bontanica Constantia site. The last time I had been here was during my week 1 at the company. I spent some time during the morning and on my way to the office, I made a pitstop to my favourite site which is the Kenilworth. Here I spent time checking the formwork being setup for the concrete pour that'll happen tomorrow. Afterwards I reported to the office and I finished off my day there.</p>
Wednesd ay (17 th July)	<p>Today was my last day at the office. I went in today and spent some time finishing off all of my tasks and responding to my emails. Straight after this my mentor and myself took a trip to all of our sites to say my final goodbyes and I finished off my day with Lunch with my mentor and reflecting on the wonderful experience I had.</p>