



# ABC CONSTRUCTION COMPANY

NewRoad, Pokhara  
Tel.: 061-532611

**To:** Project Manager  
**From:** Madav Katiwada, Construction Consultant  
**Date:** January 16, 2024  
**Subject:** Progress Report on Multipurpose Conference Hall

I am writing to provide an update on the progress of the construction of the multipurpose conference hall in our local municipality.

## Overall Progress

The construction project is progressing according to schedule. We have completed the initial phase of site preparation, including land clearing and foundation laying. Currently, we are in the midst of structural construction, with significant advancements made in erecting the framework and installing support systems.

## Key Accomplishments

- Completed excavation and foundation work within the designated timeframe.
- Erected structural steel framework up to the third floor level.
- Installed plumbing and electrical rough-ins for the main building.
- Procured and delivered construction materials according to project specifications.

## Challenges and Mitigation Strategies

- Inclement weather conditions have posed occasional delays in outdoor construction activities. To mitigate this, we have implemented flexible scheduling and allocated additional resources when possible.
  - Supply chain disruptions have affected the timely delivery of certain materials. However, we have proactively communicated with suppliers and adjusted procurement schedules to minimize delays.
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## Upcoming Milestones

- Complete structural construction up to the roof level by March 15, 2024.
- Commence interior finishing work, including drywall installation and flooring, by April 1, 2024.
- Finalize mechanical, electrical, and plumbing installations by May 1, 2024.

## Budget and Cost Management

Currently, the project remains within budget, with expenditures closely monitored to ensure cost-effectiveness. Any deviations from the budget are promptly addressed through strategic adjustments and cost-saving measures.

## Conclusion

In conclusion, the construction of the multipurpose conference hall is progressing steadily, with key milestones achieved and challenges effectively managed. We remain committed to delivering a high-quality facility that meets the needs of our community within the specified timeline and budget.

Rakesh Pandey

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