



CPCBC4007

# Plan building and construction work

## Assessment 3 of 3

### Project



## Assessment Instructions

### Task overview

This assessment has **five (5)** project tasks and related questions, as follows:

- **Task 1** – Review organisational procedures and identify operational requirements
- **Task 2** – Review contract documentation and identify project requirements and limitations, including resources, subcontractors, materials and relevant WHS requirements
- **Task 3 (part a, b, c and d)** – Plan for construction operations, including implementing relevant procedures and negotiating with external parties
- **Task 4 (part a, b and c)** – Complete condition reports and forward to adjacent property owners
- **Task 5 (part a, b, c and d)** – Prepare project schedule and associated documentation

This task must be completed in the context of a fictitious workplace, **UP Building and Construction Pty Ltd**. All relevant information regarding the company have been provided for you in the Case Study module (Module 1) that plays the role of the company's 'Intranet'.

### You are required to:

- Access and review the organisation's internal documents and identify operational requirements
- Access and review the contract documentation for the construction project you are undertaking as part of this assessment, e.g. project contract, change orders, blueprints, etc.
- Review the task instructions included in this project.
- Record your response as required in the instructions.
- Plan for the construction project
- Prepare a project schedule and determine required resources
- Prepare and submit conditions reports.

### Additional resources and supporting documents

To complete this assessment, you will need to access UP Building and Construction's Intranet (Case Study module: Module 1) - policy documents and procedures:

- Customer Engagement Policy and Procedures
- Contract Management Policy and Procedures
- Environmental and Waste Management Policy and Procedures
- Plant and Equipment Quality Systems.

### Supporting documentation:

- contract document (Mudgee project)
- project schedule template
- photo evidence.



## Assessment Information

### Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

## SCENARIO:

You work as a builder at UP Building and Construction Pty Ltd, a building company that has offices in many states and territories across Australia. The company has just signed a contract for a new project to build a convenience store in Mudgee that is located in your state/territory. You can find organisational documents on UP Building and Construction's Intranet (Case Study module – Module 1 of the course), in the 'Policies and Procedures' topic. The construction contract and other relevant documents can be found under 'Convenience store in Mudgee', in the 'Project' topic. To complete the tasks, you will need to access and review the documents first to familiarise yourself with the company and the project, then you will need to complete the tasks. You will need to log in to access the topics and documents.

**Note:** For the purpose of this scenario, Mudgee is a fictitious town located in your state/territory. For the completion of the tasks below, you are required to refer to your state/territory legislation.

### Task 1: Review organisational procedures and identify operational requirements

To have a good understanding of organisational requirements, access and review UP Building and Construction's policies and procedures on Intranet (Module 1: Case Study, topic 'Policies and Procedures') related to strategies and processes relevant to construction planning, then complete the following table:

<p>a. Based on the <i>Customer Engagement Policy and Procedure</i>, outline UP Building and Construction's strategy regarding briefing internal personnel, external agencies and clients relating to planning of construction projects. [50-60 words]</p>	<p>Students must outline the organisation's strategy relevant to briefing internal personnel, external agencies and clients. For example: internal personnel to go through thorough induction, only staff with managerial duties will provide guidance and advice to external agencies/clients, provide all relevant information and follow WHS procedures during site visits. All employees to abide by the terms and conditions of a signed agreement/contract with a client/external agency. [Source: <i>Intranet, Customer Engagement Policy and Procedures</i>]</p>
<p>b. Based on the <i>Contract Management Policy and Procedure</i>, outline UP Building and Construction's strategy relating to tendering works to subcontractors. [50-60 words]</p>	<p>Students must outline organisational strategy relevant to calling for tenders for subcontractor operation. For example:</p> <p>All work over \$100,000 must be advertised for public tender. Contractors must meet organisational quality standards. For projects under \$100,000 company may choose from approved contractor/supplier list. To remain on this list, contractors must comply with the organisational requirements, including having up to date insurance coverage. [Source: <i>Intranet, Contract Management Policy and Procedures</i>]</p>

<p>c. Based on the <i>Contract Management Policy and Procedure</i>, outline UP Building and Construction's strategy relevant to purchasing building supplies and construction materials. (30-35 words)</p>	<p>Students must outline organisational strategy relevant to purchasing building supplies and construction materials. For example:</p> <ul style="list-style-type: none"> <li>• All plant and equipment are to meet Australian Standards</li> <li>• Plant test certificates to demonstrate that they are being maintained in a safe manner</li> <li>• All PPE to meet Australian Standards</li> <li>• Chemicals are to be provided with latest copy of Safety Data Sheet.</li> </ul> <p>[Source: <i>Intranet, Contract Management Policy and Procedures</i>]</p>
<p>d. Based on the <i>Environmental and Waste Management Policy and Procedure</i>, outline UP Building and Construction's strategy relevant to the removal of existing services. Within your answer, you must state the relevant Governing Authorities relating to removal of existing services. (100-150 words)</p>	<p>Students must outline organisational strategy relevant to the removal of existing services in accordance with Environment Protection Authority (EPA) requirements. For example:</p> <p>Structures or services that need to be removed from the site, such as an old septic tank or sludge pit, or old oil or petrol tanks. Sometimes areas of ground (both surface and substrata soil) become contaminated by leeching from tanks or chemical spills from neighbouring properties. Land may have been contaminated by lead which can be left behind from industry or old service stations. EPA guidelines give information about the procedure for removal of contaminants. A site assessment is necessary when contamination is known or likely to be present. This involves checking the site's history and taking soil samples to identify the contaminants and their concentrations. A risk assessment is necessary when a site assessment indicates the presence of contaminants that may be a risk to the health of workers on the site. If the risk cannot be completely removed, it should be reduced as much as possible. [Source: <i>Intranet, Environmental and Waste Management Policy and Procedures</i>]</p>
<p>e. List a minimum of <b>three (3)</b> hazardous materials that can be found on a construction site. Outline the organisation's strategy relevant to the removal of the <b>three (3)</b> hazardous materials you have chosen, in accordance with Environment Protection Authority (EPA) requirements. (220-270 words)</p>	<p>Students must list any of the 3 hazardous materials from this list: Asbestos, chemicals, lead, Polychlorinated biphenyls (PCB), Combustible waste, e.g. cartons, cardboard, etc.</p> <p>Students must outline organisational strategy relevant to the removal of existing services and hazardous materials in accordance with Environment Protection Authority (EPA) requirements. For example:</p> <p><b>Friable asbestos</b> can be reduced to powder when squeezed. It is often found as insulation (also known as lagging) which was wound around old water pipes and steam pipes or in fibrous board. This type requires a Class A licence to remove the asbestos if the amount exceeds 10 square metres.</p>

	<p>Disposal of <b>hazardous chemicals</b> must follow <u>EPA's guidelines</u>. Never dispose of chemicals onto the ground, into water bodies, or the stormwater system.</p> <p>A <b>lead</b> paint survey must be provided for any building constructed prior to 1980 and for any exterior structure (i.e. painted handrails) that may be affected by a construction project, regardless of age. Materials identified as having lead paint must be further characterized to determine if they are subject to hazardous waste disposal restrictions.</p> <p>Lead survey information must be provided to the contractor and the contractor must comply with applicable training requirements as required by EPA.</p> <p>Samples of caulking in buildings constructed prior to 1978 must be analyzed for the presence of <b>polychlorinated biphenyls (PCB)</b> if the material will be impacted by renovation or demolition activities. Caulking containing concentrations of PCBs equal to or greater than 50 ppm shall be handled and disposed of as hazardous waste.</p> <p><b>Fluorescent and high-intensity discharge (HID) bulbs</b> must be handled by trained personnel. Other specialty bulbs which also may contain mercury must be handled by EH&amp;S as well. All spent lamps, or the container which they are in, must be labeled clearly using the following phrases: "Universal Waste—Lamp(s)," or "Waste Lamp(s)," or "Used Lamp(s)". Lamp boxes are available through head office at no cost. Protect lamps from breaking and the containers from moisture.</p> <p>[Source: Intranet, <i>Environmental and Waste Management Policy and Procedures</i>]</p>
<p>f. Based on the <i>Plant and Equipment Quality Systems</i> document, outline UP Building and Construction's strategy relevant to the recording the hire of plant and equipment. [25-30 words]</p>	<p>Students must outline organisational strategies relevant to recording the hire of plants and equipment. For example:</p> <p>All deliveries to site are recorded in the supervisors site diary. Equipment is checked for faults and good working order. Any faults found are to be reported to management immediately.</p> <p>[Source: Intranet, <i>Plant and Equipment Quality Systems</i>]</p>
<p>g. Based on the <i>Plant and Equipment Quality Systems</i> document, briefly explain how temporary services and site accommodation needs of a construction project are determined and documented. [70-75 words]</p>	<p>Student's answer must cover the following <b>bolded</b> key points:</p> <p>The nature of the project and the features of the construction site determine what temporary services and site accommodation is actually needed. Generally, <b>temporary services (temporary electrical poles, chemical toilet, waste bin, temporary fencing, water tapping, seepage barriers, barricade)</b> and <b>site</b></p>

	<p>accommodation (e.g. office facilities) have been built into the quote. Once temporary services and site accommodation requirements are determined, they will be documented in the project schedule as part of the resources required.</p> <p>[Source: Intranet, <i>Plant and Equipment Quality Systems</i>]</p>
--	--

**Task 2 – Review contract documentation and identify project requirements and limitations, including resources, subcontractors, materials and relevant WHS requirements**

To complete this task, access and review the [contract document](#) and fill in the following table with the required details regarding the project.

Work role/title	Builder
Organisation/workplace	UP Building and Construction Pty Ltd
Building and construction project's name and location	Convenience store at Mudgee [student's state/territory]
State/territory where this project is being undertaken	Students must specify here in which state/territory their nominated project is being undertaken
Project overview (65-80 words)	<p>Students must provide a brief overview of this project, such as:</p> <p>A convenience store needs to be built at 15 Melrose Road Mudgee [student's state/territory]. The convenience store has a parking lot, 2 restrooms with disability access and it offers snacks, cold and hot drinks, newspapers and magazines, car care products, etc. There is a wetland nearby.</p> <p>A garage is located on adjacent property. Noted: within the garage there are minor cracks to the boundary walls.</p> <p>Existing dwelling on adjacent property was built in the 1960s. External wall construction is timber frame and is showing signs of racking and minor structural deficiencies.</p> <p>Owner prefers to use sustainable materials.</p>
Project commencement date	22 February 2021 [as per contract]
Project proposed completion date	22 July 2021 [as per contract]
Building classification	Students must specify the building classification for this project, e.g. Class 1a, Class 1b, etc. A convenience store is considered as Class 6c.
Project site address	Students must record here the address of the project site: 15 Melrose Road Mudgee [student's state/territory]
Specifications, preferences List a minimum of <b>three (3)</b>	<p>Students must record here a minimum of 3 specifications and preferences that are captured in the contract. Such as:</p> <ul style="list-style-type: none"> <li>-disability access for restrooms</li> <li>-environmental considerations for the nearby wetland</li> <li>-sustainable materials</li> </ul> <p>Design and operational measures will include:</p> <ul style="list-style-type: none"> <li>• the connection of washrooms and toilets to reticulated sewer</li> <li>• on-site retention and treatment of all stormwater and Treatment and Hydrocarbon Capture system</li> <li>• vapour recovery systems compliant with Australian Standards and relevant state/territory regulations.</li> </ul>
Identify <b>three (3)</b> materials to be used in the construction project you are undertaking. You may want to	Students must identify 3 materials to be used in the construction project they are undertaking. This must be in accordance with the contract (floor plan included). For example: brick, concrete, stone, timber, plasterboard, tile

consult the project schedule <a href="#">template</a> for specific materials.	
Conduct an internet search and identify a minimum of <b>two (2)</b> local suppliers that you would need to contact for the materials listed above. Please provide their contact details and website if available.	<p>Students must provide at least 2 local suppliers, relevant to the state/territory specified by them, for the materials listed above and provide contact details and website. Assessor to ensure the validity of the suppliers by checking students' answers in Google.</p> <p>For example:  <b>For concrete:</b> Mudgee Concrete - Ready Mix Concrete, Location: 13 Depot Rd, Mudgee, 2850  Phone: [026] 372-3723  <b>For tiles:</b> Beaumont Tiles, 144-148 Church St, Mudgee New South Wales 2850, 02 6372 0118  <a href="http://www.beaumont-tiles.com.au">www.beaumont-tiles.com.au</a></p>
Conduct an internet search and identify a minimum of <b>two (2)</b> local subcontractors you would need to contact for the project. Please provide their contact details and website if available.	<p>Students must provide at least 2 local subcontractors relevant to the project in their chosen state/territory. Assessor to ensure the validity of the suppliers by checking students' answers in Google.</p> <p>For example:  <b>Tiler:</b> Tanke Industrie's, 0419 285 101  <b>Electrician:</b>  JLE Electrical  Electricians &amp; Electrical Contractors - Mudgee, NSW 2850  Delivering High Quality Level 1&amp;2 Services Throughout the Central West,  <a href="https://www.jleelectrical.com.au/">https://www.jleelectrical.com.au/</a></p>
Conduct an internet search and identify <b>one (1)</b> penalty for the construction project you are undertaking.	<p>Students must identify 1 penalty for the construction project. For example:</p> <ul style="list-style-type: none"> <li>Liquidated damages will be charged at \$500 per week starting after nominated completion date.</li> </ul>
According to the contract, identify site access requirements and limitations. (40-45 words)	<p>Students must list site access requirements based on the contract's 'Special conditions' section. For example:</p> <ul style="list-style-type: none"> <li>Working hours are to be within 8:00am until 5:00pm weekdays only.</li> <li>No parking will be permitted on adjacent properties.</li> <li>All deliveries are to be placed on council verge only.</li> <li>Overhead power lines need to be isolated by the contractor prior to any construction works.</li> </ul>
Identify relevant work health and safety requirements, including a minimum of <b>one (1)</b> relevant state legislation relevant to the project. List a minimum of <b>two (2)</b> requirements.	<p>Student must choose the WHS legislation relevant to their state/territory. Below is a list of WHS legislations for all states/territory:</p> <p>Work Health and Safety Act 2011 (NSW)  QLD: Work Health and Safety Act 2011  VIC: Occupational Health and Safety Act 2004  ACT: Work Health and Safety Act 2011  SA: Work Health and Safety Act 2012 (SA)  NT: Work Health and Safety (National Uniform Legislation) Act 2011  WA: Occupational Safety and Health Act 1984  TAS: Work Health and Safety Act 2012</p> <p>Students must choose 2 WHS requirements, for example:</p> <ul style="list-style-type: none"> <li>all workers and contractors working on site to complete a WHS induction prior commencing work</li> <li>all workers, contractors and visitors to wear PPEs when on site <ul style="list-style-type: none"> <li>all workers to have a White Card</li> </ul> </li> </ul>



<p>Determine plant requirements relevant to the project. List a minimum of <b>three (3)</b>.</p>	<p>Students must list plant requirements based on the contract. For example:</p> <ul style="list-style-type: none"> <li>• Earth working equipment</li> <li>• Skip bins to be placed on council verge only</li> <li>• Cherry picker for overhead power line isolation</li> <li>• Radio detection equipment for underground services.</li> </ul>
<p>Determine on-site labour requirements according to contract documentation. (50-60 words)</p>	<p>Students must list on-site labour requirements according to contract documentation. For example:</p> <p>The Contractor shall provide skilled and competent staff suitable to do the work and should maintain discipline and order at the Property. The Contractor should give a guarantee to the Owner that all work will be in accordance with the Contract Documents. Any issues caused by defective materials or equipment for a period of ten years, the Contractor shall redo or repair it.</p>

### Task 3 – Plan for construction operations, including implementing relevant procedures and negotiating with external parties

a. Now that you are familiar with organisational policies and procedures and project requirements, you need to think of procedures you will need to implement for the project. Complete the following table with the required information.

<p>Create an A4 <b>poster</b> with a 3-step procedure for accepting and recording site deliveries that can be displayed in the construction site's office to remind staff. Paste a copy of the poster in the space provided. (Screenshots are accepted.)</p>	<p>&lt;Paste your poster here&gt;</p> <p>Students must create a concise poster as a reminder that contains a minimum of 3 steps and add a screenshot here:</p> <p>For example:</p> <p>'To all staff involved</p> <p>When accepting or recording site deliveries, don't forget to:</p> <ul style="list-style-type: none"> <li>• Match the delivery to a purchase order.</li> <li>• Check products are not damaged.</li> <li>• Log received items into your inventory.</li> </ul> <p>If you are not sure of any steps, ask the site manager!</p> <p>Additional steps that can be included:</p> <ul style="list-style-type: none"> <li>• Allocate storage space for goods.</li> <li>• Notify your accounts payable department.</li> </ul>
<p>Draft a minimum of <b>3-step procedure</b> to make sure all contractors adhere to relevant WHS requirements.</p>	<p>Students must draft a minimum of 3-step procedure for relevant WHS requirements.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• all workers and contractors working on site to complete a WHS induction prior commencing work</li> <li>• all workers, contractors and visitors to wear PPEs when on site</li> <li>• all workers to have a White Card</li> </ul>

- All workers checked for insurance details.

b. To ensure the smooth operation of the project, please draft an email to one of the suppliers identified in Task 2 and confirm availability of materials for the project. Make sure that your email uses a professional language.

Answers may vary; however, a competent answer must include relevant subject, and a list of materials listed in Task 2.

<b>From:</b> student's name or email address
<b>To:</b> supplier's email address [supplier to match with the supplier identified in Task 2]
<b>Subject:</b> must be relevant to the topic, for example: confirm availability of materials
[Draft your email here]
<p><b>Draft email must have:</b></p> <ul style="list-style-type: none"> <li>• an appropriate greeting [for example: 'Good morning Mr Smith']</li> <li>• an introduction [for example: 'I'm working on this project, and I want to make sure the material required is going to be available by the commencement of the project, 22 February 2021]</li> <li>• a list of materials and estimated quantity [for example: 10 bags of cement and 5 boxes of tiles]</li> <li>• an appropriate closure and signature [for example: Looking forward to hearing back from you. Kind regards, John Citizen.]</li> </ul>

c. One of the suppliers you have contacted sent the following email as a response to your inquiry:

<b>From:</b> Bunnings
<b>Subject:</b> Re: Confirm availability of materials
<p>Hi there,</p> <p>Thank you for your email. I have received your request regarding materials to your construction project and I have done a quick check to see whether the materials requested are available at our local warehouse.</p> <p>Unfortunately, at the moment we have no Dingo Grey Cement in stock and I'm not sure when we would receive stock. However, we have a large stock of Easy Mix and Bastion cement. Please note, that currently 20 kg of Bastion General Purpose Cement is \$6.90, while 20 kg Easy Mix cement is \$11.90. They are both good products, can be used multipurpose and meet Australian Standard. Let me know which product you prefer and if you need it delivered.</p> <p>Kind regards, Janine Ricardo</p>

d. Draft a response to the supplier's email above to clarify which product you choose. Make sure that your email uses a professional language.

<b>From:</b> student's email address
--------------------------------------

<b>To:</b> Bunnings
<b>Subject:</b> Re: Re: Confirm availability of materials
[Draft your email here]
<p><b>Draft email must have:</b></p> <ul style="list-style-type: none"> <li>• an appropriate greeting (for example: 'Good morning Janine')</li> <li>• an introduction (for example: Thank you for your email regarding material availability.)</li> <li>• choose a product and clarify whether you need the product to be delivered on site (for example: I will go with the Bastion General Purpose Cement due to budgeting reasons and it would be great if you could deliver it.)</li> <li>• an appropriate closure and signature (for example: Looking forward to hearing back from you. Kind regards, John Citizen.)</li> </ul>

**Task 4– Complete condition reports and forward to adjacent property owners**

a. Draft an email to adjacent property owners to negotiate access to inspect the condition of the external structure and internal finishing of adjacent properties for the construction project, in accordance with organisational policies and procedures.

Answers may vary; however, a competent answer must include relevant subject.

<b>From:</b> student's email address
<b>To:</b> Owner's group email address (fictitious)
<b>Subject:</b> must be relevant to the topic, for example: Condition inspection
[Draft your email here]
<p><b>Draft email must have:</b></p> <ul style="list-style-type: none"> <li>• an appropriate greeting (for example: 'Good morning Mr Smith')</li> <li>• an introduction (for example: 'I'm writing to organise inspection of the condition of the external structure and internal finishing of adjacent properties for the construction project commencing on 22 February 2021)</li> <li>• explain why this is needed (For example: Works will be undertaken close to your property, and we need to make sure any issues are captured before they arise. A comprehensive report detailing the current state of your property will be undertaken before construction begins, with inspections at final stages. Any works that directly affect your property will be rectified by the builder at the builder's cost.</li> <li>• proposed dates for inspection</li> <li>• an appropriate closure and signature (for example: Looking forward to hearing back from you. Kind regards, John Citizen.)</li> </ul>

b. The inspection went well, and you have taken some photos to complete your report. Within your report you must note the defects and current conditions of the adjacent property.

Complete the *Dilapidation/Existing condition report* in [Appendix A](#) with your findings.

**Note:** The report contains the relevant photos. Full-size photos can be inspected [here](#).

**Instruction to the assessor:** See completed Dilapidation/existing condition report as sample answer.

c. Draft an email to the owners of adjacent buildings prior to commencing construction to inform them about your findings captured in the *Dilapidation/Existing condition report*.

Answers may vary; however, a competent answer must include relevant subject.

<b>From:</b> student's email address
--------------------------------------

<b>To:</b> Owner's group email address (fictitious)
<b>Subject:</b> must be relevant to the topic, for example: Dilapidation/ Condition report
[draft your email here]
<b>Draft email must have:</b> <ul style="list-style-type: none"><li>• an appropriate greeting (for example: 'Good morning Mr Smith')</li><li>• an introduction (for example: 'I'm writing to forward the copy of the condition report completed last week')</li><li>• summarise findings: 'There is major defects noted and seen on the day of inspection (Prior to construction). These defects include external deck structure has major rot and termite damage, internal walls have major cracking, roof covering is worn, and dislodged tiling and the boundary fence has fallen over.'</li><li>• an appropriate closure and signature (for example: Looking forward to hearing back from you. Kind regards, John Citizen.)</li></ul>

### Task 5 – Prepare project schedule and associated documentation

a. Develop the project schedule for the construction project, using the [template](#) provided. Make sure that your project schedule aligns with the UP Building and Construction's policies and procedures.

Please use the following naming convention for the file: yy\_mm\_dd\_yourname\_CPCCBC4007\_Project\_Task 5a.

Your construction project schedule must contain the following:

- Sequence of construction operations
- Schedule the delivery of materials and plant and equipment
- Commencement dates for on-site contractors
- Schedule for project milestones and deliverables
- Project critical path and timeframes
- Contingencies for breakdown of activities.

#### Instruction to the assessor:

Students should prepare a project schedule with clear stages, dates, milestones and contingencies. They must use the template provided where the work tasks, required human resources, required plant and equipment and duration for each task are given for them. Possible contingencies: line up more subcontractors, build in additional time in subcontractor contracts, reschedule work stages, etc. Contingencies are put into the dates and also, into the 'Comments for contingencies' column, such as 'allow sufficient time for installation' or 'added additional days as time buffer'. When Students enter the dates, they must be realistic, consider day allocations given and allow slippages. Assessor guide shows dates based on allocated time for each task and they are given as a guide only.

b. One of your subcontractors, the roof tiler, have notified you that they are running behind with their schedule and they will complete their tasks with an approximately 2-weeks delay and will be available from 1 May only. Please adjust the project timeframes to address this delay. Please use the following naming convention for the file: yy\_mm\_dd\_yourname\_CPCCBC4007\_Project\_Task 5b.

#### Instruction to the assessor:

Students must update the project schedule's dates to address delay and save as 'Project Task 5b. To accommodate the delay, student should schedule roof tiling from after 1 May, changing the original scheduled date for 2 weeks later.

c. Draft an email to your team leader to organise site entry. Please make sure the instructions to the team leader align with site access requirements listed in Task 2.

Answers may vary; however, a competent answer must include relevant subject and must align with site access requirements listed in Task 2.

<b>From:</b> student's email address
<b>To:</b> team leader's email address [fictitious]
<b>Subject:</b> must be relevant to the topic, for example: Organise site entry
[draft your email here]
<p>Draft email must have:</p> <ul style="list-style-type: none"> <li>• an appropriate greeting [for example: 'Good morning Mr Smith']</li> <li>• an introduction [for example: 'I'm writing to organise site access for the construction commencing on 22 February 2021]</li> <li>• instructions relevant to site entry that align with site access requirements listed in Task 2:             <ul style="list-style-type: none"> <li>○ Working hours are to be within 8:00am until 5:00pm weekdays only.</li> <li>○ No parking will be permitted on adjacent properties.</li> <li>○ All deliveries are to be placed on council verge only.</li> <li>○ Overhead power lines need to be isolated by the contractor prior to any construction works.</li> </ul> </li> <li>• an appropriate closure and signature [for example: Looking forward to hearing back from you. Kind regards, John Citizen.]</li> </ul>

d. Identify a minimum of **one (1)** approval that you need to obtain from authorities for the construction. Locate the document from the relevant state/territory's authority's website and attach a completed copy to this assessment.

Answers may vary. Student must download a relevant approval document, complete it with project details, then attach a copy to the assessment and submit all documents. Assessor must ensure that the document is relevant to the project and give feedback if the form is completed incorrectly.

<b>Name of approval</b>	This can be a building permit, council approval, etc.
<b>Source of approval document</b>	The source must be relevant to the project location [state/territory] identified by Students in Task 2. For example, Mudgee council's website [NSW]: <a href="http://www.midwestern.nsw.gov.au/Development/">http://www.midwestern.nsw.gov.au/Development/</a>

## Appendix A

### Dilapidation/ Existing condition report

Site address: 15 Melrose Road Mudgee [Student's state/territory]

Client: ShopWorld




Council: Student to locate a relevant council, such as Mid-Western Regional Council






Occupant providing access on day: Alan Smith (owner)

Date of inspection: 5 February 2021

Weather: The building has been inspected on a cloudy, but clear day.

#### SCHEDULE OF DEFECTS:

Photo	Photo location and direction	Comment
<b>External brick work</b> 	External brickwork	No major cracking or defects seen
<b>External Deck</b> 	Deck to rear of property	Major defects with timber frame seen
<b>Internal Ceiling</b> 	Ceiling to internal of house	Sagging to internal of ceiling seen
<b>Internal wall</b>	Internal walls	Major cracking to internal walls

		
<p><b>Internal Wall 2</b></p> 	<p>Internal walls</p>	<p>Major cracking to internal walls</p>
<p><b>Porch Roof Structure</b></p> 	<p>External roof structure</p>	<p>Rust and defects seen between connection of porch roof and main roof</p>
<p><b>Roof Covering</b></p> 	<p>Roof Covering</p>	<p>Tiles are cracked and dislodged</p>
<p><b>Boundary Fence</b></p> 	<p>Fencing to boundary</p>	<p>Fence is showing signs of major defects, timber fence has started to fall over to neighbouring property.</p>

**Recommendations:** During construction of new property, regular inspections to adjacent dwelling are to be conducted.

## Assessment checklist

Students must have completed all questions within the assessment before submitting. This includes:

<b>Task 1: Review organisational procedures</b>		
Complete table with operational requirements (a-g)		<input type="checkbox"/>
<b>Task 2: Review contract documentation</b>		
Complete table with project requirements		<input type="checkbox"/>
<b>Task 3: Plan for construction operations</b>		
a.	Complete table with procedures	<input type="checkbox"/>
b.	Draft email to confirm availability of materials with supplier	<input type="checkbox"/>
c.	No action needed: Supplier's response	
d.	Draft response to supplier	<input type="checkbox"/>
<b>Task 4: Complete condition reports</b>		
a.	Draft email to adjacent property owners	<input type="checkbox"/>
b.	Complete condition report	<input type="checkbox"/>
c.	Draft email to adjacent property owners with findings	<input type="checkbox"/>
<b>Task 5: Prepare project schedule</b>		
a.	Draft project schedule	<input type="checkbox"/>
b.	Adjust project schedule	<input type="checkbox"/>
c.	Draft email to team leader to organise site entry	<input type="checkbox"/>
d.	Complete and submit a copy of an approval for the project	<input type="checkbox"/>



**This document was developed by TotalVET Training Resources.**

© 2021 TotalVET Training Resources. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of TotalVET Training Resources.

**© UP Education Australia Pty Ltd 2021**

Except as permitted by the copyright law applicable to you, you may not reproduce or communicate any of the content on this website, including files downloadable from this website, without the permission of the copyright owner.



**Congratulations you have reached the end of Assessment 3!**