

PROJECT NAME

Fit-out Works – Location

PROJECT EXECUTION PLAN

(Methodology Proposal)

Doc. No.: CBS - PPM-01

Date: Month/Year

Prepared By:



CBS

Interior Design & Decoration



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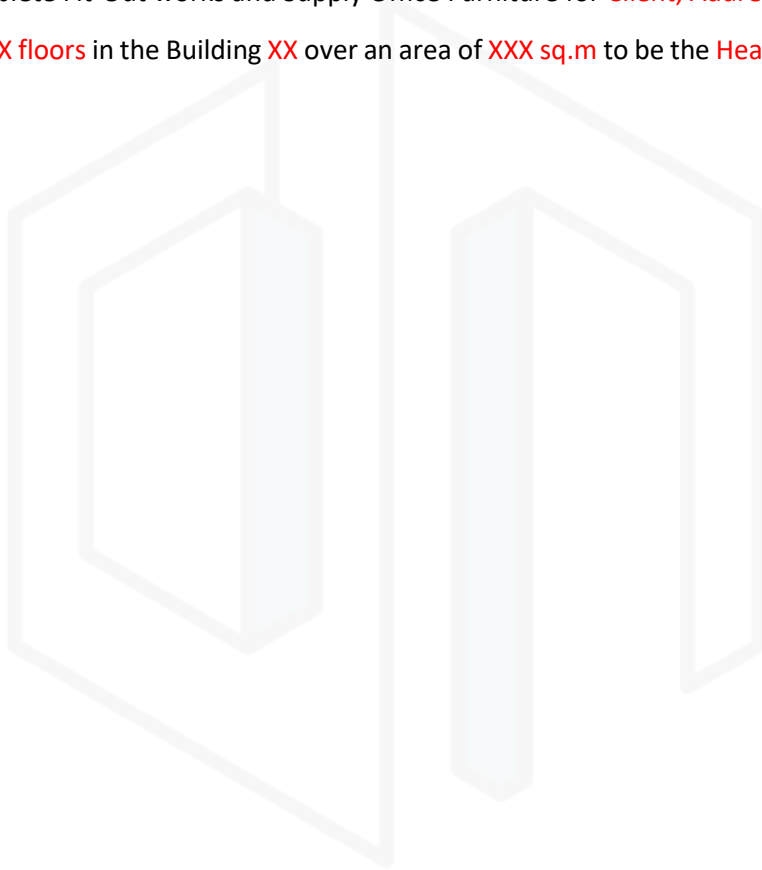
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1 PROJECT OVERVIEW

The Project is to complete Fit-Out works and Supply Office Furniture for Client, Address.

It will be located on XX floors in the Building XX over an area of XXX sq.m to be the Headquarters/New Office.



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2 CONSTRUCTION PROGRAM, PLANNING & STRATEGY

With the leadership of the Senior Project Manager over CBS Contracting Project Management Team described in the Organization Chart **Refer Appendix Project Organogram**, it is anticipated that all major requirements to carry out and complete the major fit-out activities as specified in the contract shall be discussed, agreed upon with Client appointed Project Management Team (PMT) in the early stage of the project starting from the kick-off meeting and executed throughout the mobilization stage. CBS follows a very comprehensive and step-by-step construction process from project initiation to handover.

The requirements being referred to in this program are the documentation requirements – to be included as much as practicable; such as submittals and approvals of the materials, shop and as-built drawings; safety program; quality control and quality assurance program; surveys; tracking and periodic evaluation of the project status to meet the **XXX construction period**. **Refer Appendix Construction Programme**

The above arrangement shall cover the deliverables by CBS such as Health, Safety and Environmental Program; Construction Schedule; Material Submittals/Approvals and Procurement Schedule among others and as per client required documents.

In general, the execution of the phases of works and the sequencing of activities shall be in accordance with proposed Work Programme Fit-out Proposal.

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3 COMMUNICATION PROTOCOL

CBS wishes to establish the accepted method of communication between CBS PM and Client Project Management.

A. MAIN CONTRACTOR & FACILITY MANAGEMENT


In this regard and as per general industry practice we propose;

- a. Identify the responsible personnel from CBS and Building Facility Management
- b. Exchange contact details by both parties
- c. Agree communication methodology with regular programme updates
- d. Engage in a kick-off meeting to set in motion the start of the fit-out works
 - Tour of the facility to identify the service elevations, the delivery access, rubbish disposal methods, emergency escape routes, etc
 - A list of names to contact in case of emergency
 - How to access temporary power, water and other utilities

Any other information deemed necessary for successful execution of fit-out works

B. PROJECT TEAM & CLIENT

- Communications between the members of the Project Team shall be unrestricted, however unnecessary written correspondence is to be discouraged by the Project Team.
- The Client shall be copied in on all technical correspondence.
- The free flow of information and ideas is fully encouraged.
- Each party shall ensure that all appropriate members of the Project Team are kept fully informed and made aware of all relevant aspects of the project.
- Communications generally between all parties should be identifiably referenced and it is the responsibility of the sender to make sure the reference system is clearly understandable by all recipients.
- All correspondence must clearly identify the circulation.
- General 'informal' communication is to be sent via email where speed of communication is important, however 'hard copies' should be sent as a backup.
- All 'formal' communications are to be sent via official letter.
- Wherever possible the volume of formal correspondence between the Project Team should be reduced however a clear audit trail of progress and issues impacting on the final design and cost of the project must be maintained.
- Verbal communication should be confirmed in writing or by email at the earliest convenience.

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4 WORK PLAN & MOBILIZATION

The WORK shall be performed in accordance with the applicable Engineering Standards, Construction Specifications and the Building Manual thru CBS's quality assurance and control procedures.

Plan for deployment of manpower and equipment

a. Deployment of Staff

Upon the issuance of Notice to Proceed, senior site staff will start working off-site to plan the sequence of activities, meanwhile mobilization will take place. Construction of site office and preparation of lay-down area both for the materials and equipment will be carried out. After the substantial completion of this stage, and taking into consideration that the necessary requirements for transportation have been completed, the site staff will then be deployed to the site. A support group of skilled and unskilled, as required will also be deployed.

b. Deployment of Manpower (Skilled / Unskilled)


Taking into consideration the priorities defined by Client (PMT) while on the mobilization stage, the required manpower for each of the work defined will be deployed. The manpower deployment will consists of teams to carry out and complete the work as scheduled and initially in accordance with the execution stated herein, and shall include the foremen, the leadsmen, skilled and unskilled workers. Foremen and leadsmen when deployed to the site are considered to have been fully briefed about the project as a whole and on the priority activities in specific by Shade Project Managers and discipline engineers. The rate of increasing of the manpower shall be proportional to the works and their efficiency. Standby teams will be ready to be deployed in case of emergency requirements.

c. Deployment of Equipment

Equipment will be deployed in accordance with the equipment allocation based on the approved construction schedule. Electric-driven and hand tools will be brought to the site prior or along with the manpower. Other tools and equipment, including support vehicles, shall be brought during mobilization stage, and maintained on the site throughout the entire duration of the project. The number of units to be deployed will be in accordance with the requirements to carry out and complete the defined work. The number of units of standby equipment or tools for each being deployed will also be taken into consideration as necessary.

d. Personnel & Equipment

Upon the issuance of "Notice to Proceed", the Project Manager and his team shall conduct site survey for mobilization, which includes gathering data on lay down yard, location of temporary site offices,

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availability of tie-in points for utilities, temporary fencing, disposal of construction waste and access on site.

e. PMT Office Space & Support Req.

Provide and maintain temporary offices and facilities comprising two offices. A dedicated toilet from the existing building toilet dedicated only for the site team.

Senior site staff and the planning engineer will start working off-site to plan the sequence of activities, meanwhile mobilization will take place. Construction of site offices and preparation of lay down area both for the materials and equipment will be carried out. After the substantial completion of this stage, the site supervisory staff will then be deployed to the site. A support group of skilled and unskilled, as required will also be deployed.

5 PROCUREMENT PLAN

a. Procurement


The procedure in procurement of materials, their delivery and inspection shall be in accordance with the procedures of CBS Procurement.

In the procurement of the materials, material submittals shall be done immediately for Client PMT approval. Tracking and reporting of long lead items, such as furniture, panel boards, doors, windows, lighting fixtures, cables, and communication system materials. Other materials shall be in accordance with the Material Submittals and Procurement Schedule.

Purchase orders will be issued, upon approval of the materials, for the work priorities and for the long lead materials, if possible, during the mobilization stage. All procurement shall be carried out in such a way that the delivery of materials to the site shall be at least ten to fifteen days prior to their installation.

b. Material Receiving

The storekeeper on site will be responsible to sign/ acknowledge receipt of materials delivered at site. Immediately, after receiving, he must prepare and an inventory of all received items and to update the material card. The Project Engineer will check the quality of material to make sure that it is in accordance with the approved materials. The Project Engineer, with the help of his on- site inspector, will give an approval for usage to construction if they are satisfied with the quality and the materials conform to the project requirements. The inventory for all items will be maintained at all time.

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6 HOURS OF WORK; TYPE OF WORK; UPDATING FM RE WORK STATUS

(PERTAINING TO NOISE, SMELLS & DISRUPTIVE ISSUES)

- a. Light works schedule in hours (8:00am – 4:00pm) during working days
- b. Heavy work should be conducted only after daily working hours: 4:00 pm -8:00 pm
- c. CBS to submit description and schedule of works for every week or milestone to the FM team
- d. Wherever drilling or coring is to be carried out, IDW to submit in writing request with details and to await approval in writing prior to carrying out such drilling or coring
- e. In the event an odorous substance is to be applied (such as thinners, paint, adhesives, etc);CBS to inform FM about such and to work to minimize such effect by ensuring such works are carried out during non-work hours (such as after office hour weekend)
- f. CBS shall not carry out any unnecessary disruptive noise during normal working hours in order not to disturb existing tenants

Final work timings to be agreed and approve by the Building Facility Management