



Bovey Tracey Town Council



# Devon Contractors

## Contract: -Bovey Tracey Community Centre



Contractor's Monthly Report Number: 06







Date: Wednesday 13<sup>th</sup> of May 2020  
Week Number: 30



## **Contents**

-  Health & Safety
-  Progress and Programme Review
-  Quality and Performance Issues
-  Environmental Issues
-  Statutory Authorities
-  Neighbour Interface
-  Commercial Matters
-  CVI/RFI
-  Information Required / Received

## **Appendix**

-  SSG Report + Actioned Report
-  Dropline Programme
-  Progress Photographs
-  RFI Schedule



## **1.0 Health and Safety**

- ◆ There have been no new near misses
- ◆ Construction H&S plan is being regularly reviewed as works progress/updated weekly
- ◆ Method Statements & Risk Assessments are being reviewed on regular basis prior to sub-contractors starting on site
- ◆ SSG visit 10<sup>th</sup> of February 2020

## **2.0 Staff**

The Following Devon Contractors Staff are working on the Project:

Toby Shaddick	Site Manager	Site based Manager
Matt Pike	Quantity Surveyor	Visiting Site as required
Stuart O'Higgins	Contracts Manager	Visiting Site twice weekly

## **3.0 Programme Report**

### **3.1 Contract Overview**

Report Date	Wednesday 13th of May 2020
Start Date	Monday 21 <sup>st</sup> October 2019
Contract Completion Date	Monday 20 <sup>th</sup> July 2020
Contract Duration	39weeks
Delay to programme	Approx 2 weeks for Steel Frame, weather delay to be confirmed, COVID-19 delay of 6 weeks
Target Completion Target	1 <sup>st</sup> of September 2020
DC Programme Rev	COVID-19 Revision

### **3.2 Weather**

- ◆ We have lost a total of 1 day due to weather since returning from our site shut down

### **3.3 Works Since last Meeting**

See site photos;

- ◆ Superstructure masonry completed
- ◆ Metal deck installed, VCL, Insulated and slating now nearing completion
- ◆ Insulation and Sarna has begun to the flat roof
- ◆ M&E Containment
- ◆ Floor has received the Radon DPM & insulation, UFH starting today
- ◆ Window and doors installed – awaiting glazing
- ◆ Builders works for M&E trades complete
- ◆ Above ground waste has begun
- ◆ Acoustic wall to hall timberwork completed



### **3.4 Work being undertaken before next meeting**

- ◇ External render
- ◇ Main roof completed
- ◇ Sarna Flat roof completed
- ◇ Hung slate complete
- ◇ Metalwork underway
- ◇ Underfloor heating and Screeding completed
- ◇ Stonework completed
- ◇ Drylining and plastering underway
- ◇ 1<sup>st</sup> fix M&E underway
- ◇ 1<sup>st</sup> fix carpentry completed.

### **3.5 Progress**

- ◇ See drop line programme

### **4.0 Quality & Handover**

- ◇ WAC tests carried out
- ◇ Inspection & Test Plans are in place for the works being undertaken

### **5.0 Building Control**

- ◇ No new visit from building control – lots of pictures taken due to COVID-19

### **6.0 Environmental Issues**

- ◇ Spill kits deployed on site
- ◇ Waste removal from site is via Coastal Recycling
- ◇ Spoil removal is via BT Jenkins
- ◇ No Environmental incidents to report

### **7.0 Statutory Authorities**

- ◇ DC awaiting further information

### **8.0 Neighbour Interface**

- ◇ No new issues

### **9.0 Client Liaison**

- ◇ Ongoing



## **10.0 Commercial**

### **10.1 Contract Documentation**

Letter of intent issued 16<sup>th</sup> October for the full contract value.  
Contract now executed.

### **10.2 Sub-Contractors Procurement**

Procurement to Date;

<b>Trade</b>	<b>Sub-Contractor</b>
Groundworks	Devon Contractors
Site Accommodation	Pickering Plant
Soil Testing	ACS Testing
Brickwork	Lovelock & Mitchell
Mechanical	Mitie
Electrical	Mitie
Steelwork	Steel Fabrications
Beam & Block Flooring	CBS
Attenuation Tank	SDS
Sub structure	Devon Contractors Small sub-contractor
Roofing	Western Counties Roofing
Windows & Doors	Nordic
Scaffolding	Rapid scaffolding
Carpentry	Bob Barry Carpentry
Stone Mason	Riviera Stone
Screed	SMG
Removable Wall	Becker
Drylining and Plastering	Vision

Next Packages to be Procured;

Decorations	External Works
Landscaping	



### **10.3 Summary Valuation Sheet**

Valuation Date.	DC	Employer	DC	Date	
	Gross. Application	Gross Cum. Certified	Gross Cum. Received	(Red when Overdue)	
	£	-	-	Employer Payment Due	DC Payment Rec'd
18/11/2019	£56,120.35	£56,120.35	£56,120.35	2/12/2019	Yes
18/12/2019	£158,708.63	£158,708.63	£158,708.63	01/01/2020	Yes
18/01/2020	£228,583.46	£228,583.46	£228,583.46	03/02/2020	Yes
18/02/2020	£319,267.34	£319,267.34	£319,267.34	03/3/2020	Yes
18/03/2020	£404,422.52	£404,422.52	£404,422.52	01/04/2020	Yes
18/04/2020	£509,996.77	£503,218.07	£503,218.07	01/05/2020	Yes
18/05/2020	£606,845.42				

### **10.4 Projected Final account**

Main works	£981,343.70
Reduce foundations and replace with blockwork	£ 0.00
Change to roof joist size and layout	TBC
Work to KB2 Specification	£ 0.00
Change to attenuation design	£ 0.00
Transport of stone to BTCC site	£ 0.00
Drainage; connection to main line	£ 1,443.78
Boxing to roller shutter	£ 325.08
In ground Obstructions	£ 2,034.45



BT Openreach	£ 1,862.40
Current Projected Final Account	£987,009.41
Minor Works Workshop	£31,004.06
WAC Testing	£ 2,030.04
Asbestos disposal	£ 162.00
Drainage; Aco to personal door	£ 630.12
Electrical Prov sum uplift	£ 450.00
Projected Final Account	£34,276.22

## **10.5 Progress with Payments / Valuations**

### Main Works

Valuation 1 agreed  
 Valuation 2 agreed  
 Valuation 3 agreed  
 Valuation 4 agreed  
 Valuation 5 agreed  
 Valuation 6 agreed  
 Valuation 7 submitted 13/05/2020

### Workshop

Valuation 1 agreed  
 Valuation 2 agreed  
 Valuation 3 agreed  
 Valuation 4 agreed, including half retention release

## **10.6 Instructions Received**

Ref.	Main Contract
CAI 1.01	KB2 Specification
CAI 1.02	Change in foundations
CAI 1.03	Flat roof timber changes
CAI 1.04	Instructed attenuation drainage change
CAI 1.05	Transportation of stone
CAI	



CAI	
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Ref.	Minor Work Workshop
CAI 1.01	WAC testing
CAI 1.02	Disposal of asbestos
CAI 1.03	Confirmation of drainage
CAI 1.04	Omit Electrical Prov sum
CAI 1.05	Add in Mitie electrical works
CAI	
CAI	


Please see below for contract CVIs

### **11.0 Drawings For Approval etc.**

Please see the following reports;

-  No items awaiting approval





### **11.3 Samples**

-  Slate has now been agreed

### **11.3 RFI's**

-  See RFI Tracker

### **11.4 CVI's**

-  CVI1 – instruction on concrete day joints
-  CVI2 – Wall plate addition to workshop roof
-  CVI3 – Instruction to move walling stone
-  CVI4 – change of height to the brick plinth







## Appendix | Progress Photographs





# Appendix | RFI Schedule Attached



# Appendix | SSG Report + Actioned Report



## Site Inspection Report

Head Office: Valley House  
Valley Road  
Plympton  
Plymouth, PL7 1RF  
Tel: 01752 201616

Company: Devon Contractors	
Site: Bovey Tracey Community Centre	
Site Contact: Toby Shaddick	Inspected by: Andrew Naish
Site Contact Email: Toby.shaddick@devoncontractors.co.uk	Date: 6 May 2020

Items Assessed (Mandatory Considerations)							
<b>1. Construction Phase Health &amp; Safety Plan:</b> <ul style="list-style-type: none"> <li>Present</li> <li>Relevant</li> <li>Updated</li> <li>Proactive</li> <li>Management culture</li> <li>Supervisory resources adequate</li> </ul>	Y	<b>2. Risk Assessments, Method Statements:</b> <ul style="list-style-type: none"> <li>All site activities covered</li> <li>Documents signed</li> <li>Appropriate level of detail</li> </ul>	Y	<b>3. Communication:</b> <ul style="list-style-type: none"> <li>Inductions</li> <li>Toolbox Talks</li> <li>Competence records</li> <li>CSCS, CPCs</li> <li>RAMS / Safety Briefings</li> <li>Safety information displayed</li> </ul>	Y	<b>4. Health Issues:</b> <ul style="list-style-type: none"> <li>Noise</li> <li>Vibration HAV / WBV</li> <li>Asbestos</li> <li>Hazardous substances</li> <li>Respiratory protection</li> <li>Wellbeing</li> <li>Skin protection</li> </ul>	Y
<b>5. Emergency Procedures:</b> <ul style="list-style-type: none"> <li>Fire detection / control</li> <li>First Aid</li> <li>Spill Control</li> <li>Statutory Services</li> <li>Accidents on site</li> </ul>	Y	<b>6. Traffic and Pedestrian Management:</b> <ul style="list-style-type: none"> <li>In evidence on site</li> <li>Plan displayed</li> <li>Pedestrian segregation</li> <li>Slips and trips</li> </ul>	Y	<b>7. Plant / Work Equipment:</b> <ul style="list-style-type: none"> <li>Inspections documented</li> <li>Beacons / proximity sensors, ROPS, FOPS, Tyres, Keys removed</li> <li>Occupational health checks submitted</li> </ul>	Y	<b>8. Work at Height:</b> <ul style="list-style-type: none"> <li>Scaffolds</li> <li>Access Equipment, Platforms</li> <li>Potential Falls – personal or materials</li> <li>Inspections</li> </ul>	Y

Items Assessed (if Applicable)							
9. Protection of the Public and Others	Y	10. Electricity	Y	11. Lifting Operations	Y	12. Personal Protective Equipment	Y
13. Site Security	Y	14. Environmental	Y	15. Manual Handling	Y	16. General Site Safety Issues	Y
17. Statutory / Site Safety Inspections Completed	Y	18. Demolition / Dismantling	N/A	19. Excavations – Support / Inspections / Edge protection	Y	20. Temporary Works	Y
21. Confined Spaces	N/A	22. Housekeeping, Storage of Materials, Equipment and Fuels	Y	23. Welfare Facilities / Site Accommodation	Y	24. Access and Egress to and from Site and Working Areas	Y

Risk / Action Required		
H	High Risk	Serious and/or Imminent Danger, Potential Prohibition Notice / Prosecution <b>Immediate Action Required</b>
M	Medium Risk	Breach of Legislation, Potential Improvement Notice <b>Action Required</b>
L	Low Risk	Potential Minor Injury, Poor Practice, Minor Breach of Legislation <b>Action Required</b>
GP	Good practice / Compliant with Legislation	<b>No Action Required</b>
N	No Issues Identified	<b>No Action Required</b>

Recommendations from Previous Report Not Addressed	Risk Level
Advisor's Signature: <i>A Naish</i>	Site Inspection Completion Time 12:30

**Site Inspection Report**Head Office:  
Valley House  
Valley Road  
Plympton  
Plymouth, PL7 1RF

Tel: 01752 201618

Site: Bovey Tracey Community Centre		Date: 6 May 2020		
Item No.	Recommendations / Future Considerations	Risk / Action Level	Actioned	
			Date	By
16	<p><b>COVID – 19:</b> The Site Manager has put measures in place which fit the present works and numbers on site. The toilets have a 1 in 1 out system and are regularly cleaned. When numbers increase on site it would be prudent to employ a full time cleaner for the welfare area rather than the duties being shared between the site manager and labourer.</p> <p>The canteen has staggered use times; the majority of personnel are using their own vans for breaks.</p> <p>Signing in and out has been suspended with the site manager keeping his own records of personnel attending site.</p> <p>Signs have been erected around the site to remind the workforce of the health measures that need to be implemented and antibacterial gel bottles have been placed at various locations.</p> <p>Social distancing is being enforced in the work areas; the site manager is already planning for higher numbers on site and how the 2m rule will be imposed. A one-way system using different doors is his preferred method at the moment which should work well.</p>	G/P Future Consideration		
2	A Covid 19 risk assessment is on site and is being followed. As more information on the pandemic or health measures is released by the government this document may require updating	Future Consideration		
3	Health and Safety information (especially concerning COVID-19) is displayed across the site.	N		
3	A Wireless fire alarm has been installed. It is recommended that the fire alarm is tested as soon as possible as it has been switched off during site shutdown. Some of the units observed did not show any blinking lights. A number of in date fire extinguishers are positioned around the office area. As the build progresses the fire plan will need to be updated to ensure that it remains current with on-site conditions.	M		
6	The telehandler has to manoeuvre around the carpark to perform its duties. Great care is taken due to the number of pedestrians passing by the site. A banksman is employed when required	G/P		
7	All machinery seen on site appears well maintained. Inspections are completed and recorded. Consider keeping the telehandler inspection sheet in the cab to reduce the need to enter the site office.	Future Consideration		
8	The scaffold appears sound with good working platforms provided and the current height of the top lift suits the ongoing roof works. Inspections have been completed and recorded as required. A mobile tower was in use inside the building. This is the first one that I have seen constructed correctly on any site in a long time. It had been inspected and tagged. Well Done to all concerned	G/P		



# Site Inspection Report

Head Office:  
Valley House  
Valley Road  
Plympton  
Plymouth, PL7 1RF

Tel: 01752 201818

Site: Bovey Tracey Community Centre		Date: 6 May 2020		
Item No.	Recommendations / Future Considerations	Risk / Action Level	Actioned	
			Date	By
9/13	Herras fence secures the front of the site to ensure that members of the public cannot enter the site.	N		
12	All personnel seen working on the site were making good use of PPE during the inspection. The site manager holds additional PPE in the office if required.	N		
19	No excavations were open during the inspection	N		
22	High standards of housekeeping across the site. On-site storage is limited. The use of the canteen as a storage area is far from ideal	L		
23	All required welfare facilities are supplied to site. The toilets are regularly cleaned. A 1 in 1 out system is in use.	G/P		