

During the Contract Administration Phase of your project we will:

- Chair construction management meetings
- Supervise the site and inspect all work being carried out
- Co-ordinate contractors on site
- Control Site Instructions
- Ensure quality control in conjunction with the architect
- Monitor and co-ordinate off-site fabrications and manufacturing
- Assist in preparation of monthly payment certificates
- Prepare monthly project and cost report
- Liaise with tenant project managers on tenant installations
- Prepare completion and snag list

As part of our monthly project reports, we'll prepare quality and progress updates which may include the following:

- Ceiling and Partitioning
- Fire Protection
- Floor Covering
- Concrete
- Structured Steel
- Roof Covering
- Plastering
- Waterproofing
- Tiling
- Excavations
- Plumbing
- Piling
- Painting
- Demolitions etc.

