

During the documentation phase of your project, we will:

- Prepare a detailed project programme and keep up client liaison by reporting on all project activities
- Assist in final budget preparation and project planning.
- Co-ordinate the work of any consultants in preparation of their documentation.
- Assist professionals to ensure local authority approvals are obtained before construction starts on site.
- Ensure that all procurement for materials is placed timeously.
- Oversee all contract documentation and assist in the preparation thereof.
- Contract documentation may include:

Tenant Installation Agreements

Service Level Agreements

Development Contracts

Management Contracts

Professional Appointments i.e. Structural Engineer, Quantity Surveyor, Mechanical Engineer, Civil Engineer, Electrical Engineer, Fire Consultants, Safety Officers etc.

Due to our vast knowledge of every aspect of your project, we will assist in settling the final accounts and will deal with all claims, extras and contra-charges as well as the release of sureties and retentions.

