

- Architects responsibility where no Project Manager employed
 Development Manager Responsibility where no Project Manager employed

**ARCHITECTURE DEPARTMENT: PROJECT WORKSTAGES, TASKS AND ACTIVITIES ALLOCATION
WORKSTAGE 5 (SUMMARY TASK)**

TASK NO.	TASK	DEVELOPMENT MANAGER ACTIVITIES	PROJECT MANAGER ACTIVITIES	DEVELOPMENT COST MANAGER ACTIVITIES	ARCHITECT ACTIVITIES
5.1	PREPARATION FOR SITE HANDOVER	5.1.1 Check with Development Cost Manager that following are in place:- Insurances (approved by City Treasurer) * Surety Bond or Construction Guarantee lodged with City Administration.	5.1.1 Assist Development Manager and ensure delivery of priced Bill to Quantity Surveyor. <input type="checkbox"/>	5.1.1 Ensure that following are in place:- Insurances (approved by City Treasurer) * Surety Bond or Construction Guarantee lodged with City Administration.	5.1.1
		5.1.2 Check Quantity Surveyor contract signing obligations completed.	5.1.2	5.1.2 Arrange for signing of contract	5.1.2
		5.1.3 Attend Site Handover meeting (motivate Team) Advise Project Manager and Team of Standard Handover procedure.	5.1.3 Arrange / conduct site handover <input type="checkbox"/> * Arrange date and time; * Notify professional team; * Notify Clerk of Works; * Conduct Handover meeting; * Land Surveyor to point out pegs and datum; * Contractor to complete Pro-Forma re: responsible person on site and OHS/A Compliance; * Agree on procedures / inform team and contractor.	5.1.3 Standard guarantee forms to be signed by Contractor Attend site handover meeting	5.1.3 Attend site handover meeting * Issue all Consultant drawings; * Set for Project Manager.
		5.1.4	5.1.4	5.1.4	5.1.4
		5.1.5	5.1.5	5.1.5	5.1.5
		5.1.6 Manage) Motivate) Monitor) Project Manager=s Performance Ensure) Contractors Progress	5.1.6 Manage) Motivate) Monitor) Team=s Performance Ensure) Contractors Progress	5.1.6 Manage) Motivate) Monitor) Q.S. Consultant=s Performance Ensure)	5.1.6 Manage) Motivate) Monitor) Consultant=s Performance Ensure) Contractors Progress
		5.1.7 Manage TRAM.	5.1.7 Input into TRAM.	5.1.7 Oversee TRAM input/data capture	5.1.7 Input into TRAM
		5.1.8 Advise Manager Architecture on progress.	5.1.8 Advise development Manager on Progress. <input type="checkbox"/>	5.1.8 Advise Manager: Quantity Surveying on progress.	5.1.8
5.2	CONTRACT ADMINISTRATION	5.2.1 Conduct intermittent site visits.	5.2.1 Conduct intermittent weekly inspections.	5.2.1 Conduct intermittent site visits.	5.2.1 Conduct site inspections.
		5.2.2 Attend progress meetings, when necessary * Keep Manager Architecture informed on progress/ delays etc; * Report Back to Client on Project Progress and Finances with Development Cost Manager.	5.2.2 Set-up and conduct Progress meetings <input type="checkbox"/> * Prepare and distribute site meeting minutes; * Manage Client interference; * Check variation logic / affordability; * Ensure action on minuted items.	5.2.2 Attend Progress meetings, when necessary * Ensure all copies of all necessary letters / documents in financial file and capital expenditure reports. * Keep Manager: Quantity Surveying informed on progress / delays etc. Report back to Client on Project Finances with Development Manager.	5.2.2 Attend progress meetings * Adjudicate contractor claims; * Issue site instructions and variations as necessary; * Report back to Project Manager at regular intervals on Project Finances; * Provide Project Manager with all information on Site Instructions, variations / claims.
		5.2.3	5.2.3 Scrutinise Practical completion lists from Architect .	5.2.3	5.2.3 Inspect the works and issue practical completion lists to Project Manager / Contractor
		5.2.4	5.2.4 Assist Architect in practical completion inspection. <input type="checkbox"/>	5.2.4	5.2.4 Conduct practical completion inspection and prepare final completion list.
		5.2.5 Arrange formal handover meeting to client.	5.2.5 Attend formal handover meeting to client.	5.2.5	5.2.5 Attend formal handover to client (Keys etc) and issue of practical completion certificate.
		5.2.6 Confirm clients insurance cover with Development Cost Manager	5.2.6	5.2.6 Make sure building is insured by City Treasurer.	5.2.6
		5.2.7 Manage) Motivate) Monitor) Project Manager=s Performance Ensure)	5.2.7 Manage) Motivate) Monitor) Team=s Performance Ensure)	5.2.7 Manage) Motivate) Monitor) Q.S. Consultant=s Performance Ensure)	5.2.7 Manage) Motivate) Monitor) Consultant=s Performance Ensure)
		5.2.8 Manage TRAM.	5.2.8 Input into TRAM.	5.2.8 Oversee TRAM input /Data Capture	5.2.8 Input TRAM.

TASK NO.	TASK	DEVELOPMENT MANAGER ACTIVITIES	PROJECT MANAGER ACTIVITIES	DEVELOPMENT COST MANAGER ACTIVITIES	ARCHITECT ACTIVITIES
5.3	PATENT DEFECTS LIABILITY PERIOD AND FINAL ACCOUNT	5.3.1 * Process maintenance clearance form and attachments; * With Development Cost Manager and Project manager do final cost presentation to client; * Manage latent defects problems.	5.3.1 * Monitor and ensure (20) days defects list attendance; * Monitor patent defects (90 days) list inspections; * Assist Quantity Surveyor in resolving costs disputes - keep Development Manager informed; * With Development Manager and Development Cost Manager attend final presentation to client; * Attend to latent defects problems.	5.3.1 * Financial file to Audit; on return final statement signed by Manager: Architecture, Manager Quantity Surveying as responsible person. * Investment Department contacted to pay balance of interest on retention. * Presentation of final cost to Client	5.3.1 * Practical defects ;list (20 days) inspection; * Inspect at end of patent defects period (90 days) and issue patent defects list to Project manager/Contractor; * Assist Project manager and Quantity Surveyor with cost disputes; * Assist with final cost compilation; * Attend to latent defects problems.
		5.3.2 Manage) Motivate) Monitor) Project Manager=s Performance Ensure)	5.3.2 Manage) Motivate) Monitor) Team Performance Ensure)	5.3.2 Manage) Motivate) Monitor) Q.S. Consultant=s Performance Ensure)	5.3.2 Manage) Motivate) Monitor) Consultant=s Performance Ensure)
		5.3.3 Manage TRAM.	5.3.3 Input into TRAM.	5.3.3 Oversee TRAM input / Data Capture	5.3.3 Input into TRAM.
		5.3.4 Do consultants appraisals	5.3.4	5.3.4 Do Quantity Surveyors consultant appraisal.	5.3.4
5.4	PROJECT DATABASE ESTABLISHMENT	5.4.1 Compile final Project Data Base : i.e. Specification ; Faults ; cost/m ² ; design/drawings (reduced) Room Planning Sheet / Furnishings; Photos.	5.4.1 Assist Development Manager with project Database.	5.4.1 Assist development Manager with project Database	5.4.1 Assist Development Manager with Project database.
		5.4.2 Arrange Project debriefing meeting. Record Inputs and use on future projects.	5.4.2 Attend project debriefing meeting.	5.4.2 Attend project debriefing meeting	5.4.2 Attend Project debriefing meeting .

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WORKSTAGE 5 (SUMMARY TASK)**

TASK NO.	TASK	QUANTITY SURVEYOR ACTIVITIES	STRUCTURAL ENGINEERS ACTIVITIES	ELECTRICAL ENGINEERS ACTIVITIES	MECHANICAL ENGINEERS ACTIVITIES
5.1	PREPARATION FOR SITE HANDOVER	5.1.1 Request priced Bills of Quantities from contractor, check and correct if necessary. Submit Original Priced Bill to Development Cost Manager.	5.1.1	5.1.1	5.1.1
		5.1.2	5.1.2	5.1.2	5.1.2
		5.1.3 Attend site hand over meeting * Discuss and agree procedures	5.1.3 * Attend Site Handover meeting; * Issue appropriate drawings; * Discuss and agree inspection procedures with contractor and Clerk of Works.	5.1.3 Attend site handover meeting	5.1.3 Attend site handover meeting
		5.1.4 Copies of priced Bills of Quantities made, side bound copies made and distributed.	5.1.4	5.1.4	5.1.4
		5.1.5	5.1.5	5.1.5 Submit the necessary application to Durban Electricity for the installation of a temporary builders supply.	5.1.5
		5.1.6	5.1.6	5.1.6	5.1.6
		5.1.7 Input into TRAM	5.1.7 Input into TRAM	5.1.7 Input into TRAM	5.1.7 Input into TRAM
		5.1.8	5.1.8	5.1.8	5.1.8
5.2	CONTRACT ADMINISTRATION	5.2.1 Conduct adequate inspections	5.2.1 Conduct adequate inspections.	5.2.1 Conduct adequate inspections.	5.2.1 Conduct adequate inspections.
		5.2.2 Attend site meetings	5.2.2 Attend Site Meetings.	5.2.2 Attend fortnightly progress/site meetings	5.2.2 Attend Site Meetings.
		* Prepare monthly valuation for payments; * Prepare monthly financial estimate; * Process variation orders; * Liaise with Project Architect & Project Manager regarding cost control, contractor's claims, etc.	* Conduct inspections. * Administer site instructions and variations - liaise with Architect and quantity surveyor.	* Conduct inspections. * Periodic valuation of work completed for the purpose of issuing certificates of payment to electrical sub-contractors; * Issuing of variation orders or information to enable variation orders to be issued. Measure or assessment of variations and negotiations with electrical sub-contractors on the value thereof; * Inspection and testing of such materials/plant as are usually inspected prior to installation on site (e.g. standby generators, LV metering panels etc.)	* Conduct inspections. * Periodic valuation of work completed for the purpose of issuing certificates of payment to mechanical sub-contractors. * Issuing of variation orders or information to enable variation orders to be issued. Measure or assessment of variations and negotiations with mechanical sub-contractors on the value thereof. * Inspection and testing of such materials/plant as are usually inspected prior to installation on site (e.g. air conditioning plant, lift installation etc)
		5.2.3 Assist Architect in practical completion list compilation	5.2.3 Assist Architect in practical completion list compilation.	5.2.3 Assist Architect in practical completion list compilation.	5.2.3 Assist Architect in practical completion list compilation
		5.2.4 Assist Architect where necessary.	5.2.4 Conduct practical Completion inspection and prepare final Completion List for Architect.	5.2.4 Conduct practical Completion inspection and prepare final Completion List for Architect.	5.2.4 Conduct practical Completion inspection and prepare final Completion List for Architect
		5.2.5 Attend formal handover meeting to client.	5.2.5 Attend formal handover meeting to Client.	5.2.5 Attend formal handover meeting to Client.	5.2.5 Attend formal handover meeting to Client.
		5.2.6	5.2.6	5.2.6	5.2.6
		5.2.7	5.2.7 Structural certificate	5.2.7	5.2.7
5.2.8 Input into TRAM	5.2.8 Input into TRAM	5.2.8 Input into TRAM	5.2.8 Input into TRAM		

TASK NO.	TASK	QUANTITY SURVEYOR ACTIVITIES	STRUCTURAL ENGINEERS ACTIVITIES	ELECTRICAL ENGINEERS ACTIVITIES	MECHANICAL ENGINEERS ACTIVITIES
5.3	PATENT DEFECTS LIABILITY PERIOD AND FINAL ACCOUNT	5.3.1 * Issue of completion payment certificate and adjustment of retention. * Preparation of Final Account * Agree Final Account with contractor. Contractor and Quantity Surveyor sign the final statement	5.3.1 * Practical defects list (20) days inspection * End of patent defects period (90) days inspection * Assist Project Manager / Architect and Quantity Surveyor with dispute resolution and assessment of final claims	5.3.1 * Practical defects list (20 days) inspection * End of patent defects period (90) days inspection. * Submit to Quantity Surveyor final account for electrical engineering works, including breakdown of all additions/omissions. * Final inspection of the electrical works after the guarantee period to ensure compliance with electrical specifications	5.3.1 * Practical defects list (20 days) inspection * End of patent defects period (90 days) inspection. * Submit to Quantity Surveyor final account for mechanical engineering works, including breakdown of all additions/omissions. * Final inspection of the mechanical works after the guarantee period to ensure compliance with electrical specifications
		5.3.2	5.3.2	5.3.2	5.3.2
		5.3.3 Input into TRAM	5.3.3 Input into TRAM	5.3.3 Input into TRAM	5.3.3 Input into TRAM
		5.3.4.	5.3.4	5.3.4	5.3.4
5.4	PROJECT DATABASE ESTABLISHMENT	5.4.1	5.4.1 Project Database	5.4.1 Project Data Base	5.4.1 Project Database
		5.4.2 Attend project debriefing	5.4.2 Attend project debriefing	5.4.2 Attend project debriefing	5.4.2 Attend project debriefing