

BLUE PRINT OF PROCEDURES

DESIGN DEVELOPMENT

1. CONCEPT DESIGN

1.a. Site record

1. The site shall be visited and measured before starting the design; a photographic record shall be taken for future reference. All structural members like columns, beams and heights shall be noted and recorded accurately.
2. For refurbishment sites, exact, as built record is needed with existing MEP record.
3. For new sites proposed MEP schematics have to be acquired from relevant people.
4. The drafting of the layouts shall be in proper different layers; the structural layers shall be locked so that they are not accidentally tampered with while drafting.

1.b. Client brief

1. You shall list in writing the detailed brief from the client for all requirements on space planning, special technical/MEP requirement and aesthetical aspirations, references from the clients if any shall be recorded properly.
2. Development of design scheme
3. Depending on the time available for presentation, space planning, elevations, 3d views, sample boards shall be made ready. The rendering has to be coloured and aesthetically appealing making the design concepts clearly understandable to the client. The designers should strive to use latest software's and techniques of rendering.

1.c. Client Approvals

1. The approval to the design scheme by the client with any comments/revisions shall be recorded by correspondence.

2. Commercial proposal to the client

1. A detailed proposal stating various aspects of our scope of work, fees, timelines, client responsibilities shall be submitted either at the start of the design development or after confirmation of concept design.

3. Detail design

1. A working drawing set has to be finished in the stipulated time, which shall be used for Authority approvals as well as execution of the project. This tender set shall have the following
 2. Working/shop drawing set with all MEP shop drawings/schedules.
 3. Final approved sample board
 4. Specification sheets of all materials proposed
 5. Bills of Quantities
 6. Final 3d views.
 7. Authority Approvals
 8. We shall use the concept design set for concept design approval with relevant authorities like Malls, free zones etc.
 9. We shall use the working drawings set for Authority Approvals like Dubai Municipality, JAFZA, DIFC, DMC, DEWA, and DCD etc. for getting approvals.

4. Project execution and Management

1. Checklist of documents which the Project Manager ensure before starting a project
2. The working drawing set
3. Final approved sample board
4. Spec sheets of materials
5. BOQ
6. 3d Views.
7. 5.Commercial proposal

5. Project Schedule

1. The PM shall prepare a Master bar chart with all detailed activities with linked tasks, which shall be presented to the clients/regulating authorities. This shall be strictly adhered to and made binding on all sub contractors for performance.
2. The schedule of procurement of materials and loose furniture shall be made separately and devised into the Master bar chart with practical delivery schedule.
3. These shall be tracked at regular intervals and updated.

6. Costing and disbursement

1. PM to have all sub-contractors final quotations, LPOs and shall make a Master cost sheet for the project with the help of the accountant.
2. A cash flow has to be worked out by the accounts as per the LPO terms and client receivable terms, so that cash flow is designed smoothly and practically.
3. Any variations initiated by the clients shall be approved in writing before carrying out the work. The accounts shall be updated with all such documentation. Sub-contractor variations have to be approved in writing and copies given to accounts.

7. Documentation for sub-contractor appointment & payments

1. The LPO s shall be detailed with appendices for safety rules and all conditions of contract, to be given by the accounts.
2. Copies of LPOs shall be given to the PM by accounts. The draft shall be made by the PM.
3. The invoices by the sub-contractors/suppliers shall be checked by the PM, counter signed by the Department Head and forwarded to the accounts with a Purchase request slip.
4. Accounts and PM to make sure that, payments are effected within the time period stated as per our agreed LPO. Accounts to make sure cash flow is well regulated for projects.

5. Payment record of sub-contractors/suppliers as per different project shall be maintained chronologically by accounts. A summary shall be given by the accounts to the PM for reference.
6. Accounts to handle telephonic calls by contractors/suppliers for payment. He shall be cordial and matter factly with all and shall understand to handle a delicate process of payment and commercial transaction.

7. Project administration

1. PM shall distribute/display a site directory with contact nos of all sub-contractors, client representatives and our principals.
2. PM shall make an organization chart for parties responsible.
3. PM shall make a site report weekly, which shall contain work progress, worker attendance, variations, client instructions etc.
4. PM shall organize a weekly meeting with client and contractors separately with the design architect for the project and shall record MOM maximum by the next day. The MOM shall be circulated to all concerned by fax/e-mail.
5. The site instructions shall be in writing in a triplicate book to the sub-contractors, copy of which shall be given to them and copy maintained in the project file.
6. A stock book shall be maintained for material disbursement on site, which shall be signed by the PM and the sub-contractors. The wastage of materials shall be governed by the PM.
7. The safety rules shall be strictly monitored by the PM and all the labour record kept. The checklist for safety rules shall be filled in by the PM every week in the contractor weekly meeting.
8. Pm shall ensure all declarations and certifications required from different agencies as per our safety rules and conditions of contract.
9. PM along with accounts shall affect the Contractors All Risk insurance policy before the start of the work.
10. PM to record any variations initiated by the clients or the sub-contractors and take approval from department

heads/clients along with the accounts in due time before carrying out this work.

11. PM shall record all material sample/mock-up approvals by the clients in the MOM.
12. PM shall record all co-ordination with client –sponsored agencies, as it is a potential friction point.
13. PM to produce a project status report every 15 days stating progress of work, procurement, billing, worker attendance etc.

8. Project Closure

1. PM shall ensure co-ordination of As-Built drawings/manuals from design team and MEP contractors at the end of the project.
2. PM shall along with the design architect shall record snag-list/defects to be rectified by the sub-contractors. This shall be sent to the concerned people in writing with a deadline to rectify defects.
3. PM shall take final bills from all sub-contractors /suppliers and shall record final billing for the project to the clients with all variations within a week from handover.
4. PM along with the department head shall certify all sub-contractor/supplier payments with variations. Retention amounts shall be effected for the defects liability period as per LPO.
5. The accounts shall make a final cost-sheet update with all variations and payment status and final profit calculation.

9. Quality Assurance

1. All materials and components shall be ensured to be as per specifications and checked before use for production by the sub-contractors. PM to ensure all materials are stored properly.
2. Hardware, machinery/tools and workshop of the sub-contractors shall be verified by the PM.
3. The workmanship during production shall be periodically checked by the PM for quality as well as correctness of

design and detailing specified in the drawings. PM shall notify the sub-contractors/suppliers for any possible defects arising out of wrong workmanship.

4. PM shall ensure that the final production happens as per shown samples and mock-ups by sub-contractors/suppliers.
5. PM shall reject sub-standard quality work/material and shall record such communication with a deadline for rectification and penal action.
6. PM shall ensure protection of works on site like flooring, glass, and finished wood-works from on-going construction.
7. PM shall ensure all safety rules on site so that any damage to finished products does not happen; strict penal action shall be taken on erring parties.

10. Cost Control

1. PM shall strive to achieve a cost control as per planned budget. PM shall have the acumen to stop cost over-runs and variations from sub-contractors/suppliers.
2. Material wastages/power/water consumption shall be curtailed and worker efficiency shall be increased with maximum communication and rapport.
3. Transport shall be devised with maximum efficiency so cut down costs.

11. Time Management

1. PM and Design staff shall strive towards efficient time management with proper daily planning of work with milestones and deadlines. We prefer to work SMART than HARD.
2. PM staff to plan their movement as per direction & areas for efficient time management and lower fuel costs.
3. Design staff shall keep a log of daily work done on different projects.
4. Projects shall be reviewed at regular intervals and brainstorming encouraged for timely realization by all.

12. Correspondence and records

1. All communication with clients/contractors/suppliers shall be in formal writing with proper dates, stating project and subject etc.
2. In case of soft-communication by e-mails, weekly printing and filing of hard copies shall be done by all.
3. A separate fax file shall be kept centrally for all incoming and outgoing faxes, which shall be stamped for the date and time.
4. All drawings/samples, views etc submittal shall have a record by a transmittal in 2 copies in different colour, one with the client and one in our project file.
5. All shall get bills/vouchers for expenses done on behalf of the company to be disbursed.

13. General

1. All shall maintain cleanliness in the office, tables, pantry, toilets, and cupboards to be kept clean at all times.
2. The use of samples/library books/hardware shall be with care by all.
3. We shall all use the internet and telephone within efficient limits and avoid high costs.