

Clerk of Works Service Description  
Quality Inspections Limited.



1.0		
1.1	Monitor the standards of construction, workmanship and materials to comply with current building regulations, building warrantor and British Standards and with the contracted build specification and design. Check that what is being constructed meets the design.	✓
1.2	Lead on monitoring and promoting good quality construction on site. Highlight poor quality and health and safety practices to the Employers Agent, Project Manager and other nominated Employer's representatives	✓
1.3	Advise the EA and Employer on risks of the construction whilst the works are on site. Including the identification, assessment of likelihood, impact and mitigation measures for such risks. This will involve highlighting quality and H&S risks, and site activity issues to the Employers Agent	✓
1.4	Visit site as frequently as required by the Employer.	✓
1.5	Provide timely, accurate, consistent and concise reporting in accordance with the Employer's site inspection reporting templates.	✓
1.6	Attend meetings as required by the Employer	✓
1.7	Carry all necessary tools and equipment to enable to fulfil the clerk of works duties, this will include, but not be limited to the following:- a. Cscs card b. Spirit level of appropriate size c. Tape measure d. Extractor flow rate meter e. Moisture meter f. Means of accessing loft spaces g. Camera/mobile phone with camera h. Site specific PPE i. Electrical socket tester j. Soil depth probe k. Thermal Imaging Camera l. Borescope m. Endoscope	✓
1.8	The clerk of works: a. Should be able to provide evidence of current training to ensure an up to date understanding of all current and emerging standards, regulations, and practices that may affect our development sites. b. Must be able to provide all membership numbers and copies of any certificates to demonstrate skills and knowledge. c. Shall provide evidence that they are competent to carry out the role of clerk of works, and use reasonable skill and care as is expected of a person deemed competent to undertake the role of clerk of works. d. Should hold membership of ICWCI, CIOB or RICS.	✓
2.0		

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2.1	<p>The clerk of works:</p> <ul style="list-style-type: none"> <li>a. Should comply with the Construction (Design and Management) Regulations 2015 (the "CDM Regulations").</li> <li>b. Must co-operate with whomever the Employer shall appoint at any time to act as Principal Designer (PD ) or Client Advisor (CA) as defined in the CDM Regulations and provide to the PD/CA with such information as they may reasonably require. Work with the PD/CA to ensure that the project team meet their obligations under the CDM Regulations.</li> <li>c. Must highlight to the PD/CA any design changes on site which may have a CDM impact.</li> </ul>	✓
3.0		
3.1	Review the build specification in order to become fully familiar with the Employer's/Developers obligations and construction drawings in respect of works.	✓
3.2	Agree with the Employers Agent, Project Manager and other nominated Employer's representatives a schedule of quality risks which will require specific quality monitoring during the construction phase in order to manage this risk.	✓
3.3	BE AWARE OF ALL DETAILED DRAWINGS AND DESIGN INFORMATION THAT HAVE BEEN SUBMITTED BY THE CONTRACTOR/DEVELOPER AND ENSURE THAT THEY ARE WORKING TO THE LATEST VERSIONS OF THESE DOCUMENTS.	✓
3.4	<p>VISIT THE SITE IN ORDER TO:</p> <ul style="list-style-type: none"> <li>a) MONITOR THE QUALITY OF THE WORKS IN COMPLIANCE WITH THE RELEVANT BUILDING REGULATIONS AND BRITISH STANDARDS.</li> <li>b) Make comprehensive and structured visual inspections, including photographs and provide a detailed site inspection report (template to be agreed with the Employer) following each inspection.</li> <li>c) Assess, as far as reasonable, whether there are any health and safety breaches and bring any shortfalls observed immediately to the attention of the Client/EA</li> <li>d) Confirm, as far as reasonable, that the mechanical and electrical installations are correctly installed and in accordance with the build specification and include observations within the site report.</li> </ul>	✓
3.5	COMPLETE THE EMPLOYERS STANDARD REPORT TEMPLATES AND PLOT RECORD DOCUMENT AND REPORT BACK FINDINGS OF YOUR SITE INSPECTIONS. REPORTS TO BE PRODUCED AND CIRCULATED ON THE SAME DAY AS THE INSPECTION.	✓
3.6	RECORD THE COMPLETION OF ANY ACTIONABLE QUALITY AND HEALTH AND SAFETY ITEMS THROUGH THE EMPLOYERS AGENT. WHERE PREVIOUSLY REPORTED ISSUES ARE NOT BEING RESOLVED BY THE SITE TEAM TO NOTIFY THE QUALITY MANAGER FOR ASSISTANCE.	✓
3.7	HIGHLIGHT ANY CHANGE IN SITE MANAGER AND REPORT TO THE PROJECT TEAM.	✓
3.8	COMMENT ON WHETHER THE CONTRACTOR HAS ANY QUALITY CONTROL PROCEDURES IN PLACE IN ORDER TO MINIMISE DEFECTS IN WORKMANSHIP AND CHECK FOR FULL COMPLIANCE WITH THE EMPLOYER'S REQUIREMENTS AND GENERAL STANDARDS OF GOOD WORKMANSHIP.	✓
3.9	<p>Inspect and report on the following essential items during the build stage:</p> <ul style="list-style-type: none"> <li>a) Moisture readings during the build</li> <li>b) Any mould growth within any property.</li> <li>c) Pre-plaster moisture readings</li> <li>d) Fire stopping, compartmentation fire doors and other fire safety measures (as far as reasonable).</li> </ul>	✓

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3.10	Advise the EA and Employer as to the need to open up any part of the Works for inspection or to carry out any test of materials and goods comprised in the Works.	✓
3.11	Liaise with the local building control officer's (BCO's) and warranty providers, where possible, to share quality concerns	✓
3.12	Inspect and report on the commissioning of M&E systems. (it is noted that the clerk of works is not a qualified installer and is not able to sign-off works, however they are able to carry out simple checks to inspect common installation faults). This will include: a) Plumbing – fill the bath, basin, sink and monitor its settlement, remove bath panel to check overflow pipe has been connected correctly, TAV's installed and debris removed from under bath. b) Ventilation - check the ducting has been installed correctly, without excessive slack or kinks, and connected to the external vent c) Communal – as far as reasonable check services are adequately fire stopped, service cupboards have been correctly boarded, fire doors installed correctly and emergency lighting provided on each landing.	✓
3.13	Complete the plot record document (template to be agreed with the Employer) and issue to the EA and site manager to signify that the property is ready for snagging.	✓
4.0		
4.1	Assist the Client with surveying any issues which may amount to latent defects that should have reasonably been foreseen during the construction period.	✓