

Continuity of Site Operations – Suggestions and Considerations

Note: The below should be seen as temporary/mitigation measures for short term solutions.

1. Progress Meetings

- a) Use of video conferencing, Skype (or similar), if available.
- b) The contractor to issue a written report, supported by photographs and updated programmes, under a series of agenda headings (including labour records for example) – the agenda being prepared one week in advance by the client’s representative.
- c) Contactors reports to circulated at least one day before the scheduled site meeting, for all parties to comment on, on the day of the scheduled meeting.
- d) Client representative is to co-ordinate responses, requesting further information and identifying/recording actions as necessary.

2. Site Inspections

- a) Where Field View (or another digital platform) is already being utilised by the site team and our operatives, this will be of great benefit; to record progress/ quality or “holdpoints”, for sign off.
- b) Use of Facetime, between the site agent and the Clerk of Works/ EA to “walk the site” – followed by a written report (suitability caveated).
- c) Supported by dated and annotated photographs.

3. Agreeing Variations

- a) Formal written notification from the contractor and dialog between all parties in the normal way (via electronic communication).
- b) Photographs and written business case to support the variation request – from the originator of that request.
- c) Evaluation and formal instruction/agreement to financial or contractual implications via email.

4. Valuations

- a) All applications for interim valuations must be dated and authorised by the contractor applicant as a true and accurate record.
- b) Valuation applications to be accompanied by dated and clearly identified (locations) and annexed photographs, together with annotated floor plans/elevations, sufficient to identify and quantify the valuation claimed. The information must be sufficient to allow evaluation by the Quantity Surveyor working remotely and where substantiation cannot be provided, an appropriate judgment is to be made. Valuations will need to be accompanied by a statement as to whether a site visit has been possible and the basis of the valuation.

5. Witnessing commissioning, Snagging and Handovers

- a) All necessary paperwork and certification to be provided – if third party operatives are not available to execute, then formal commissioning will have to be delayed.

- b) Use of Facetime (or equivalent) technology.
- c) Snagging – the contractors will have to demonstrate their own snagging sheets and completion of sign offs including before and after photographic evidence. Again Field View will be ideal. If the client’s representative cannot be present, the parties will need to agree whether the contractors snag is sufficient, or reserve the right to re-visit “Handover” to re-inspect and potentially produce a supplemental list.
- d) Handovers – This will need to be agreed on a scheme by scheme basis, potentially dictated by a number of internal and external factors.

6. Defects inspections

- a) These will be clearly categorised by urgency – usually within the contractual conditions and prioritised accordingly. Inspections will be carried out, on the basis that the appropriate individuals are available (taking any recommended precautions in place at the time). Photographs and Facetime technology may be of assistance, but it is unlikely to replace the benefit of a physical visit. It may be a case of checking on availability of technical representatives within the design team i.e. between contractor/ consultant/ client.
- b) End of Defects Inspections – Again these may prove challenging and there may be a reluctance, either from the inspectors to visit numerous occupied homes (taking recommended precautions), or indeed for access to be denied by the occupier – which obviously needs to be respected
It may be prudent, with the mutual agreement of both client and contractor to extend the defects period and delay the inspections.

Note: Baily Garner will be seeking instructions from our clients regarding any inspections relating to occupied dwellings. Our operatives will observe all precautionary measures recommended by the Government at the time of inspection and ask the occupant if they are self-isolating, or show any symptoms of being unwell. If they are, or do, we will not enter. A real concern is the risk of cross-contamination, as our staff move between occupied properties, which our clients will need to take into account.