

# Site manager

Construction sites :

Beach Villa

KDO

OASIS

Project information

Site Organization

Documents

Material

Management

- ❑ **Scope of work** (rooms, colors and finishing)
  - ❖ Finishing repartition
  - ❖ Layout of finishing
  - ❖ Table of samples

- ❑ **Samples :**
  - ❑ Tablets sample storage
  - ❑ Progress of samples on site
  - ❑ Matching samples / mockup
    - ❖ Tables of samples
    - ❖ Samples tablets

- ❑ **Extra works :**
  - ❑ Update all works outside our scope of work, all double works and damaged
  - ❑ Take pictures

- ❑ **Update the progress of work**
  - ❖ White board
  - ❖ Daily meeting
  - ❖ Weekly report
  - ❖ Progress of work

- ❑ **Schedule**
  - ❑ Follow it
  - ❑ Update it
  - ❑ Analyze delays
    - ❖ Schedule site

- ❑ **Quality controls**
  - ❑ Techniques and finishes responsible
  - ❑ Quality controller (Prepa / Deco / Gold)

- ❑ **Clearances :**
  - ❑ Clearances request
  - ❑ Check clearances received
  - ❑ Approve or reject clearances with comments and pictures
  - ❑ Follow clearances
  - ❑ Save and update information
    - ❖ Clearances request form
    - ❖ Clearances form
    - ❖ Progress of work

- ❑ **Inspection request :**
  - ❑ Final inspection request form decoration with comments and pictures
  - ❑ Final inspection request form gold with comments and pictures
  - ❑ Follow IR
  - ❑ Save and update information
    - ❖ Inspection request form
    - ❖ Progress of work

- ❑ **Consumables + Equipment** (*rent or buy*) :
  - ❑ Anticipate the need
  - ❑ Find the material
  - ❑ Make different quotations to compare prices and delivery time
    - ❖ Material form
- ❑ **Material storage**

- ❑ **General site management**
- ❑ **Daily check workers**
  - ❖ Daily sign
- ❑ **Organization teams**
- ❑ **Check workers skills**
- ❑ **Recruit skilled workers**
- ❑ **Evolve workers skills**

## LEGEND :

- ❑ Missions
- ❖ Documents to know / to use