

Construction Site Visits (G18)



Government
of South Australia
Department for Infrastructure
and Transport

The Lead Professional Service Contractor (LPSC) and each of its subcontractors shall regularly visit the construction site during construction as part of the construction and review services.

A written report shall be submitted to the Department for Infrastructure and Transport (DIT) Project Manager and Construction Adviser, as well as the General Building Contractor, within two (2) working days of each site visit and shall include references to observations raised within DIT Construction Adviser Reports, including client raised items (refer attachment 1). The template to be used for the written report is as per Attachment 2.

Frequency of Visits

The exact frequency and type of inspection will be determined by the progress and nature of site activity, however as a guide the following is the minimum inspection required on all projects.

Metropolitan Adelaide Sites

- Professional service contractor is to review preliminaries requirements and inspect site establishment.
- Professional service contractor is to visit site in attendance with construction contractor at least once per fortnight, and as required to inspect portions of work nominated within the DIT Amended Natspec under "Inspection" and as nominated below
- Subcontractors to visit site in attendance with construction contractor at least once per fortnight at relevant stages in the construction program, and as required to inspect portions of work nominated within the DIT Amended Natspec under "Inspection" and as nominated below

Regional Sites (outside a 100km radius of the GPO)

- Professional service contractor is to review preliminaries requirements and inspect site establishment.
- Professional service contractor is to visit site in attendance with construction contractor at least once per month and as required to inspect portions of work nominated within the DIT Amended Natspec under "Inspection" and as nominated below.
- Subcontractors to visit site in attendance with construction contractor at least once per month at relevant stages in the construction program and as required to inspect portions of work nominated within the DIT Amended Natspec under "Inspection" and as nominated below.

Certain projects will require more frequent visits and some very significant projects may require a part or full-time on-site presence. Refer to the lead professional service contract for specific services requirements.

Inspections

Architectural

- Concrete slab post curing and prior to installation of flooring materials
- Stud, ceiling and soffit framing prior to covering
- all work to be covered up (first fix inspection)
- fixing of cladding materials inclusive of sub-framing, insulation and moisture barriers
- second fixings
- materials as specified and as per sample panels
- Seismic Compliance

Civil and Structural Engineering

- founding material of footings (inclusive of compaction testing)
- reinforcement, footing and slab pre pour and slab post curing
- structural wall and roof framing
- truss calculations (if timber truss roof) and the completed installation
- earthworks/base
- reinforced/structural concrete
- drainage
- pavements
- backfilling material and compaction method
- seismic compliance

Electrical Engineering and Communications

Inspection shall be undertaken of at least:

- In ground conduits and cable pit installation, prior to backfill
- In wall and ceiling first fixing prior to covering including outlet or wall service locations
- completion of 50% of fixing
- commissioning
- Review of access to maintainable equipment and services
- Seismic compliance

Mechanical, Fire and Hydraulics Engineering

Inspection shall be undertaken of at least:

- air-conditioning
- mechanical services commissioning
- Review of access to maintainable equipment and services
- pipe-work in ground prior to backfilling
- backfilling material and compaction method
- Pipework in wall and ceilings prior to covering under floor drainage
- sewer and stormwater external and internal to building
- hot and cold water at first fix
- hot and cold water at second fix
- sanitary fixtures second fix
- Above ground fire pipework inclusive of booster valves and pump sets
- Witnessing of fire system pressure and flow tests prior to authority testing
- Fire services commissioning test with SA Metropolitan and Country Fire Services or the relevant authority
- Seismic compliance

Contact

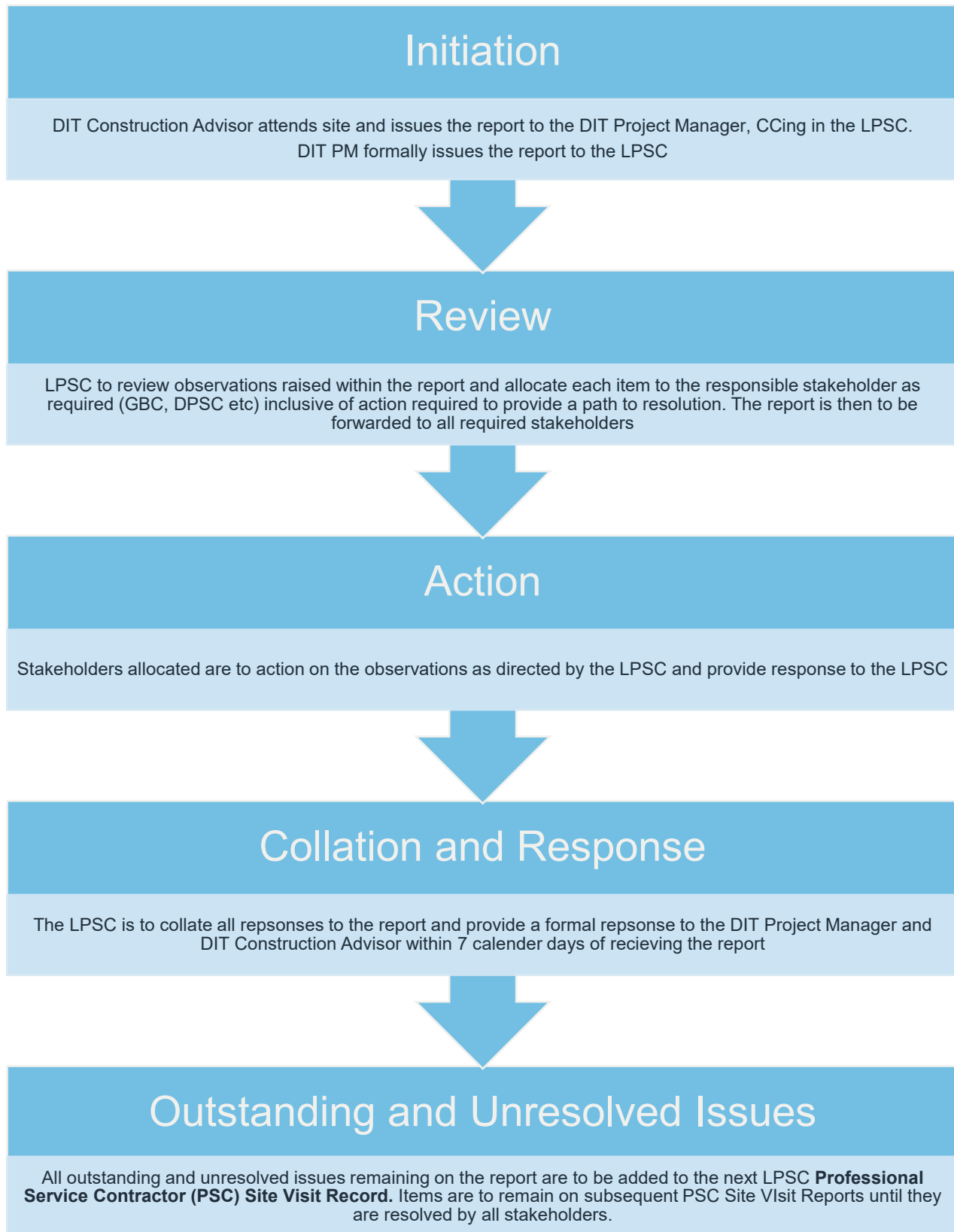
For further information contact:

Manager, Professional & Advisory Services

Phone: 08 7133 2055

Attachment 1

Construction Advice Report – LPSC Management Process



Attachment 2

This template, Professional Service Contractor (PSC) Site Visit Record (223) is available for download from the Building Project Information Management System ([BPIMS](#)) library.

Professional Service Contractor (PSC) Site Visit Record

Project:	<#PROJECT.PROJECT_NAME>
Lead Agency:	
Contractor:	<#GBC_TENDER.AWARDED>
Contract Number:	

Date of Inspection:	day month year	
Time of Inspection:	Start: 00:00 am/pm	Finish: 00:00 am/pm
Present on Site:	Name, Organisation	
	Name, Organisation	
	Name, Organisation	
	Name, Organisation	
Date of report:	day month year	

Weather conditions:	Describe weather conditions
WHS:	Describe any WHS issues noted and raised with the Contractor

Work in Progress: (indicate with a ✓)			
	Asbestos Removal	Concrete Construction/ Reinforcing/Formwork	Mechanical
	Bricklaying/Stonemasonry	Demolition	Office Work Station Installation
	Carpentry and Joinery	Electrical	Painting
	Carpeting/Vinyl Laying	Fire Protection	Piling
	Ceiling Fixing/Partitions	Gas Fitting/Plumbing	Roofing
	Civil Work	Glazing/Aluminium Framing	Structural Steelwork
	Cladding	Internal Linings	Tiling
	Communications/Data	Lift, Escalators	Other:

OFFICIAL

Issues: (brief description of each issue)	Contract Instruction Required: (indicate with a ✓)	Date Required:
	Variation	xx/xx/xxxx
	Contract Memo	xx/xx/xxxx
	Not Applicable	xx/xx/xxxx
	Variation	xx/xx/xxxx
	Contract Memo	xx/xx/xxxx
	Not Applicable	xx/xx/xxxx
	Variation	xx/xx/xxxx
	Contract Memo	xx/xx/xxxx
	Not Applicable	xx/xx/xxxx
	Variation	xx/xx/xxxx
	Contract Memo	xx/xx/xxxx
	Not Applicable	xx/xx/xxxx
	Variation	xx/xx/xxxx
	Contract Memo	xx/xx/xxxx
	Not Applicable	xx/xx/xxxx

Distribution:			
Name	Title	Organisation	Email
	Project Risk Manager	DIT	
	Construction Adviser	DIT	
	Cost Manager		
	Project Manager		
	Contractor		
	Lead PSC		
	Subcontractor		
	Subcontractor		
	Subcontractor		
	Lead Agency		
	End User		

Site Visit Record Prepared By:	
PSC Representative Name/Organisation:	Name, Organisation
PSC Representative Signature:	
Date:	day month year