

The Factory Project

Summary funding position as at 14/07/2021

Total funding received:	1,621,411
Refurb costs paid for:	526,676
Balance available:	1,094,735
Amount owed:	508,566
Balance after payments:	586,169

Demolition and Refurbishment Progress Report
15 7 2021

Appointments:

- Architect / Contract Administrator [REDACTED]
- Principal Designer (for Health & Safety) calfordseaden [REDACTED]
- Demolition and Asbestos contractor [REDACTED]
- General Building Contractor [REDACTED] by general building contracts on relevant parcels of work.
- Main Contractor [REDACTED] JCT Intermediate Contract with Contractors Design Portion.
- Roofing subcontractor [REDACTED] by a JCT Intermediate sub-Contract with Contractors Design Portion
- Structural Engineers [REDACTED] an Association for Consultancy and Engineering Conditions of Engagement, Agreement 1:2009.
- Community Wealth Building plan dedicated Community Outreach Representative appointment in progress.
- [REDACTED] Building Regulations appointment in progress.

Design

Revised internal layouts being prepared following consultation with proposed end users. Current tenant discussions include:

- [REDACTED]

Users already protected are of course [REDACTED]

Completion of Contracts

- Asbestos complete save for [REDACTED]
- [REDACTED] Contract 1 & 2 complete
- Contracts 3-5 in progress

- Roofing sub-contract in progress.
- Main contract in progress. (Note consultation with proposed end users means that detailed internal works in units C&D cannot yet start if we are to avoid wasted work).

Unit A

All asbestos removed.

All demolition and clearance completed

All scaffolding erected

Flat roof repairs in progress

Internal electrical works completed

Internal structural investigations (uncovering if structural elements and inspection by structural engineer) completed

Internal framework and carcassing IN PROGRESS.

Unit C

- Protection and relocation of [REDACTED]
- All asbestos removed save for the flat upstairs which is programmed for 12th September 2021.
- All demolition and clearance completed
- All scaffolding erected
- Flat roof repairs in progress
- Internal electrical lighting works completed
- Design session with architect and [REDACTED] completed to assess needs and requirements for [REDACTED] Initial design prepared and [REDACTED] comments being taken into the design. Mezzanine office space, new toilets and changing rooms.

Unit C

- All asbestos removed (very big job).
- All demolition and clearance completed
- All scaffolding erected
- Flat roof repairs in progress
- Consultations with proposed users in progress with session with architect completed to assess needs and requirements for likely end users. Initial design prepared and awaiting finalisation of end users so we can tailor the design to the needs and requests of users.

Unit D

- All asbestos removed (very big job).
- All demolition and clearance completed
- All scaffolding erected

- Removal of rotten floors completed.
- Consultations with proposed users in progress with session with architect completed to assess needs and requirements for likely end users. Initial design prepared and awaiting finalisation of end users so we can tailor the design to the needs and requests of users.
- Internal structural investigations (uncovering of structural elements and inspection by structural engineer) completed and proposals to rectify structural elements being finalised. Two areas are additional or replacement floor joists and strengthening or repairs to the Gable End structure beam and brickwork.
- Roof removed entirely and new roofing panels and guttering in the process of being installed.

Unit E

- All clearance completed
- Removal of recent additions to reveal windows for natural light.
- Drainage works in progress to remove water ingress,
- The space has already been hired for creative uses including rehearsal space.

Unit F

- All asbestos removed (very big job).
- All demolition and clearance completed
- All scaffolding erected
- Removal of wall panels completed.
- Electrical works completed to install user power (three pin and commando power sockets)
- Roof removed entirely and new roofing panels and guttering in the process of being installed.
- Space has already been used for cultural activities

Social Value and Cultural Activities

Since taking possession of the site in March 2021, we have started to program and activate cultural and social events, whilst the buildings are under construction.

Brickfield Newham

This started with Brickfield Newham, a collaboration between Projekt, the V & A, the University of East London and which was part of Newham Heritage Month. Space was given for free for the month of May, where Communities from across the borough came together to make bricks from local industrial waste materials and make performances from local histories of housing and brick making.

Ceramics students from CityLit helped to break down the clay. Rosanna Martin, founder of Cornwall's Brickfield, brought her expertise in brick making to East London Workshop participants also watched a new theatre performance crafted by BA Acting students from the University of East London about housing in the borough. Royal Docks Activity and Learning Centre's afterschool club joined us for a special brickmaking workshop, led by Brickfield support artists Zenna Tagney and Bobi MacFadzean.

We also hosted a very special week for a group of individuals passionate about brick, ceramics and housing activism in collaboration with Newham Council's Youth Empowerment Team.

As the kiln fired bricks made by the local community, UEL MA Performing Arts students shared their newly devised performances about histories of brick and housing in Newham.

Stratford's Building Crafts College provided two days of training to Oluwadamilola Nogzi Oluwatobi Akinyosade for her performance.

VC x Herald Beginners Moto School

We have provided free space in the large exterior yards for The VC x Herald Beginners Moto School to host monthly training events.

VC has been running events and workshops to get womxn into motorcycles by providing supportive, friendly, spaces to give riding a go and to learn about motorcycles.

The VC X Herald Beginners' Moto School exists to create a space where womxn can give riding geared motorcycles a try before taking the dive and getting their CBT around a bunch of like-minded people. This has 20 / 30 attendees per month.

Set Builds / Rehearsal Space / TV & Film Shoots

The large warehouse has been used as rehearsal space for the Future Cargo which will take place at the Greenwich+Docklands International Festival in September.

Fuel Theatre are using it for rehearsal / build space throughout July.

We have used the site for a number of Film / TV and Music Shoots already, which highlights the demand for space for these activities within the borough, and which helps to put the site on the map for when our dedicated shoot space is complete in Unit F.

Future Events

We are currently planning a number of events for when the site is nearing completion. Starting with a large scale group art exhibition in October 2021 to coincide with Frieze Art Week. This will involve eight London based curators and approx 50 artists who will exhibit work throughout the buildings and exterior spaces of the site.

There will be a number of activities alongside the exhibition including talks, workshops and performances. It will be a free event and will involve the local community and will help to attract new visitors to the project / area. We are also in discussions with the

Royal Docks team to host a number of events for The Originals Festival in October.

In November we will host our own launch / festival which will involve performances of Jonny Woo's Silvertown play. Set in the 1960s Jonny's story is set in a pub based on the now-lost pub on Albert Road,

'The Kent Arms' which was well known in the 60s for its LGBTQ+ clientele. The play will explore contemporary themes of sexuality, identity, race, politics, community and 'safe-spaces' within the context of 1960s society.

Alongside these performances we will have an art exhibition using archive photography from Tate & Lyle, of the site and surrounding areas, and will have a full program of talks, tours, screenings, performances and workshops.

Free space has also been offered to The Royal Docks Activity and Learning Centre (RDLAC) for the Ferry Festival. 2021

SITE PROGRESS REPORT 02

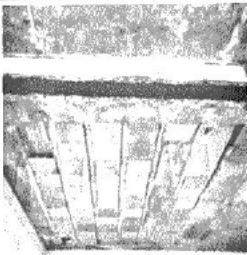
Unit B
Unit F



Project: The Factory
Job No: A435
Date: 29/09/2021

Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.01 Ground Floor	Soft Strip Soft strip of ground floor offices including all soft floor, wall and ceiling covering. Parquet and wooden flooring to be cleaned of debris/guano and retained for re-use in situ. Any damaged and raised sections of parquet flooring to be stock piled for re-use in situ.		100% Visibly complete.
1.02 Ground Floor	Soft Strip M&E (non-hazardous) Strip out of redundant M&E including electrical wiring and air handling equipment following Rhodar asbestos decontamination works.		100% Visibly complete.
1.03 Ground Floor	<i>Need New main's Connection</i> M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking. <i>Certificate when finished.</i>	PHOTO REQUIRED 	85% Majority visibly complete.
1.04 Ground Floor	Glazing Install new glazing throughout as required and recommission doors & windows.		90% Majority visibly complete. NH
1.05 Ground Floor	Plumbing Install new hot water system throughout. <i>neely done - boiler</i>	PHOTO REQUIRED 	50% Pipework visibly installed.
1.06 Ground Floor	Reception & Office New reception desk and office. <i>hatch. N/A low reception N/A</i>		60% 100% Reception carcassing visibly complete. Bar top, front and equipment to be installed Suggested install of a service hatch

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Date: 29/09/2021

Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.07 Ground Floor	Kitchen Install new kitchen/kitchenette and catering facilities.		Not yet started. ✓
1.08 Ground Floor	Partitioning a. Repair and refurbish partitions where necessary. b. Construct new partitions and glazing where required.		a. 100% Visibly complete ✓ b. In progress
1.09 Ground Floor	Decoration & Lighting Internal decoration and lighting installation.		80% Majority visibly complete 50% Handwritten: "Kitch done 90%"
1.10 Ground Floor	Toilets a. Strip out, repair, refurbish and redecorate toilets. b. Install new ceramic wares as appropriate and recommission.	PHOTO REQUIRED	a. Strip out, repair, refurbishment and redecoration visibly complete. W4 b. New ceramic wares to be installed and recommissioned.
1.20 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		Not yet started.
1.21 First Floor	Soft Strip Soft strip of first floor offices including all soft floor, wall and ceiling covering. Parquet and wooden flooring to be cleaned of debris/guano and retained for re-use in situ. Any damaged and raised sections of parquet flooring to be stock piled for re-use in situ.		100% Visibly complete ✓
1.22 First Floor	Steels & Concrete Structure a. Exposure of steels for structural engineer report. b. Remedial works to steel beams and concrete structure.		50% a. Steels exposed and reviewed by SE. b. Remedial works have been started.

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Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.23 First Floor	Roof Temporary repairs to roof		100%? Complete. <i>leak.</i> NOTE: Access not available on day of site visit for inspection.
1.24 First Floor	Flooring Relaying and sanding of existing parquet flooring.		80% <i>100%</i> Majority visibly complete
1.25 First Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.	PHOTO REQUIRED	85% Majority visibly complete.
1.26 First Floor	Glazing Install new glazing throughout as required and recommission windows.		90% <i>100%</i> Majority visibly complete.
1.27 First Floor	Plumbing Install new hot water system throughout.	PHOTO REQUIRED	80% <i>100%</i> Pipework visibly installed.
1.28 First Floor	Decoration & Lighting Internal decoration and lighting installation.		80% <i>100%</i> Majority visibly complete
1.29 First Floor	Toilets a. Strip out, repair, refurbish and redecorate toilets. b. Install new ceramic wares as appropriate and recommission.	<i>Contract New Sanitary ware</i> PHOTO REQUIRED	50% <i>100%</i> a. Strip out, repair, refurbishment and redecoration visibly complete. b. New ceramic wares to be installed and recommissioned.
1.30 First Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.	<i>the safety sign</i> 	Not yet started.

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Location	Note of Works	Photos	Completion % and Notes
2.00 Unit B	Eric Comments - welding can't be done.		
2.01 Ground Floor	Strip Fully strip all hazardous materials (excluding asbestos).	PHOTO REQUIRED	heaters - fire exit door. TBC
2.02 Ground Floor	Warehouse Remove and set up a new temporary warehouse.	PHOTO REQUIRED	TBC
2.03 Ground Floor	Kitchen Install new kitchen.	PHOTO REQUIRED	TBC
2.04 Ground Floor	Office Install new office.	PHOTO REQUIRED	TBC
2.05 Ground Floor	Mezzanine Storage Install new mezzanine for storage	PHOTO REQUIRED	TBC
2.06 Ground Floor	Strip Toilets Fully strip existing toilets.	PHOTO REQUIRED	TBC
2.07 Ground Floor	Toilets Install new Male & Female toilets.	PHOTO REQUIRED	TBC
2.08 Ground Floor	Changing Room Install new staff changing room.	PHOTO REQUIRED	TBC
2.09 Ground Floor	Electrics & Lighting Install new electrics and lighting throughout.	PHOTO REQUIRED	TBC
2.10 Ground Floor	Plumbing Install new water heaters.	PHOTO REQUIRED	TBC

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Location	Note of Works	Photos	Completion % and Notes
2.00 Unit B			
2.11 Ground Floor	Decoration Fully paint the warehouse	PHOTO REQUIRED	TBC
2.12 Ground Floor	Flooring Level and fill the existing floor	PHOTO REQUIRED	TBC
2.13 Ground Floor	Racking & Shelving Remove and replace any damaged racking & shelving.	PHOTO REQUIRED	TBC
2.14 Ground Floor	Office Procure new furniture.	PHOTO REQUIRED	TBC
2.15 Ground Floor	Staff Area Procure new furniture.	PHOTO REQUIRED	TBC
2.16 Ground Floor	Kitchen Procure new furniture.	PHOTO REQUIRED	TBC
2.17 Ground Floor	Carpentry and Doors Install new carpentry elements and replace existing doors.	PHOTO REQUIRED	TBC
2.18 Ground Floor	IT Install new internet connection and all required IT cabling	PHOTO REQUIRED	TBC
2.19 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.	TBC	TBC

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Location	Note of Works	Photos	Completion % and Notes
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3.00 Unit C

TBC

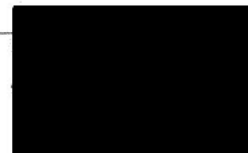
3.01 Ground Floor

Exact scope and progress of works to be reviewed at a later date.

TBC

TBC

Been stripped + clean



✓ NT

Project: The Factory
Job No: A435
Date: 29/09/2021

Location	Note of Works	Photos	Completion % and Notes
3.00 Unit C			
3.20 First Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete.
3.21 First Floor	Soft Strip Soft strip of first floor rooms and open area including ceilings and flooring. All surfaces to be cleaned to remove moisture damage.		80% 100% Majority visibly complete
3.22 First Floor	Windows Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		70% Strip visibly complete. Refurbishment partially complete.
3.23 First Floor	Floor Strip existing parquet flooring and retain to be used elsewhere. Exposed floor to be sealed and levelled ready for screed. New screed to be poured.		60% Existing floor removed. Remedial works partially complete. New screed to be poured.
3.24 First Floor	Roof Repairs to roof		100% Complete. NOTE: Access not available on day of site visit for inspection.
3.25 First Floor	Partitions Install new partitions. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		Not yet started.
3.26 First Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.		Not yet started.
3.27 First Floor	Kitchen Install new kitchen/kitchenette and catering facilities.		Not yet started.

Date: 29/09/2021

20%

a. Strip out visibly complete. Repair, refurbishment and redecoration to be started.

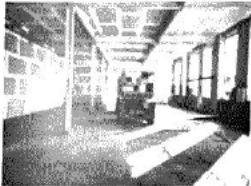
b. New ceramic wares to be installed and recommissioned.

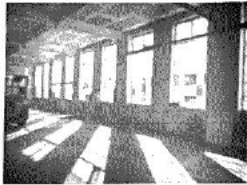
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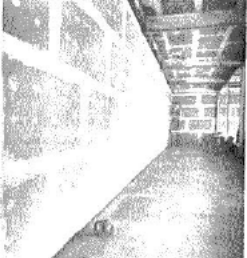
Location	Note of Works	Photos	Completion % and Notes
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4.00 Unit D

4.01 Ground Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete.
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4.02 Ground Floor	Soft Strip Soft strip of ground floor rooms and open area including ceilings and flooring. All surfaces to be jet washed/steam cleaned to remove all sugar residue.		100% Visibly complete.
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4.03 Ground Floor	Windows Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		50% <i>80%</i> Strip visibly complete. Refurbishment to be completed.
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4.04 Ground Floor	Partitions Install new partitions. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		30% <i>60%</i> New partitions partially formed. All to be sealed to ensure fire regulations are met. All to be painted.
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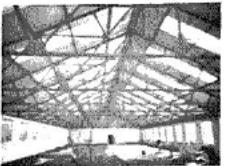
4.05 Ground Floor	Ceiling Install new ceiling battens where required. All ceilings to be sealed to ensure they meet adequate fire regulations.		30% <i>100%</i> New ceiling batten installation visibly complete. All to be sealed to ensure fire regulations are met.
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4.06 Ground Floor	Corridor Install new partition to form corridor between Unit D & E. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted.		30% <i>100%</i> New partitions partially formed. All to be sealed to ensure fire regulations are met. All to be painted.
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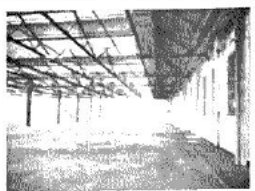
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Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
	Toilets		
4.07 Ground Floor	Strip out, repair, refurbish and redecorate toilets. Install new ceramic wares as required, and recommission.		Not yet started. <i>been started.</i>
	Electrics & Lighting		
4.08 Ground Floor	Install new electrics and lighting for tenant fit out.		Not yet started.
	Services		
4.09 Ground Floor	Install new services for tenant fit out.		Not yet started.
	Existing Electrics		
4.10 Ground Floor	Install new partition to form electrical cupboard between. All partitions to be sealed to ensure they meet adequate fire regulations. Electrical cupboard to be painted.		30% New partitions partially formed. All to be sealed to ensure fire regulations are met. All to be painted.
	Fire Signage & Safety		
4.11 Ground Floor	Fire signage and safety equipment to be installed throughout where required.		Not yet started.
	Strip		
4.20 First Floor	Disinfection and removal of all pigeon guano to floor and surfaces.		80% <i>100</i> Majority visibly complete
	Soft Strip		
4.21 First Floor	Soft strip of first floor rooms and open area including redundant ceilings and flooring. All surfaces to be jet washed/steam cleaned to remove all sugar residue.		80% <i>100</i> Majority visibly complete
	Floor		
4.22 First Floor	Remove and strip out rotten floor of first floor to Unit D. Replace joists, beams and other ancillary works to make first floor structurally sound. Install new floor as per instructions from structural engineer.		50% <i>80</i> Visibly started

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Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
	Windows		50%
4.23 First Floor	Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		Strip visibly complete. Refurbishment to be completed.
	Toilets		20%
4.24 First Floor	Strip out, repair, refurbish and redecorate toilets. Install new ceramic wares as required, and recommission.		Strip visibly started. Refurbishment to be completed.
	Brickwork		50% 100%
4.25 First Floor	Remove infilled brick walls blocking apertures. Remove waste and make good joints.		Visibly started
	Roof		100%
4.26 First Floor	Remove entire roof as instructed by structural engineer. Replace with new roof and install to ensure building is sealed.		Visibly complete.
	Gable End		100%
4.27 First Floor	Remove redundant brickwork as instructed by structural engineer. Replace and make good the brickwork to ensure structurally sound. Finish to ensure building is sealed.		Visibly complete.
	Main Door		Not yet started.
4.28 First Floor	Strip, remove, paint, repair and refurbish main double glass doors. repaint and recommission.		
	Partitions		Not yet started.
4.29 First Floor	Install new partitions. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		
	Fire Signage & Safety		Not yet started.
4.30 First Floor	Fire signage and safety equipment to be installed throughout where required.		

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Location	Note of Works	Photos	Completion % and Notes
5.00 Unit E			
5.01 Ground Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces		100% Visibly complete.
5.02 Ground Floor	Clean Jet wash and steam clean sugar residues to all surfaces and floors.		100% Visibly complete.
5.03 Ground Floor	Clearance Disposal of any pallets, sugar or other leftover site material.		100% Visibly complete.
5.04 Ground Floor	Strip Strip out rotten/corroded windows and window frames. Clean the wall apertures and metal frames. Refurbish, repair and reuse the existing in situ where possible. Install new window frames and glazing in existing locations where the existing cannot be refurbished.		100% Visibly complete.
5.05 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		100% Not yet started. 100%

Alan

100% - works

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Location	Note of Works	Photos	Completion % and Notes
6.00 Unit F			
6.01 Ground Floor	Strip Fully strip all hazardous materials.	PHOTO REQUIRED	TBC
6.02 Ground Floor	Strip Fully strip all existing wall lining.	PHOTO REQUIRED	TBC
6.03 Ground Floor	Roof Install new roof	PHOTO REQUIRED	TBC
6.04 Ground Floor	Doors Install new doors	PHOTO REQUIRED	TBC
6.05 Ground Floor	Structure Structural engineer to review existing column conditions. Remedial works to existing columns where required.	PHOTO REQUIRED	TBC
6.06	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.	TBC	TBC

SODA A435 29 9 2021 Report update

1.03. New fuse board installed. Awaiting mains connection and (if required) sub-meters. Sockets installed. 85%

1.05 new boiler installed. Awaiting connection to sinks. 85%

1.06. Reception desk complete. 100% [hatch not required].

1.08 [Delete 1.08 b - New partitions not required]

1.09 90%

1.10 a strip out, repair and refurbish complete. Decoration 80%.

1.10 b 100%

1.20 Fire Signage and safety. Survey carried out and spec being prepared.

1.24. 100% complete

1.25. Uses same circuit board as downstairs. Sockets installed. 85%.

1.26 100%.

1.27. Boiler installed and plumbed in to sinks.

1.28. 100%.

1.29. [Delete 1.29 b]. 80%.

1. 30 Fire Signage and safety. Survey carried out and spec being prepared.

2.00 Unit – for whole unit all works done excepted for heaters, reinstallation of shelving and recommissioning of fire exit door. 99%

3.00 Unit C. Ground floor. Stripped and cleaned. 100%. Refurb not yet started

3.21 100%

4.03. 80%

4.04 60%

4.05 100%

4.06 new partition to form corridor installed. only painting to follow. 80%

4.07. Stripped and cleaned. Refurb not yet started. 50%

4.11 Fire Signage and safety. Survey carried out and spec being prepared.

4.20 100%

4.21. [remove references to jet washing sugar residue as that was not first floor]. 100%

4.22. Strip out and installation of new joists/beams complete. Starting installation of new areas of floor. 80%

4.25 100%

5.05 Existing fire alarm and safety to remain. 100%.

6.01 - 6.05. 100%.

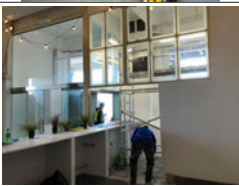
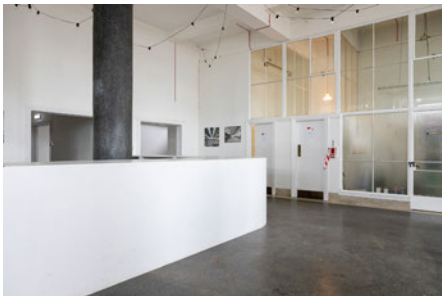
6.06 Fire Signage and safety. Survey carried out and spec being prepared.

SITE PROGRESS REPORT 03

Project: The Factory

Job No: A435

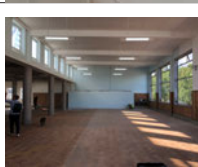
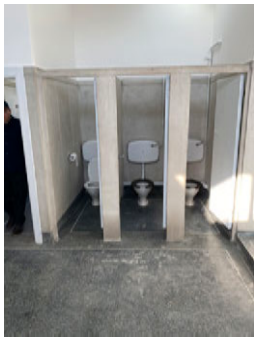
Date: 08/03/2022

Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.01 Ground Floor	Soft Strip Soft strip of ground floor offices including all soft floor, wall and ceiling covering. Parquet and wooden flooring to be cleaned of debris/guano and retained for re-use in situ. Any damaged and raised sections of parquet flooring to be stock piled for re-use in situ.		100% Visibly complete.
1.02 Ground Floor	Soft Strip M&E (non-hazardous) Strip out of redundant M&E including electrical wiring and air handling equipment following Rhodar asbestos decontamination works.		100% Visibly complete.
1.03 Ground Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.		100% Visibly complete.
1.04 Ground Floor	Glazing Install new glazing throughout as required and recommission doors & windows.		100% Visibly complete.
1.05 Ground Floor	Plumbing Install new hot water system throughout.		100% Pipework and boiler visibly complete. To be tested.
1.06 Ground Floor	Reception & Office New reception desk and office.		100% Visibly complete.

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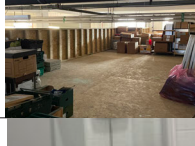
Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.07 Ground Floor	Kitchen Install new kitchen/kitchenette and catering facilities.	N/A	Not yet started.
1.08 Ground Floor	Partitioning a. Repair and refurbish partitions where necessary.		100% Visibly complete.
1.09 Ground Floor	Decoration & Lighting Internal decoration and lighting installation.		100% Visibly complete
1.10 Ground Floor	Toilets a. Strip out, repair, refurbish and redecorate toilets. b. Install new ceramic wares as appropriate and recommission.		100% a. Strip out, repair, refurbishment and redecoration visibly complete. b. New ceramic wares installed and recommissioned.
1.20 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.	N/A	100% Site visit access not possible. Client report states complete.
1.21 First Floor	Soft Strip Soft strip of first floor offices including all soft floor, wall and ceiling covering. Parquet and wooden flooring to be cleaned of debris/guano and retained for re-use in situ. Any damaged and raised sections of parquet flooring to be stock piled for re-use in situ.		100% Visibly complete
1.22 First Floor	Steels & Concrete Structure a. Exposure of steels for structural engineer report. b. Remedial works to steel beams and concrete structure.		100% a. Steels exposed and reviewed by SE. b. Remedial works visibly complete. SE to confirm.

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Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.23 First Floor	Roof Temporary repairs to roof	N/A	100% Complete. NOTE: Access not available on day of site visit for inspection.
1.24 First Floor	Flooring Relaying and sanding of existing parquet flooring.		100% Visibly complete
1.25 First Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.		100% Visibly complete
1.26 First Floor	Glazing Install new glazing throughout as required and recommission windows.		100% Visibly complete.
1.27 First Floor	Plumbing Install new hot water system throughout.		100% Pipework and boiler visibly complete. To be tested.
1.28 First Floor	Decoration & Lighting Internal decoration and lighting installation.		100% Visibly complete.
1.29 First Floor	Toilets a. Strip out, repair, refurbish and redecorate toilets. b. Recommission ceramic wares as appropriate.		100% a. Strip out and refurbishment visually complete. b. New ceramic wares installed and recommissioned.
1.30 First Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.	N/A	100% Site visit access not possible. Client report states complete.

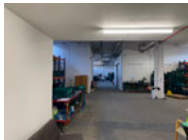
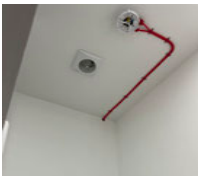
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Location	Note of Works	Photos	Completion % and Notes
2.00 Unit B			
2.01 Ground Floor	Strip Fully strip all hazardous materials (excluding asbestos).		100% Visibly complete
2.02 Ground Floor	Warehouse Remove and set up a new temporary warehouse.		100% Visibly complete
2.03 Ground Floor	Kitchen Install new kitchen.		100% Visibly complete
2.04 Ground Floor	Office Install new office.		100% Visibly complete
2.05 Ground Floor	Mezzanine Storage Install new mezzanine for storage		100% Visibly complete
2.06 Ground Floor	Strip Toilets Fully strip existing toilets.		100% Visibly complete
2.07 Ground Floor	Toilets Install new Male & Female toilets.		100% Visibly complete
2.08 Ground Floor	Changing Room Install new staff changing room.		100% Visibly complete
2.09 Ground Floor	Electrics & Lighting Install new electrics and lighting throughout.		100% Visibly complete
2.10 Ground Floor	Plumbing Install new water heaters.		100% Visibly complete

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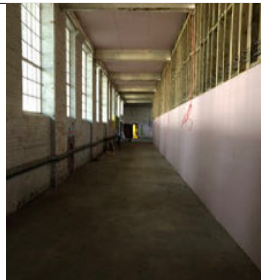
Location	Note of Works	Photos	Completion % and Notes
2.00 Unit B			
2.11 Ground Floor	Decoration Fully paint the warehouse		100% Visibly complete
2.12 Ground Floor	Flooring Level and fill the existing floor		100% Visibly complete
2.13 Ground Floor	Racking & Shelving Remove and replace any damaged racking & shelving.		100% Visibly complete
2.14 Ground Floor	Office Procure new furniture.		100% Visibly complete
2.15 Ground Floor	Staff Area Procure new furniture.		100% Visibly complete
2.16 Ground Floor	Kitchen Procure new furniture.		100% Visibly complete
2.17 Ground Floor	Carpentry and Doors Install new carpentry elements and replace existing doors.		100% Visibly complete
2.18 Ground Floor	IT Install new internet connection and all required IT cabling	N/A	100% Visibly complete
2.19 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		90% Visibly almost complete.

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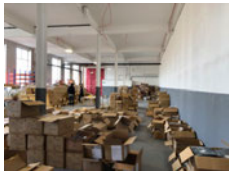
Location	Note of Works	Photos	Completion % and Notes
3.00 Unit C			
3.20 First Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete.
3.21 First Floor	Soft Strip Soft strip of first floor rooms and open area including ceilings and flooring. All surfaces to be cleaned to remove moisture damage.		100% Visibly complete
3.22 First Floor	Windows Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		100% Strip visibly complete. Refurbishment visibly complete.
3.23 First Floor	Floor Strip existing parquet flooring and retain to be used elsewhere. Exposed floor to be sealed and levelled ready for screed. New screed to be poured.		100% Visibly Complete
3.24 First Floor	Roof Repairs to roof	N/A	Complete. NOTE: Access not available on day of site visit for inspection.
3.25 First Floor	Partitions Install new partitions.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		80% Existing partition restoration visibly complete.
3.26 First Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.	N/A	Not yet started.
3.27 First Floor	Kitchen Install new kitchen/kitchenette and catering facilities.	N/A	Not yet started.

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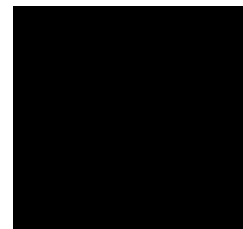
Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
4.01 Ground Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete.
4.02 Ground Floor	Soft Strip Soft strip of ground floor rooms and open area including ceilings and flooring. All surfaces to be jet washed/steam cleaned to remove all sugar residue.		100% Visibly complete.
4.03 Ground Floor	Windows Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		100% Visibly complete.
4.04 Ground Floor	Partitions Install new partitions.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		100% Visibly complete.
4.05 Ground Floor	Ceiling Install new ceiling battens where required. All ceilings to be sealed to ensure they meet adequate fire regulations.		80% New ceiling batten installation visually complete. All to be sealed to ensure fire regulations are met.
4.06 Ground Floor	Corridor Install new partition to form corridor between Unit D & E.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted.		80% New partitions partially formed. All to be sealed to ensure fire regulations are met. All to be painted.

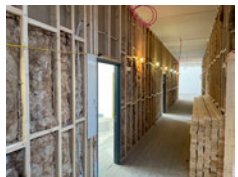
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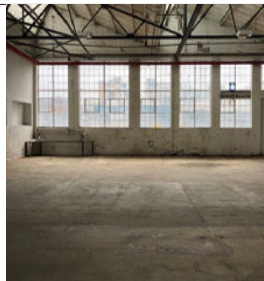
Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
	Toilets		30%
4.07 Ground Floor	Strip out, repair, refurbish and redecorate toilets. Install new ceramic wares as required, and recommission.		a. Strip out visibly complete. b. New ceramic wares to be installed and recommissioned.
4.08 Ground Floor	Electrics & Lighting Install new electrics and lighting for tenant fit out.		100% Visibly complete.
4.09 Ground Floor	Services Install new services for tenant fit out.		100% Visibly complete.
4.10 Ground Floor	Existing Electrics Install new partition to form electrical cupboard between. All partitions to be sealed to ensure they meet adequate fire regulations. Electrical cupboard to be painted.		100% Visibly complete.
4.11 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		100% Visibly complete.
4.20 First Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete
4.21 First Floor	Soft Strip Soft strip of first floor rooms and open area including redundant ceilings and flooring.		100% Visibly complete
4.22 First Floor	Floor Remove and strip out rotten floor of first floor to Unit D. Replace joists, beams and other ancillary works to make first floor structurally sound. Install new floor as per instructions from structural engineer.		100% Visibly complete.

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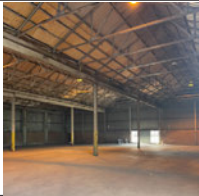
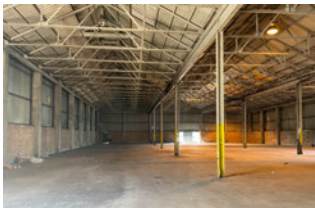
Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
	Windows		
4.23 First Floor	Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		100% Visibly complete.
	Toilets		
4.24 First Floor	Strip out, repair, refurbish and redecorate toilets. Install new ceramic wares as required, and recommission.		40% Strip visibly complete. Refurbishment started.
	Brickwork		
4.25 First Floor	Remove in filled brick walls blocking apertures. Remove waste and make good joints.		100% Visibly complete.
	Roof		
4.26 First Floor	Remove entire roof as instructed by structural engineer. Replace with new roof and install to ensure building is sealed.		100% Visibly complete.
	Gable End		
4.27 First Floor	Remove redundant brickwork as instructed by structural engineer. Replace and make good the brickwork to ensure structurally sound. Finish to ensure building is sealed.		100% Visibly complete.
	Main Door		
4.28 First Floor	Strip, remove, paint, repair and refurbish main double glass doors. repaint and recommission.		100% Visibly complete.
	Partitions		
4.29 First Floor	Install new partitions.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		60% New partitions partially formed. All to be sealed to ensure fire regulations are met. All to be painted.
	Fire Signage & Safety		
4.30 First Floor	Fire signage and safety equipment to be installed throughout where required.		50% Visibly started.

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Location	Note of Works	Photos	Completion % and Notes
5.00 Unit E			
5.01 Ground Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces		100% Visibly complete.
5.02 Ground Floor	Clean Jet wash and steam clean sugar residues to all surfaces and floors.		100% Visibly complete.
5.03 Ground Floor	Clearance Disposal of any pallets, sugar or other leftover site material.		100% Visibly complete.
5.04 Ground Floor	Strip Strip out rotten/corroded windows and window frames. Clean the wall apertures and metal frames. Refurbish, repair and reuse the existing in situ where possible. Install new window frames and glazing in existing locations where the existing cannot be refurbished.		100% Visibly complete.
5.05 Ground Floor	Fire Signage & Safety Existing fire signage and safety equipment to remain.		100% Visibly complete.

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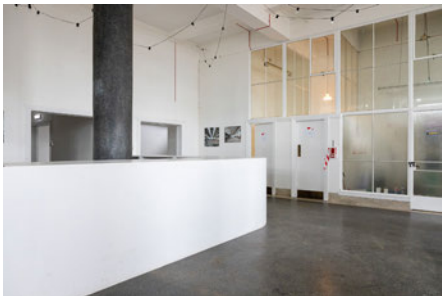
Location	Note of Works	Photos	Completion % and Notes
6.00 Unit F			
6.01 Ground Floor	Strip Fully strip all hazardous materials.		100% Visibly complete.
6.02 Ground Floor	Strip Fully strip all existing wall lining.		100% Visibly complete.
6.03 Ground Floor	Roof Install new roof		100% Visibly complete.
6.04 Ground Floor	Doors Install new doors		100% Visibly complete.
6.05 Ground Floor	Structure Structural engineer to review existing column conditions. Remedial works to existing columns where required.		Survey complete. Works omitted.
6.06 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.	N/A	100% Site visit access not possible. Client report states complete.
6.07 Ground Floor	Electrics & Fuse Board Install new electrics and fuse board for mains connection.	N/A	100% Site visit access not possible. Client report states complete.

SITE PROGRESS REPORT 04

Project: The Factory

Job No: A435

Date: 15/06/2022

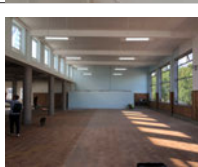
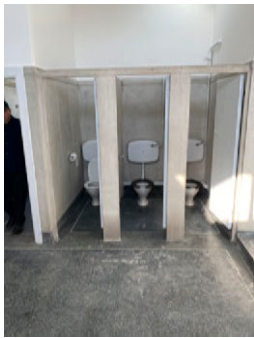
Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.01 Ground Floor	Soft Strip Soft strip of ground floor offices including all soft floor, wall and ceiling covering. Parquet and wooden flooring to be cleaned of debris/guano and retained for re-use in situ. Any damaged and raised sections of parquet flooring to be stock piled for re-use in situ.		100% Visibly complete.
1.02 Ground Floor	Soft Strip M&E (non-hazardous) Strip out of redundant M&E including electrical wiring and air handling equipment following Rhodar asbestos decontamination works.		100% Visibly complete.
1.03 Ground Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.		100% Visibly complete.
1.04 Ground Floor	Glazing Install new glazing throughout as required and recommission doors & windows.		100% Visibly complete.
1.05 Ground Floor	Plumbing Install new hot water system throughout.		100% Pipework and boiler visibly complete. To be tested.
1.06 Ground Floor	Reception & Office New reception desk and office.		100% Visibly complete.

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Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.07 Ground Floor	Kitchen Install new kitchen/kitchenette and catering facilities.	N/A	Not yet started.
1.08 Ground Floor	Partitioning a. Repair and refurbish partitions where necessary.		100% Visibly complete.
1.09 Ground Floor	Decoration & Lighting Internal decoration and lighting installation.		100% Visibly complete
1.10 Ground Floor	Toilets a. Strip out, repair, refurbish and redecorate toilets. b. Install new ceramic wares as appropriate and recommission.		100% a. Strip out, repair, refurbishment and redecoration visibly complete. b. New ceramic wares installed and recommissioned.
1.20 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.	N/A	100% Site visit access not possible. Client report states complete.
1.21 First Floor	Soft Strip Soft strip of first floor offices including all soft floor, wall and ceiling covering. Parquet and wooden flooring to be cleaned of debris/guano and retained for re-use in situ. Any damaged and raised sections of parquet flooring to be stock piled for re-use in situ.		100% Visibly complete
1.22 First Floor	Steels & Concrete Structure a. Exposure of steels for structural engineer report. b. Remedial works to steel beams and concrete structure. c. Ceiling to be boarded and sealed		100% Visibly complete

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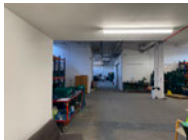
Location	Note of Works	Photos	Completion % and Notes
1.00 Unit A			
1.23 First Floor	Roof Temporary repairs to roof	N/A	100% Complete. NOTE: Access not available on day of site visit for inspection.
1.24 First Floor	Flooring Relaying and sanding of existing parquet flooring.		100% Visibly complete
1.25 First Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.		100% Visibly complete
1.26 First Floor	Glazing Install new glazing throughout as required and recommission windows.		100% Visibly complete.
1.27 First Floor	Plumbing Install new hot water system throughout.		100% Pipework and boiler visibly complete. To be tested.
1.28 First Floor	Decoration & Lighting Internal decoration and lighting installation.		100% Visibly complete.
1.29 First Floor	Toilets a. Strip out, repair, refurbish and redecorate toilets. b. Recommission ceramic wares as appropriate.		100% a. Strip out and refurbishment visually complete. b. New ceramic wares installed and recommissioned.
1.30 First Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		100% Visibly complete.

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Location	Note of Works	Photos	Completion % and Notes
2.00 Unit B			
2.01 Ground Floor	Strip Fully strip all hazardous materials (excluding asbestos).		100% Visibly complete
2.02 Ground Floor	Warehouse Remove and set up a new temporary warehouse.		100% Visibly complete
2.03 Ground Floor	Kitchen Install new kitchen.		100% Visibly complete
2.04 Ground Floor	Office Install new office.		100% Visibly complete
2.05 Ground Floor	Mezzanine Storage Install new mezzanine for storage		100% Visibly complete
2.06 Ground Floor	Strip Toilets Fully strip existing toilets.		100% Visibly complete
2.07 Ground Floor	Toilets Install new Male & Female toilets.		100% Visibly complete
2.08 Ground Floor	Changing Room Install new staff changing room.		100% Visibly complete
2.09 Ground Floor	Electrics & Lighting Install new electrics and lighting throughout.		100% Visibly complete
2.10 Ground Floor	Plumbing Install new water heaters.		100% Visibly complete

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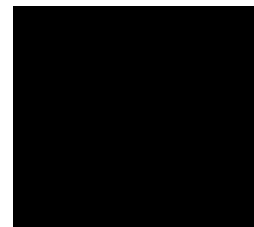


Location	Note of Works	Photos	Completion % and Notes
2.00 Unit B			
2.11 Ground Floor	Decoration Fully paint the warehouse		100% Visibly complete
2.12 Ground Floor	Flooring Level and fill the existing floor		100% Visibly complete
2.13 Ground Floor	Racking & Shelving Remove and replace any damaged racking & shelving.		100% Visibly complete
2.14 Ground Floor	Office Procure new furniture.		100% Visibly complete
2.15 Ground Floor	Staff Area Procure new furniture.		100% Visibly complete
2.16 Ground Floor	Kitchen Procure new furniture.		100% Visibly complete
2.17 Ground Floor	Carpentry and Doors Install new carpentry elements and replace existing doors.		100% Visibly complete
2.18 Ground Floor	IT Install new internet connection and all required IT cabling	N/A	100% Visibly complete
2.19 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		90% Visibly almost complete.

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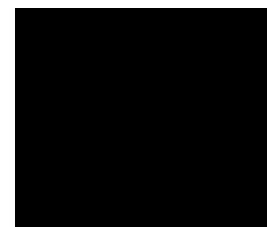
Location	Note of Works	Photos	Completion % and Notes
3.00 Unit C			
3.20 First Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete.
3.21 First Floor	Soft Strip Soft strip of first floor rooms and open area including ceilings and flooring. All surfaces to be cleaned to remove moisture damage.		100% Visibly complete
3.22 First Floor	Windows Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		100% Strip visibly complete. Refurbishment visibly complete.
3.23 First Floor	Floor Strip existing parquet flooring and retain to be used elsewhere. Exposed floor to be sealed and levelled ready for screed. New screed to be poured.		100% Visibly Complete
3.24 First Floor	Roof Repairs to roof	N/A	Complete. NOTE: Access not available on day of site visit for inspection.
3.25 First Floor	Partitions Install new partitions.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		100% Visibly Complete
3.26 First Floor	M&E & Electrics Install new fuse board, meters and sockets with associated wiring and trunking.	N/A	Not yet started.
3.27 First Floor	Kitchen Install new kitchen/kitchenette and catering facilities.	N/A	Not yet started.

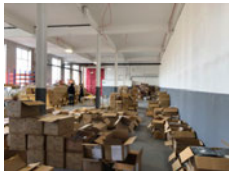
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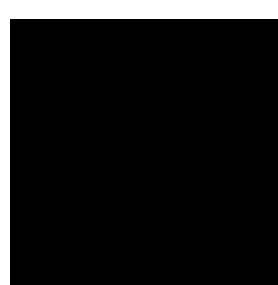
Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
4.01 Ground Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete.
4.02 Ground Floor	Soft Strip Soft strip of ground floor rooms and open area including ceilings and flooring. All surfaces to be jet washed/steam cleaned to remove all sugar residue.		100% Visibly complete.
4.03 Ground Floor	Windows Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		100% Visibly complete.
4.04 Ground Floor	Partitions Install new partitions.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		100% Visibly complete.
4.05 Ground Floor	Ceiling Install new ceiling battens where required. All ceilings to be sealed to ensure they meet adequate fire regulations.		100% Visibly complete.
4.06 Ground Floor	Corridor Install new partition to form corridor between Unit D & E.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted.		100% Visibly complete.

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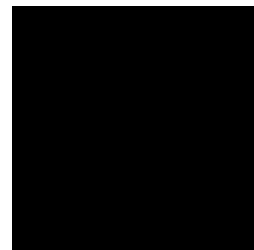
Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
	Toilets		30%
4.07 Ground Floor	Strip out, repair, refurbish and redecorate toilets. Install new ceramic wares as required, and recommission.		a. Strip out visibly complete. b. New ceramic wares to be installed and recommissioned.
4.08 Ground Floor	Electrics & Lighting Install new electrics and lighting for tenant fit out.		100% Visibly complete.
4.09 Ground Floor	Services Install new services for tenant fit out.		100% Visibly complete.
4.10 Ground Floor	Existing Electrics Install new partition to form electrical cupboard between. All partitions to be sealed to ensure they meet adequate fire regulations. Electrical cupboard to be painted.		100% Visibly complete.
4.11 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		100% Visibly complete.
4.20 First Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces.		100% Visibly complete
4.21 First Floor	Soft Strip Soft strip of first floor rooms and open area including redundant ceilings and flooring.		100% Visibly complete
4.22 First Floor	Floor Remove and strip out rotten floor of first floor to Unit D. Replace joists, beams and other ancillary works to make first floor structurally sound. Install new floor as per instructions from structural engineer.		100% Visibly complete.

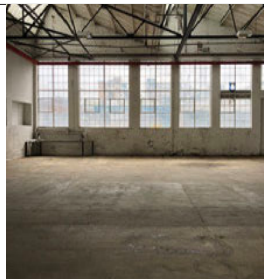
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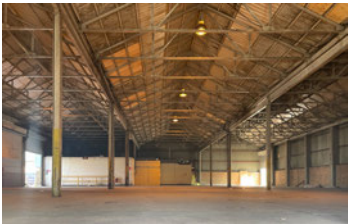
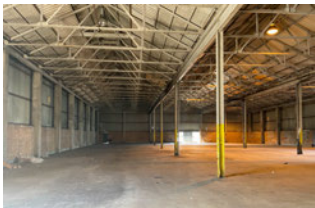
Location	Note of Works	Photos	Completion % and Notes
4.00 Unit D			
	Windows		
4.23 First Floor	Strip, remove paint, repair and refurbish windows in situ. Windows to be repainted and re glazed where required.		100% Visibly complete.
	Toilets		
4.24 First Floor	Strip out, repair, refurbish and redecorate toilets. Install new ceramic wares as required, and recommission.		100% Visibly complete.
	Brickwork		
4.25 First Floor	Remove in filled brick walls blocking apertures. Remove waste and make good joints.		100% Visibly complete.
	Roof		
4.26 First Floor	Remove entire roof as instructed by structural engineer. Replace with new roof and install to ensure building is sealed.		100% Visibly complete.
	Gable End		
4.27 First Floor	Remove redundant brickwork as instructed by structural engineer. Replace and make good the brickwork to ensure structurally sound. Finish to ensure building is sealed.		100% Visibly complete.
	Main Door		
4.28 First Floor	Strip, remove, paint, repair and refurbish main double glass doors. repaint and recommission.		100% Visibly complete.
	Partitions		
4.29 First Floor	Install new partitions.. All partitions to be sealed to ensure they meet adequate fire regulations. Partitions to be painted ready for tenant.		100% Visibly complete.
	Fire Signage & Safety		
4.30 First Floor	Fire signage and safety equipment to be installed throughout where required.		100% Visibly complete.
	M&E & Electrics		
4.31 First Floor	Install new fuse board, meters and sockets with associated wiring and trunking.		100% Visibly complete.

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Location	Note of Works	Photos	Completion % and Notes
5.00 Unit E			
5.01 Ground Floor	Strip Disinfection and removal of all pigeon guano to floor and surfaces		100% Visibly complete.
5.02 Ground Floor	Clean Jet wash and steam clean sugar residues to all surfaces and floors.		100% Visibly complete.
5.03 Ground Floor	Clearance Disposal of any pallets, sugar or other leftover site material.		100% Visibly complete.
5.04 Ground Floor	Strip Strip out rotten/corroded windows and window frames. Clean the wall apertures and metal frames. Refurbish, repair and reuse the existing in situ where possible. Install new window frames and glazing in existing locations where the existing cannot be refurbished.		100% Visibly complete.
5.05 Ground Floor	Fire Signage & Safety Existing fire signage and safety equipment to remain.		100% Visibly complete.

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Location	Note of Works	Photos	Completion % and Notes
6.00 Unit F			
6.01 Ground Floor	Strip Fully strip all hazardous materials.		100% Visibly complete.
6.02 Ground Floor	Strip Fully strip all existing wall lining.		100% Visibly complete.
6.03 Ground Floor	Roof Install new roof		100% Visibly complete.
6.04 Ground Floor	Doors Install new doors		100% Visibly complete.
6.05 Ground Floor	Structure Structural engineer to review existing column conditions. Remedial works to existing columns where required.		Survey complete. Works omitted.
6.06 Ground Floor	Fire Signage & Safety Fire signage and safety equipment to be installed throughout where required.		100% Visibly complete.
6.07 Ground Floor	Electrics & Fuse Board Install new electrics and fuse board for mains connection.		100% Visibly complete.