

## 8-5. RMG Project

Ex. Management document operation

## **(1) Daily Report**

**United Engineering Consortium**  
**DAILY REPORT**

Project Name: *DK Knit wear Ltd*  
Date: *20.08.2015*  
A) Administrative & Technical Staff:

Temperature at 8:00 am:  
Temperature at 2:00 pm:

Item #	Name	Position	No.	Item #	Name	Position
1)		Site Engineer	<i>2</i>	5)		Professional Surveyor
2)		Accountant	<i>1</i>	6)		Quantity Surveyor
3)		Foreman	<i>0</i>	7)		Electrical Engineer
4)		Office Boy	<i>1</i>	8)		Mechanical Engineer

**B) Labors:**

Item #	Labour Category	No.	hr	Item #	Labour Category	No.	hr	Item #	Labour Category	No.	hr
1)	Form Workers			9)	Masonary	<i>7</i>		17)	Carpentry Workers		
2)	Form Workers Helpers			10)	Tilers			18)	Lab. Technicians		
3)	Rebar Fixers	<i>5</i>		11)	Tilers Assistants			19)	Machine Operators		
4)	Rebar Fixers Assistants	<i>6</i>		12)	Plasters			20)	Metal Fixers		
5)	Skilled Labors			13)	Painters			21)	Aluminium Fixers		
6)	Semi Skilled Labors			14)	Plumbers			22)			
7)	Unskilled Labors	<i>16</i>		15)	Plumbers Assistants			23)			
8)	Technicians			16)	Electricians	<i>5</i>		24)			

**C) Equipment:**

Item #	Labor Category	No.	hr	Item #	Labor Category	No.	hr	Item #	Labor Category	No.	hr
1)	Exavators			9)	Electrical Mixers			17)	Graders		
2)	JCB			10)	Bar Bending Machines			18)	Pickups		
3)	Loaders			11)	Bar Cutting Machines			19)	Vehicles		
4)	Dump Trucks			12)	Mechanical Troweling			20)	Piles Drilling Machine		
5)	Compactors			13)	Jack Hammers			21)			
6)	Vibrators			14)	Compressors			22)			
7)	Transit Mixers			15)	Scaffold System			23)			
8)	Concrete Pumps			16)	Asphalt Finishers			24)			

**D) Works in Progress:**

Item #	Description	Location
1)	Surface preparation work 2nd floor beam	G2-a
2)	Steel bracing assemble work and anchoring work	G2-b
3)	Rebar binding work for 1st floor 1st lift	G2-c
4)	floor beam drilling work	G2-d
5)	stair 3rd floor beam rebar binding work	G-1
6)	3rd floor plastering and surface preparation work	3rd floor
7)	Lime concreting preparation work	Roof

E) Request for Inspection:

Result for Inspection

F) Materials Delivered to Site:

Item #	Material	Unit	Quantity
1)			
2)			
3)			
4)			
5)			

hr	Name	Party
1)		
2)		
3)		
4)		
5)		

Contractor's Comments:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Resident Site Engineer's Comments:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **(2) Weekly Meeting Agenda**

PROJECT FOR CAPACITY DEVELOPMENT ON NATURAL DISASTER-RESISTANT TECHNIQUES OF CONSTRUCTION AND RETROFITTING FOR PUBLIC BUILDINGS

---

**20<sup>th</sup> Weekly Meeting for retrofitting construction and compliance work of DK Knitwear Ltd.**

**Venue: Site Office, DK Knitwear Ltd.**

**Time: 11:00am-12:30pm on Tuesday (30/June)**

**Participants: Contractor, Consultant, CNCRP, JET, Owner**

**1. Confirmation of the last meeting record**

19<sup>th</sup> weekly meeting record prepared by consultant.

**2. Report of last week progress**

Weekly report is prepared by both of contractor and consultant

Topics to be resolved prepared by contractor, consultant and owner, (PWD, JET)

**3. Others**

Discussion on the fire works

Submission of revised working schedule

Submission of 2<sup>nd</sup> running bill

Submission of steel frame erection plan

Confirmation of Next weekly meeting schedule

**Full stop**

## **(3) Weekly Report**

42nd WEEKLY REPORT

	Date:	work	30-Nov-15					
Last week Work Contents	Work progress at zone G-c	plastering work for beam, column, non shrink grout & micro concrete surface have done						
	Work progress at zone G1	out side painting & inside tiles work is going on						
	Work progress at zone G-b	all micro concrete & non shrink grout work have done, now plastering work is going on						
	Work progress at zone G-2	stair plastering work going on						
	Work progress at zone G-a	non shrink grout & micro concrete work have done						
	Work progress at zone G-d	shuttering work for non shrink grouting, grouting work and GF repairing work have done. Steel bracing assembling is going on						
	Electrical	cable wiring & SDB connections is in progress.						
	Fire pump house	Pump house shuttering & rebar binding work have done						
Fire detection & protection work	Shield cable wiring work, fire smoke detector fitting & ERW pipe setting work going on and also fire door fitting is going on.							
Issues to be solved	DB connection	bus-bar connecting bolt issue to be solved						
This week Work Contents	The weekly meeting	42th weekly meeting will be held on 30th Novemberber 2015.						
	Zone G-c	steel frame bracing painting work will be done						
	Zone G1	Stair case inside & outside painting work will be done						
	Zone G-a	Beam, column & steel bracing side portion plastering work will be done						
	Zone G-b	plastering work will be done						
	Zone G-d	plastering work will be done						
	pump house	pump house outside plastering work will be done						
	fire	riser pipe wiring , boiler room tubing, wiring & device installation work will progress.						
electrical	2nd floor c-cover installation work, cable, channel installation, MDB Connection (1st floor), SDB Connection (GF)							
Daily Work of last week Check	Name of Work	22-Nov Sun.	23-Nov Mon.	24-Nov Tue.	25-Nov Wed.	26-Nov Thur.	27-Nov Fri.	28-Nov Sat.
	<b>CIVIL WORKS</b>							
	<b>Zone G-c:</b>							
	plastering Work for beam, column, non shrink grout & micro concrete surface							
	<b>Zone G-2:</b>							
	stair plastering work							
	<b>Zone G1:</b>							
	painting work (outside)							
	tiles work							
	plastering work (out side bottom)							
	<b>Zone G-b:</b>							
	non shrink grout work (1st floor top)							
	plastering work for beam, column, non shrink grout & micro concrete surface							
	<b>Zone G-a</b>							
	non shrink grout work (1st floor bottom)							
	shuttering work for micro concrete work (1st floor side)							
	micro concreting work (1st floor side)							
	non shrink grout work (G. floor top)							
	shuttering work for non shrink grout work (1st floor top)							
	<b>Pump House</b>							
	Brick Work							
	shuttering work for fire pump							
	rebar binding work							
	<b>Zone G-d</b>							
	micro concreting work (1st floor side)							
	Non shrink grout work (1st floor top)							
	<b>Roof</b>							
	<b>Fire Protection &amp; Detection Work</b>							
	Shield Cable wiring & fire smoke detector fitting							
	fire hydrant pipe, laying, joining work							
Fire door installation work								
<b>Electrical</b>								
service line wiring/SDB Connection								
Contractor's signature	Date:							



## (4) Weekly Schedule

# UNITED ENGINEERING CONSORTIUM

Retrofitting works of DK Knitwear Ltd  
Monthly Schedule

Schedule Item	Start Time	Finish Time		December																																
				12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31		
				Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
<b>Civil Work</b>																																				
<b>Ground Floor</b>																																				
<b>Zone G-c ( Steel frame Bracing )</b>																																				
Painting Work	2015/9/12	2015/11/12	plan																																	
			actual																																	
<b>Zone G1</b>																																				
painting	2015/3/12	2015/12/12	plan																																	
			actual																																	
<b>Zone G-b (Steel Frame Bracing )</b>																																				
painting	2015/10/12	2015/12/12	plan																																	
			actual																																	
<b>Zone G-a (Steel Frame Bracing )</b>																																				
Plaster Work	2015/1/12	2015/6/12	plan																																	
			actual																																	
Painting	14/12/2015	16/12/2015	plan																																	
			actual																																	
<b>Zone G-d (Steel Frame Bracing )</b>																																				
Plaster Work	2015/2/12	2015/5/12	plan																																	
			actual																																	
painting	17/12/2015	19/12/2015	plan																																	
			actual																																	
brickwork(renovation)	2015/12/12	14/12/2015	plan																																	
			actual																																	
<b>Zone G2</b>																																				
painting	2015/12/12	14/12/2015	plan																																	
			actual																																	
<b>Pump house</b>																																				
plaster work (outside)	2015/1/12	2015/6/12	plan																																	
			actual																																	
plaster work (inside)	2015/11/12	16/12/2015	plan																																	
			actual																																	
pump setting & comissioning	16/12/2015	23/12/2015	plan																																	
			actual																																	
painting	22/12/2015	23/12/2015	plan																																	
			actual																																	
steel stair shifting	16/12/2015	23/12/2015	plan																																	
			actual																																	
<b>Electrical Works</b>																																				
2nd Floor C-cover installation	2015/1/12	2015/3/12	plan																																	
			actual																																	
MDB installation( 1st floor)	2015/4/12	2015/4/12	plan																																	
			actual																																	
SDB installation(GF)	2015/4/12	2015/4/12	plan																																	
			actual																																	
MDB repairing (GF)	2015/11/12	2015/11/12	plan																																	
			actual																																	
Sub station SDB replace	2015/11/12	18/12/2015	plan																																	
			actual																																	
Cable & Channel Installation work	2015/5/12	17/12/2015	plan																																	
			actual																																	
Lightening arrestor	2015/12/12	15/12/2015	plan																																	
			actual																																	
<b>Fire Works</b>																																				
<b>DETECTION</b>																																				
Boiler Room Tubing	2015/2/12	2015/5/12	plan																																	
			actual																																	
Boiler Room Wiring & Device Installation	2015/6/12	2015/8/12	plan																																	
			actual																																	
Ground Floor Tubing	2015/9/12	2015/9/12	plan																																	
			actual																																	
Ground Floor Wiring	2015/10/12	2015/11/12	plan																																	
			actual																																	
1st Floor Wiring & Device Installation	2015/12/12	13/12/2015	plan																																	
			actual																																	
2nd Floor Wiring & Device Installation	14/12/2015	15/12/2015	plan																																	
			actual																																	
3rd Floor Wiring & Device Installation	16/12/2015	17/12/2015	plan																																	
			actual																																	
Control Panel Installation, Testing & Commissioning																																				

## **(5) Monthly Progress Report**

## OVERALL PROGRESS REPORT

### Retrofitting and Compliance Work of DK Knitwear Ltd

Period of Report	<i>February, 2015</i>
Client	<i>DK Knitwear Ltd.</i>
Contractor	<i>United Engineering Consortium</i>
Supervisor	<i>Concepts Engineers &amp; Associates</i>
Location	<i>Jamgora, Asulia, Dhaka.</i>
Commencement of Construction	<i>15/02/15</i>
Scheduled Completion Date	<i>11/08/15</i>
Actual Progress	<i>(**% at the end of Month)</i>

Picture

*(Whole view of the site)*



WORK DESCRIPTION					
date	day	Major Activity			
			16	mon	Site preparaton
1			17	tue	Site preparation
2			18	wed	Site preparation
3			19	thu	Site preparation
4			20	fri	Site preparation
5			21	sat	Site preparation, material mobilization, shifting compressor
6			22	sun	Test excavation, material & equipment mobilization
7			23	mon	Excavation
8			24	tue	Excavation(G-c), dismantling(G1)
9			25	wed	Exacavation & CC(G-c), dismantling(G1)
10			26	thu	Exacavation & CC(G-c), dismantling(G1)
11			27	fri	Exacavation & CC(G-c), Shifting drain
12			28	sat	Exacavation & CC(G-c), dismantling(G1), Shifting drain, cylinder casting
13			29		
14			30		
15	sun		31		

## REMARKS

*(Special Event, Etc.)*

- 1) On February 23, 2015 DK representative request to modify the design of north-east corner stair case.
- 2) Material mobilization starts on 21<sup>st</sup> February,2015.
- 3) Excavation starts on 22th February, 2015.
- 4) According to the request of the contractor, permission given (consulting with Rafiq san) to the contractor to do CC casting under the new grade beam instead of BFS.

1. Summary of Progress

(1) Monthly Progress

*Summary of performed construction work for last one month, using the table below.*

Table: Work Items

Work Item Contents	Target volume (in last month)	Actual volume (in last month)	Total Volume	Total Progress (%)
Earth Excavation		60 CBM	935 CBM	6.41%
Brick Wall Construction	1.73 CBM	0.56 CBM	115 CBM	0.5%
CC casting		0.4 CBM	11 CBM	3.63%

Without these following work are done:

- 1) Preparation of site office are nearly done.
- 2) Preparation of labor shed completed
- 3) Preparation of material storage completed.
- 4) Shifting of drain is in progress.



Table: Monthly Schedule

Activity	Start Date	End Date	Actual	Plan
<b>Zone G-c ( Steel frame Bracing)</b>	22/02/15	25/03/2015		plan
Earth Excavation ( Trial Basis)	22/02/2015	28/02/2015		plan actual
Shore Protection(Brick Wall)	26/02/2015	28/02/2015		plan actual
Rebar Binding	28/02/2015	3/3/2015		plan actual
<b>Steel Frame Bracing Works</b>	26/02/2015	25/03/2015		plan actual
Procurement, Check & Approval	26/02/2015	4/3/2015		plan actual
Shop Drawing Check and approval	26/02/2015	28/02/2015		plan actual
Fabrication of steel frame	28/02/2015	12/3/2015		plan actual
<b>Zone G1 ( North East Corner Stair)</b>	23/02/2015	31/03/2015		plan actual
Site Layout	23/02/2015	23/02/2015		plan actual
Shifting of Drain	24/02/2015	26/02/2015		plan actual
Shifting of Utility line (gas, water and electrical)	27/02/2015	1/3/2015		plan actual
<b>Foundation</b>	24/02/2015	14/3/2015		plan actual
Earth Excavation	24/02/2015	3/3/2015		plan actual
BFS	28/02/2015	3/3/2015		plan actual
<b>Fire Works</b>	18/02/2015	8/8/2015		plan
Fire Detected System	18/02/2015	22/05/2015		plan actual
Mobilization ( Manpower & Tools)	22/2/2015	24/02/2015		plan actual
Conduit accessories & Procurement	18/02/2015	24/02/2015		plan actual
Conduit Setting Job	25/02/2015	15/05/2015		plan actual



Table: Monthly Schedule

	25/02/2015	16/03/2015	plan actual
Ground Floor			
Cable Procurement	18/02/2015	24/02/2015	plan actual
Cable Wearing	25/02/2015	15/05/2015	plan actual
Ground Floor	25/02/2015	16/03/2015	plan actual
Foreign materials Procurement	25/02/2015	25/04/2015	plan actual
<b>Fire Hydrant system</b>	<b>18/02/2015</b>	<b>8/8/2015</b>	plan
Mobilization (Manpower & Tools)	22/02/2015	24/02/2015	plan actual
Pipe & Accessories Procurement	18/02/2015	24/02/2015	plan actual
Pipe for Welding & Fittings	25/02/2015	15/05/2015	plan actual
Kiser 1	25/02/2015	16/03/2015	plan actual
Pump Procurement	18/02/2015	18/04/2015	plan actual
Fire Hose, breeching Connection ( foreign) Procurement.	18/02/2015	30/04/2015	plan actual
<b>Electrical Works</b>	<b>18/02/2015</b>	<b>4/8/2015</b>	plan
<b>Procurement of Materials &amp; Approvals</b>	18/02/2015	29/05/2015	plan actual
Conduit	18/02/2015	24/02/2015	plan actual
Mobilization (Manpower & Tool)	25/02/2015	28/02/2015	plan actual

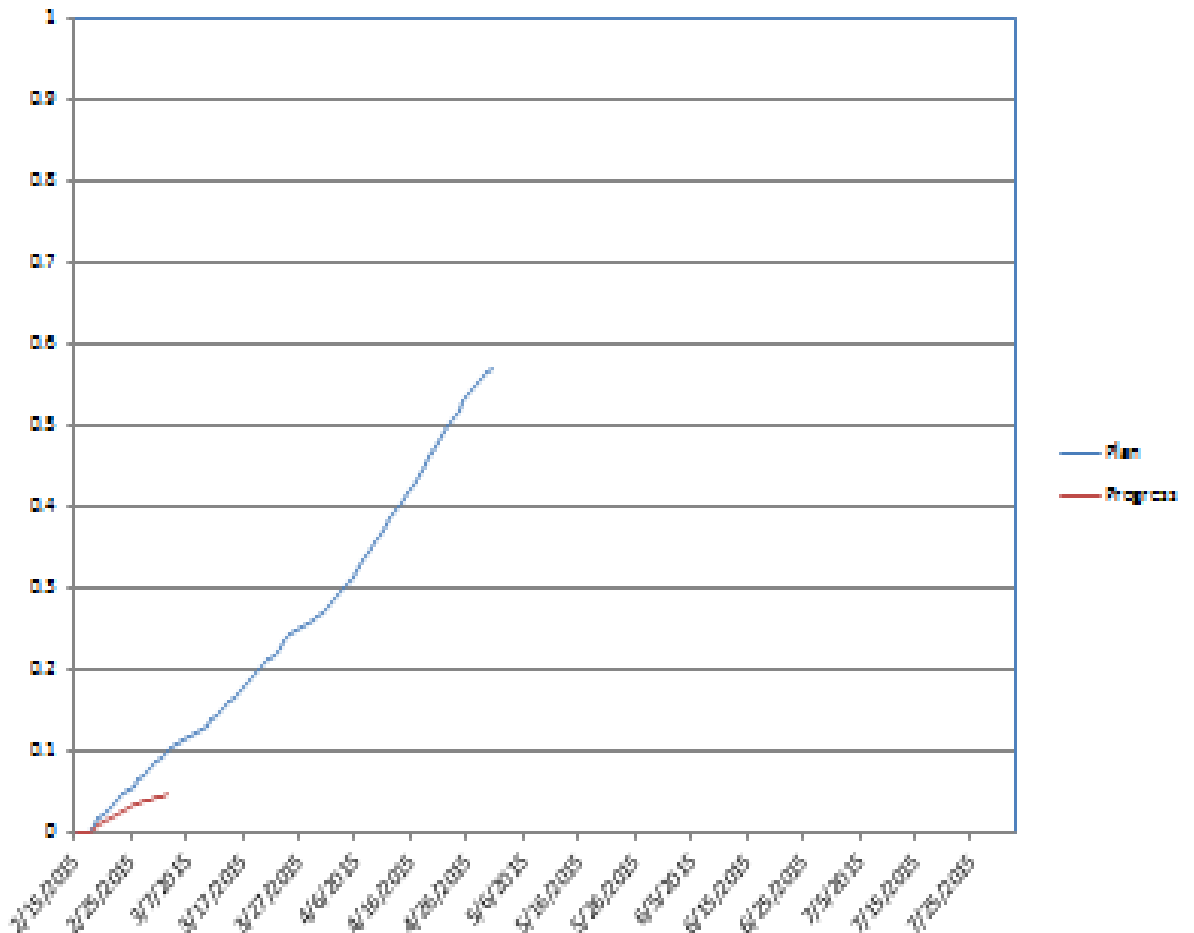
(2) Overall Progress

Comments concerning scheduled completion date upon a consideration of overall actual progress.

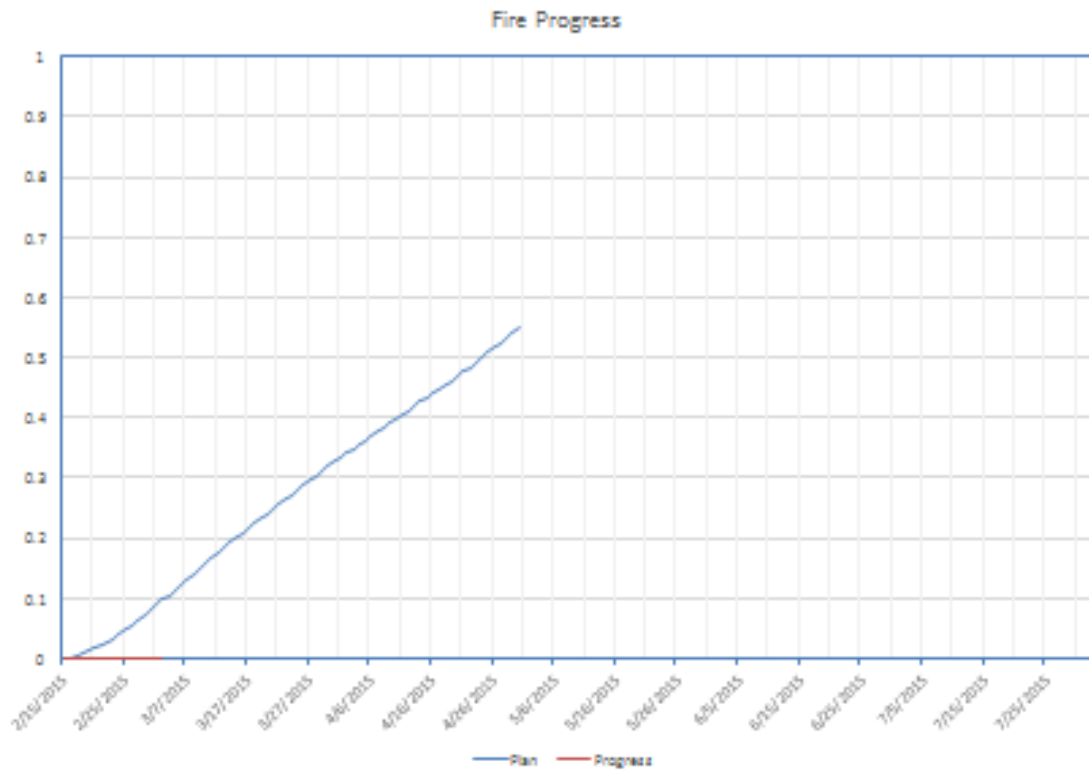
In case of that the progress is behind target schedule, necessary action to catch up.

Table: Comparison result between schedule and actual progress

# Work progress CIVIL



# Work Progress of fire protection



## **Construction Supervision**

- 1) Inspection for excavation
- 2) Inspection for brick wall construction
- 3) Inspection for concrete cylinder preparation
- 4) Inspection for sampling for Pull-out test

## **2. Instruction to the Constructor**

- 1) *Maintain ting safety measure fully*
- 2) *Installing temporary fence*

## **3. Safety Control**

- 1) *Safety gloves and shoes are available*
- 2) *Maintain standard first aid box*

Overall Progress Report



n work.



*Comments (28/02/15)*

*Comments (28/02/15)*

## **(6) Inspection Record**

# Inspection Record:

Project Name :	<b>RMG SECTOR SAFE ENVIROMENT PROGRAM RETROFITTING WORKS FOR DK KNITWEAR LTD</b>
----------------	--

[Type]	[In-process Inspection/Testing]
[Date]	2015 / 07 / 02
[Item]	Concreting Work
[Content]	Column

[Accompanying Documents/Drawings]		Revised drawing	
[Detail]	[Criterion]	[Results]	[Remarks]
Existing Column Jacketing Concreting Work at ZONE-G-b	As per Structural Drawing	Pass	

### Indication items and Remarks detail

- 1) NETO BOND Applying & Bottom Surface Condition Checking, (Pic-1 & Pic-2), OK.
- 2) Casting Materials Placing & vibrator Applying Checking, (Pic-3, Pic-4), OK.
- 3) Concreting Work going on & Materials Mixing Checking, (Pic-5, Pic-6), OK.

[Permission by Supervisor]	Signature
[Inspection Passed] : [Permission to next process]	END
[Inspection Failed] : [Re-inspection or other measures]	

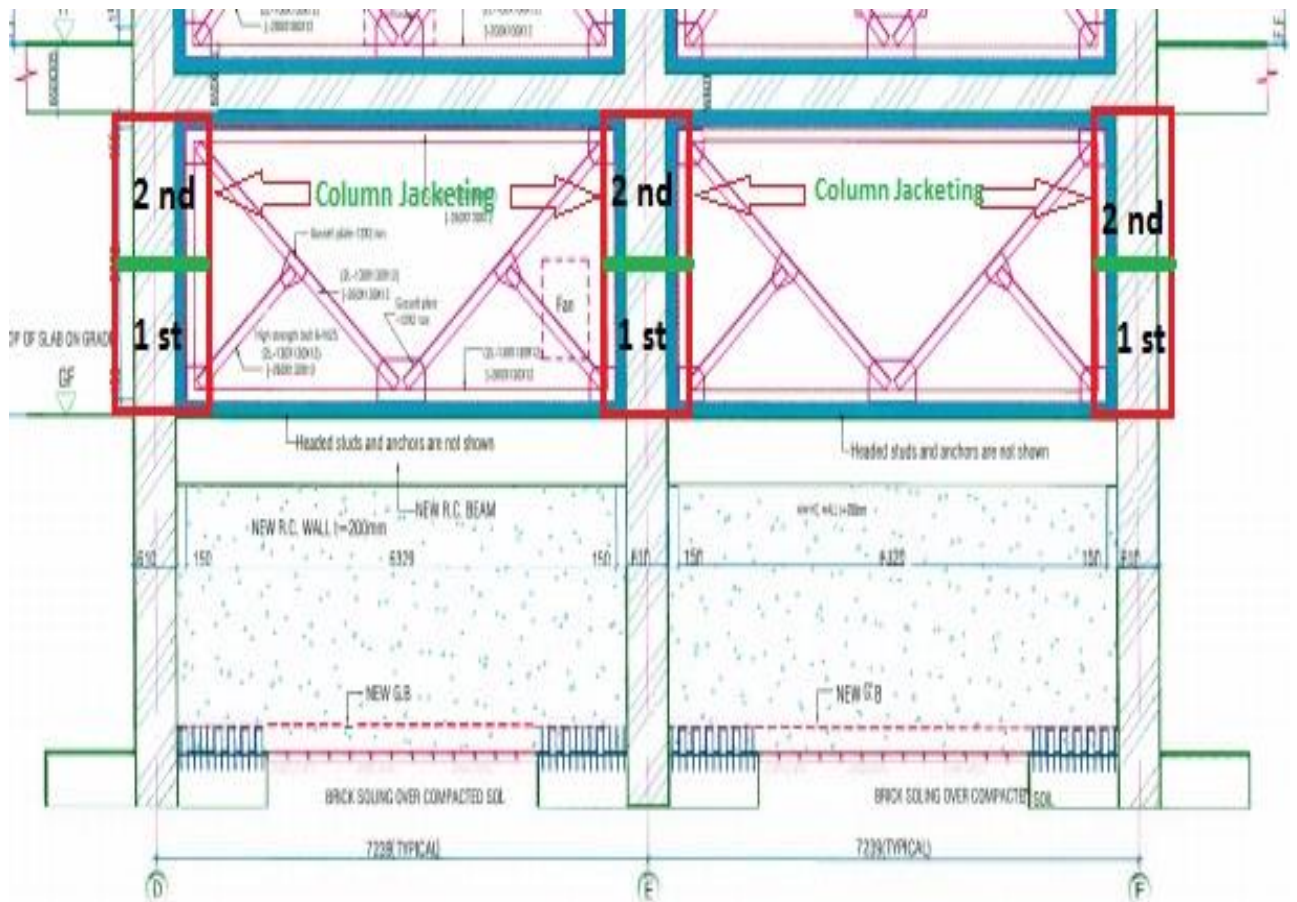




PHOTO 1: Before Casting NETO BOND Applying



PHOTO 2: Before Casting Shutter inside Condition



PHOTO 3: Casting Materials Taking for Placing



PHOTO 4: Vibrator Applying into Casting



PHOTO 5: Concreting Works Going On



PHOTO 6: Materials Mixing for Concreting Work



## **(7) Work Progress Report & Summery**

	Civil Work	Electrical Work	Fire Work	Total	Civil Work (Target Upto December)	Electrical Work (Target Upto December)	Fire Work (Target upto December)
Plan Completion Percentage	54.78	19.08	26.17	100.03	54.78	17.95	16.1268
Actual Completion Percentage	50.88	17.95	14.43	83.26	50.88	17.95	14.41

### WORK SCHEDULE & PROGRESS ACTIVITY OF THIS PROJECT

