



PRO Job Details v1		Project name
Ref	Description Item	Details
0	Referral	Repeat business
1	Reference No	KEYSO
2	Service	Project Management / Pre Contract Management / Contract Administration
3	Fee (Plus VAT), see appendix 2	£0
	Tender analysis	
	Contract production	
	Contract Administration	
4	Timescale	
	Start:	
	Finish:	
5	Client	
	Client Name	
	Company Name	
	Position	
	Phone	
	Mobile	
	email	
	Address	
	Company No	
6	Project	
	Site Address	
	Build	
	Construction	
	End Use	
	Nature of Work	
	Budget	
	Programme	Duration: 00 months / weeks construction (only)
		Start:
		Finish:
		Stages / Phases:
		Start:
		Finish:
		Stages: N/A
		Start:
		Finish:
		Stages: N/A
		Start:
		Finish:
		Stages: N/A
		Start:
		Finish:
	Procurement	Traditional:
		Design & Build:

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		Other:
	Investigations	
	Others	N/A
7	Statutory Approval	
	Planning Permission	TBC
	Building Control	TBC
	BRE/Sustainability	TBC
	Highways	TBC
	Party Wall Awards	TBC
	Other	TBC
8	Designers/Design Information	
	8.1. Designers appointed	TBC
	8.2. Architectural	TBC
	8.3. Structure	TBC
	8.4. MEP	TBC
	8.5. Principle Designer	TBC
	8.6 Approved Inspector/Building Control	TBC
	8.7 Others	N/A
9	H&S CDM Regulations	
	9.1. Notifiable Works:	30 working days - YES 500 person days - YES
	9.2. Duty Holders	Client - Appoint competent Principal Designer and Principal Contractor Principal Designer: assumed existing Architect Principal Contractor: successful Contractor
10	Commercial	
	10.1 Design Warranties	£TBC each and every cover
	10.2. Insurances	Building: Client/Contractor to insurance
		Works: £TBC each and every cover
		Clause 6.1 (3rd party): N/A
		Professional Indemnity: £TBC each and every cover
	10.3. Building Warranty	£TBC (10 years warranty)
	10.4. Building Contract	JCT Standard form/ Design & Build form 2016
	10.5 LAD	£1,500 / week
	10.6 Retention	5% until PC, followed by 2.5%
11	Finance	
	11.1 Funding Source	building loan, followed by refinance TBC
	11.2 Funding Organisation	TBC
	11.3 Monitoring Agent	TBC