

Construction Buddy™

Tier 3 – Your Site Supervisor

Scope of Work:

Overview

To provide **comprehensive site supervisory services** to the Owner Builder throughout the entire construction phase, including independent and frequent on-site attendance as required to oversee that construction works are completed on time, to a high standard and in compliance with all building codes and safety regulations.

The nominated Construction Buddy will support the Owner Builder with the **day-to-day scheduling** and management of all service providers, with the completion of **quality assurance reviews** for each service provider as well as **identifying and resolving any issues** that may arise on-site.

As is provided at both a Tier 1 and Tier 2 service level, the Construction Buddy will also provide key **project milestone inspections** and **site safety assessments** throughout various stages of the construction phase, focusing and reporting on 7 critical project milestones where they will offer professional insights and recommendations to support the Owner Builder in maintaining quality and site safety standards.

The nominated Construction Buddy will also be available to provide **ongoing telephone guidance and support** to help the Owner Builder navigate challenges, maintain project momentum and answer key questions allowing owner builders to confidently make informed decisions.

This level of service will offer the Owner Builder with professional construction expertise whilst respecting the Owner Builder's role as the primary decision-maker.

Most Suitable For

Those with **little residential building experience** who would need a higher level of support from an experienced and licenced building professional to assist with all matters in relation to the construction of their residential building project.

Standard of Work

The Construction Buddy will use reasonable endeavours to:

1. Ensure all advice and support aligns with relevant Australian Building Standards, National Construction Code, and local building and safety regulations.
2. Adhere to building industry best practice standards.
3. Provide accurate, timely, and helpful guidance at each one of the scheduled milestone stages.

Detailed Scope

1. Project Milestone Inspections

Conduct and report to the Owner Builder on 7 Project Milestone Inspections designed to potentially identify any significant construction related issues that may require immediate attention and to support early intervention on major non-compliances or defects.

Inspections will occur at the following project milestones:

1. **Site Establishment:** Upon completion of site fencing, sediment controls, tree removal, and demolition (if applicable).
2. **Slab:** Once the slab formwork has been completed and prior to pouring the concrete slab.
3. **Frame & Structural Steel:** Upon completion of the timber or steel frame and the erection of roof trusses.
4. **Roof:** Upon installation of the roof and prior to the removal of scaffolding.
5. **Enclosed:** Upon completion of the external envelope (e.g. bricks, cladding, etc).
6. **Pre-Linings:** Upon completion of electrical and plumbing rough-ins, as well as air conditioning/heating ductwork, installation of insulation and prior to internal linings (e.g. gyprock).
7. **Finishing & Fit-Out:** Upon completion of fix-out carpentry, joinery, and tiling.

For each of the 7 Project Milestone Inspections, the Construction Buddy will provide an inspection report highlighting observations, potential issues, and recommendations to the owner builder.

2. Site Safety Reviews

At each of the 7 Project Milestone Inspections, the Construction Buddy will:

- Perform a comprehensive on-site safety inspection.
- Assess compliance with relevant safety regulations.
- Provide written advice to the Owner Builder on any on-site safety concerns, including specific, actionable corrective recommendations.

3. Site Supervisory Services

At a Tier 3 service level, the Construction Buddy assumes the role of a traditional residential building industry site supervisor and, in conjunction with the Owner Builder, oversees all on-site activities.

Whilst not replacing the ultimate responsibility that resides with the Owner Builder, the Tier 3 Construction Buddy reports to and fully supports the Owner Builder in the execution of their duties. Acting in the Owner Builder's best interest at all times, the Construction Buddy offers their building industry expertise to support the Owner Builder's goal of achieving a high performing and efficient construction program.

These services generally include:

- Supporting the Owner Builder with the scheduling and coordination of all essential suppliers, consultants and contractors, in line with their Build Buddy workflow.
- Supporting the Owner Builder with contractor recommendations and reporting on their performance and conduct.

- Attending site as and when required to properly conduct the provision of their site supervisory service during the entire construction phase and will generally involve three (3) independent on-site visits per week (subject to construction progress).
- Assist the Owner Builder in responding to Requests for Information (RFIs) from service providers, ensuring clear and timely communication.
- Scheduling and coordinating all necessary inspections with certifiers and engineers at all critical stages, in accordance with the Build Buddy workflow.
- Supporting the Owner Builder to identify and resolve any construction related issues as and when they appear throughout the construction phase.
- Monitor project-specific workflow compatibility and aid the Owner Builder in coordinating service provider scheduling with the aim of optimising the construction project timeline.
- Communicating directly with suppliers, consultants and contactors as well as offering the Owner Builder guidance on effective communication strategies as required.
- Attending to any on-site requirements that helps ensure an efficient construction program and progress.

Furthermore, the Construction Buddy and the Owner Builder will schedule a regular time for one (1) on-site visit limited to up to two (2) hours each week during the construction phase (subject to construction progress) where they can both meet, discuss, review and propose any matter the Owner Builder would like in relation to the construction project.

Each on-site visit should include:

- General review and assessment of construction progress since the previous on-site visit.
- Identification of any construction related issues and recommendations on possible resolutions.
- Offer suggestions and guidance on workflow and suggested scheduling of future tasks.
- General advice and recommendations that specifically address the Owner Builder's project and any concerns they may have.
- Generally assisting the Owner Builder to handle specific construction related issues effectively.

4. Quality Assurance Reviews

- Complete, on behalf of the Owner Builder, any Build Buddy Quality Assurance (QA) Checklist that need to be completed for each relevant service provider, ensuring adherence to building industry standards and building industry best practices.
- Conduct thorough checks on material quality and installation methods during throughout the construction phase, and documenting findings to the Owner Builder as well as making any recommendations or suggestions to the Owner Builder.

5. Telephone Support

The Construction Buddy will generally be available to the Owner Builder for telephone support between the hours of 8.00am to 4.00pm on Business Days.

During these conversations, the Owner Builder may seek the Construction Buddy's guidance and opinion on any matter in relation to their construction project, as would generally be expected to align with the experience of a licenced building professional, and may also include guidance on effective communication with contractors and suppliers as well as alternative courses of action to best aid in the resolution of conflicts and disputes should they arise.

Whilst these calls are designed to provide general assistance and support to the Owner Builder, a fair and reasonable use policy should apply between the Owner Builder and the Construction Buddy.

Additional Scope for Unforeseen Events

During the construction phase, there may be some unforeseen events that adversely affect the building site and/or the construction program and may require additional services to be provided by the Construction Buddy.

As an example, these events may include, but are not limited to:

- **Unforeseen site conditions:** This could include unexpected ground conditions, such as rock or hidden utilities, or hazardous materials may be discovered during construction, such as asbestos, that may need to be removed or repaired and would require additional scheduling, management and supervision.
- **Changes in design:** The Owner Builder may request changes to the original design, or changes may be required as a result of unforeseen site conditions, and such changes may require additional scheduling, management and supervision.
- **Inclement weather:** Severe weather conditions may delay construction or damage the work that has already been completed and may require additional time to be dedicated on-site to repair.
- **Substandard materials:** Using low-quality materials to cut costs may require additional on-site works and supervision to repair and/or bring to an acceptable standard.
- **Poor workmanship:** Poor work by inferior contractors can lead to a range of problems, from cosmetic defects to serious structural issues that may require additional scheduling, management and supervision.
- **Owner Builder instigated requests:** The Owner Builder may request additional support over and above the agreed scope of works to handle a specific construction related issue that may arise and such request may require additional scheduling, management and supervision.

The Construction Buddy will consult and discuss with the Owner Builder possible avenues of navigating these unforeseen events and offer possible solutions, where possible, that may assist the Owner Builder to keep the project momentum. Additional fees may apply in respect of any consultation or advice provided for matters that fall outside of the original scope of works.

Owner Builder Responsibilities

The **Owner Builder is ultimately responsible** for the building work just as a fully licensed builder would be.

Whilst the Construction Buddy is a licenced and experienced building professional advising, supporting and guiding the Owner Builder throughout the construction phase, the Construction Buddy **does not act in the capacity of the licensed home builder for the project** and is not responsible for deliverables as the Owner Builder retains the primary role of the builder on record at all times.

The Owner Builder is ultimately **responsible for on-site safety**, including the welfare of all personnel. The Construction Buddy will provide advice and recommendations on safety best practices but cannot assume liability for safety issues resulting from the Owner Builder not complying with their on-site safety obligations. A licenced building professional has a responsibility to report a blatant disregard for site safety and may result in significant penalties and consequences to the Owner Builder.

The Owner Builder must maintain an **up-to-date document library** with current revisions of designs, plans, specifications and relevant reports. All official documentation must be readily accessible to the Construction Buddy and to the relevant contractors to ensure that Build Buddy's collaborative construction methodology is best adhered to.

The Owner Builder is responsible for **maintaining effective communication** channels with all project stakeholders and prompt responses to Requests for Information (RFI's) are critical to ensure an efficient construction program.

The Owner Builder must ensure that all **financial, taxation and insurance** requirements of the building work are met, fully comply with all laws and that all necessary **statutory approvals** are obtained and are complied with.

Whilst the Construction Buddy will adhere to building industry best practices when providing their expert guidance and support, their role is advisory in nature and does not guarantee any specific outcomes as ultimate responsibility and decision-making remains with the Owner Builder at all times.