

# SCHEDULE OF ATTENDANCES & OBLIGATIONS

**Client:** Mr E. Man **Date:** 8th July, 2013

**Address:** 30 Ulysses Road, London. NW6 1EE **Reference:** E0391

**Project:** 30 Ulysses Road. Rear extension/conservatory room. With brick walls, glazed roof and doors. Finished with plastering, skirting and decorating.

Attendance / Facility	Loop	Client
<b>General</b>		
Architectural drawings & fees	x	✓
Architectural details or alterations of layout(s) & fees	x	✓
Structural engineer drawings & fees	x	✓
Structural engineer calculations & fees	x	✓
Temporary work design, calculations & fees	x	✓
Planning permission & fees	x	✓
Building control notice & fees	x	✓
Application for utility services or alterations Of	x	✓
Liason with utility service providers	✓	x
Party wall surveyor & fees	x	✓
Condition survey(s)	✓	✓
Insurance of existing buildings and work complete <small>(customer to notify their insurers before work commences)</small>	x	✓
Public Liability insurance	£3m	x
All Risk Insurance - maximum one claim	£1,300,000	x
<b>The Work</b>		
All labour, plant and materials <small>(unless specified otherwise eg Client to supply / Loop fix only)</small>	✓	x
<b>Payments - Paid Within 7 Days of Invoice</b>		
Payment - After 5 working Days On Site	x	5%
Payment - Interim valuations	x	as invoiced
Payment - At Practical Completion	x	100%
<b>Late Completion</b>		
Damages per week of £75.00 up to a maximum of £3000.00 <small>(these are liquidated and ascertained damages payable by Loop)</small>	✓	x
Extended completion - £0.00 to be ascertained <small>(these are the reasonable costs incurred by Loop - payable by the customer)</small>	x	✓
<b>Welfare &amp; Access Facilities</b>		
Toilet & basin	x	✓
Electrical Supply	x	✓
Main water supply	x	✓
Telephone	✓	x
Storage Area & Temporary Storage of Plant & Materials	x	✓
Specific Security of Plant & Small Materials	✓	x
Car parking facilities / parking on site/vouchers	x	✓
Scaffold	✓	x
Provision of Space for a Skip	x	✓
Road Licence/Skip Licence	x	x
Removal of Excavated Earth From Site	✓	x
Removal of General Rubbish From Site	✓	x
Protection of Work until Practical Completion	✓	x
Office accommodation	x	x
<b>Specific</b>		
Temporary Scaffold Tin Roof Over Property	x	x
Temporary tarpaulins at Client risk	✓	x
Working hours to be Monday - Friday 8.00 - 5.00pm	✓	✓