Site Visit Report Form — Q FTR # 451

A. BASIC DATA

(Trigon staff shall complete this field trip report within 48 hours after returning from the field and ensure that it is sent properly distributed within 72 hours after leaving the construction site)

Program (JSEP or SKEP):	SKEP **PHASE**: III **PACKAGE**: 2
School Name:	Jumana Bint Abi Taleb Basic Mixed School
Supervisory Engineer (SE) Name:	Wahib Medanat Consultants
Construction Contractor (CC) Name:	Dijla Contracting Co.
Date and Time of Field Trip:	July 12th, 2021
Date of Report:	July 15th , 2021
Weather During Visit	Sunny 38o
Prepared By:	Areej Kharma **CMTO/Trigon**
Submitted By:	Osama Obeid **CMTO/Trigon**

Purpose of Visit

General Site Inspection (Quality)
Corrective Action (CA) Review Report
Health, Safety & Environment (HSE)
Site Meeting
Substantial Completion Inspection
First Hand-over Inspection
Second Hand-over Inspection
OTHER (list below)
Construction Schedule Training Workshop

Personnel on Trip

No.	Name	Title	Agency
1	Osama Obeid	Sr. Construction Manager	CMTO/Trigon
2	Diana Abu Saleh	Project Control Engineer	CMTO/Trigon
3	Areej Kharma	Intern Civil Engineer	CMTO/Trigon

Personnel at Site *(if a site meeting or a final inspection, use attachment to list other participants)*

No.	Name	Title	Agency
1	Eng. Natheer Amareen	Project Manager	Medanat Consultants
2	Eng. Sawsan Al Yousef	Resident Engineer	Medanat Consultants
3	Eng. Yousef Omar	Site Engineer	Medanat Consultants
4	Eng. Hasan Shaqboa	Quality Manager	Medanat Consultants
5	Eng. Mohammad Mobayden	Safety Manager	Medanat Consultants
6	Eng. Ali Nazzal	Quantity Surveyor	Medanat Consultants
7	Eng. Wesam Ankair	Fresh Graduate Engineer	Medanat Consultants
8	Eng. Anas Sharabati	Trainee Engineer	Medanat Consultants
9	Eng. Amer Al Yousef	Project Manager	Dijla Contractors
10	Eng. Sahar Solaiman	Site Engineer	Dijla Contractors
11	Eng. Ayman Abolawi	Planning Engineer	Dijla Contractors
12	Eng. Moheeb Al Wahidi	Safety Manager	Dijla Contractors
13	Eng. Suhaib Salhiah	Quantity Surveyor	Dijla Contractors

14	Eng. Ahmad Al Madhon	Fresh Graduate Engineer	Dijla Contractors
15	Eng. Yousef Bassam	Trainee Engineer	Dijla Contractors

B. QUALITY, SCHEDULE AND H&S FINDINGS CHECKLIST

(For any "No" answer in this section, the Observer shall provide a narrative explanation in Section C. of this Report including corrective action requested) ***NA-Not Applicable, DC-Didn't* Check**

	Construction Contractor	Supervisory Engineer
A. Site Documentation		
1. Drawings and Specifications on site? (Y/N)	Y	Y
2. CC Safety Plan on site? (Y/N)	Y	Y
3. CC QC Plan on site? (Y/N)	Y	Y
4. Shop Drawings up to date? (Y/N)	Y	Y
5. Request for Information/Inspection up to date? (Y/N)	Y	Y
6. Sampling and Testing Tracking Log? (Y/N)	Y	Y
7. Hard copy files neat and up to date? (Y/N)	Y*	Y
8. Inspector's Daily Journal up to date? (Y/N)	Y	Y
9. Non-Conformance Report up to date? (Y/N)	Y	Y
B. Schedule		
10. SE has up to date CC Schedule on site? (Y/N)	Y	
11. CC has up to date CC Schedule on site? (Y/N)		Y
C. Exit Observation		
12. What time does CC start work each morning on average?	6:30 AM	
13. What time does CC stop work each day on average?	6:00 PM	
14. What is the average # of working hours each day?	8 Hours*	

*(Subcontractors do overtime to maintain and improve their work progress)

C. DESCRIPTION OF FINDINGS

A. **Site Documentation**

- All the documents were available, up to date, and neatly stored on site, however, some of the CC's documents were only available as soft copies.

B. **Health, Safety & Environment (HSE)**

1. COVID-19 precautions were upheld on site. Guests' log and temperature check were available at site entry.
2. Site was well secured.
3. Acceptable housekeeping was observed on site, but is recommended that the construction materials be covered to protect them against damage. The waste materials/debris must be disposed of in a suitable manner, or properly covered to prevent an unhealthy, dusty atmosphere within the site grounds.

C. **General Quality Observations**

1. GF block works have been completed.
2. Internal plastering works (rough coat) are ongoing on GF. The plastering workmanship is of an acceptable quality.
3. Cement is being mixed in a container to maintain the required standards. It is recommended that the material used be divided through the floor instead of being placed all in one place to be mindful of the imposed Live Load.
4. Mock-up room preparations are ongoing on the GF within the KG section.
5. First-floor formwork is being de-shuttered and preparations for internal block works are ongoing.
6. Preparations for casting the second-floor slab are underway.
7. Acceptable concrete workmanship was observed within the previously cast structural members, minimal segregation was noticed.
8. Backside of the boundary wall has been constructed, but work on frontside have not yet started.

D. **Schedule**

1. % of actual work progress: According to Medanat Consultants, 35 %.
2. % of planned work progress: According to Medanat Consultants, 40 %
3. % of contract time elapsed: According to Medanat Consultants, 58 %.
4. The average daily number of workers on site during that past week is 25.
5. Since the construction site is spacious, it is recommended that the CC increase their labor force and begin work on the first floor and the external areas in parallel with building works to improve progress.

E. **Status of Utility connections / other outstanding issue**

1. **Water Supply**: Not connected yet.
2. **Wastewater**: Not connected yet.
3. **Electricity**: Not connected yet.
4. **Other Issue**: Electricity was cutoff on site during the first portion of the visit. It was restored later and the scheduling workshop was carried out.

ATTACHMENTS – as marked below

1. QUALITY CHECKLIST
2. MEETINGS / INSPECTION MINUTES
3. HEALTH, SAFETY & EVIRONMENT ATTACHMENT

E. PHOTOS

FIGURE #01:

Project ID Sign.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #02, #03:

The project consists of a 3-storey main building, in addition to a basement floor which houses the utility tanks. The total internal building area is 5460 m^2, and the external area is 5529 $m^{2.}$
The GF will consist of 4 KG classrooms, administration offices, vocational room, computer labs, and a library, in addition to the auditorium. The first-floor will consist of 9 classrooms for grades 1 to 3, in addition to several science labs, teachers' room, and WCs.
The second-floor will consist of 14 classrooms for grades 4 to 10, and WCs.
The external site works an assembly area, a playground, a canteen, and a sand pool for the KG.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #04:

COVID-19 precautions and temperature check were available at site entry.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #05:

Cement is being mixed in a container to maintain the required standards.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #07, #08

Acceptable housekeeping was observed on site, but is recommended that the construction materials be covered to protect them against damage. The waste materials/debris must be disposed of in a suitable manner, or properly covered to prevent an unhealthy, dusty atmosphere within the site grounds.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE # 09:

De-shuttering of first-floor formwork and preparations for internal block works are ongoing.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #10:

Preparations for casting the second-floor slab are underway.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #11:

Multipurpose building under construction

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #12:

Acceptable concrete workmanship was observed, minimal segregation was noticed.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

FIGURE #14, #15 & #16:

GF block works have been completed.
Internal plastering works 1st layer) are ongoing on GF. The plastering workmanship is of an acceptable quality.

The Trigon team, along with the SE and the CC can be seen in these pictures.

Photo credit: Areej Kharma, CMTO/Trigon & Wesam Ankair, Medanat

July 12th, 2021

FIGURE #16:

During the site tour Medanat, Dijlah and CMT/Trigon team) .

Photo credit: Areej Kharma, CMTO/Trigon & Wesam Ankair, Medanat

July 12th, 2021

FIGURE #17:

Given the spacious construction site, it is recommended that the CC increase their labor force and begin work on the first floor and the external areas in parallel with building works to improve progress.

Photo credit: Areej Kharma, CMTO/Trigon

July 12th, 2021

F. Scheduling Workshop

Titled: How can Site Engineers use Construction Schedule on Site?

Presented by: Trigon/CMTO Team: Eng. Osama Obeid and Eng. Diana Abu Saleh

Brief Summary:

The workshop commenced with greetings and an introduction of the attendees. After that, Eng. Osama explained the reason why Construction Companies should promote scheduling and overviewed the contractual clauses related to the schedule.

Eng. Diana explained how the construction schedule is produced by a Planning Engineer; this part explained how implementing a schedule on site is a contractual requirement, its importance, and the benefits gained from it, in addition to defining the schedule and how to produce it using the critical path method.

Eng. Osama and Eng. Diana also explained how to manage site activities using a practical schedule by the site team; this part included how to derive a practical schedule from the Master schedule, home office support (engineering and procurement department), how to update the practical schedule by the site engineers, how to assess the work progress by the site team, regular meetings between Supervision and Contractor site teams, elements that impact the construction schedule and the need for a corrective action plan.

The training concluded with some scheduling tips, discussions and questions.

Attendees

No.	Name	Title	Agency
In-Person Attendees			
1	Eng. Natheer Amareen	Project Manager	Medanat Consultants
2	Eng. Sawsan Al Yousef	Resident Engineer	Medanat Consultants
3	Eng. Yousef Omar	Site Engineer	Medanat Consultants
4	Eng. Hasan Shaqboa	Quality Manager	Medanat Consultants
5	Eng. Mohammad Mobayden	Safety Manager	Medanat Consultants
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12	Eng. Moheeb Al Wahidi	Safety Manager	Dijla Contractors
13	Eng. Suhaib Salhiah	Quantity Surveyor	Dijla Contractors
14	Eng. Ahmad Al Madhon	Fresh Graduate Engineer	Dijla Contractors
15	Eng. Yousef Bassam	Trainee Engineer	Dijla Contractors

Virtual Attendees			
16	Eng. Alaa Olimat	Site Engineer	Medanat Consultants
17	Eng. Ammar Ghraibeh	Site Engineer	Medanat Consultants
18	Eng. Ghaith Al Otoum	Fresh Graduate Engineer	Medanat Consultants
19	Eng. Sara Elali	Fresh Graduate Engineer	Medanat Consultants
20	Eng. Abdelmalek	Site Eengineer	Dijla Contractors
21	Eng. Tharwah Malkawi	Site Eengineer	Dijla Contractors
22	Eng. Moyad Aborsheed	Quantity Surveyor	Dijla Contractors
23	Eng. Amer Khwaileh	Quantity Surveyor	Dijla Contractors
24	Eng. Ayman Salem	Fresh Graduate Engineer	Dijla Contractors
25	Eng. Ayah Al Abed	Fresh Graduate Engineer	Dijla Contractors

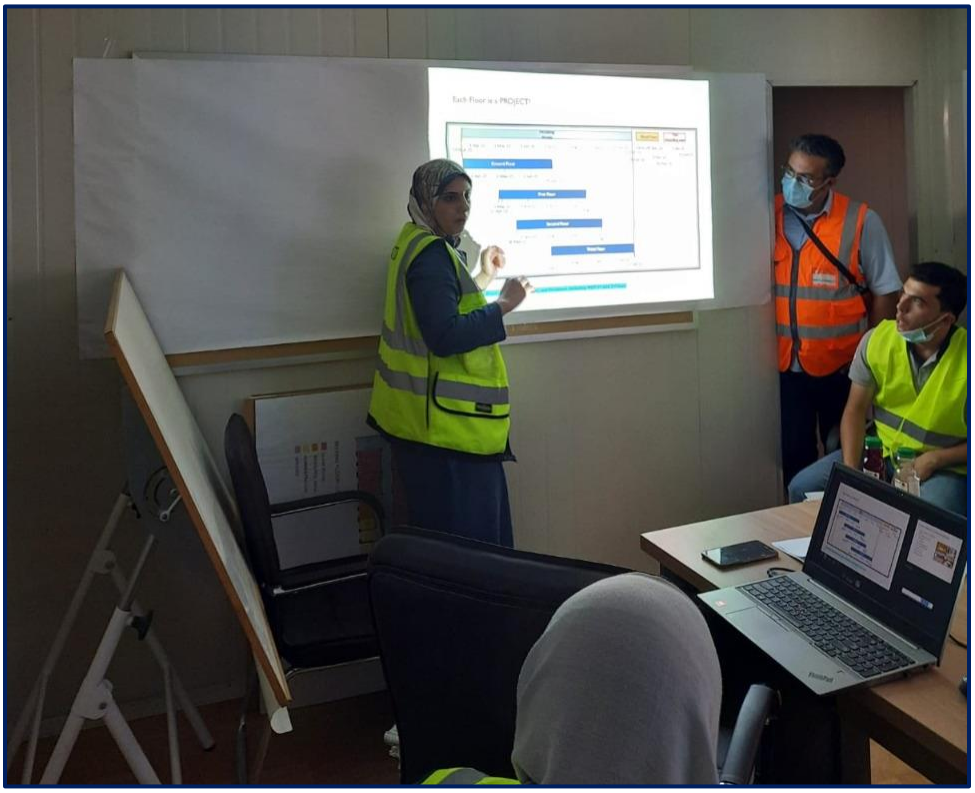
FIGURE # 18,19 & 20:

The photos below show the SE and CC's staff attending the workshop, and CMTO/Trigon's presenters, Eng. Osama and Eng. Diana during the scheduling workshop.

Photo credit: Areej Kharma, CMTO/Trigon & Wesam Ankair, Medanat

July 12th, 2021


Why Should a Construction Company Promote Scheduling
1. It's a International Construction Industry "Best Practice"
2. It's the right thing to do! Why?
3. USAID-Jordan, the JSEP and SKEP Donor expects the company to do so - EXPECTATIONS
4. Your JSEP or SKEP MPWH Construction Contract requires the company to do so
5. It can help the Company win new contracts.
6. It is the future
Scheduling



Trigon Quality Field Trip Report Attachment #1

Notes:

Date: 12/7/2021

School Name: Jumana Bint Abi Taleb Basic Mixed School

Location: Amman

Program / Phase / Package SKEP/III/2

Prepared by: Areej Kharma CMTO/Trigon

#	Task / Activity	Observ-ations (Y/N)	Findings	Recommendations / Corrective Actions
A. Excavation				
B. Backfilling				
C. SubStructural, Concrete,Foundations				
1	Steel Bar			
2	Footings			
3	Ground beams			
4	Tie beams			
5	Column neck			
6	Column			
7	waterproofing(Insulation)			
8	Slab on grade			
D. SuperStructural, Concrete,Masonry works				
1	Columns			
2	Beams			
3	Slabs	Y	Preparations for casting the second-floor slab are underway.	
4	Roof			
5	Hollow Concrete Block (internal)	Y	GF block work has been completed with acceptable quality.	
6	Hollow Concrete Block (external)			
7	C-Channel			
8	Clading Natural Stones			
9	Electrical conuits/ sleeves			
10	Mechnical pipes/sleeves			
E. Civil Works				
1	Access /Gates			
2	Steel Doors			
3	Wooden Doors			
4	Door's accessories			
5	Aluminum Windows			
6	Window screen			
7	Steel protection			
8	Granite sill for window			
9	Plastering (Internal)	Y	GF plastering works are ongoing with acceptable workmanship.	
10	Plastering (External)			
11	Wall Paint			
12	Ceiling Paint			
13	Wall tiles			
14	Floor tiles (Internal)			
15	External Floor tiles (Interlock /Stone)			

#	Task / Activity	Observ-ations (Y/N)	Findings	Recommendations / Corrective Actions
17	Facades, Roof parapet			
18	Lab Furniture			
19	Ceiling and roof system			
20	Acoustic Ceiling			
21				
22	Facades, Roof parapet			
23	PVC			
24	Carpenting			
25	Expansion joint			
26	Roof insulation (waterproofing membrane)			
27	Flashing 10 cm			
28	Cold Fluid applied for boundary walls and septic tank			
F. Electrical Works				
1	Wiring - condiuts			
2	Electrical sockets			
3	Lighting fixtures			
4	Electrical Distribution Board			
5	Fire Alarm System			
6	Public Address			
7	Air Conditioning Units			
8	CCTV			
9	Manhole			
10	Electrical Earthing			
11	Wall Fan			
12	Elevator			
13	Electrical Room			
G. Mechanical Works				
1	Rest Rooms, Toilets, WC			
2	Wash basin			
3	Wall tiles			
4	Floor tiles			
5	Water Mixer			
6	Water Cooler			
7	Water Tank			
8	Boiler			
9	Heat Radiator			
10	Pump			
11	HVAC System			
12	AC unit/ Split Units(Wall mounted)			
13	Pump			
14	Drainage			
15	Submersible pump sets.			
16	Manholes, Clean-outs			
17	Fire Extinguisher			
18	Fire hose cabient			
19	Ventilation, AC Duct			
20	Emergency shower			
21	Septic Tank			

#	Task / Activity	Observ-ations (Y/N)	Findings	Recommendations / Corrective Actions
H. External Works				
1	Boundary walls	Y	Backside of boundary wall has been constructed.	
2	C-Channel Finishings			
3	Fence			
4	Epoxy paint			
5	Landscaping			
6	External Paint			
7	Football/ Basketball Playground			
8	Sand playground for KG			
9	Plants area			
10	Car Park/Asphalt			

***Disclaimer**: Trigon field trip reports include information and findings based upon those parts of the construction sites we visit. Our visits and our contract scope of work do not include Trigon to carry out first tier Quality Control/Assurance, i.e., reviewing submittals, drawings and specifications, reviewing contract compliance, or in any way carrying out close supervision of the works. Therefore our field-trip reports include cursory quality, health & safety and schedule information and its entry on our reports is intended to provide the reader only with a sense of our general observations of that part of the job site we have visited*

CMTO Quality/Workmanship FTR Attachment #2

Construction Quality is carrying out work according to the Drawings and Specifications - Yes/No. This is the duty of the Contractor and the Supervisory Engineer. Quality Assurance (QA) is a check to ensure that the Contractor and Supervisory Engineer is working according to the Drawings and Specifications and observing and reporting generally on basic ongoing and/or completed construction workmanship and work quality. This report is a QA report and as such is an observational view of Contractor and Supervisory Engineer overall Quality Control management.

Date / Time of Field Trip: 12/7/2021
School Name: Jumana Bint Abi Taleb Basic Mixed School
Location: Amman
Program/Phase/Package: SKEP/III/2
Name of Contractor : Dijla Contracting Co.
Name of Sup. Engineer: Wahib Medanat Consultants
Prepared by: Areej Kharma CMTO/Trigon

1. GRADE KEY (Quality Observations)

3 Very Good
2 Acceptable
1 Poor

2. General Observations : (Yes = 2 / No = 1)

#	General QC Management Observations (33% of Grade)	STATUS	GRADE
1	QC Plan Approved By Supervising Engineer	Yes	2
2	QC Plan on-Site and Used by Construction Contractor	Yes	2
3	Approved Schedule On Site	Yes	2
4	Approved Shop Drawings On Site	Yes	2
5	Approved Material Submittals On Site	Yes	2
6	Material Acceptance/Rejection Forms Used On Site	Yes	2
7	Material Acceptance/Rejection Tracking Log in Monthly Report	Yes	2
8	Hard Copy Drawings/Specifications On Site	Yes	2
9	Hard Copy Drawings Marked Up Daily to Be As-Built	Yes	2
10	Supervisory Engineer Has and Uses Specification Testing Plan	Yes	2
	Sub-Total	**100%**	**20**

#	Activity Quality/Workmanship Observations (67% of Grade)	STATUS	GRADE
1	Excavation and Backfilling Works		-
2	Reinforced Concrete (forming, steel, placing, final result, curing)	Acceptable	2
3	External Wall Façade		-
4	Floor Tiles Installation		-
5	Internal Plastering	Acceptable	2
6	External Plastering		-
7	Doors		-
8	Windows		-
9	Internal Painting		-
10	External Painting		-
11	Mechanical and Plumbing (HVAC, Water Supply, Wastewater)		-
12	Electrical Works		-
13	Elevator		
14	Internal Wall Tiling		-
15	Roof Waterproof Membrane		-
16	Site Works		-
17	Protection of Completed Works		-
18	Post Construction Cleaning		-
	Sub-Total	**67%**	**4**
	Quality Indicator Grade %	**78%**	

NOTES

1
2
3