

Schools for Knowledge Economy Project (SKEP)

Phase III- Package 1 & Package 2

Medanat and Contractor Site Staff Training

Location: Online Meeting

Time: 12:00 a.m. to 01:15 a.m.

Date: Saturday, May 21, 2022

Training Director:

Home Office Support:

1. Wahib Medanat- General Manager
2. Suhair Amarin- Project Director/Head of Design Department

SKEP III Staff:

1. Natheer Amarin- Project Manager
2. Sawsan Al-Yousef- RE/Package 2
3. Mahmoud Mughannam- RE/Package 1

Site Engineers

Medanat Staff:

4. Alaa Eleimat
5. Yousef Omar
6. Qais Lataifeh
7. Saba Amarin
8. Taher Al Ribie
9. Ammar Gharaibeh

Contractor Staff:

1. Amer Abdulghani/ PM
2. Khalid Bazian/ PM
3. Tharwa Malkawi
4. Abdulmalek
5. Rami Al-Haj
6. Sahar Sulaiman
7. Anas Shdefat
8. Abdullah Al Husban
9. Walaa Khreisat
10. Omar Hammori

Fresh Graduates Engineers:

1. Ghaith Otoum
2. Wesam Ankir
3. Maram Abu Awad
4. Areen Khreisat
5. Khalid Al-Jahaleen
6. Sarah Al Ali
7. Aya Al Abed.
8. Dema Dababseh.
9. Abdullah Al Dabbas
10. Ghassan Ajjori
11. Ayman Ayasrah

Purpose of Site Staff Training

Training programs focusing on one or more of the following topics:

1. Health, Safety and Environment.
2. Production of visual documentation through videos and photography.
3. Advanced Materials for Construction and Repair of Concrete.
4. Construction Quality on Site.
5. Construction Supervision Skills.
6. Electrical Works.
7. Mechanical Works.
8. Issues Related to Work Shop Drawings, As Built Drawings, Approvals and Similar.
9. Utilities and Infrastructure.
10. Municipalities Regulations.
11. Construction Ethics.

May 21, 2022 Training Material

Construction Administration and Control:

Construction Administration includes communications, paper work, documentation, instructions to the Contractor, outgoing and incoming letters and other forms such as:

1. Submittals
 2. RFIs
 3. VOs
 4. Time extensions
 5. Claims and provisional sums.
- All mentioned above should be done each in its own form.
 - Information and data should be put in logs so they can be easily tracked and documented, and to get back to them whenever required.
 - An effective construction management relies on the ability to receive and manage data.
 - Stored data can be used in solving problems, provide time lines, and as a reference when needed.
 - Documentation is the first step of organizing work, so only by being organized construction management can be done effectively.
 - Photographs and short clips are important in building an information management system.
 - In terms of what is the best practices in construction today, we should focus on building an info-management software.
 - Resident engineers are considered either inspectors or observers: (when playing the role of the inspector, that entitles reviewing work done by the Contractor, and when it comes to the role of the inspector, this includes providing approvals or acceptance.