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Schools for Knowledge Economy Project (SKEP III)

Funded by the United States Agency for International Development

Phase III/ Package (2)

10/2019/USAID/SKEP/3/2

- Thahr Al-Sarow Basic School for Boys- Jerash
- Jumana Bint Abi Taleb Basic Mixed School- Amman
- Hay Al-Iskan Basic Mixed School- Jerash


Monthly Progress Report

No. (1)

October, 2020



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Monthly Progress Supervision Report

October 2020

List of Abbreviations

MOE	Ministry of Education
MPWH	Ministry of Public Works & Housing
USAID	United States Agency for International Development
SKEP	Schools for Knowledge Economy Project
JEA	Jordan Engineers Association

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Project Particulars

Contract Name:	School for Knowledge Economy Project (SKEP) Phase III – Package (2)
Owner:	Ministry of Education (MOE)
Funded By:	United States Agency for International Development (USAID)
Consultant:	Wahib Medanat Consultant Engineers
Project Management:	Trigon Associates
Contractor:	Dijlah Establishment Constr. Contracting
Contract No.:	10/2019/USAID/SKEP/3/2
Commencement Date:	21/10/2020
Time for Substantial Completion of the Work:	Thahr Al-Sarow Basic School for Boys- Jerash: 450 Days Jumana Bint Abi-Taleb Basic Mixed School- Amman: 450 Days Hay Al Iskan Basic Mixed School – Jerash : 450 Days
Time to Complete the Work Including Punch List Items:	Within 14 Calendar days for each School from the date of taking over committee inspection
Contract Amount at Award:	8,314,983.735 JOD
Amount of Liquidated Damages:	Thahr Al Sarow Basic School for Boys- Jerash: 2000 JOD/ Day but not to exceed 15% of total amount for the School Jumana Bint Abi Taleb Basic Mixed School- Amman: 200 JOD/ Day but not to exceed 15% of total amount for the School Hay Al Iskan Basic Mixed School- Jerash: 2000 JOD/ Day but not to exceed 15% of the total amount for the School
Defects Liability Period:	(730) Calendar Days for all Civil & Electromechanical works from the date of Substantial Completion for each school including the maintenance of plantation works
Maintenance Guarantee for Defects Liability Period:	5% of the final Contract Sum

Percentage of Retention from Interim Payment Certificate:	10% of each payment
Limit of Retention Money:	5% of Contract Sum as amended
Period of Time for Payment to be made after Certification by the Engineer:	60 Calendar Days
Minimum Amount of Interim Payment Certificate:	JOD 300,000 (Three hundred thousand Jordanian Dinar) for all schools under the Package
Payment for Imported Materials	40% upon receipt of approved bill of lading and another 20% when stored on site to the Engineer's approval
Payment for Local Materials and Equipment	60% and restricted to cement and reinforcing steel when stored on site to the Engineer's approval.

Executive Summary

The Ministry of Education represented by the Ministry of Public Works & Housing has received a grant from USAID to finance the construction of:

School for Knowledge Economy Project (SKEP) – Phase III – Package (2)

The package consists of construction of three (3) Schools at different locations, two schools in Jerash and one School in Amman.

The project consists of construction of new classrooms, computer labs, laboratories, public utilities...etc., and site works for group of schools as shown in the Tender Documents, the Schools are:

- Thahr Al-Sarow Basic School for Boys – Jerash
The project consists of five floors building, with a total approximate area of 4615 m² in addition to site works as deemed in the drawings and BOQ.
- Jumana Bint Abi Taleb Basic Mixed School – Amman
The project consists of five floors building, with total approximate are of 5460 m² in addition to site works a deemed in the drawings and BOQ.
- Hay Al-Iskan Basic School Mixed School – Jerash
The project consists of five floors building, with total approximate area of 5420 m² in addition to site works as deemed in the drawings and BOQ.

Hereunder is a table showing the main progress information about the project:

No.	Object	Information
1.	Time Elapsed	11 Days out of 450 = 2.44 % Since the Commencement Date of the Contractor is on 21st October 2020 .
2.	Contract Value (JOD)	8,314,983.735 JOD
3.	Payments	10 % - Mobilization Payment = 831,498.3735 JOD
4.	Mobilization %	75 %
5.	Construction %	1.33 % (average for 3 schools)
6.	Guarantees	10 % Performance Guarantee= 831,498.3735 JOD

Summary of Activities

Thahr Al Sarow Basic School for Boys- Jerash

The executed works in this school in October 2020 consisted of the following:

1. Site Fence and Signage.
2. Site Offices & Furniture.
3. Excavation Works.

The expected works in November consists of continuation of excavation work and starting blinding concrete for foundation.

Jumana Bint Abi Taleb Basic Mixed School- Amman

1. Site Fence & Signage.
2. Site Offices & Furniture.

The expected works in November is to start excavation work.

Hay Al Iskan Basic Mixed School- Jerash

The executed works in this school in October 2020 consisted of the following:

1. Site Fence and Signage.
2. Site Offices & Furniture.
3. Excavation Works.

The expected works in November consists of continuation of excavation work and starting blinding concrete for foundation.

Meetings and Site Visits Logs

Coordination and Progress Meetings

Coordination & Progress Meetings				
No.	Date	Location	Parties	Agenda
1	22/10/2020	Jerash Mayor's Office	<ul style="list-style-type: none"> ▪ Jerash Mayor ▪ MPWH Rep. ▪ MOE Rep. ▪ Engineer Rep. 	Discussion about Plot Boundaries (Thahr Al Sarow)
2	26/10/2020	Wahib Medanat Consultant Engineers- Main Office	<ul style="list-style-type: none"> ▪ MPWH ▪ USAID ▪ Trigon ▪ Wahib Medanat 	Diverse issues related to the kick-off meeting for starting construction works in SKEP-III Schools

Site Visits

Site Visits				
No.	Date	Location	Parties	Agenda
1	21/10/2020	Thahr Al Sarow Basic School for Boys- Jerash	<ul style="list-style-type: none"> ▪ Gov. of Jerash ▪ Jerash Mayor ▪ MPWH Rep. ▪ MOE Rep. ▪ Engineer Rep. ▪ Contr. Rep. 	Discussion about Plot Boundaries (Thahr Al Sarow)
2	28/10/2020	Jumana Bint Abi Taleb Basic Mixed School- Amman	<ul style="list-style-type: none"> ▪ Engineer Rep. 	Checking on Mobilization/ Safety Regulations.
3	31/10/2020	Thahr Al Sarow Basic School for Boys- Jerash	<ul style="list-style-type: none"> ▪ Engineer Rep. 	Checking on Mobilization/ Execution.
4	31/10/2020	Hay Al Iskan Basic Mixed School- Jerash	<ul style="list-style-type: none"> ▪ Engineer Rep. 	Checking on Mobilization/ Execution.

Correspondences Log

Official Letters		
Number of Incoming Letters	Number of Outgoing Letters	Notes
97	92	

Submittals Logs

Shop Drawing Log

Shop-Drawings								
Submittal	Arch.		Civil		Electrical		Mechanical	
	No.	%	No.	%	No	%	No.	%
Total								
Submitted								
Approved								
Approved as Noted								
Resubmit								
Reject								
Under Revision								
Remaining								

Materials Log

Material Submittals								
Submittal	Arch.		Civil		Electrical		Mechanical	
	No.	%	No.	%	No	%	No.	%
Total			16		6		6	
Submitted			16		6		6	
Approved			7	43.8%	2	33.3%	1	16.6%
Approved as Noted			3	18.8%	-		-	
Resubmit			2	12.5%	2	33.3%	2	33.3%
Reject			4	25%	1	16.6%	1	16.6%
Under Revision					1	16.6%	2	33.3%
Remaining								

Lab-Tests Results Log

Lab-Test Reports			
Number of Reports	School Name	Test Results %	
		Pass	Fail
	Thahr Al Sarow Basic School Boys- Jerash		
	Jumana Bint Abi Taleb Basic Mixed School- Amman		
	Hay Al Iskan Basic Mixed School- Jerash		

Demolition Reports Log

Demolition Log			
No.	School Name	Location	Demolition Works Status
1	Thahr Al Sarow Basic School for Boys	Jerash	No Demolition Works is needed in this site
2	Jumana Bint Abi Taleb Basic Mixed School	Amman	Demolition Work has not started yet.
3	Hay Al Iskan Basic Mixed School	Jerash	No Demolition Works is needed in this site

Grid 3X3 Inspection Report

Grid Inspection Report					
No.	Contractor	School Name	Inspected	Status	Date of Approval
1	Dijlah Est. Contr. Const.	Thahr Al Sarow Basic School for Boys -Jerash	Yes	Approved	11/10/2020
2		Jumana Bint Abi Taleb Basic Mixed School - Amman	Yes	Approved	11/10/2020
3		Hay Al Iskan Basic Mixed School - Jerash	Yes	Approved	11/10/2020

Progress Table

Progress Table							
No	School Name	Project Duration (Days)	Time Elapsed (Days)	Completion %			Cost for Completion (%)
				Planned	Actual	Progress	
1	Thahr Al Sarow Basic School for Boys -Jerash	450 Days	11 Days	-	2.00%	-	-
2	Jumana Bint Abi Taleb Basic Mixed School - Amman	450 Days	11 Days	-	0.19%	-	-
3	Hay Al Iskan Basic Mixed School - Jerash	450 Days	11 Days	-	1.80%	-	-

Selected Photos

- Thahr Al Sarow Basic School for Boys- Jerash
- Jumana Bint Abi Taleb Basic Mixed School- Amman
- Hay Al Iskan Basic Mixed School- Jerash



Thahr Al Sarow
Basic School for
Boys- Jerash

Excavation
Works

Oct. 28, 2020



Excavation
Works

Oct 28, 2020



Site Offices

Oct. 28, 2020



Excavation Works

Oct. 28, 2020



Jumana Bint
Abi Taleb Basic
Mixed School-
Amman

Site
Preparation

Oct. 28, 2020



Site
Preparation

Oct. 28, 2020



Hay Al Iskan
Basic Mixed
School- Jerash

ID Signage

Oct. 28, 2020



Excavation
Works

Oct. 28, 2020



Excavation
Works

Oct. 28, 2020



Excavation
Works

Oct. 28, 2020

Annexes

- Annex 1: Site Resources Log
- Annex 2: Correspondence Log
- Annex 3: Submittals Log
- Annex 4: Site Visits Report
- Annex 5: RFI Tracking Log

Annex -1-

Site Resources Logs

Daily Plant & Equipment Log

Wahib Medanat Consultant Engineers

Thahr Al Sarow Basic School for Boys-Jerash

Daily Plant & Equipment Log October 2020

Equipment Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Excavator																					1	1		1	1	1	1	1																									
Dump Truck																					2	4		3	2	2	2	2																									
Loader																					1	1		1	1	1	1	1																									
Steel Cutting, Bending Machine																					1	1		1	1	1	1	1																									
Surveying Instrument																					1	1		1	1	1	1	1																									

Daily Plant & Equipment Log

Wahib Medanat Consultant Engineers

Jumana Bint Abi Taleb Basic Mixed School- Amman

Daily Plant & Equipment Log October 2020																																																					
Equipment Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						
Jack Hammer																					1	1		1	1	1	1	1																									
Surveying Instrument																								1			1																										

Daily Plant & Equipment Log

Wahib Medanat Consultant Engineers

Hay Al Iskan Basic Mixed School- Jerash

Daily Plant & Equipment Log October 2020

Equipment Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																				
Loader																					1	1		1	1	1	1	1																							
Truck																								2			2																								
Jack Hammer																					1	1		1	1	1	1	1																							
Surveying Instrument																					1	1		1	1	1	1	1																							

Daily Manpower Log

Wahib Medanat Consultant Engineers

Thahr Al Sarow Basic School for Boys- Jerash

Daily Manpower Log October 2020

Staff Members	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																							
Project Manager																					1			1	1	1																												
Site Engineer																					1	1		1	1	1	1	1																										
Quantity Surveyor																					1	1		1	1	1	1	1																										
Electrical Engineer																						1																																
Mechanical Engineer																					1																																	
Surveyor																					1	1		1	1	1	1	1																										
Safety Officer																					1	1		1	1	1	1	1																										
Forman																					1	1		1	1	1	1	1																										
Labor																					2	2		2	2	2	2	2																										

Daily Manpower Log

Wahib Medanat Consultant Engineers

Jumana Bint Abi Taleb Basic Mixed School- Amman

Daily Manpower Log October 2020

Staff Members	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																				
Project Manager																					1	1		1	1	1	1	1																							
Civil Engineer																					1	1		1	1	1	1	1																							
Quantity Surveyor																					1	1		1	1	1	1	1																							
Electrical Engineer																																													1						
Mechanical Engineer																					1	1		1																					1						
Surveyor																					1	1		1	1	1	1	1																	1						
Safety Officer																					1	1		1	1	1	1	1																	1						
Forman																																																			
Labor																					2	2		2	2	2	2	2																	2						

Daily Manpower Log

Wahib Medanat Consultant Engineers

Hay Al Iskan Basic Mixed School- Jerash

Daily Manpower Log October 2020																																																		
Staff Members	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			
Project Manager																					1																			1					1	1	1			
Site Engineer																					1	1																		1	1		1	1	1	1	1			
Quantity Surveyor																					1	1																		1	1		1	1	1	1	1			
Electrical Engineer																																									1			1						
Mechanical Engineer																																															1			
Surveyor																																															1			
Safety Officer																					1	1																		1	1		1	1	1	1	1			
Forman																					1	1																		1	1		1	1	1	1	1			
Driver																					2	2																		2	2		4	2	2	4	2			
Labor																					2	2																		2	2		2	1	4	2	2			

Annex -2-

Correspondence Logs

Incoming Letters

Outgoing Letters

Correspondence Log

Incoming Letters

Letter No.	Letter REF.	Date of Letter	Date Received	From	Letter Description	Status		Assigned to	Issued To	Letter Location		Notes
						Answered	Pending			Received Letter	Issued Letter	
12	usaid/3/2019/204	14/9/2020	14/9/2020	Dijlah Establishment Constr. Contr.	Project ID Signage	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1627.pdf	\Package 2\2020-368-2-2-2428.docx	
13	usaid/3/2019/205	14/9/2020	14/9/2020	Dijlah Establishment Constr. Contr.	Forms	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1628.pdf	\Package 2\2020-368-2-2-2443.docx	
14	usaid/3/2019/206	14/9/2020	14/9/2020	Dijlah Establishment Constr. Contr.	Obstacles in the Sites	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1629.pdf	\Package 2\2020-368-2-2-2363.docx	
15	usaid/3/2019/208	15/9/2020	15/9/2020	Dijlah Establishment Constr. Contr.	Temporary Facilities and Controls	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1643.pdf	\Package 2\2020-368-2-2-2390.docx	
16	usaid/3/2019/218	21/9/2020	22/9/2020	Dijlah Establishment Constr. Contr.	Site Office Equipment	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1683.pdf	\Package 2\2020-368-2-2-2426.docx	
17	usaid/3/2019/219	21/9/2020	22/9/2020	Dijlah Establishment Constr. Contr.	Coordinate Natural Ground Level	X		Eng. Sawsan Al-Yousef	MPWH	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1684.pdf	\Package 2\2020-368-2-1-2362.docx	
18	usaid/28354/2019/10	16/9/2020	22/9/2020	MPWH	Connection of Electrical Current	X		Eng. Laith Zwairi	-	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1691.pdf	-	
19	28217/2019/80	15/9/2020	22/9/2020	MPWH	Connection of Electrical Current	X		Eng. Laith Zwairi	-	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1690.pdf	-	
20	usaid/3/2019/220	22/9/2020	23/9/2020	Dijlah Establishment Constr. Contr.	Ready-Mix Concrete Design	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1694.pdf	\Package 2\2020-368-2-2-2392.docx	
21	usaid/3/2019/223	23/9/2020	24/9/2020	Dijlah Establishment Constr. Contr.	Newly Graduate Engineer	X		-	-	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1700.pdf	-	
22	usaid/3/2019/231	27/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	Office Furniture.S	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1724.pdf	\Package 2\2020-368-2-2-2475.docx	
23	usaid/3/2019/226	26/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	Quality Control Plan	X		Eng. Hasan Shaqboua	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1717.pdf	\Package 2\2020-368-2-2-2525.docx	
24	usaid/3/2019/230	26/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	Project Id Signage	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1720.pdf	\Package 2\2020-368-2-2-2428.docx	

Letter No.	Letter REF.	Date of Letter	Date Received	From	Letter Description	Status		Assigned to	Issued To	Letter Location		Notes
						Answered	Pending			Received Letter	Issued Letter	
25	usaid/3/2019/228	26/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	Site Office Equipment	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1718.pdf	..\\Package 2\\2020-368-2-2-2427.docx	
26	usaid/3/2019/229	26/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	Temporary Fences	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1719.pdf	..\\Package 2\\2020-368-2-2-2429.docx	
27	usaid/3/2019/224	26/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	General Safety Plan	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1715.pdf	..\\Package 2\\2020-368-2-2-2521.docx	
28	usaid/3/2019/227	27/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	Testing Laboratories	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1723.pdf	..\\Package 2\\2020-368-2-1-2442.docx	
29	usaid/3/2019/225	26/9/2020	27/9/2020	Dijlah Establishment Constr. Contr.	Construction Risk Management Plan	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1716.pdf	..\\Package 2\\2020-368-2-2-2646.docx	
30	usaid/3/2019/232	27/9/2020	29/9/2020	Dijlah Establishment Constr. Contr.	Quantity Surveyors	X		Eng. Sawsan Al-Yousef	MPWH	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1735.pdf	..\\Package 2\\2020-368-2-1-2482.docx	
31	usaid/3/2019/238	29/9/2020	30/9/2020	Dijlah Establishment Constr. Contr.	Contractor's Superintendence	X		Eng. Sawsan Al-Yousef	MPWH	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1752.pdf	..\\Package 2\\2020-368-2-1-2491.docx	
32	usaid/3/2019/237	29/9/2020	30/9/2020	Dijlah Establishment Constr. Contr.	Private Telephone Lines	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1751.pdf	..\\Package 2\\2020-368-2-2-2502.docx	
33	usaid/3/2019/236	29/9/2020	30/9/2020	Dijlah Establishment Constr. Contr.	Water Protection Boards	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1750.pdf	..\\Package 2\\2020-368-2-2-2503.docx	
34	usaid/3/2019/247	3/10/2020	4/10/2020	Dijlah Establishment Constr. Contr.	UPVC Conduits & Fittings for Electrical Works	X		Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1774.pdf	..\\Package 2\\2020-368-2-2-2499.docx	
35	usaid/3/2019/246	3/10/2020	4/10/2020	Dijlah Establishment Constr. Contr.	Site Mobilization	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1773+attach..pdf	..\\Package 2\\2020-368-2-2-2592.docx	
36	usaid/3/2019/240	30/9/2020	4/10/2020	Dijlah Establishment Constr. Contr.	Printer Scanner and Fax Machine	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1769.pdf	..\\Package 2\\2020-368-2-2-2504.docx	
37	usaid/3/2019/245	3/10/2020	4/10/2020	Dijlah Establishment Constr. Contr.	Project ID Sign Location	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	..\\..\\..\\Scanned Files\\Scanned-الكتب-368الواردناPackage 2\\2020-2-2-1772.pdf	..\\Package 2\\2020-368-2-2-2560.docx	

Letter No.	Letter REF.	Date of Letter	Date Received	From	Letter Description	Status		Assigned to	Issued To	Letter Location		Notes
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40	usaid/3/2019/250	4/10/2020	4/10/2020	Dijlah Establishment Constr. Contr.	Experience Certificates	X		Eng. Sawsan Al-Yousef	MPWH	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1784.pdf	..\Package 2\2020-368-2-1-2482.docx	
41	usaid/3/2019/251	4/10/2020	4/10/2020	Dijlah Establishment Constr. Contr.	Site Office Equipment	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1785.pdf	..\Package 2\2020-368-2-2-2578.docx	
42	usaid/3/2019/256	5/10/2020	6/10/2020	Dijlah Establishment Constr. Contr.	Tax Exemption	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1794.pdf	..\Package 2\2020-368-2-2-2551.docx	
43	usaid/3/2019/254	5/10/2020	6/10/2020	Dijlah Establishment Constr. Contr.	Polystrene Boards	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1793.pdf	..\Package 2\2020-368-2-2-2658.docx	
44	usaid/3/2019/253	5/10/2020	6/10/2020	Dijlah Establishment Constr. Contr.	Site Office Equipment	X		Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1792.pdf	..\Package 2\2020-368-2-2-2524.docx	
45	usaid/3/2019/252	5/10/2020	6/10/2020	Dijlah Establishment Constr. Contr.	Paint Works	X		Eng. Batool Yassin	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1791.pdf	..\Package 2\2020-368-2-2-2550.docx	
46	usaid/3/2019/257	6/10/2020	6/10/2020	Dijlah Establishment Constr. Contr.	Obsatcles (trees at neighbour)	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1795.pdf	..\Package 2\2020-368-2-2-2593.docx	
47	usaid/3/2019/262	8/10/2020	11/10/2020	Dijlah Establishment Constr. Contr.	Government Decisions for Blanket Ban	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1809.pdf	..\Package 2\2020-368-2-2-2606.docx	
48	usaid/3/2019/261	8/10/2020	11/10/2020	Dijlah Establishment Constr. Contr.	Conduits & Fittings for Electrical Works	X		Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1808.pdf	..\Package 2\2020-368-2-2-2546.docx	
49	usaid/3/2019/260	8/10/2020	11/10/2020	Dijlah Establishment Constr. Contr.	Project Handing Over & Commencement Date	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1807.pdf	..\Package 2\2020-368-2-2-2607.docx	
50	usaid/3/2019/263	8/10/2020	11/10/2020	Dijlah Establishment Constr. Contr.	Cables & Wires for Electrical Works	X		Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1810.pdf	..\Package 2\2020-368-2-2-2547.docx	
51	usaid/3/2019/277	12/10/2020	13/10/2020	Dijlah Establishment Constr. Contr.	Site Office Equipment 1	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1836.pdf	..\Package 2\2020-368-2-2-2578.docx	
52	usaid/3/2019/269	11/10/2020	13/10/2020	Dijlah Establishment Constr. Contr.	Project's Baseline Schedule	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	Files\Scanned-الكتب\368\الواردة\Package 2\2020-2-2-1833.pdf	..\Package 2\2020-368-2-2-2639.docx	

Letter No.	Letter REF.	Date of Letter	Date Received	From	Letter Description	Status		Assigned to	Issued To	Letter Location		Notes
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53	usaid/3/2019/271	12/10/2020	13/10/2020	Dijlah Establishment Constr. Contr.	PEX and Fittings Manifolds for Water and Heating Systems	X		Eng. Omar Nadaf	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1834.pdf	\Package 2\2020-368-2-2-2585.docx	
54	usaid/3/2019/272	12/10/2020	13/10/2020	Dijlah Establishment Constr. Contr.	UPVC Drainage Pipes	X		Eng. Omar Nadaf	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1835.pdf	\Package 2\2020-368-2-2-2584.docx	
55	USAID/2019/30662/10	11/10/2020	13/10/2020	MPWH	Intrusion on Site - Site Coordination	X		Eng. Sawsan Al-Yousef	-	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1859.pdf	-	
56	USAID/2019/30452/10	07/10/2020	13/10/2020	MPWH	Testing Laboratories	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1856.pdf	\Package 2\2020-368-2-2-2638.docx	
57	usaid/3/2019/286	14/10/2020	14/10/2020	Dijlah Establishment Constr. Contr.	Contractor's Superintendence	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1838.pdf	\Package 2\2020-368-2-2-2681.docx	
58	usaid/3/2019/287	14/10/2020	14/10/2020	Dijlah Establishment Constr. Contr.	Risk Management Plan	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1839.pdf	\Package 2\2020-368-2-2-2654.docx	
59	usaid/3/2019/289	14/10/2020	15/10/2020	Dijlah Establishment Constr. Contr.	Ready-Mix Concrete Design	X		Eng. Sawsan Al-Yousef	MPWH	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1863.pdf	\Package 2\2020-368-2-1-2640.docx	
60	usaid/3/2019/298	18/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Material Submittal-Polyster Boards	X		Eng. Hasan Shaqboua Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.		\Package 2\2020-368-2-2-2658.docx	
61	usaid/3/2019/298	18/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Material Submittal-Electrical Maerials	X		Eng. Hasan Shaqboua Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1887.pdf	\Package 2\2020-368-2-2-2667.docx	
62	usaid/3/2019/298	18/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Material Submittal-Bitumen Emulsion	X		Eng. Hasan Shaqboua Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.		\Package 2\2020-368-2-2-2761.docx	
63	usaid/3/2019/298	19/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Insurance Policy	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1888.pdf	\Package 2\2020-368-2-2-2777.docx	
64	usaid/3/2019/297	18/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Telephone and Digital Cameras	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1886.pdf	\Package 2\2020-368-2-2-2673.docx	
65	usaid/3/2019/293	18/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Project Handing Over & Commencement Date	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1884.pdf	\Package 2\2020-368-2-2-2682.docx	

Letter No.	Letter REF.	Date of Letter	Date Received	From	Letter Description	Status		Assigned to	Issued To	Letter Location		Notes
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66	usaid/3/2019/292	15/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Paint Works	X		Eng. Batool Yassin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1883.pdf	\Package 2\2020-368-2-2-2715.docx	
67	usaid/3/2019/294	18/10/2020	19/10/2020	Dijlah Establishment Constr. Contr.	Structural Notes	X		Eng. Sawsan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1885.pdf	\Package 2\2020-368-2-2-2772.docx	
68	usaid/3/2019/302	19/10/2020	20/10/2020	Dijlah Establishment Constr. Contr.	Contractor's Superintendence	X		Eng. Hasan Shaqboua	MPWH	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1894.pdf	\Package 2\2020-368-2-1-2680.docx	
69	usaid/3/2019/299	19/10/2020	20/10/2020	Dijlah Establishment Constr. Contr.	Stones Supplier	X		Eng. Batool Yassin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1893.pdf	\Package 2\2020-368-2-2-2716.docx	
70	usaid/3/2019/303	20/10/2020	20/10/2020	Dijlah Establishment Constr. Contr.	Quality Control Plan	X		Eng. Hasan Shaqboua	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1895.pdf	\Package 2\2020-368-2-2-2685.docx	
71	USAID/2019/31541/10	19/10/2020	21/10/2020	MPWH	Technical and Financial Study /Sewage Collection Tank	X		Eng. Mohammad Al-Majali Eng. Musab Al-Mshalah	MPWH	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1910.pdf	\Package 2\2020-368-2-1-2768.docx	
72	USAID/2019/31256/10	14/10/2020	21/10/2020	MPWH	Connecting Schools with Utilities	X		Eng. Hasan Shaqboua	MPWH	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1911.pdf	\Package 1\2020-368-1-1-2669.docx	
73	USAID/2019/31115/10	13/10/2020	21/10/2020	MPWH	Technical and Financial Study	X		Eng. Mohammad Al-Majali Eng. Musab Al-Mshalah	For Keeping and Follow-Up	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1909.pdf	For Keeping and Follow-Up	
74	usaid/3/2019/304	20/10/2020	22/10/2020	Dijlah Establishment Constr. Contr.	PEX water and Heating Systems	X		Eng. Mohammad Al-Majali Eng. Musab Al-Mshalah	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1912.pdf	\Package 2\2020-368-2-2-2683.docx	
75	usaid/3/2019/305	21/10/2020	22/10/2020	Dijlah Establishment Constr. Contr.	PEX water and Heating Systems	X		Eng. Mohammad Al-Majali Eng. Musab Al-Mshalah	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1913.pdf	\Package 2\2020-368-2-2-2684.docx	
76	usaid/3/2019/209	24/10/2020	24/10/2020	Dijlah Establishment Constr. Contr.	Site Equipment	X		Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1917.pdf	\Package 2\2020-368-2-2-2725.docx	
77	usaid/3/2019/306	22/10/2020	24/10/2020	Dijlah Establishment Constr. Contr.	Government Decisions for Blanket Ban	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1914.pdf	\Package 2\2020-368-2-2-2774.docx	
78	usaid/3/2019/307	22/10/2020	24/10/2020	Dijlah Establishment Constr. Contr.	Project Handing Over & Commencement Date	X		Eng. Sawsan Al-Yousef	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1915.pdf	\Package 2\2020-368-2-2-2773.docx	

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79	usaid/3/2019/308	22/10/2020	24/10/2020	Dijlah Establishment Constr. Contr.	Project's Baseline Schedule and Work Plan		X	Eng. Sawzan Al-Yousef Eng. Natheer Amarin		\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1916.pdf		
80	usaid/3/2019/311	24/10/2020	24/10/2020	Dijlah Establishment Constr. Contr.	Mock-Up Drawings		X	Eng. Sawzan Al-Yousef Eng. Natheer Amarin		\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1918.pdf		
81	USAID/2019/31900/11	22/10/2020	25/10/2020	MPWH	Approval of Supervision Staff	X		Eng. Laith Zwairi	-	\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-1-1927.pdf	-	
82	usaid/3/2019/314	24/10/2020	25/10/2020	Dijlah Establishment Constr. Contr.	Minutes of Meeting	X		Eng. Sawzan Al-Yousef Eng. Natheer Amarin	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1929.pdf	\Package 2\2020-368-2-2-2775.docx	
83	usaid/3/2019/316	25/10/2020	25/10/2020	Dijlah Establishment Constr. Contr.	Material Submittal	X		Eng. Hasan Shaqboua	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1930.pdf	\Package 2\2020-368-2-2-2761.docx	
84	usaid/3/2019/320	26/10/2020	26/10/2020	Dijlah Establishment Constr. Contr.	Site Equipment	X		Eng. Hasan Shaqboua	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1940.pdf	\Package 2\2020-368-2-2-2747.docx	
85	usaid/3/2019/315	25/10/2020	26/10/2020	Dijlah Establishment Constr. Contr.	Sewage Connection	X		Eng. Mohammad Al-Majali	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1937.pdf	\Package 2\2020-368-2-2-2767.docx	
86	usaid/3/2019/318	26/10/2020	26/10/2020	Dijlah Establishment Constr. Contr.	Mechanical Works		X	Eng. Mohammad Al-Majali		\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1939.pdf		
87	usaid/3/2019/317	26/10/2020	26/10/2020	Dijlah Establishment Constr. Contr.	Contractor's Superintendence		X	Eng. Sawzan Al-Yousef		\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1938.pdf		
88	usaid/3/2019/321	26/10/2020	27/10/2020	Dijlah Establishment Constr. Contr.	Cancel Alerter		X	Eng. Sawzan Al-Yousef Eng. Natheer Amarin		\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1945.pdf		
89	usaid/3/2019/319	26/10/2020	27/10/2020	Dijlah Establishment Constr. Contr.	Wiring Devices	X		Eng. Laith Zwairi	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1954.pdf	\Package 2\2020-368-2-2-2746.docx	
90	usaid/3/2019/322	27/10/2020	27/10/2020	Dijlah Establishment Constr. Contr.	Black Steel Pipes		X	Eng. Mohammad Al-Majali		\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1955.pdf		
91	usaid/3/2019/323	27/10/2020	27/10/2020	Dijlah Establishment Constr. Contr.	Mill Certification	X		Eng. Hasan Shaqboua	Dijlah Establishment Constr. Contr.	\Scanned Files\Scanned-الكتب الوار دقا\Package 368-2-2-1956.pdf	\Package 2\2020-368-2-2-2745.docx	

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92	usaid/3/2019/324	27/10/2020	27/10/2020	Dijlah Establishment Constr. Contr.	Excavated Material/Backfilling		X	Eng. Sawsan Al-Yousef Eng. Natheer Amarin		Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1957.pdf		
93	usaid/3/2019/325	27/10/2020	27/10/2020	Dijlah Establishment Constr. Contr.	Business Stopped		X	Eng. Sawsan Al-Yousef Eng. Natheer Amarin		Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1958.pdf		
94	USAID/2019/31828/11	22/10/2020	27/10/2020	MPWH	Approval of Supervision Staff	X		Eng. Laith Zwairi	-	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-1-1961.pdf	-	
95	usaid/3/2019/328	28/10/2020	28/10/2020	Dijlah Establishment Constr. Contr.	Site Equipment	X		Eng. Hasan Shaqboua	MPWH	Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1968.pdf	Package 2\2020-368-2-1-2748.docx	
96	usaid/3/2019/327	28/10/2020	28/10/2020	Dijlah Establishment Constr. Contr.	Submittal for Lightning Protection System and Distribution Boards		X	Eng. Laith Zwairi		Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1972.pdf		
97	usaid/3/2019/326	28/10/2020	28/10/2020	Dijlah Establishment Constr. Contr.	Heating Water Boiler		X	Eng. Mohammad Al-Majali Eng. Laith Zwairi		Scanned Files\Scanned-الكتب-الواردة\Package 2\2020-2-2-1971.pdf		

Correspondence Log

Outgoing Letters

Letter No.	Letter REF.	Letter Description	Date of Issuance	Issued To		Letter Location	Notes
				Name	Response		
1	2020-368-2-2-2338	Commencement Date	22/09/2020	Dijlah Est.Cont. Constr.		..\Package 2\2020-368-2-2-2338.docx	
2	2020-368-2-2-2391	Contractor Responsibilities	26/09/2020	Dijlah Est.Cont. Constr.		..\Package 2\2020-368-2-2-2391.docx	
3	2020-368-2-2-2395	Site Mobilization	26/09/2020	Dijlah Est.Cont. Constr.		..\Package 2\2020-368-2-2-2395.docx	
4	2020-368-2-1-2367	Site Obsatcles/Existing Neighbour Trees Adjacent to the Proposed New Boundary	27/09/2020	MPWH		..\Package 2\2020-368-2-1-2367.docx	
5	2020-368-2-1-2461	Site Obsatcles/Existing Neighbour Trees Adjacent to the Proposed New Boundary	04/10/2020	MPWH		..\Package 2\2020-368-2-1-2461.docx	
6	2020-368-2-1-2531	Under Water Ground Rain Water Tank II	11/10/2020	MPWH		..\Package 2\2020-368-2-1-2531.docx	
7	2020-368-2-1-2508	Under Water Ground Rain Water Tank II	08/10/2020	MPWH		..\Package 2\2020-368-2-2-2508.docx	
8	2020-368-2-2-2647	Commencement Date	20/10/2020	Dijlah Est.Cont. Constr.		..\Package 2\2020-368-2-2-2647.docx	
9	2020-368-2-1-2694	Request for Work Permission	25/10/2020	MPWH		..\Package 2\2020-368-2-1-2694.docx	
10	2020-368-2-2-2695	Imported Filling and Backfilling	25/10/2020	Dijlah Est.Cont. Constr.		..\Package 2\2020-368-2-2-2695.docx	
11	2020-368-2-1-2701	Location of Rain Water Underground Tank	25/10/2020	MPWH		..\Package 2\2020-368-2-1-2701.docx	
12	2020-368-2-1-2713	Plot Boundaries	27/10/2020	MPWH		..\Package 2\2020-368-2-1-2713.docx	

Annex -3-

Submittals Logs

Electrical Material Submittal Log

No.	Item Type	Revision	Item Name	Received From	Date Received	Status				Copies Delivered To		
						Approved	Approved as Noted	Revise & Resubmit	Rejected	File	Site	Contractor
1	UPVC Conduits & Fittings for Electrical Works	1	UPVC Conduits & Fittings for Electrical Works	Dijlah Est. Constr. Contr.	04/10/2020			X		X		X
2	UPVC Conduits & Fittings for Electrical Works	2	UPVC Conduits & Fittings for Electrical Works	Dijlah Est. Constr. Contr.	12/10/2020	X				X		X
3	Cables & Wires	1	Cables & Wires	Dijlah Est. Constr. Contr.	12/10/2020	X				X		X
4	Wiring Devices	1	Wiring Devices	Dijlah Est. Constr. Contr.	27/10/2020			X		X		X
5	Wiring Devices & Isolating Switch	1	Wiring Devices & Isolating Switch	Dijlah Est. Constr. Contr.	22/10/2020				X	X		X
6	Submittal for Lightning Protection System & Distribution Board	1	Submittal for Lightning Protection System & Distribution Board	Dijlah Est. Constr. Contr.	28/10/2020							
7												
8												
9												
10												

Mechanical Material Submittal Log

No.	Item Type	Revision	Item Name	Received From	Date Received	Status				Copies Delivered To		
						Appro-ved	Appro-ved as Noted	Rvise & Resu-bmit	Reject-ed	File	Site	Contr-actor
1	PEX Water & Heating Systems	1	PEX Water & Heatinf Systems	Dijlah Est. Const. Contr.	18/10/2020				X	X		X
2	PEX Water & Heating Systems	2	PEX Water & Heatinf Systems	Dijlah Est. Const. Contr.	22/10/2020			X		X		X
3	PEX Water & Heating Systems	1	PEX Water & Heatinf Systems	Dijlah Est. Const. Contr.	22/10/2020			X		X		X
4	Black Steel Pipes	1	Black Steel Pipes	Dijlah Est. Const. Contr.	27/10/2020							
5	UPVC Drainage	1	UPVC Drainage	Dijlah Est. Const. Contr.	18/10/2020	X				X		X
6	Heating Water Boiler	1	Heating Water Boiler	Dijlah Est. Const. Contr.	28/10/2020							
7												
8												
9												
10												

Civil Material Submittal Log

No.	Item Type	Revision	Item Name	Received From	Date Received	Status				Copies Delivered To		
						Approved	Approved as Noted	Rvise & Resubmit	Rejected	File	Site	Contractor
1	Waterproof Protection Boards	1	Waterproof Protection Boards	Dijlah Est. Const. Contr.	14/09/2020				X	X		X
2	Ready-Mix Concrete	1	Ready-Mix Concrete	Dijlah Est. Const. Contr.	26/09/2020			X		X		X
3	Waterproof Protection Boards	2	Waterproof Protection Boards	Dijlah Est. Const. Contr.	07/10/2020		X			X		X
4	Polystyrene Boards for Walls	1	Polystyrene Boards for Walls	Dijlah Est. Const. Contr.	20/10/2020	X				X		X
5	Polystyrene Boards for Roofs	1	Polystyrene Boards for Roofs	Dijlah Est. Const. Contr.	20/10/2020				X	X		X
6	Paint Works	1	Paint Works	Dijlah Est. Const. Contr.	12/10/2020		X			X		X
7	Ready-Mix Concrete	2	Ready-Mix Concrete	Dijlah Est. Const. Contr.	20/10/2020	X				X		X
8	PVC Water Stop	1	PVC Water Stop	Dijlah Est. Const. Contr.	25/10/2020				X	X		X
9	Waterproofing Membrane	1	Waterproofing Membrane	Dijlah Est. Const. Contr.	25/10/2020				X	X		X
10	Bitumen Emulsion	1	Bitumen Emulsion	Dijlah Est. Const. Contr.	25/10/2020	X				X		X
11	Vapor Retarder	1	Vapor Retarder	Dijlah Est. Const. Contr.	25/10/2020	X				X		X
12	Mastic Sealent	1	Mastic Sealent	Dijlah Est. Const. Contr.	25/10/2020	X				X		X
13	Putty and Priming Coat	2	Putty and Priming Coat	Dijlah Est. Const. Contr.	19/10/2020	X				X		X

No.	Item Type	Revision	Item Name	Received From	Date Received	Status				Copies Delivered To		
						Approved	Approved as Noted	Rvise & Resubmit	Rejected	File	Site	Contractor
14	Vinyl Silk Emulsion	1	Vinyl Silk Emulsion	Dijlah Est. Const. Contr.	19/10/2020		X			X		X
15	Stone Supplier	1	Stone Supplier	Dijlah Est. Const. Contr.	20/10/2020			X		X		X
16	Source od Reinforcement Steel	1	Source od Reinforcement Steel	Dijlah Est. Const. Contr.	27/10/2020	X				X		X

Annex -4-

Site Visit Reports & Meetings

Jerash Mayor's Office Meeting on Oct 22, 2020

(Refer to Coordination & Progress Meetings Table- page 9)

Mail

From: Mail <mail@medanat.com>
Sent: Thursday, October 22, 3:06 2020 PM
To: 'lanaalrjji@gmail.com'
Cc: 'iomar@usaid.gov'; 'TrigonJordanCM'; 'Michael McGovern'; 'bassima sh'; 'Olanab2009@gmail.com'; 'Tareq Rashdan'
Subject: RE: 368-USAID- SKEP III- PK 2- Updated Status of Thahr Al Sarow Basic Boys School
Attachments: 1.jpeg; 2.jpeg; 3.jpeg; 4.jpeg; 6.jpeg; محضر اجتماع.jpeg

Dear Eng. Lana,

Further to our E-Mail yesterday regarding the plot boundaries for the said school, this is to inform you that the scheduled meeting today was held at Jerash Mayor office at 11:00 a.m. in the presence of:

1. Eng. Ali Gogazeh – **Jerash Mayor.**
2. Eng. Abd-Al-Aziz Thnaibat – **MPWH – Jerash Directorate.**
3. Eng. Maysa'a Bani Mustafa – **MOE – Head of Buildings & Maintenance Sector.**
4. Eng. Sawsan Al-Yousef – **Wahib Medanat – Resident Engineer – Package 2.**

The attendants agreed to keep the actual boundaries as it is and according to the attached signed minutes. (The minutes is in Arabic language, down below a translation to English):

"On Thursday Oct. 22nd a meeting was held in the presence of Jerash Mayor, MPWH- Jerash Directorate, MOE – Head of Buildings & Maintenance Sector and Consultant's Resident Engineer. And after discussions related to Thahr Al-Sarow School, it was concluded that the adjacent street was partially constructed within the plot boundary of the land reserved to build the school. Since removing the said part of the street will result in creating great disturbances in the area (Souf Street) and in the City in general due to the existence of all infrastructure services within the street adjacent to the school boundary which are difficult to remove, upon all that, it was agreed on the following":

1. *Keeping the current status of the street as it is and amending the design of the external works for the school accordingly.*
2. *Jerash Municipality will compensate Ministry of Education for this case in accordance to the "Real Estate Property Law" referred to in such cases."*

Conclusion: The approval of MPWH, USAID needs to be obtained to enable us as an "Engineer" to contact the "Designer" to amend the design of external works accordingly.

Best Regards,

Suhair

Wahib Medanat Consultant Engineers- Main Office- Meeting on Oct 26, 2020
(Refer to Coordination & Progress Meetings Table- page 9)

Minutes of Meeting

Subject: SKEP III- Kick- off Meeting Minutes



**WAHIB
MEDANAT**
consultant engineers
مهندسون استشاريون

Location: Wahib Medanat Consultant Engineers Office

Date: October 26, 2020

Time: 10:00 AM

Attendance:

1. Eng. Lana Al-Ragae, DCMSB, MPWH
2. Eng. Basema Shehan, HDIFP, MPWH
3. Eng. Ola Nababteh, Coordination Engineer, MPWH
4. Dr. Issam Omar, COR , USAID
5. Eng. Tarek Al-Rashdan , PMS , USAID
6. Eng. Mike McGovern, Chief of Party, Trigon
7. Eng. Maysoon Al-Hyari, SGL, Trigon
8. Eng. Osama Obaid, SCM, Trigon
9. Eng. Wahib Medanat, General Manager, Medanat
10. Eng. Suhair Amarin, Project Director, Medanat
11. Eng. Natheer Amarin, Project Manager, Medanat

At the start of the meeting, Wahib gave a presentation to the attendees explaining the process related to the selection criteria adopted to choose the Newly Graduated Engineers to work with the Supervision Staff and the Staffs of Contractors.

The process started with advertising in two local newspapers and requested the applicants to use the related application form at Medanat Website.

The criteria of choosing the Engineers was made clear to the applicants. The criteria based on number of Factors such as, Place of Residence, Graduation University and the GPA of the applicant. Sorting out the received applications was done electronically from A-Z to achieve justice and transparency.

Dr. Issam stated that in the next projects, USAID might consider the employment of engineers who are not Jordanian but having Jordanian mothers.

Upon inquiry Lana, Wahib stated that Medanat Website is not available for the public, available only for stakeholders.

The other issues discussed in the meeting are as follows:

Points of Discussion

I. Purpose of the Meeting

Mike stated that the purpose of the meeting is to demonstrate USAID expectations and points of emphasis and to get benefit from previous USAID financed projects, (i.e. JSEP and SKEP). This helps in getting advantages from previous happenings in order to avoid problems and

Minutes of Meeting

Subject: SKEP III– Kick- off Meeting Minutes

to strengthen the process in the current project by taking into account the lessons learned from those projects. Also, this meeting is prior to the coming pre-construction meeting with the Contractor who will be reminded with all-important requirements.

2. Health, Environment and Safety

Mike stressed on this issue and the Twelve Clauses and Sub-Clauses in the Contract, which should be followed by Site Staff. The Supervision Staff as well as the Contractor should follow. Complete compliance should be achieved. Dr. Issam reminded that all workers should be aware of Safety Regulations and should be trained for that including Newly Graduated Engineers and all workers should wear the required safety clothes before entering the Site.

Maysoon mentioned that according to the RFP, violations will be applied by MPWH on the SE in case that the actions done by the SE were not as requested.

Mike reminded that the Signed Contracts with the Engineer and the Contractor state that evaluation for compliance with safety requirements can be made and penalties could be decided on both upon Trigon safety reporting.

3. Work Schedule and Financial Plan

Mike reminded that each school should have its own schedule of work and should be updated monthly. This includes the financial plan (cash flow) which should be also updated. Mike suggested that the work schedule can have only 200 tasks to facilitate for easy follow-up instead of too many details. The updates shall be reviewed monthly during the monthly meetings. Wahib stated that comparison between the progress curve submitted by the Contractor and supposed linear curves should be made. The difference between the two curves should not be over $\pm 10\%$.

4. Performance of Contractor and Supervision Engineer

Mike requested more efforts by the Engineer reminding that the Contractor should be informed by writing about any non-compliance actions. Also, references to Contract Clauses should be made by Supervision Engineer. In case the Contractor does not follow Supervision Engineer instruction, this should be listed and forwarded to MPWH as necessary.

Maysoon mentioned that she almost completed working on the forms of Performance Evaluation for SEs and CC, and Mike now is working on final revision, then CMTO will address these forms to USAID and



**WAHIB
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consultant engineers
مهندسون استشاريون

Minutes of Meeting

Subject: SKEP III– Kick- off Meeting Minutes



**WAHIB
MEDANAT**
consultant engineers
مهندسون استشاريون

MPWH for approval.

Dr. Issam stated that, the Engineer should work close to the Contractor to solve any arising problem. Writing is not enough; the Engineer should provide reasonable solution to the problems not just reporting problems. Dr. Issam added that the Engineer is considered as Owner and he should take actions forward based on the authority he has.

Maysoon mentioned that she almost completed working on the forms of Performance Evaluation for SEs and CC, and Mike now is working on final revision, then CMTO will address these forms to USAID and MPWH for approval.

5. **Quality of Work**

Dr. Issam stated that the Engineer should prevent any bad workmanship and bad work should not continue. The quality of work should be taken care off. Maysoon reminded with lessons learned from JSEP 4 School projects and SKEP Phase II Schools projects regarding this issue, it was agreed that the CMTO Team will look at and list the changes made in SKEP II schools for the purposes of making any possible modifications in SKEP III and IV as a result of SKEP II lessons learned, so the MPWH and USAID have sufficient time to make possible amendments in an early stage for SKEP III and SKEP IV Mike asked Maysoon to follow up this subject. Tarek and Natheer discussed the issue in relation to that the plastering work item is the most important item as it connects covered work and visible work and focus should be made on this item.

Osama pointed out that when the workmanship is poor and the quality of the finishing works of schools is below the quality standards. Osama suggested to find a mechanism to prevent the Contractor of continuing the execution of the works which is below the quality standards, and not to wait till the end of the project which will be impossible to rectify the defects.

6. **As-Built Drawings**

Mike reminded that, during construction work stage, any changes made on the drawings should be indicated on the Contract drawings in a clear manner so can be reflected easily on the as-built drawings when prepared at the end of construction work. Those changes should be available during Trigon visits to the sites.

In previous cases, it was observed that the submitted as built drawing is a copy of the design drawings.

7. **Sampling and Testing**

Minutes of Meeting

Subject: SKEP III– Kick- off Meeting Minutes



**WAHIB
MEDANAT**
consultant engineers
مهندسون استشاريون

Mike requested that the laboratory tests which will be conducted during the construction stage to be documented in a special tracking log and added to the monthly report.

8. Standard Forms

Mike reminded with the Forms, so it is necessary to use standard forms for work items such as approval submittals, non-conformance reports, safety, quality and similar. The said forms might be at the package level or at the school level. The Engineer logo shall be on all those forms.

9. Monthly Reports

Mike stated that he forwarded a sample of monthly report to Medanat to adopt when preparing the monthly reports for this Project. He added that the sample is one of Bitar's Consultant reports and provided to Medanat with the authorization of Bitar Consultants. The monthly report should consist of a special section for the expected works at the next month, progress and financial status updating. The monthly report shall be reviewed at the monthly meeting which will be scheduled as necessary. Medanat will prepare and distribute the agenda at convenient time.

10. Requests from other parties

Dr. Issam informed that the Supervision Staff should not consider any request coming from parties outside the contract. Any request should be submitted to MPWH "Employer" which is the official party to deal with such requests.

11. Submittals by Contractor

Mike stated that the Contractor should submit all requests for approval (submittals) within the first 20% of the Contract duration. In our case within 90 days.

12. Vendor List

Basema informed the Engineer that any remarks or contradiction in the vendor list provided in the Contract's Documents should be reported to MPWH with the necessary recommendation.

Minutes of Meeting

Subject: SKEP III- Kick- off Meeting Minutes



**WAHIB
MEDANAT**
consultant engineers
قهيبي ميدانات
مهندسون استشاريون

13. Interim Invoices

Dr. Issam requested that the Contractor should submit his work plan and financial updates with each interim invoice during the construction stage.

14. Thahr Al Sarow School Boundary

Suhair explained the situation regarding the said school. She stated that the adjacent street is partially constructed within the plot boundary. The lost area as a result of that is triangular shape all along the playing area with a maximum distance inside the school plot reaches (4m). Changing the school external design is not possible since considerable part of the school facilities will be lost. It was agreed that the Engineer issued a letter with the said situation as a recommendation to MPWH with a copy to Dr. Issam and Tarek.

15. Diverse Issues

Tarek stressed on the following points:

- a. The Engineer should work to avoid the variation orders.
- b. The Engineer should work to push to end the work on time.
- c. The Engineer should insure that the Contractor handed over to the owner all manuals for Electrical & Mechanical Systems and also all removable equipment such as remote controls.
- d. The Engineer should not allow the continuation of bad workmanship and such work should be stopped immediately.
- e. The Contractor is requested to complete his obligations regarding the mobilization requirements, otherwise second part of the mobilization amount shall not be paid.

Site Visit on Oct 21, 2020 - Thahr Al Sarow Basic School for Boys- Jerash
(Refer to Site Visits Table- page 9)

Mail

From: Mail <mail@medanat.com>
Sent: Wednesday, October 21, 4:31 2020 PM
To: 'lanaalrji@gmail.com'
Cc: 'TrigonJordanCM'; 'Michael McGovern'; 'bassima sh'; 'ola.nababteh@mpwh.gov.jo'
Subject: 368-USAID- SKEP III- PK 2- Updated Status of Thahr Al Sarow Basic Boys School

Dear Eng. Lana,

This is to inform your good selves that a site visit to the school has been conducted today Wednesday 21/10/2020 by the following:

1. Mr. Firas Abu Gaoud – **Governor of Jerash**
2. Eng. Ali Gogazeh – **Jerash Mayor**
3. Eng. Abd-Al-Aziz Thnaibat – **MPWH – Jerash Directorate**
4. Eng. Maysa'a Bani Mustafa – **MOE – Head of Buildings & Maintenance Sector**
5. Eng. Sawsan Al-Yousef- **Wahib Medanat- Resident Engineer- Package 2**
6. Eng. Sami Al Juneidy- **Dijlah- Contractor**

The outcome of discussion is summarized as follows:

1. The current plot boundary to remain as it is (it will not be shifted; the current status)
2. A meeting shall be held in Jerash Mayor office scheduled tomorrow Thursday 22/10/2020 in the presence of the Governor and representatives from MPWH, MOE & Consultant to discuss the issue.
3. An approval of USAID and MPWH shall be obtained to request the designer to amend the design accordingly.

We will keep you updated about any events regarding this subject.

Best Regards,

Suhair



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consultant engineers

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Fax. +962 6 5862357
P.O.B. 925497 Amman
11190 Jordan

Site Visit on Oct 28, 2020 – Jumana Bint Abi Taleb Basic Mixed School- Amman
 (Refer to Site Visits Table- page 9)



SKEP III

Site Visit Report

**WAHIB
MEDANAT**
consultant engineers

Consultant	Wahib Medanat Consultant Engineer	Rep No.	003
Contractor	Dijlah Establishment Constr. Contracting	Tender No.	(11/2019/USAID/SKEP/3/S) Schools for a Knowledge Economy Project (SKEP) - Phase (3) Package (1, 2)
Site Name	Jumana Bint Abi Taleb Basic Mixed School- Amman	Day/ Date	Thu. 28/10/2020
Duration of Project	450 Calendar Days	Total Project Budget	8,314,983.735 JD

No.	Visitors		Remarks
1	Suhair Amarin	Project Dir.	
3	Akram Khammes	Electrical Eng.	
4	Marwan Sonna'a	Mech. Eng.	
5	Wahib Medanat	General Manager	
Visit Notes			
No.	Description		
1	The visit aimed to check whether the mobilization work by the Contractor is completed or not. Observation shows that number of items still not done.		
3	Other items were checked such as safety regulations, Contractor staff attendance and available equipment.		
Attached			
<input type="checkbox"/> 1:			

1

CC: Project Director

Site Visit on Oct 31, 2020 - Thahr Al Sarow Basic School for Boys- Jerash
(Refer to Site Visits Table- page 9)



SKEP III

Site Visit Report

WAHIB MEDANAT
consultant engineers

Consultant	Wahib Medanat Consultant Engineer	Rep No.	001
Contractor	Dijlah Establishment Constr. Contracting	Tender No.	(11/2019/USAID/SKEP/3/S) Schools for a Knowledge Economy Project (SKEP) - Phase (3) Package (1, 2)
Site Name	Thahr Al Sarow Basic School for Boys- Jerash	Day/ Date	Sat. 31/10/2020
Duration of Project	450 Calendar Days	Total Project Budget	8,314,983.735 JD

No.	Visitors		Remarks
1	Suhair Amarin	Project Dir.	
3	Akram Khammes	Electrical Eng.	
4	Marwan Sonna'a	Mech. Eng.	
5	Wahib Medanat	General Manager	

Visit Notes

No.	Description
1	The visit aimed to check whether the mobilization work by the Contractor is completed or not. Observation shows that number of items still not done.
2	The visit aimed to check the Contractor starting in execution work in accordance to the drawings.
3	Other items were checked such as safety regulations, Contractor staff attendance and available equipment.

Attached

1:

CC: Project Director

1

Site Visit on Oct 31, 2020 – Hay Al Iskan Basic Mixed School- Jerash
 (Refer to Site Visits Table- page 9)



SKEP III

Site Visit Report

**WAHIB
MEDANAT**
consultant engineer

Consultant	Wahib Medanat Consultant Engineer	Rep No.	002
Contractor	Dijlah Establishment Constr. Contracting	Tender No.	(11/2019/USAID/SKEP/3/S) Schools for a Knowledge Economy Project (SKEP) - Phase (3) Package (1, 2)
Site Name	Hay Al Iskan Basic Mixed School- Jerash	Day/ Date	Sat. 31/10/2020
Duration of Project	450 Calendar Days	Total Project Budget	8,314,983.735 JD

No.	Visitors		Remarks
1	Suhair Amarin	Project Dir.	
3	Akram Khammes	Electrical Eng.	
4	Marwan Sonna'a	Mech. Eng.	
5	Wahib Medanat	General Manager	

Visit Notes

No.	Description
1	The visit aimed to check whether the mobilization work by the Contractor is completed or not. Observation shows that number of items still not done.
2	The visit aimed to check the Contractor starting in execution work in accordance to the drawings.
3	Other items were checked such as safety regulations, Contractor staff attendance and available equipment.

Attached

1:

1

CC: Project Director

I:\Server\data\Z\PROJECTS FILES\368\Site Visit Report\Site Visit Report- 002.docx
 Form # QP SUP 01-18, Rev.1

Annex -5-

RFI Tracking Log

RFI Tracking Log

RFIs to ENGICON

RFI.	Name of School	Description		Details of Designer Response		File Location
		Date		Date		
001	Thahr Al Sarow Basic School for Boys-Jerash	03/10/2020	Water tank location, Difference in Foundation Levels			..\Package 2\RFI- FORMS\RFI-001.docx
002	Jumana Bint Abi Taleb Basic Mixed School-Amman	04/10/2020	Existing trees Situation, Boundary Wall - Retaining Wall- Demolition of Existing Wall			..\Package 2\RFI- FORMS\RFI-002.docx
003	Thahr Al Sarow Basic School for Boys-Jerash	27/10/2020	Reinforcement of Top slab of the Water Tank	31/10/2020	..\Package 2\RFI- FORMS\Designer reply - RFI 003.docx	..\Package 2\RFI- FORMS\RFI-003.docx
004	Jumana Bint Abi Taleb Basic Mixed School-Amman	27/10/2020	Collecting Sewage Tank/Public Sewage Network	31/10/2020	..\Package 2\RFI- FORMS\Designer reply- RFI- 004 .docx	..\Package 2\RFI- FORMS\RFI-004.docx
005	Thahr Al Sarow Basic School for Boys - Jumana Bint Abi Taleb Basic Mixed School - Hay Al Iskan Basic Mixed School	27/10/2020	Waterproofing Membrane	31/10/2020	..\Package 2\RFI- FORMS\Designer Reply- RFI- 005 Roof Insulation 28102020.docx	..\Package 2\RFI- FORMS\RFI-005.docx