Planning and determination of the Site Office requirements during project start up is an integral part of the ongoing smooth management and administration of the project.

The layout of a project office can impact on the flow of communication and information during the project. Careful consideration is to be given to the placement of offices (Ref: MRTS28 and Annexure).

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Project No.** |  |  |  |
| **Project Name** | [Insert text here] | | |

| Item | Issue | Comment | Req’d ✓ | Arrg’d ✓ |
| --- | --- | --- | --- | --- |
| **Security** | | | | |
| 1 | Building | Lockable, bars on windows, vandal resistant |  |  |
| 2 | Computer equipment | Fix to desks by cable or other secure means |  |  |
| 3 | Fencing | To be at least 1.8 m high |  |  |
| 4 | Lighting | (External security) – to be protected from vandalism |  |  |
| **Office equipment** | | | | |
| 1 | Meeting room | Chairs and table, electronic whiteboard |  |  |
| 2 | Network – software | Information technology: latest specifications, project‑specific  Connection to MS Teams |  |  |
| 3 | Telephones |  |  |  |
| 4 | IN / OUT board | Whiteboard (not printable) |  |  |
| 5 | Photocopier / printer / scanner / fax |  |  |  |
| 6 | Computer backup system |  |  |  |
| 7 | Filing cabinets / storage | Area required – include space for full size plans |  |  |
| **Amenities** | | | | |
| 1 | Office hut | Air conditioned, consider need for reception if community interest or long‑term project |  |  |
| 2 | Vehicle parking area | Covered parking |  |  |
| 3 | Conference room | Facility for long section of plans to be placed on one wall |  |  |
| 4 | Lunch room / kitchen | Hot water facility, fresh drinking water, tables, chairs |  |  |
| 5 | Ablutions | Septic |  |  |
| 6 | Furniture | Desks, ergonomic chairs, plan table, visitors chairs |  |  |
| 7 | Furnishings | Curtains |  |  |
| 8 | Air conditioning | Reverse cycle |  |  |
| 9 | Cleaner |  |  |  |
| 10 | Electricity supply |  |  |  |
| 11 | Electricity backup supply |  |  |  |
| 12 | Water supply |  |  |  |
| 13 | Barbecue |  |  |  |
| 14 | Microwave / cooking facilities |  |  |  |
| 15 | Refrigerator |  |  |  |
| 16 | Urn |  |  |  |
| 17 | Crockery / cutlery |  |  |  |
| 18 | Dishwasher |  |  |  |

NOTE: The above list is not comprehensive and requires amendment to suit project‑specific requirements.