Unit 107: Working with brick, block and stone

# Worksheet 27: Recording work (tutor)

Learners should work independently to complete the table.

Describe the recording document and explain what its purpose is on a construction site.

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| Document | Description and purpose |
| Timesheets | Used to record the hours of work completed on a daily basis. (With additional relevant information.) |
| Job sheets | Provides information about location of the work on site, materials needed for the job and the allocated hours to complete the job. (With additional relevant information.) |
| Tools and materials list | A list of equipment that allows for effective planning of the job and prevents delays caused by discovery of missing items or tools after the job has started. (With additional relevant information.) |
| Snagging list | A list of faults and problems that have been identified and that can then be systematically worked through. (With additional relevant information.) |
| Delivery note | Information in the note can be checked carefully to ensure that goods being delivered of the quantity requested and in good condition and any discrepancies can then be recorded. (With additional relevant information.) |