

## Getting the work done – organising building work for your client

**Homebuyer and Building Survey Reports identify essential property repairs and improvements often costing thousands of pounds. Most reports advise clients (whether private or ‘buy to let’ developers) to ask an ‘appropriately qualified person’ to carry out the necessary work. Yet the plethora of property-based TV consumer programmes suggests that owners are regularly ripped off and even endangered by a variety of ‘rogue traders’ and ‘cowboy’ builders.**

### Nightmare experiences

All buyers will want to spend money making their property suit their needs. Whether they are looking for a dream home or a sound investment, these costly projects typically include internal redesigns and new extensions; new kitchens and bathrooms; and a wide range of property repairs. Most owners approach contracting organisations directly without thinking about what they actually want. This usually results in building projects going ahead without any meaningful contractual agreement in place. Although many will be satisfactorily completed, the less successful building jobs can leave owners and developers disappointed. Poor quality work, spiralling costs, and lengthy delays are very stressful.

### Seminar objectives and content

This one-day seminar will help you broaden the range of services you can offer by focusing on the administration of small scale domestic building contracts. Whether you provide pre-purchase advice or manage property, this event will help you confidently organise building work for your clients. The objectives of the course are to:

- introduce simple building contracts best suited to domestic residential building work (for example, value in the region of £50 000 without nominated sub-contractors);
- help you understand the different stages of the contract administration process including:
  - *agreeing the terms and conditions with your client and developing the scope of the project (including the need to apply for permissions and approvals);*
  - *estimating the approximate costs of the project;*
  - *writing simple specifications;*
  - *getting competitive quotations and appointing contractors;*
  - *supervising the work in progress, administering payments, and coping with typical contractual problems;*
  - *Dealing with completion and retention periods.*
- develop your own technical knowledge of building construction and repair methods;
- Assist in developing and marketing a broader range of professional services.



### Details

**Date:** 2 November 2010

**Location:** Nettle Hill Training Centre, Brinklow Road, Ansty, Coventry, Warwickshire. CV7 9JL

**Date:** 9 November 2010

**Location:** Hamilton House, Mabledon Place, London, WC1H 9BD

**Cost:** £170 + VAT



For further information please contact:

**BlueBox partners**  
220 Sharrow Lane  
Sheffield  
S11 8AS

For general enquiries

[info@blueboxpartners.com](mailto:info@blueboxpartners.com)  
[www.blueboxpartners.com](http://www.blueboxpartners.com)

**0845 260 3500**  
and select 'training' option



**Special offer:** Book on all three 'Diversifying' seminars for the discounted price of £450 plus VAT.



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### Who should attend?

The seminar will suit those who have some knowledge of the building process. You may already be working with contractors but now wish to do that more confidently. The day will be equally suitable for those who are new to topic. Typical participants will be:

- Chartered residential surveyors;
- Property and housing managers;
- Letting and estate agents;
- Maintenance inspectors;
- Property owners and landlords.

### What will the day include?

Before the event you will receive a number of documents that will help you get the most out of the day. The seminar will be structured around a number of workshop sessions where you can develop practical 'hands-on' skills as many of the tasks and exercises will be based on jobs we have organised. You will be split into groups and allocated a variety of tasks. For example:

- Writing specifications for a straight forward building repairs;
- Estimating the cost of the work;
- Resolving problems when things begin to go wrong.

The day will use standard contracts suitable for smaller building projects (for example, the JCT Homeowners contract, Federation of Master Builders building contracts, and so on). After the seminar, you will be able to download pdf versions of all the presentations used. Lunch and appropriate tea and coffee breaks are included in the price.

### Post seminar 'discussion' forum

Following the success of our dampness discussion forum, we will be setting up a discussion group on the professional networking website called 'LinkedIn'. This will allow the debate to go on even though the course is over. It is also a great way to network with fellow professionals.

### The workshop leader

The day will be led by Phil Parnham, Chartered Building Surveyor and Director of BlueBox partners. Phil has many years experience of organising building projects for a range of clients. He has a particular specialism in resolving 'difficult to solve' dampness problems.



### Location

The seminars will be held in two locations: the Nettle Hill Training Centre near Coventry, close to the M6 and M42; and at Hamilton House, Mabledon Place, London WC1 which is conveniently located for main line railways. Both provide top class facilities with excellent food - a very important part of any successful training course.

*For more information, please contact the BlueBox office or download a booking form from our website*