

Project:	<i>Title</i>
Client:	<i>Name</i>
Location of Remedial Works:	<i>Brief description including photographs</i>
<p><i>Photograph showing location of remedial works</i></p>	
Project History:	<i>Brief background to project including references to any relevant documents and/or reports, for example visual, topographic or structural surveys, site investigations and options report.</i>
Extent of Remedial Work	<i>Description regarding the exact extent of the remedial works required including photograph(s).</i>
<p><i>Photograph showing the extent of the required remedial works</i></p>	
Objective of Remedial Work	<i>Objectives of remedial works.</i>

Specification No:	<i>Assigned the remedial works specification with a unique reference number.</i>
References:	<i>Details of any key reference documents</i>
Drawings:	<i>Reference to any key drawings (As Built and Remedial Works)</i>
Prerequisites:	<i>Details of any documents that need to be in place prior to commencing the remedial works.</i>

Present a step by step instruction of the remedial works. Example headings include, but are not limited to:

- *Photographs: prior to commencement:*
- *Clearance: items which need to be removed prior to work, i.e fixtures, fittings, instrumentation*
- *Preparation*
- *Installation*
- *Completion*
- *Post Remedial Works*

The level of information will be dependent upon the scale and nature of the remedial work.

ATTACHMENTS

Include all attachments referenced throughout the specification. Examples include, but are not limited to:

- *As Built Drawings*
- *Remedial Work Drawings*
- *Product Datasheets*

The level of information will be dependent upon the scale and nature of the remedial work.

--

POST REMEDIAL WORKS

Details to include:

- *Period of Remedial Works:*
- *Contractor:*
- *Description of work undertaken:*
- *Cost of works:*
- *General comments / observations:*
- *Photographs*