

*Annex M1 – Summary of Key Findings and Recommendations during the Monthly Site Audits*

Date of Audit	Comments / Remarks
November 2016	<ul style="list-style-type: none"> <li>• It was observed that protection to granite steps was insufficient during the demolition of the canopy in Block 9. The Contractor was informed to follow up.</li> <li>• Skirting boards and floorboards in Block 4 was observed without labelling or adequate protection. The Contractor was informed to follow up.</li> <li>• A plywood board was observed leaning on the mural at Block 10, causing damage to the mural. The Contractor was informed to follow up.</li> <li>• It was observed that the granite paving in Block 10 was laid incorrectly. The Contractor was informed to follow up;</li> <li>• It was observed that the door was fabricated in wrong size on first floor of Block 9. The Contractor was informed to follow up;</li> <li>• Lack of protection was observed to the external face of the door at lower ground floor of Block 1. The Contractor was informed to follow up;</li> <li>• Insufficient protection was observed to the ceiling and handrail of the staircase in Block 1. Damage was observed on timber handrail. The Contractor was informed to follow up;</li> <li>• Lack of protection was observed to the painted signs at east elevation of Block 7, ground floor of Block 9 and Block 4 near Pottinger Ramp. The Contractor was reminded to follow up;</li> <li>• Lack of protection was observed to the glazed tiles at ground floor of Block 9. The Contractor was reminded to follow up.</li> </ul>
December 2016	<ul style="list-style-type: none"> <li>• It was observed that the protection to the painted sign at lower ground floor of Block 9 was missing. The Contractor was reminded to follow up.</li> <li>• Lack of protection was observed to the painted sign at ground floor of Block 9. The Contractor was reminded to follow up;</li> <li>• A section of protection to timber floor and balustrade at first floor of Block 6 was observed missing. The Contractor was reminded to follow up.</li> </ul>
January 2017	<ul style="list-style-type: none"> <li>• It was observed that the metal work at Block 8 balcony balustrade was painted in wrong colour. The Contractor was reminded to follow up.</li> <li>• Numerous holes, cracks and depressions were observed on the roof parapet at Block 11 and Block 13. The Contractor was reminded to follow up;</li> <li>• No protection was provided to the timber door during masonry repairs at ground floor of Block 3 and bricks were observed falling onto the floor. The Contractor was reminded to follow up.</li> </ul>

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	<ul style="list-style-type: none"> <li>• It was observed that there were some workers stepping on the salvaged fretwork ceiling boards while carrying out window repairs at third floor of Block 3, causing damages to historic building fabric. The Contractor was reminded to follow up.</li> <li>• It was observed that the protection to painted sign on second floor of Block 3 was missing. The Contractor was reminded to follow up;</li> <li>• It was observed that the protection to painted sign on lower ground floor of Block 9 was missing. The Contractor was reminded to follow up;</li> <li>• Defective paint work was observed at Rooms 03/F/01 and 03/F/31 on first floor of Block 3. The Contractor was reminded to follow up;</li> <li>• Rainwater pipe at Block 6 was observed not installed in accordance with approved drawings. The Contractor was reminded to follow up;</li> <li>• The door on first floor of Block 9 was observed to be fabricated in wrong size. The Contractor was reminded to follow up.</li> </ul>
February 2017	<ul style="list-style-type: none"> <li>• It was observed that the timber window and the painted sign at Block 17 were not protected during the coring and roofing works. The Contractor was reminded to follow up.</li> <li>• Blockage of the drainage outlet at lower ground floor of Block 9 has caused flooding in the corridor and rooms. The Contractor was reminded to follow up.</li> <li>• It was observed that the protection to painted sign on lower ground floor of Block 9 was missing. The Contractor was reminded to follow up;</li> <li>• Defective paint work was observed at Rooms 03/F/01 and 03/F/31 on first floor of Block 3. The Contractor was reminded to follow up;</li> <li>• Rainwater pipe at Block 6 was observed not installed in accordance with approved drawings. The Contractor was reminded to follow up;</li> <li>• The door on first floor of Block 9 was observed to be fabricated in wrong size. The Contractor was reminded to follow up.</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>• It was observed that the wall and door frame was damaged on ground floor at Block 14. The Contractor was reminded to follow up and provide sufficient supervision.</li> <li>• It was observed that the protection to painted sign at Block 12 was missing. The Contractor was reminded to follow up and provide sufficient protection to the painted sign.</li> <li>• It was observed that a section of redundant core rail was installed at the central staircase of Block 9. The Contractor was reminded to follow up and remove the redundant core rail.</li> </ul>

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	<ul style="list-style-type: none"> <li>• It was observed that skirting of wrong profile was installed at room 03/T/02 in Block 3. The Contractor was reminded to follow up and rectify the incorrect installation.</li> <li>• Defective paint work was observed at Rooms 03/F/01 and 03/F/31 on first floor of Block 3. The Contractor was reminded to follow up;</li> <li>• Rainwater pipe at Block 6 was observed not installed in accordance with approved drawings. The Contractor was reminded to follow up;</li> <li>• The door on first floor of Block 9 was observed to be fabricated in wrong size. The Contractor was reminded to follow up.</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>• External paint at south elevation of Block 10 was observed defective. The Contractor was reminded to follow up and rectify the defective paint.</li> <li>• A historic hopper was observed damaged due to improper storage. The Contractor was reminded to follow up and improve supervision in handling historic building fabric.</li> <li>• It was observed that the protection to painted sign at Block 12 was missing. The Contractor was reminded to follow up and provide sufficient protection to the painted sign.</li> <li>• Skirting of wrong profile was observed to be installed incorrectly in Block 3 room 03/T/02. The Contractor was reminded to rectify the incorrect installation.</li> <li>• It was observed that the wall and door frame was damaged on ground floor at Block 14. The Contractor was reminded to follow up and provide sufficient supervision.</li> <li>• Damage to the existing timber joints supporting the timber floor at Block 7 was observed. The Contractor was reminded to follow up.</li> <li>• It was observed that the protection to painted sign at Block 9 lower ground floor was missing. The Contractor was reminded to follow up and provide sufficient protection to the painted sign.</li> <li>• It was observed that the protection to terrazzo floor at Block 14 first floor was missing. The Contractor was reminded to follow up and provide sufficient protection.</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>• Lack of site control and supervision during excavation on ground floor of Block 3 was observed. The Contractor was reminded to ensure that all site operations are planned and sequenced to complete the works in the most efficient and safe manner.</li> <li>• The chimney at Block 13 was observed to be left in an unsafe situation after canopy demolition. The Contractor was reminded to provide immediate propping and closely supervise the demolition work.</li> <li>• External render was observed to be cracked after the installation of glass balustrade. The Contractor was reminded to</li> </ul>

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	<p>provide protective measures and assess the area of damage.</p> <ul style="list-style-type: none"> <li>• It was observed that the wall and door frame was damaged on ground floor at Block 14. The Contractor was reminded to follow up and provide sufficient supervision.</li> <li>• It was observed that some new metal doors (14/DLG/21, 22, 23) on lower ground of Block 14 was not fabricated. The Contractor was reminded to rectify the incorrect doors.</li> <li>• It was observed that the protection to existing door at Block 14 ground floor was missing. The Contractor was reminded to follow up and provide sufficient protection.</li> <li>• It was observed that there was lack of care to historic windows. The Contractor was reminded to increase site supervision and briefing and provide sufficient protection.</li> <li>• It was observed that the protection to painted sign at Block 15 was missing. The Contractor was reminded to follow up and provide sufficient protection to the painted sign.</li> <li>• It was observed that the protection to surrounding building fabric at Block 14 lower ground during excavation was missing. The Contractor was reminded to follow up and provide sufficient protection.</li> <li>• Animal decomposition was observed at Block 14 external staircase. The Contractor was reminded to clean up this area and ensure hygiene condition on site.</li> <li>• It was necessary to improve the cleanness at Block 7 after construction works. The Contractor was reminded to provide regular tidy-up.</li> <li>• Temporary plywood protection was observed to be rotten. The Contractor was reminded to follow up and replace the rotten plywood protection.</li> <li>• Protection barrier was observing missing during excavation. The Contractor was reminded to follow up and set up barriers for excavation.</li> </ul>
June 2017	<ul style="list-style-type: none"> <li>• It was observed that the tactile warning strip at Block 3 was not installed in accordance with the instructions. The Contractor was reminded to follow up and re-install the tactile warning strips.</li> <li>• It was observed that the scaffold was placed on the glazed tiles and that the tiles were not protected at Block 9. The Contractor was reminded to follow up and provide protection to the historic ceramic tiles and avoid damage to the tiles.</li> <li>• It was observed that there was no protection in place during glass balustrade installation at Block 9. Excessive grouting was observed on tiles and walls. The Contractor was reminded to follow up and rectify concrete grouting on tiles and walls as well as to improve site supervision.</li> <li>• It was observed that improvement of workmanship was required for the handrail replacement work at Block 3. The Contractor was reminded to follow up.</li> </ul>

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	<ul style="list-style-type: none"> <li>• It was observed that the protection to painted sign at Block 7 was missing. The Contractor was reminded to follow up and provide sufficient protection to the painted sign.</li> <li>• It was observed that vegetation was growing on the building façade of Block 6 and 7. The Contractor was reminded to follow up.</li> <li>• Improvement on cleanliness and protection to tiles were required on ground floor toilet of Block 14. The Contractor was reminded to clean up the area and provide protection to the tiles.</li> <li>• It was observed that improvement on tidiness at Sergeants' Yard was required. The Contractor was reminded to follow up.</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>• It was observed that the external downpipe and timber windows at Block 6 were not decorated properly. The Contractor was reminded to follow up and re-decorate the downpipes.</li> <li>• It was observed that a number of new metal doors (14/DLG/21, 22, 23) at Block 14 lower ground level have not been fabricated in accordance with the approved drawings. The Contractor was reminded to follow up and rectify the metal doors.</li> </ul>
August 2017	<ul style="list-style-type: none"> <li>• It was observed that the waterproofing at roof of Block 13 was damaged. The Contractor was reminded to repair the waterproofing to protect the building.</li> <li>• It was observed that the wall on second floor of Block 13 was saturated below the former canopy location, indicating water ingress from the canopy. The Contractor was reminded to repair the canopy to protect the building.</li> <li>• It was observed that the wall at the southeast corner of Block 4 was saturated with water causing damage on brickwork. The Contractor was reminded to follow up and provide proper protection.</li> <li>• It was observed that the wall and floor at Block 17 south and Block 3 new bridge was not properly protected. The Contractor was reminded to provide sufficient protection.</li> <li>• It was observed that the glazing at ground floor of Block 3 was not properly protected. The Contractor was reminded to follow up and provide proper protection to the glazing.</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>• It was observed that the waterproofing at roof of Blocks 11 and 13 was damaged. The Contractor was reminded to repair the waterproofing to protect the building.</li> <li>• Improvement of tidiness at Magistracy Terrace is required. The Contractor was reminded to follow up.</li> <li>• It was observed that the waterproofing material used for roof of Block 14 was of substandard quality. The Contractor was reminded to rectify the defective waterproofing to protect the building.</li> <li>• A pond of stagnant water was observed on ground floor north terrace of Block 1, which may cause potential damage to floor</li> </ul>

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	<p>tiles. The Contractor was reminded to remove the stagnant water.</p> <ul style="list-style-type: none"> <li>• Saturation of wall at Block 9 was observed due to inadequate temporary rainwater pipe. The Contractor was reminded to complete the rainwater pipe installation or extend the temporary rainwater pipe to protect the adjacent wall.</li> <li>• It was observed that the wall on second floor of Block 13 was saturated below the former canopy location, indicating water ingress from the canopy. The Contractor was reminded to repair the canopy to protect the building.</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>• It was observed that no protection was provided to the finished tiled floor at lower ground level of Block 1. The Contractor was reminded to provide adequate protection to the tiled floor.</li> <li>• It was observed that no protection was provided to the graffiti on first floor of Block 14. The Contractor was reminded to provide adequate protection.</li> <li>• Water ponding and re-bar rusting due to incomplete repair were observed at ladder store canopy at Block 13. The Contractor was reminded to follow up.</li> <li>• It was observed that window repairs at east elevation of Block 15 were not completed prior to removal of scaffold and the window was in defective condition. The Contractor was reminded to follow up.</li> <li>• It was observed that a worker was using electric breaker to remove paint from the wall at Block 14 and the worker was stopped immediately. The Contractor was reminded to follow up.</li> <li>• It was observed that protection was not provided during concreting at Block 3. Protection was immediately provided after reminder.</li> <li>• Three timber doors were observed split at Block 7, indicating that the timber drying out process was not handled properly. The Contractor was reminded to carry out rectification works to the timber doors.</li> </ul>