

**ARE YOU ABOUT TO INSTRUCT A CONTRACTOR?**

Are you getting a fair deal ?

Will the contractor perform?

Know enough to effectively control the project?

Are you qualified to comment authoritatively?

....answer!

Appoint Bruce Shaw to advise on your construction needs and let us take the strain. As Chartered Surveyors we are able to offer a number of services that can help you to undertake efficient and correctly specified works that will stand you in good stead.

- Maintenance, Repairs & Refurbishment
- Contract Administration
- Project Management
- Project Monitoring
- Fire, Flood & Storm Damage

**Bruce Shaw Property Consultants Ltd**

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**Bruce Shaw Property Consultants Ltd**

**BUILD, EXTEND,  
REFURBISH  
OR EVEN  
RE-INSTATE?**

*"It's people that make things happen,  
let Bruce Shaw make it happen for you"*



## Practice Profile

- Directors are Chartered Building Surveyors with 25 years experience in both Private and Public Sectors
- Practice based in Fife serving the Kingdom, East Coast of Scotland and beyond
- Bruce Shaw provide full range of survey and investigative services relating to both domestic and commercial property
- Internet based service provision available using digital imaging and video capture to ensure swift written and pictorial delivery

## Construction Services

If you are looking to undertake a construction project, whether it involves a single building element such as a roof or complete building re-furbishment, we can help. Put your trust in safe hands.

Quotations are available on request for the following services:

- Maintenance, Repairs & Refurbishment
- Contract Administration
- Project Management
- Project Monitoring
- Fire, Flood & Storm Damage



## MAINTENANCE, REPAIRS & REFURBISHMENT

One of our core services. The ability to inspect a property and thereafter to advise on the need for remedial works either to restore a historically important building or to bring the fabric of any dilapidated property into a condition commensurate with your requirements.

Alternately, we can take a more pro-active stance and ensure greater control of your budgetary projections by arranging for the preparation of a pre-planned maintenance programme. This process involves the review of a building or portfolio. Thereafter we can cost, schedule and prioritise anticipated maintenance over a 5, 10 or even 20 year period.

Often we are asked to look at the potential of upgrading a property. The benefits of refurbishment have long been known, but in these days of greater awareness of sustainability and the impact of planning legislation, its worth is ever growing.



## CONTRACT ADMINISTRATION

This term is utilised to describe the process of running a construction contract on behalf of you the client. The purpose being to bring our experience to the project, ensuring compliance with legislation and the smooth and efficient running of the contract. Normally the process will involve setting up a contract followed by the obtaining of tenders, either negotiated or competitive, depending upon project requirements.

As Contract Administrator we will act on your behalf running contract meetings and monitoring the works to ensure all parties meet their obligations. We will ensure that the contractor submits fair valuations of his work and will also ensure the works are completed in accordance with quality and time constraints set out in the contract. At the end of the contract we will sign off the works, i.e. agree the final account and issue formal completion certificates and deal with snagging issues.

## PROJECT MANAGEMENT

This is the process of taking responsibility for and implementing a framework of controls that enable the successful delivery of a construction project. As Building Surveyors we can provide a high quality service that is based on our detailed understanding of all of the various elements and expectations that make up a project. As highly motivated individuals we are also on occasion able to impart that same motivation to other team members ensuring that projects are

## PROJECT MONITORING

Not in any way to be confused with Project Management, Project Monitoring is the adoption of a professional advisor to provide a watchful eye on a Development, ensuring that your interests are protected. Normally this will involve a building under construction or about to be developed by a third party, including 'design build' projects, where your interest might purely be in funding the project, or you may ultimately have contracted to become the owner, or occupier, of the building in question.

Our input should ideally start as soon as the project is conceived. The purpose being to provide you with a detailed overview of the project's intended quality, whilst ensuring compliance with quality standards as well as monitoring the time frame within which the project goals are achieved. This is most normally related by means of a series of regular reports. The service allows you the client to fully interact at the right level in the construction process ensuring that all your questions are answered whilst giving you the required degree of comfort that all is well.

## FIRE, FLOOD & STORM DAMAGE

We understand the need for a reactive body who can drop everything and attend to a critical situation, whether it involves fire, flood or storm damage. We have the necessary skills to act on your behalf and to minimize your liabilities by taking well considered decisions early in the process. Decisions that may save you or your business time and money.

We are used to dealing with loss adjusters and to justifying our actions, negotiating the best possible deal for you. If you need help call us!

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