

Building Surveying

Survey Groups and Managing

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Dilapidation teams presentation results

Group A

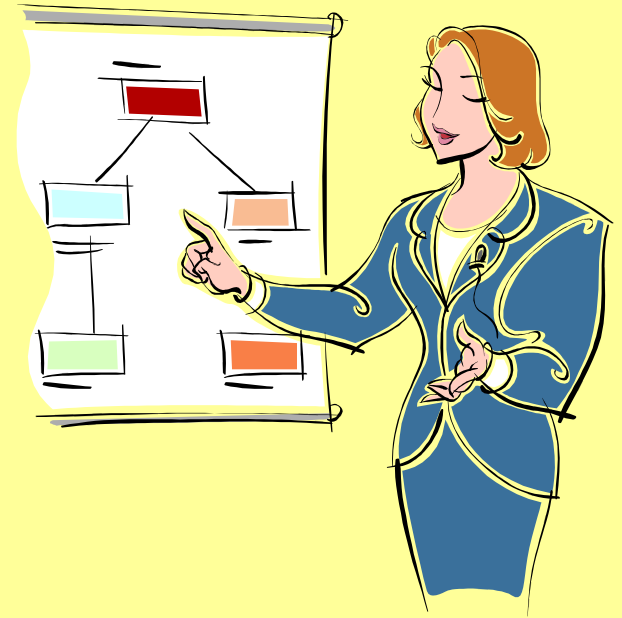
Group B

Group C

Group D

Group E

Group F





L.M.S.

- Most groups used LMS (I've used it too - it sometimes works)



- Luck Management System (no system at all)
- SMART

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LMS v SMART

- S = Specific
- M = Measure it (with minutes in this case)
- A = Attitude can do
- R = Realistic goals
- T = Time managed



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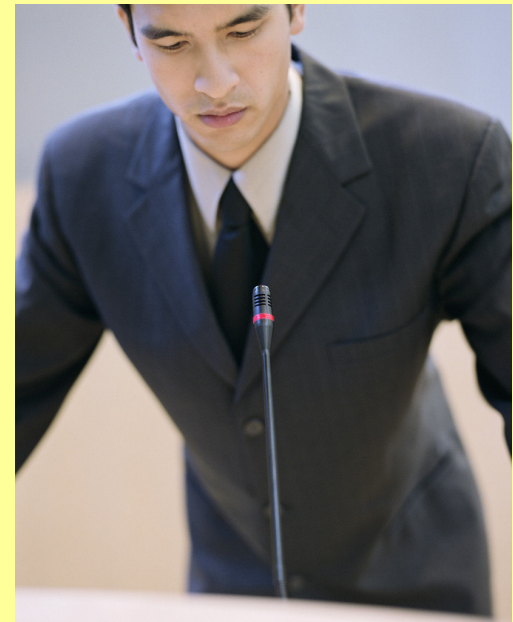
Group B

Group C

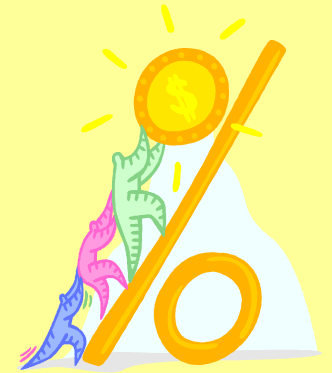
Group D

Group E

Group F



Dilapidation teams presentation results



**All results are subject to moderation and
I'm advised the marks are between 10%
and 20% higher than usual.**



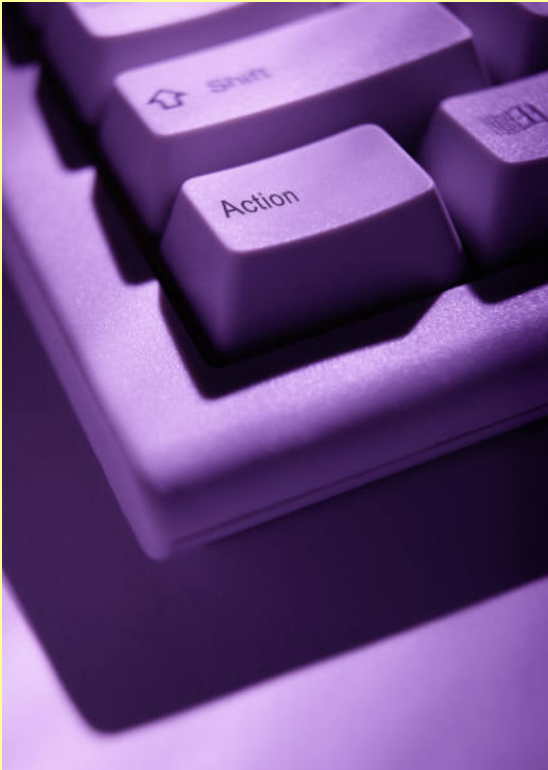
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Example of me managing a meeting



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Managing a meeting



- **Set goal**
- **Agree plan**
- **Agree action and / or take action**

My Goal

- Ask you to find Building to Survey before Christmas
- MY PLAN start BS first week we get back
- MY ACTION Reminded every week until everyone has building
- MY New ACTION start today regardless



Feedback Sheets



- Check to see if the goal is met and record the information
- You can use Minutes

Minutes Format

MINUTES

Meeting with ????? on ????? 20??
Minutes taken by ????? (change each week)
Group ?
Names ?

Outstanding Rents

<u>Issue</u>	<u>Action</u>	<u>Comments</u>	<u>Action Required By:</u>
Do you have a Building to survey?			
Have you viewed it and taken 50 photos?			
Three Key books Three specific books or web sites - name them			
Folder divided Ex Summary External Internal Services			
Give a ten minute presentation on the property Pick two people to present on the building			

Action

<u>Summary</u>	<u>Action Required</u>
Who is the further behind with the assignment?	<u>By:</u>
<u>Action for that person</u>	

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Survey teams

Team 1

Team 2

Team 3

Team 4

Team 5

Group X



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Survey Process

- ✓ Client rings for advice / quote
- ✓ Talk to client
- ✓ Confirm instruction
- ✓ Gather available information prior to survey
- ✓ View property
- ✓ Take site notes & photos
- ✓ Prepare Survey usually dictate
- ✓ Carryout any research needed
- ✓ Complete report & talk to client

Question Sheet 1

- Why do we have surveys if so few buildings fall over?



- Why don't all wealthy businesses own the properties?



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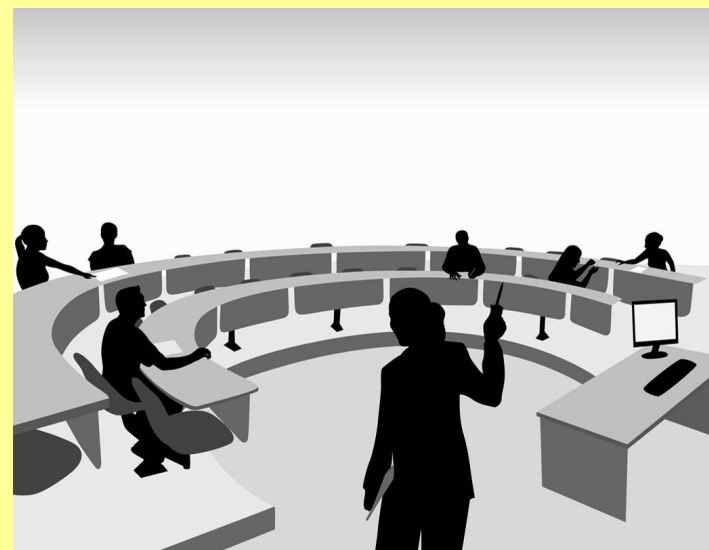
Group B

Group C

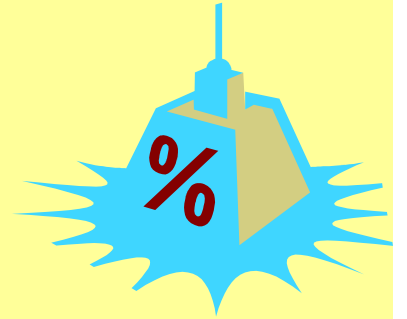
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Has everyone got a building survey?



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Dilapidation teams results

Group A ???

Group B ???

Group C ???

Group D ???

Group E ???

Group F ???

