



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

Department of Quantity Surveying

QSV 505 – Construction Contract Administration

COURSE PARTICULARS

Course Code: QSV 505

Course Title: Construction Contract Administration

No. of Units: 3

Course Duration: Two hours of lecture and one hour of tutorial per week for 15 weeks.

Status: Compulsory

Course Email Address: qsv505@futa.edu.ng

Course Webpage: <http://www.qsv.futa.edu.ng/courseschedule.php?coursecode=QSV%20505>

Prerequisite: NIL

COURSE INSTRUCTOR

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COURSE DESCRIPTION

This course is descriptive, the course in construction contract administration is designed primarily for students in quantity surveying and allied disciplines. The focus is to impart useful skills on the students in order to enhance their theory of quantity surveying and prepare them for contract administration after graduating from the University. Topics to be covered include: Principles of Professional Conducts and misconducts and professional indemnity, insurance, preparation of tender documents. Variation and interim certificates preparation of sub-contractors accounts, variation and day work. The principles of domestic sub-contractors. Final account measurement, preparation of claims and reports, practical interpretation of contract conditions. (JCT'80 and SFBCN, 1990)

COURSE OBJECTIVES

The objectives of this course are to:

- introduce students to the roles of the Quantity Surveyors in construction contract administration
- provide students with the necessary theoretical base and practical skills to enable them think analytically within a multi-disciplinary field.

COURSE LEARNING OUTCOMES / COMPETENCIES

Upon successful completion of this course, the student will be able to:

(Knowledge based)

- Conduct themselves within the ethics of the Quantity Surveying Profession.
- Understand sub-contractor relationship.

(Skills)

- prepare the following report:
 - tender documents;
 - interim valuation of work done;
 - valuation of preliminaries;
 - financial statement;
 - financial report;

GRADING SYSTEM FOR THE COURSE

This course will be graded as follows:

Class Attendance	5%
Assignments	15%
Test(s)	20%
<u>Final Examination</u>	<u>60%</u>
<u>TOTAL</u>	<u>100%</u>

GENERAL INSTRUCTIONS

Attendance: It is expected that every student will be in class for lectures and also participate in all tutorial exercises. Attendance records will be kept and used to determine each person's qualification to sit for the final examination. In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with the instructor, indicating the reason for the absence.

Academic Integrity: Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited. You are not allowed to make copies of another person's work and submit it as your own; that is plagiarism. All cases of academic dishonesty will be reported to the University Management for appropriate sanctions in accordance with the guidelines for handling students' misconduct as spelt out in the Students' Handbook.

Assignments and Group Work: Students are expected to submit assignments as scheduled. Failure to submit an assignment as at when due will earn you zero for that assignment. Only under extenuating circumstances, for which a student has notified the instructor in advance, will late submission of assignments be permitted.

Code of Conduct in Lecture Room: Students should turn off their cell phones during lectures. Students are prohibited from engaging in other activities (such as texting, watching videos, etc.) during lectures. Food and drinks are not permitted in the lecture room.

READING LIST

³Cartlidge, D. (2006). *New Aspects of Quantity Surveying Practice*. 2nd Edition. Elsevier, Oxford. 323p.

⁴Ibironke, O. T. (2005). *Essentials of Quantity Surveying*. Timlab Quanticost, Birnin Kebbi, Nigeria. 120p.

¹Jagboro, G. O. (1989). *Principles and Practice of Quantity Surveying*. Fancy, Lagos. 116p.

¹Seeley, I. H. (1984). *Quantity Surveying Practice*. Macmillan, London. 318p.

³Ramus, J., Birchall, S. and Griffiths, P. (2006). *Contract Practice for Surveyors*, 4th Edition. Elsevier, Oxford. 427p.

¹Willis, A. J., & Willis, C. J. (1981). *Practice and Procedure for the Quantity Surveyors*, 8th Edition. Granada, London. 239p.

Legend

- 1- Available in the University Library
- 2- Available in School Libraries
- 3- Available on the Internet.
- 4- Available as Personal Collection
- 5- Available in local bookshops.

COURSE OUTLINE

Week	Topic	Remarks
1	Introduction and Course Overview Surveyors and their Functions	During this first class, the expectation of the students from the course will also be documented. The student is expected to know a number of surveyors available and their diverse functions
2 & 3	<ul style="list-style-type: none"> • Principles of professional conducts and misconduct. • professional indemnity 	Students will be taught about the basic principles of professional conducts.
4 & 5	<ul style="list-style-type: none"> • Insurance 	Students will be taught the various types of insurance available for construction projects
6	Preparation of Tender Documents.	Students are taught what tender documents are and how to prepare them.
7 & 8	<ul style="list-style-type: none"> • The principles of domestic sub-contractors. 	Students will be exposed to domestic sub-contracting.
		MID-SEMESTER TEST
9 & 10	Preparation of Interim Certificates. <ul style="list-style-type: none"> • Builder's work • Preliminaries • Materials on site • Retention • Variation • Fluctuation 	Students will be taught and requested to prepare a typical interim valuation.

11 & 12	Financial Statements and Report <ul style="list-style-type: none"> • Contract Sum • Contingency • Variations • Claims • Fluctuation 	<p>Students will be taught and requested to prepare a typical financial statements while financial report will be given as an assignment.</p>
13 & 14	<ul style="list-style-type: none"> • Practical interpretation of Conditions of Contract. 	<p>Students will be taught on how interpret conditions of contract</p>
15	REVISION	<p>This is the week preceding the final examination. At this time, evaluation will be done to assess how far the students' expectations for the course have been met.</p>