

Apply site surveys and set out procedures to medium-rise building

WA Unit Number W5939
National Unit Number BCGCBC5006A

Submission requirements for surveying projects

Field Notes

Before you start any project work ensure you are familiar with the project task. Are you ready to do the project and is the equipment organized?

When you do surveying projects you should have a clip-board to record field notes. Field notes provide a permanent record of your work done in the field. The notes must be organized and legible. All field notes must be recorded at the time the work is being done. Student need to sign that portion of the field notes which he/she has written

Your field notes should be done in pencil. Erasures of observed data are not permitted in the field notes. Incorrect field entries should be stroked out with a single line and the proper value clearly noted. If an entire page is to be ignored, a diagonal line should be drawn from corner to corner and the word VOID should be clearly written along with the reason why the data is wrong.

Field notes should contain: the date, the weather conditions, group members doing the survey, identification of the instruments (model & serial number) and other equipment, data collection etc., a brief description of the site and/or location details. Sketches of the building (with north arrows) and all field dimensions and any other notations which assist in clarification of the field and site conditions are essential. State which student did the recording, placing pegs, measuring distance etc?)

<p>Central Institute of Technology</p> <p>Apply site surveys and set out procedures to medium-rise building</p> <p>WA-SIN W5904 - (BCGBC4018A)</p> <p>Project No....</p> <p>◀ <i>Leave a margin of 2.5cm on the left side</i></p>	
Student Name: _____	ID: _____
Group No: _____	Group leader: _____
Date: _____ of field work	Date: _____ of submission

Project Report

Refer to the project notes for the scope of the three practical projects. Projects need to be submitted on due date, if not stated otherwise. Refer to 'Assessment Summary' on the *Learning Plan*. Field notes (or copy) must be attached to your project report.

A report need to be submitted for each field exercise that you carry out. Each student must **individually** submit a report.

Please note we have only seven levels on hand for the Practical Projects; not all exercises can be done in class time. Projects are carried out in groups of two or three students depending on the scope of the project. The group as a whole is responsible for booking the instrument. The work must be equally distributed among group members. If the group cannot resolve an issue then you should discuss the problem with your lecturer.

Write the reports as soon as possible after the field exercise Individual group members will be orally assessed to verify that the competencies have been achieved.

A word processor should be use to write the reports. The font is to be *12 point Times Roman* or *10-point Aerial*. Pages should be stapled at the upper left-hand corner. Margins should be one inch on top, bottom and right hand side and 1.5 inch on left hand side.

Your report including field notes should be handed in as soon as possible.

Contents of Reports

You are required to:

- discuss your project achievement
- record all field measurements
- prepare scaled sketches of the exercise include all measurements.
- check all RL's and dimensions of your field exercise to ensure they are within the specified tolerances.

1. **Coversheet** as show in the Practical Project notes

2. **Contents page**

If applicable include a contents page. All pages must be numbered

3. **Sketches / Diagrams and Calculations**

- Neatly drawn scaled sketches are required. Letters and numbers must be readable and need to be min. 3 mm in height.
- All **RL**-calculations must be done in Excel. State which formula you have used for the specific type of calculation. (Don't mix up units)

4. **Conclusion /**

A conclusion should be as clear & concise as possible. Give particulars of the success or failure of the field exercise. Bring up anything that you think is important for your assessment. A significant part of the exercise is **Team Work** - was the work equally distributed among group members? Were the exercises a success?

Safety

For all field exercises students must wear a safety vest and appropriate footwear (tongs or sandals are not accepted).

It is highly recommended to wear a wide brimmed hat (baseball cap style not suitable), long sleeved shirt with collar, long trousers (or similar)

Students have the responsibility to assess the risk and decide what to wear. During sunny weather don't forget to use sun protection body cream!

Use extreme care when you do the fieldwork. If you observe or feel that unsafe working conditions exist, inform the lecturer immediately.