**Admin Procedures**

**Post**

To be date stamped (small stamp) – if correspondence

(all bank statements etc to go to PDB)

(all supplier invoices/statements to go to DAS)

Chelsea Magazines get posted out to Andy Pond & Gary Brooks

Large stamp for Invoices / statements & put into accounts tray

Payment Certificates (these are payments to us from companies like Balfour Beatty, SRM etc) – to be dated stamped & copied to RCH (on bright yellow paper) & mob – plain white – original to go to PDB

**Copying**

copying tray is located next to the water cooler

to be copied as & when required, to check every other day

**Tenders –** RECEIVED (VIA POST / EMAIL)

Date stamped (& kept in original envelope if rec by post)

Top copy of tender letter to be cc’d to MOB

Tender details to be entered on Tender schedule which is located in

Share drive / admin / 9001 / quality / forms & records / surveying / sur-fm-004

Original tender then to be put in RCH pigeon hole

Typing of tenders, a copy of the documentation (usually on a disc) is to be copied & saved to sharedrive/tender docs/ current & also if JMS are tendering a copy is to be put into sharedrive/tenderdocs/JMS collection point/for JMS

**Typing/Minutes**

All meeting minutes Share drive / admin / minutes

before you save any documents – insert a footer, on header & footer tools, click on document info and insert a file path, then close header/footer

**Main Contractors Orders**

When returning by post must be sent 1st class recorded

**Plant Inventories**

This is where we keep track of all our own plant (ie drills, vacs, transformers etc) a number is given ie 123 and this is then engraved onto the drill – if you are asked for a new number these are kept in admin / plant inventories / 2014 / then current month – you will sometimes need to sort the data in order to get the correct number sequence, after you have issued the new no please insert this information into the inventory with details of make/model and save the document as the new date (do not overwrite these as sometimes they are needed to track down the older plant)

**Congestion charge**

folder with vehicle details in tray on spare desk

to pay online as & when required to note receipt No. on sheet & print out copy of receipt and put into folder – PDB then collects these for checking against the monthly invoice

**Chelsea Football Fixtures**

Share drive / admin / 9001 / quality / forms & records / admin

**Site Files**

Share drive / admin / 9001 / quality / forms & records / site

If it’s a new project, just amend an old project to suit the new

**Archiving**

share drive / admin / archiving/ - check where it is being archived and add to the relevant list. If anything is being removed it is be marked as “disposed of”& date adjusted at the top of the sheet accordingly

**Tender Archivng (Cabinet by the Stairs)**

When tenders are left on the floor by the cabinet they are to be filed, if there is no room left in the cabinet the oldest numbered tenders are to be disposed of. Must update schedule – sharedrive/admin/archiving/tender schedule to show this

**Drawings**

We cannot print A1/A0 drawings in house so these are outsourced to Pronta print, we normally email these over to 'design@surbiton.prontaprint.com' with details of the requirements ie if required in colour or black & white, folded & how many copies etc. An order will need to be created with the email sent to pronta print attached – example below:-

*To whom it may concern*

***Purchase Order No. \*\*\*\*\*\*\****

*Please could you arrange for one full sized black and white copy of the attached drawings (folded) delivery to our HO address below*

**New Operatives/Employees**

Contract to be sent out & employee details to be added to ID spreadsheet and the training matrix

**Stationery Orders**

All details are in the white file (account No. /log in etc). PO book in accounts cupboard use blank order & stamp new order no onto & add details in order book. Order no is to be used on Lyreco online order and printout of order attached to back of Purchase order and put in accounts tray

**Names: - Richard Hayhoe (RCH) Martin O’Brien (MOB), Paul Bennett (PDB), James Hayhoe (JRH), Ian Andrew (IA), Simon Thorpe (SCT), Mark Robinson (MOR), Dave Sanders (DS), Paul Haugh (PH)**