


## BUILDING 4000, PORTSMOUTH

### STRIP OUT AND REFURBISHMENT OF OFFICE SUITE

CONTRACT ADMINISTRATION



 **Building Type**  
Office

 **Client**  
Lakeside

 **Brief**

We were instructed to act as Contract Administrator for both the pre and post Contract phases of the project. The 16,0000 sq ft suite had not been refurbished in several years and the layout was cellular and dated. The area required stripping out to an open plan space. The project was subject to a strict programme to have the suite ready for a client event within the space.

 **The Role**

In meeting with the Client, the brief was to improve the appearance and upgrade to more energy.

Efficient LED light fittings as part of the work. Cornerstone then produced and issued Tender Documents to selected contractors to price for the works. On selection of the contractor works were commenced and Cornerstone oversaw the works with weekly site visits, site inspection reports, dealt with all variations and payment matters through to Practical Completion (PC).

 **Project Outcomes**

Practical Completion was achieved, and the project was signed off in advance of the Client's event and to the required standard.