

Project risk ledger

Every open risk on the Nevins Street fit-out, scored after the controls already in place. **Scores above 9 are reported to the client at the weekly site meeting** and carry a dated treatment. Three sit there today; two of them are commercial rather than site risks.

OPEN		ABOVE APPETITE	CLOSED THIS ISSUE	NEW	NEXT REVIEW
9		3	2	1	June 13
16	NET	Millwork delivery slips past the fit-out window Staple & Oak hold the June 2 plate slot and one crew. If the reception desk misses that week, the flooring and the electrical second fix both move behind it. Mitigation: weekly call with the shop, and a two-day float held in the programme.			Riley Thompson Raised Mar 4 Reviewed May 30
12	NET	Freight lift booking not confirmed beyond June The building manager books the lift a month at a time and two other trades are bidding for the same window. Mitigation: written confirmation requested for the whole of June and July; out-of-hours access priced as the fallback.			Ava Cruz Raised Apr 18 Reviewed May 30
12	NET	Client variations issued verbally on site Three changes this month were agreed at the site walk and confirmed by email only afterwards. Mitigation: nothing is instructed without a numbered variation; the site manager has been asked to refuse verbal changes outright.			Riley Thompson Raised May 9 Reviewed May 30
9	NET	Hot works over an occupied floor Roof works run above a tenanted second floor. Mitigation: permit to work RB-07 for every session, sixty-minute fire watch, and the tenant notified the day before.			Ava Cruz Raised Feb 20 Reviewed May 30
6	NET	Oak finish colour match across two deliveries The bench seating ships a week after the desk and may come from a second board lot. Mitigation: both lots milled and finished together before either ships; sample retained on site for comparison.			Alex Rivera Raised May 22 New this issue
CLOSED SINCE THE LAST ISSUE					
REF	RISK	WHY IT CLOSED		CLOSED	
W-04	Asbestos survey outstanding on the second floor	Survey returned clear on May 12; certificate filed with the site pack		May 12	
W-09	No confirmed loading bay access before 9am	Building manager confirmed 7am access in writing for the duration of the works		May 20	

POSITION AT THIS ISSUE

Nothing on this ledger threatens the handover date of **July 25**. The two commercial risks — the lift booking and verbal variations — are the ones most likely to cost money rather than time, and both are inside the client's gift to resolve. The ledger is reissued fortnightly and tabled at the site meeting; the next issue is due **June 13**.

Prepared by — Riley Thompson, Project manager

Noted by — client representative

Date