Site Diary

Hollins & Reed Contracting Ltd

Date	Project	Job number	Weather am	Weather pm
7 Sep 2026	**House extension, House 2**	**HR-2407**	**Rain, 16°C**	**Dry, 18°C**

Trades on site	Company	No.	Hours
Site manager	Hollins & Reed Contracting Ltd	1	9
Groundworkers	Hollins & Reed Groundworks Ltd	4	8
Banksman	Hollins & Reed Contracting Ltd	1	8
Pump operator	Hollins & Reed Concrete Pumping Ltd	1	3.5

Plant and equipment	Supplier	No.	Hours
Concrete pump, boom	Hollins & Reed Concrete Pumping Ltd	1	3.5
Vibrating tamper beam, petrol	Hollins & Reed Groundworks Ltd	1	1

Area	Work carried out
Rear extension	Fixed 50 mm duct in the slab edge for the garden tap, as instructed: 2 groundworkers, 09:00 to 09:30, 1 hour in all.
Rear extension	Brushed rain water off the membrane, 10:00 to 10:20. Checked mesh, spacers and levels before the pour.
Rear extension	Poured the ground floor slab, 10:40 to 11:40. Slab 6.0 m by 4.7 m, 28 m², 150 mm thick: 4.2 m³.
Rear extension	Thickened edge on the 3 new sides, 15.4 m long, 300 mm wide, 175 mm below the slab: 0.8 m³. With the slab, the 5 m³ on the ticket.
Rear extension	Tamped and floated to 14:30. Covered with polythene at 15:30, as rain and wind are forecast tomorrow.
Front drive	Pump washed out into the lined pit by 12:10 and off site at 12:30. Drive swept.

Time	Deliveries	Supplier	Ticket no.
08:10	Polythene sheet, 2 rolls, and spare spacers	Hollins & Reed Builders Merchants Ltd	M 20418
10:32	RC25/30 concrete, 5 m³	Hollins & Reed Concrete Ltd	C 48213

Time	Visitors	Company	Reason for visit
08:40	Building control surveyor	Council building control	Looked at membrane and mesh before the pour. Nothing to change. Happy for us to pour.
14:50	Client's surveyor	Thornley Vale Estates Ltd	Saw the slab and the new duct.

From	Instructions received
Client, by phone 08:55	Add a duct in the slab edge for a garden tap. I confirmed it by email at 09:10. It sits above the membrane, so the membrane is not cut. Rang the surveyor at 09:15 to say so; no need to come back. Cost to follow.

Delays and problems
Rain from 07:40 to 09:50, heavy at times. Pour held 1 hour. Rang the batching plant at 08:30 and moved the wagon from 09:30 to 10:30, before it was loaded. The pump was already on the road: on site 09:00, set up by 09:30.
Cost of the hold, 09:30 to 10:30: 1 hour each for the 4 groundworkers and the banksman, 5 hours in all, and the pump stood for the hour. Separate from the duct. No concrete wasted.

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Accidents, incidents and near misses
10:35, near miss. A neighbour walked behind the wagon on the shared drive as it reversed. Reece Ollerton, banksman, stopped the driver. Nobody hurt. Barrier put across the end of the drive and neighbours told the times. Reported to me at 10:40.

Signed	Name	Date
signed	**Dan Hollins**	**7 September 2026**