

HIGHER TECHNICAL INSTITUTE

CIVIL ENGINEERING

DIPLOMA PROJECT:

PREPARATION OF BILL OF QUANTITIES USING THE  
COMPUTER METHOD

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**Quantity surveyors calculate the amount and cost of materials and labour needed for building projects. They are responsible for the accounts of a construction business and they also manage building contracts for clients.**

**Quantity surveyors may do some or all of the following:**

- **consult with clients about building projects**
- **study architects' and engineers' building plans**
- **measure and estimate building and material costs for projects**
- **prepare reports about projected building costs for clients**
- **administer the tendering process for contractors and subcontractors**
- **visit building sites to monitor progress and check the work is to budget**
- **recalculate costs if the design or materials change**
- **certify progress claims from contractors**
- **manage the payments for contractors and suppliers**
- **prepare a statement of final account recording the actual costs of the project**
- **offer services in value management, comparing building costs to similar buildings**
- **prepare building feasibility studies**
- **prepare bank reports and offer financial advice to clients**
- **consult with other construction industry professionals**

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