

Scope of Work: Saramacca kitchen extension

PROJECT NO. RGM-IS-2025-16	DATE SUBMITTED
Saramacca kitchen extension	06/02/2026 (dd/mm/yyyy)
PROJECT OBJECTIVES	
<p>The purpose of the SM Kitchen extension is to address the current space limitations in the newly constructed kitchen, which is insufficient to meet the demands of the growing workforce. This constraint will lead to operational inefficiencies and restricted meal service capacity. The kitchen extension will ensure consistent access to nutritious on-site meals, supporting worker health, enhancing productivity, and reducing downtime by eliminating the need for off-site meal breaks.</p> <p>The project consists of the structural phase and finishing works. The extension area is indicated in Figure 1.1 with remarks A, C, H, I, J, K, and M.</p>	

Step 1. Project Deliverables

TASK NO.	DESCRIPTION
1	Construction of a 25 cm concrete slab including necessary drainage system, complete.
2	Construction of a 6" hollow concrete wall with the necessary beams and columns, including provisions for window and door openings.
3	Construction of the iron roof structure and installation of the roof sheets.
4	Construction of the roof gutter system with PVC pipes and manholes.
5	Plastering of all walls, both internal and external.
6	Construction of Alucobond ceilings, including installation of ceiling panels.
7	Construction of fire proof Alucobond ceiling, installation of ceiling panels.
8	Supply and installation of anti-slip floor tiles.
9	Supply and installation of epoxy coating floor.
10	Supply and installation of necessary wall tiles.
11	Supply and installation of necessary RVS wall panels.
12	Painting of the building, both internal and external.
13	Supply and installation of quality aluminum windows.
14	Supply and installation of the required quality doors.
15	Supply and installation of stainless-steel drain grates.
16	Relocation of Door Opening at Southern Entrance as Indicated on Drawings.



17	Leveling and removal of construction debris from the surrounding site area of the building.
18	Quality Control Inspections and Formal Project Handover.

Step 2. List of project Tasks

Work breakdown structure (WBS) attached	NO	X	YES
<i>Provide link, if applicable.</i>			

TASK NO.	DESCRIPTION
1	<p>Construction of a 25 cm concrete slab including necessary drainage system, complete:</p> <ul style="list-style-type: none"> ➤ Placement and tying of reinforcement steel as per the approved design. ➤ Pouring, compacting, curing, and finishing of the reinforced concrete slab. ➤ Before pouring the foundation slab, make all necessary measurements and openings required for the installation of the internal drainage system. ➤ Excavation around the foundation area for the installation of the drainage system. ➤ Placement of drainage pipes and gravel backfill according to the design. ➤ Connection of the drainage system to the designated discharge points.
2	<p>Construction of a 6" hollow concrete block wall with necessary beams, columns, and provisions for window and door openings, complete:</p> <ul style="list-style-type: none"> ➤ Procurement and delivery of 150 mm hollow concrete blocks. ➤ Masonry work for load-bearing walls using 6" hollow concrete blocks. ➤ Masonry work for non-load-bearing walls using 6" hollow concrete blocks. ➤ Installation of cement board finishing in all specified areas as per the design. ➤ Preparation, alignment, and curing of walls up to the ring beam level. ➤ Construction of all required columns, beams, and structural supports, including provisions for window and door openings as indicated in the drawings.
3	<p>Construction of the iron roof structure and installation of roof sheets, complete:</p> <ul style="list-style-type: none"> ➤ Construction and installation of the iron roof structure, including all framing and structural elements. ➤ Installation of roof sheets matching the existing kitchen roof, ensuring a fully leak-free finish. ➤ Application of roofing membranes and any required waterproofing layers.



4	<p>Construction of the Roof Gutter System with PVC Pipes and Manholes, complete:</p> <ul style="list-style-type: none">➤ Installation of roof gutters along all specified roof edges, ensuring proper slope for water flow.➤ Connection of PVC downpipes from gutters to designated drainage points.➤ Construction and installation of manholes at strategic locations for maintenance and inspection.➤ Testing and inspection of the gutter system to ensure proper flow and leak-free performance.➤ Integration with existing drainage systems, where applicable.
5	<p>Plastering of All Walls, Internal and External, complete:</p> <ul style="list-style-type: none">➤ Preparation of wall surfaces, including cleaning, leveling, and application of bonding agents where required.➤ Internal wall plastering to achieve a smooth, even surface suitable for finishing (paint or tiles).➤ External wall plastering to provide a durable and weather-resistant finish.➤ Curing of plastered surfaces as per standard practice to ensure proper strength and adhesion.
6	<p>Construction of Alucobond Ceilings, complete:</p> <ul style="list-style-type: none">➤ Preparation and installation of ceiling framework as required.➤ Procurement and delivery of Alucobond ceiling panels according to approved specifications.➤ Installation of Alucobond panels, ensuring proper alignment, secure fixing, and an aesthetic finish.➤ Finishing and joint treatment to achieve a seamless ceiling surface.
7	<p>Construction of fire proof Alucobond ceiling, installation of ceiling panels</p> <ul style="list-style-type: none">➤ Supply, delivery and installation of fire-resistant Alucobond panels.➤ Installation of approved fire-rated suspension and fixing system, including hangers, profiles and anchors, suitable for the specified fire performance.➤ Provision and installation of fire-resistant backing materials and insulation, where required, to achieve the specified fire resistance.➤ Proper sealing of joints, penetrations and edges using fire-rated sealants and accessories to maintain fire integrity
8	<p>Supply and Installation of Anti-Slip Floor Tiles, complete:</p> <ul style="list-style-type: none">➤ Procurement and delivery of anti-slip floor tiles as per the approved sample.➤ Surface preparation of the floor, including cleaning, leveling, and application of bonding/adhesive as required.



	<ul style="list-style-type: none">➤ Installation of floor tiles in designated areas, ensuring correct alignment, spacing, and pattern.➤ Provision of adequate space above the drain during tile installation, ensuring that the stainless-steel drain grate can rest properly and sit level with the finished tiled surface.➤ Grouting and finishing to achieve a smooth, uniform, and durable surface.
9	Supply and installation of epoxy coating floor <ul style="list-style-type: none">➤ Preparation of the existing concrete floor, including cleaning, degreasing, grinding and repair of minor cracks and imperfections to achieve a sound substrate.➤ Application of primer coat suitable for epoxy flooring systems to ensure proper adhesion.➤ Supply and application of industrial-grade epoxy coating, applied in the required number of layers and to the specified thickness.➤ Installation of anti-slip finish where required, suitable for kitchen and wet areas.➤ Formation of smooth, hygienic and seamless floor finish, resistant to chemicals, moisture and abrasion.➤ Proper curing of the epoxy floor in accordance with manufacturer's recommendations before use.
10	Supply and Installation of Wall Tiles, complete: <ul style="list-style-type: none">➤ Procurement and delivery of wall tiles as per the approved sample or specification.➤ Surface preparation of walls, including cleaning, leveling, and application of bonding/adhesive as required.➤ Installation of wall tiles in designated areas, ensuring correct alignment, spacing, and pattern.➤ Grouting and finishing to achieve a smooth, uniform, and durable surface.
11	Supply and Installation of RVS Wall Panels, complete: <ul style="list-style-type: none">➤ Procurement and delivery of stainless steel (RVS) wall panels as per the approved specifications and sample.➤ Preparation of wall surfaces, including cleaning, leveling, and fixing supports if required.➤ Installation of RVS wall panels in designated areas, ensuring proper alignment, secure fixing, and flush joints.➤ Finishing and sealing of panel joints where necessary to ensure a clean and hygienic surface.
12	Painting of the Building, Internal and External, complete: <ul style="list-style-type: none">➤ Surface preparation of all areas to be painted, including cleaning, sanding, filling cracks, and priming as required.➤ Protection of adjacent surfaces and areas not to be painted using masking, covering, and drop cloths.



	<ul style="list-style-type: none">➤ Application of paint on internal walls, ceilings, and other specified surfaces using approved paints and finishes.➤ Application of paint on external walls, including preparation to ensure weather resistance and durability.➤ Application of multiple coats as per manufacturer's recommendations and project specifications for proper coverage and finish.➤ Cleaning of the site and removal of all painting materials and debris upon completion.
13	Supply and Installation of Quality Aluminum Windows, complete: <ul style="list-style-type: none">➤ Procurement and delivery of aluminum windows as per the approved specifications.➤ Preparation of window openings, including cleaning and any necessary adjustments to ensure proper fit.➤ Installation of aluminum window frames and sashes, ensuring correct alignment, secure fixing, and smooth operation.➤ Installation of all required hardware, including locks, handles, hinges, and sealing systems.➤ Sealing and weatherproofing around window frames to prevent water and air infiltration.
14	Supply and Installation of Required Quality Doors, complete: <ul style="list-style-type: none">➤ Procurement and delivery of doors meeting the specified quality.➤ Preparation of door openings, including adjustments for proper fit and alignment.➤ Installation of doors, ensuring correct alignment, smooth operation, and secure fixing.➤ Installation of door hardware, including handles, locks, hinges, and closing devices as specified.➤ Finishing works, such as sealing, painting, or staining, as required.
15	Supply and Installation of Stainless-Steel Drain Grates, complete: <ul style="list-style-type: none">➤ Procurement and delivery of stainless-steel drain grates as per the approved specifications.➤ Preparation of drain openings in concrete or designated surfaces to receive the grates.➤ Installation of drain grates, ensuring proper alignment, flush fitting with surrounding surfaces, and secure fixing.
16	Relocation of one (1) door opening at the entrance on the southern side of the building, in accordance with the approved drawings. <ul style="list-style-type: none">➤ Careful demolition of the existing wall section and removal of materials at the current door location.➤ Formation of the new door opening, including accurate setting out and construction of required lintel, framing and structural supports.➤ Closing of the existing door opening, including masonry infill, plastering and finishing to match adjacent walls.



	<ul style="list-style-type: none"> ➤ Making good all disturbed surfaces and finishes to achieve a uniform appearance.
17	<p>Levelling and Removal of Construction Debris from the Surrounding Site Area of the Building, complete:</p> <ul style="list-style-type: none"> ➤ Clearing of the site by removing all construction debris, rubble, and unwanted materials. ➤ Levelling of the site around the building to achieve uniform ground levels and proper drainage. ➤ Compaction of levelled areas as required to ensure stability. ➤ Disposal of debris at approved locations in compliance with environmental and safety regulations.
18	<p>Quality Control Inspections and Formal Project Handover, complete:</p> <ul style="list-style-type: none"> ➤ Conducting quality control and final inspections to verify that all works comply with project specifications and standards. ➤ Preparation and submission of handover documentation, including as-built drawings, warranties, manuals, and other relevant records. ➤ Formal project handover and client acceptance, ensuring all deliverables are verified and officially transferred to the client.

Step 3. Out of Scope

<p>This project will NOT accomplish or include the following:</p>	<ul style="list-style-type: none"> ➤ Execution of soil stabilization works, including the placement of engineered fill material. ➤ Procurement and installation of non-fixed furnishings and equipment, including kitchen appliances and cabinetry. ➤ Expenses related to the connection and commissioning of utility services (water, gas, electricity, sewage)
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Step 4. Project outcomes

NO.	OUTCOMES
1	A fully constructed and functional extended kitchen facility.
2	Properly executed reinforced concrete foundation slab, providing structural stability and long-term durability for the new kitchen extension.
3	Established underground drainage system to effectively manage water flow around the building, protecting the structure from moisture damage.
4	A food-safe, hygienic kitchen interior with appropriate wall and floor finishes.
5	Fully assembled and waterproofed roof structure, ensuring weather resistance and proper rainwater drainage.

Step 5. Project Constraints

PROJECT START DATE	.../.../2026
LAUNCH / GO-LIVE DATE	.../.../2026
PROJECT END DATE	.../.../2026
LIST ANY HARD DEADLINE(S)	
LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES	Duration 4.5 months
FACILITIES TO BE PROVIDED BY RGM	<ul style="list-style-type: none"> • Map of the area. • Food supply. • Fuel. • The base construction for the foundation.
FACILITIES TO BE PROVIDED BY CONTRACTOR	<ul style="list-style-type: none"> • Insurance. • Lodging • All required material for construction. • Cost breakdown and Gantt chart. • Project supervision. • Survey during construction. • Safety procedures. • All Personal Protective Equipment. • Transportation
QUALITY OR PERFORMANCE CONSTRAINTS	<ul style="list-style-type: none"> • The Contracting Company will be evaluated based on safety, quality, velocity, cost, workforce performance and time related progress metric. • Weekly performed progress will be monitored by the Infrastructure Services Department. • The contractor will report to the Infrastructure Services dept. • Any tasks or modifications not specified in the scope of work must receive approval from the infrastructure team before proceeding. • Safety meetings and JHA's are required.

EQUIPMENT / PERSONNEL CONSTRAINTS	<ul style="list-style-type: none">• No equipment nor personnel of the contractor should be used for other projects during the construction.• All equipment and personnel must meet the necessary safety and performance requirement.
REGULATORY CONSTRAINTS	<ul style="list-style-type: none">• The project must follow safety regulations, including worker protective equipment, secure scaffolding for construction and protocols for lifting and handling materials.• This scope of work forms the basis of the agreement between the client and the contractor. Any changes or deviations from this scope must be documented and mutually agreed upon.

Figure 1.1: Sarmacca Kitchen Expansion project design

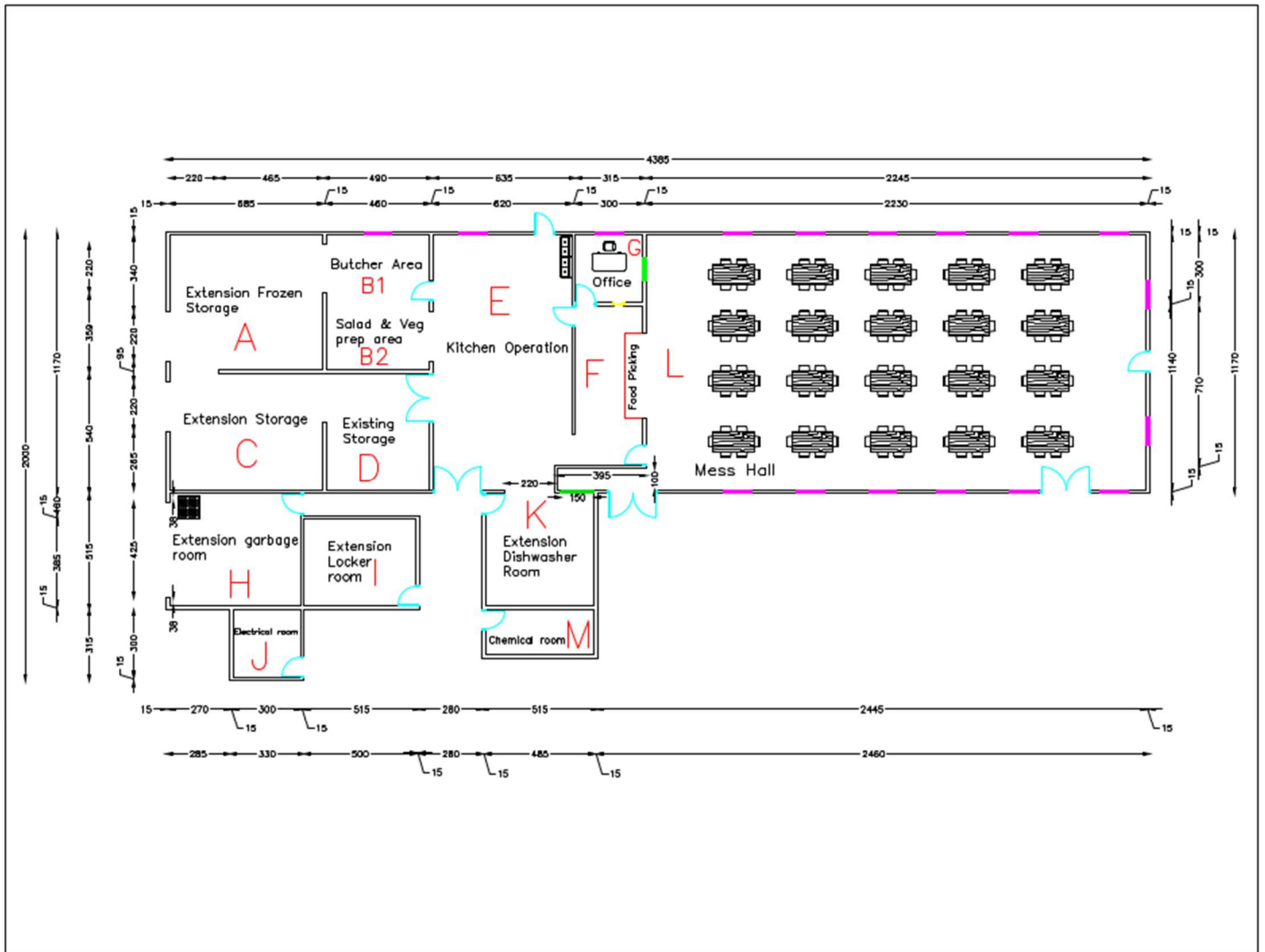


Figure 1.2 Layout of SM Kitchen drains.

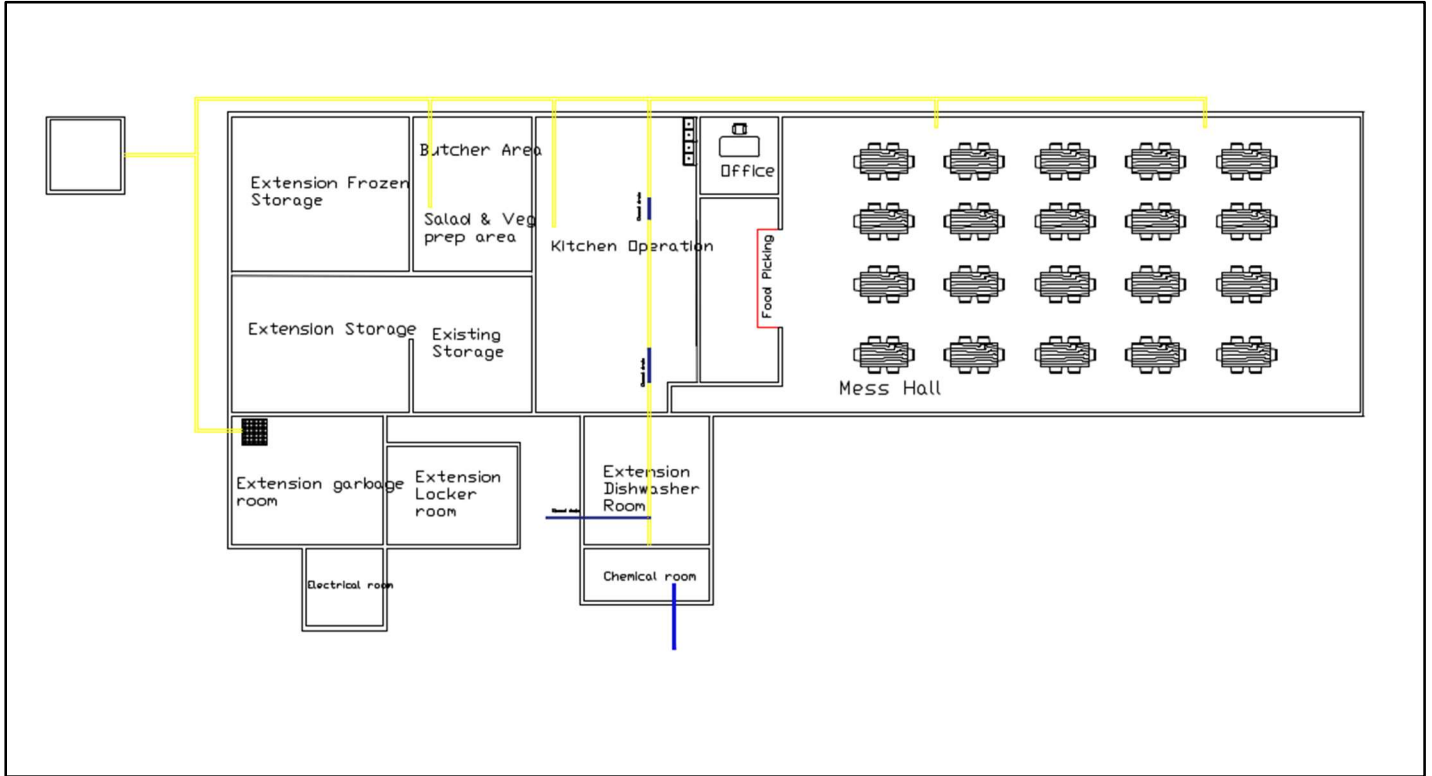




Figure 2: Rebar layout for concrete slab: Storage area, Kitchen and preparation area and mess hall.

