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Company History

Who we are

We undertake Electrical Installation works with a number of leading construction contractors operating within the UK and locally including:

- Balfour Beatty
- Interserve plc.
- Kier Group
- Osborne
- Willmott Dixon Construction
- Mountjoy Construction Ltd
- Mansell PLC
- Stoneham Construction Ltd
- MCM Construction Ltd

Our regular Maintenance Client base includes:

- NHS Trust
- Isle of Wight Council
- Social Housing Groups
- National Energy Supplier
- Retail & Banking Sectors

We also employ a number of skilled electrical engineers specialising in BMS, UPS, Controls and full AutoCAD design.

SB Electrical also has a sister company SBC Ltd that is primarily involved in health, safety and risk management consultation and training.



Business Profile Template

Business Profile

General Business Information

- Business Name
- Head Office Address
- Phone Number
- Website Address
- Company Status
- Contact Information of the Person in Charge (His Name, Phone, Email Address etc)

Business Details

- Date of Creation
- Main Areas of Activities of Business
- Main Products
- Main Services
- Principal Customer Industries and Geographies

Business Capacity

Human Resources

- Business Organization
- Number of Employees

Financial

- Financial Circumstances of Business (Optional)

Technical

- Company Capacity for the Project in Terms of Qualifications and Certifications.

Other

- References or Success Stories in a Similar Project

BUSINESS PROFILE (summary)

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Company Name: [blank] Company Name: [blank]

Address: [blank] Address: [blank]

Phone: [blank] Phone: [blank]

Website: [blank] Website: [blank]

Business Details: [blank] Business Details: [blank]

Business Capacity: [blank] Business Capacity: [blank]

Human Resources: [blank] Human Resources: [blank]

Financial: [blank] Financial: [blank]

Technical: [blank] Technical: [blank]

Other: [blank] Other: [blank]

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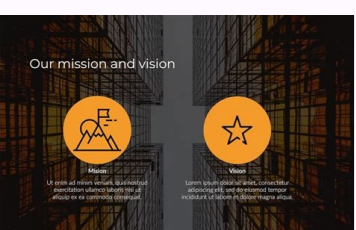
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Download Excel Template Try Smartsheet Template Depending on the type of construction project, there could be hundreds of bid items that combined make up the final bid amount. This contractor progress payment template helps to determine the payment amount based on the percentage of work completed to date with adjustments made for change orders, previous payments and retainage (if required) for each payment period. That's why a subcontractor documentation tracker template is helpful to ensure that you collect all the necessary documentation and keep important details organized. Use this template to list the work items needed, along with associated costs, and a total estimate at the bottom. Develop a clear project scope and baselines to assess your project plan for success. After all of these variables and project details have been established, hold a kickoff meeting to communicate the construction project plan to all involved team members and key stakeholders. The team may use a project punch list to identify and complete any tasks that didn't get completed during the original project. First, create a comprehensive project plan. Once construction is complete, the team must commission the project by testing all new systems and equipment, and training personnel to use the updates appropriately. To ensure that each of these steps are completed on time, a project closeout checklist is essential. Included on this page, you'll find a construction timeline template, a construction budget template, a construction documentation tracker, a project punchlist template, and many more helpful templates. Download Excel Template Try Smartsheet Template Throughout the project, the contractor or subcontractors may have questions regarding the plans or specifications. Receiving multiple bids will help to ensure you are getting the best price for the work. This simple construction estimator template will help to provide an initial assessment of the labor and costs associated with a project. At this time, the procurement phase can begin where the project team obtains all necessary equipment, materials, and resources needed to complete the project. It enables the contractor and subcontractors to provide quick turnaround on urgent work, while tracking and invoicing for their time and materials. We've included brief descriptions of each template to guide you towards the best, most efficient way to use them. If a task is not completed on time, it could delay dependent tasks and result in delayed completion of the entire project. Try Smartsheet for free, today. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. Download Excel Template Try Smartsheet Template Construction projects often require a significant amount of documentation be tracked throughout the project duration. Download Excel Template Try Smartsheet Template Work with your team, subcontractors, and clients on your next residential remodel with this project organized in phases. This will give you a baseline understanding of what it will cost you to complete the project. Download Excel Template Try Smartsheet Template Depending on the type of construction project, prime and subcontractors may be required to submit their payroll reports. From pre-construction to project closeout, keep all stakeholders in the loop with real-time collaboration and automated updates so you can make better, more informed decisions, all while landing your projects on time and within budget. Download Excel Template Try Smartsheet Template A time and materials invoice is beneficial when emergency or extra work is needed during a project. Download Excel Template Try Smartsheet Template It's important to regularly check in on the progress of your construction project. What Are the Key Steps in Managing a Construction Project? Use the Gantt chart to plan, track status, stay on schedule, and communicate with everyone involved. This contractor change order request summary template will allow the contractor to provide a description and breakdown of the requested change, and enable you to make an informed decision on whether the change is necessary and who should be responsible for the impact to the overall project budget and timeline. Download Excel Template Try Smartsheet Template Construction projects can have multiple phases and numerous tasks that are dependent on each other. Download Excel Template Try Smartsheet Template As construction projects near their completion date, it is important to inspect all the work that was constructed to ensure that it was done per the plans and specifications, and to your standards. Download Excel Template Try Smartsheet Template During a construction project it may be necessary to make changes to the original contracted dollar amount or time-to-completion depending on certain changes like site conditions, scope or unforeseen circumstances. Scheduling a weekly project status meeting is helpful, but visiting the job site on a daily or weekly basis is key to visually inspect progress, keep a documented history of the work and identify risk. Download Excel Template Try Smartsheet Template On projects that extend over a period of time, you will likely pay contractors and subcontractors on a regular schedule, based on the amount of work that is completed during the payment period. A post-project review outlines all lessons learned and archives any project documents. This abstract of bids template will help you compare all the bids received to make a decision on which contractor to select. Download Excel Template Try Smartsheet Template Depending on the type of construction project, a contractor may need to provide their own estimate for work. Watch a free demo Download Excel Template Try Smartsheet Template The construction budget template is helpful for both building and remodeling projects. Because of this, and the quick turnaround often associated with submitting bids, it is easy to make totalling errors that could significantly alter the final bid amount and affect the decision of who the bid is awarded to. This project punchlist template lists and tracks any corrections or updates you would like made, and keeps the contractor and subcontractors on the same page by providing them the complete list. From plans and specifications to inspection reports and weekly progress schedules, keeping these details organized could help expedite the project closeout process. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Using a construction documentation tracker template will ensure that you request and receive all required documentation, and enable you to quickly locate items when needed. A bid tabulation template is a great tool to verify that the final bid amount is accurately calculated. Using a construction project timeline template tracks the progress of your project, allows you to identify risk early and ensures that the project is completed within the time specified in the contract. This change order log template will help to keep track of the change order descriptions, time extensions associated with the changes, and the cumulative contract dollar amount. This will ensure that the project is profitable and comes in under budget. In this article, you will find a roundup of the top construction Excel templates to help you plan, track, and manage your construction projects from start to finish. Download Excel Template Try Smartsheet Template Depending on the length and complexity of the project, it may be necessary to keep track of multiple change order requests over the duration of the project. Create a schedule for the project and identify cost baselines that should be hit at each part of the project timeline. Define roles and responsibilities for each phase of the project, and assign specific tasks. To accurately estimate your construction costs, you must first determine specific aspects of your construction project, like schedule based unit prices, assembly based unit prices, and labor costs. By listing each contractor along with their bid amounts and qualifications, you can quickly assess and rank the bids received. The final phase of a construction project is project closeout, where the team completes any outstanding contractual obligations. How Do You Calculate or Estimate Construction Costs? The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. This template enables you to create a comprehensive construction project budget and ensure that you account for all important items on the list. Also, depending on the type of project, collecting and submitting subcontractor documentation may be a requirement and could result in project delays if not submitted in a timely manner. Monitor tasks across projects and capture on-site issues through a simple form on desktop or mobile. With Smartsheet, the changes are made in real-time so the punchlist is always up to date and can be shared online with multiple subcontractors. Smartsheet enables you to track each project with its own dedicated project sheet and get a unified view across all projects in a dashboard. Analyze project risks and identify specific mitigation plans for any potential risks. Additionally, it includes a second sheet to track the amount of work completed on each task to easily calculate the total completed to date. It is important to have a process in place to collect, review and answer these questions in a timely manner to prevent any delays in work. Although these reports aren't required on all construction projects, this certified wage and hour payroll template keeps your payroll organized no matter what type of project. Additionally, while the construction project is underway, use this spreadsheet as a baseline to track whether you are over or under your budgeted amounts. Use this template to track subcontractor information, scope of work and contract details. The owner or key stakeholder in the project can then occupy the space and decide whether or not the project meets the expectations that were outlined in the original contract. When making site visits, use this inspection report template to record the amount of hours worked, materials and equipment used and progress made. In this template you can list all of the tasks necessary to complete the project, as well as track the beginning and completion dates, and estimated duration. However you decide to collect the requests for information (RFI), using this template will help to keep the questions and responses organized. With this project closeout checklist template, you can list all tasks needing to be completed along with details of each task, specific requirements and the date completed. Download Excel Template Try Smartsheet Template For construction projects that include subcontractors, keeping track of documentation like contracts, licenses and contact information is important to staying organized. The construction phase comes after the planning process and kickoff meeting are complete. Download Excel Template Try Smartsheet Template Construction project closeout can be a long process due to the many steps that are often required including completion of punchlists, final inspections, contract closeout, submission of as-builts and more. From there, apply a markup to your costs that will yield profits after any expenses. The team must get ready for construction by setting up storage facilities, securing the site, and developing a handling and safety plan. Additionally, this template includes a column for the owner or engineer's estimate to compare the initial budgeted amount to each bidder's proposal. Download Excel Template Try Smartsheet Template It is often helpful and sometimes even necessary to request bids from multiple contractors or subcontractors for the work you would like completed. Make sure to track your estimates to ensure that your construction project is hitting under or on budget during every phase of the project. With this time and materials invoice template you can add in the hours spent, materials used and a specific markup amount to calculate the total.

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