



Thomas Callum Associates

Construction Support Services

Construction Consultants | Quantity Surveyors  
Commercial Management | Contract Administrators | Employers' Agent

***Homeowners Brochure 2024***

***Thomas Callum Associates are a team of highly skilled Construction Consultants, Quantity Surveyors, Contract Administrators and Employer's Agents.***

Are you looking for a professional to project manage a construction project on your home or new build?

Our Contract Administration/Employers Agent services do exactly that. By employing us on your project, you will have the benefit of our professional skills and experience, and we will be acting in your best interest. We will translate your needs by providing necessary information to the contractor, prepare contract documents and then administer the building contract by monitoring the contractor's work in executing the design. This is carried out to ensure that the work complies with the designer's intentions and meets the required standard of workmanship and quality.

It is highly recommended to have a written contract for a construction project. A formal contract helps protect both you and your builder by clearly outlining the terms and conditions of the project, including payment schedules, timelines and responsibilities. This can prevent misunderstandings and disputes down the line.

'The Office', 67a Bexley High Street, Bexley, Kent, DA5 1AA

Email: [office@thomascallum.com](mailto:office@thomascallum.com) – [www.thomascallum.com](http://www.thomascallum.com)



## Depending on the exact nature of our appointment our services might include:

- Inviting and processing tenders
- Preparing contract documents for execution
- Administrating change control procedures
- Seeking instructions from the client in relation to the contract
- Issuing instructions such as variations of directions
- Considering claims, such as claim for extension of time
- Chairing construction progress meetings
- Preparing and issuing construction progress reports
- Agreeing defects reporting procedures
- Ensuring that project documentation is issued to the client
- Issuing interim certificates for payment
- Issuing practical completion certificates
- Collating and issuing schedules of defects
- Issuing the certificate of making good defects
- Agreeing on the final account and issuing the final certificate

'The Office', 67a Bexley High Street, Bexley, Kent, DA5 1AA

Email: [office@thomascallum.com](mailto:office@thomascallum.com) – [www.thomascallum.com](http://www.thomascallum.com)



# Project – Seven Sisters

**Project:** Seven Sisters Road  
Phase 1  
**Client:** Woodberry Down  
Dental Practice  
**Value:** £1.2 M  
**Complete:** December 2023  
**Contract:** JCT Design and Build  
Contract 2016

Construction of a new dental surgery at ground floor with 3 no residential units (2 no one bedroom apartments and 1 no 3 bedrooms apartment and formation of communal areas) as an extension to an existing building.

We provided the following services –  
Appointment of Contractor, Quantity  
Surveying and Employer's Agent



'The Office', 67a Bexley High Street, Bexley, Kent, DA5 1AA

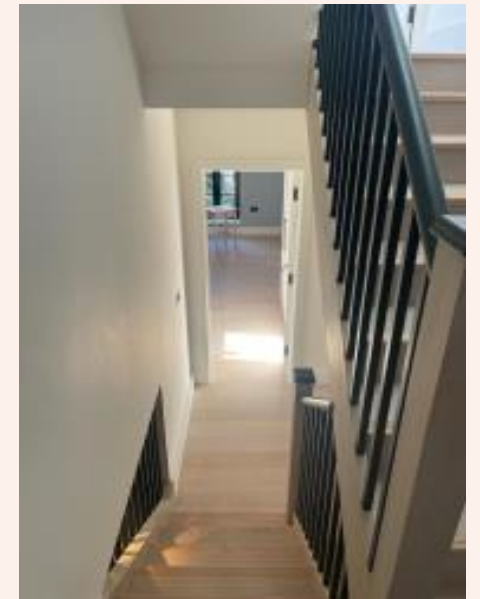
Email: [office@thomascallum.com](mailto:office@thomascallum.com) – [www.thomascallum.com](http://www.thomascallum.com)

# Project – Fabian Close

**Project:** Fabian Close  
**Client:** Property Owner  
**Value:** £680,000.00  
**Complete:** February 2023  
**Contract:** JCT Intermediate  
Building Contract with  
Contractors Design  
2016

Erection of a rear extension on top of existing addition including a Juliet Balcony, erection of a single-story rear extension, excavation of existing cellar to form enlarged basement.

We provided the following services -  
Quantity Surveying and Contract  
Administration Services.



'The Office', 67a Bexley High Street, Bexley, Kent, DA5 1AA

Email: [office@thomascallum.com](mailto:office@thomascallum.com) – [www.thomascallum.com](http://www.thomascallum.com)

# CONTACT US

'The Office'  
67a Bexley High Street  
Bexley  
Kent  
DA5 1AA

020 3143 0116

[office@thomascallum.com](mailto:office@thomascallum.com)

[www.thomascallum.com](http://www.thomascallum.com)

