



INTRODUCTION

Akwaaba!

You have taken your first step to realizing your Rammed Earth Building and It's our privilege to welcome you to the **KASA KANEA CONSTRUCTION LTD** family. We pour in our heart, body, and soul into our work.

This Handbook was developed to describe to you what can be expected from us as a contractor, and what we expect from our esteemed client. We hope that your experiences here will be challenging, rewarding, and fill you with a sense of pride, as it does with us. Once again, welcome!

This Handbook is a compilation of company policies, practices and rammed earth building procedures currently in effect at Kasa Kanea Construction Ltd; The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at the Company.

This Handbook is an overview or a guideline and summary of Rammed Earth Building. It cannot cover every matter that might arise on site. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Director.

The Company reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

OUTLINE STEPS TO BUILD RAMMED EARTH PROJECTS

CONSULTATION: The client books a free consultation with the company via our website www.https://kasakonsultants.com/contact/ or through our social media handles

During the consultation

- You will share with us your objectives for your build.
- We look at all documentations that are relevant in helping us to visualize your project.
- We will discuss a proposed timeline for your project.
- We will discuss fees associated with your project because every project is not created equal.
- We will answer all your questions associated with your project and Rammed Earth construction.

SITE VISIT/SOIL ANALYSIS:

The site visit allows us to see the environment in which the Rammed Earth project will take place.

- We can view the topography to determine if the soil is adequate for the build in order to produce a premium product.
- We look at the strength of the soil in relation to your project.
- We will identify a water source, if there is no water source available, we will price and source water for the build. If soil, sand and cement have to be outsourced we will identify a supplier and negotiate a price.
- We will also, obtain a source and transportation for our resources (soil sand cement water etc..) for the build if all the soil and sand cannot be sourced from the building site.
- We will also survey road access to the site as well as storage of materials while on building site.
- We will identify lodging and food for workers. This step takes our time, transportation, phone calls and meeting people to arrange everything to render a professional service to the client.

The site visitation come with a fee of \$100 which cater for our TnT and expenses

CONCEPTUAL DRAWINGS AND ARCHITECTURAL DRAWINGS:

You can provide your own Architectural drawings and we make the necessary adjustment for Rammed Earth building such as the electrical and plumbing.

- The client enjoys free Architecture service if he/she sign up for a full package with Kasa Kanea Construction Ltd A client without a full package can have our Architect provide the drawings at a fee for Architectural Services.
- Kasa would develop a 3D drawing for the client to appreciate how the project would look like at the end.
- We will also discuss the guidelines for the build. Will Kasa Kanea Construction Ltd do the entire build or just Rammed Earth walls only? This will be clarified via this step of the process.

BILL OF QUANTITY:

Kasa Kanea Construction Ltd would provide the client a Bill of Quantity which detailed all costs associated with the project.

- Information obtained from the site visitation is factor in the BOQ.
- The client enjoys free Quantity Surveyor service if he/she sign up for a full package with Kasa Kanea Construction Ltd.
- A client without a full package can have our Quantity Surveyor provide the BOQ at a fee.
- The client can request for further explanation where he/she doesn't get it clear. Such request should be brought to the notice of the director.

CONTRACT AGREEMENT KASA KANEA CONSTRUCTION LTD AND THE CLIENT:

After BOQ is approved, a contract is reviewed and signed.

- The contract would contain the full details of Kasa Kanea Construction Ltd and the client.
- Agreed price for the project would be stated within the contract.
- The scope of work would be defined in the contract.

PAYMENT:

The client is required to pay the agreed amount in the contract at the completion of the project.

- A minimum of 70% of the agreed BOQ amount is to be paid before commencement of the project. ***(This is to enable Kasa Kanea Construction Ltd prepare adequately for the project)***
- The balance of 30% is to be paid by the client at the completion stage of the project.
- Our primary mode of payment is through the Kasa Kanea Construction Ltd bank accounts which would be provide to the client in the contract agreement.
- **(OPTIONAL)** payment can be made through the Kasa Kanea Construction Ltd mobile money accounts
- Receipts would issue by Kasa Kanea Construction Ltd to every payment made by client.

ONSITE/ WORKSITE

Only Kasa Kanea Construction Ltd workers are authorized to be on our work site for safety and security reasons. However, a client or his/her representatives can visit the site by accepting to do the following:

- Give a minimum of 4 hours' notice to Kasa Kanea Construction Ltd of their intention to visit the site.
- Must be ready to follow all health and safety policy on site.
- Must put on work safety gears such as reflector jackets and helmet.
- Children are not allowed on our site
- Kasa Kanea Construction Ltd safety insurance does not cover the client or his/her representatives.

(We strongly advise the client take safety precautions very serious on site).

*Any additional questions or concerns please contact

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