



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

((A Constituent College of JKUAT)

(A Centre of Excellence)

**Faculty of Engineering &
Technology in Conjunction with
Kenya Institute of Highways and
Building & Technology (KIHBT)**

DEPARTMENT OF BUILDING & CIVIL ENGINEERING

HIGHER DIPLOMA IN BUILDING & CIVIL ENGINEERING

EBE 3109: SITE ORGANIZATION & ADMINISTRATION I

END OF SEMESTER EXAMINATION

SERIES: AUGUST 2012

TIME: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer Booklet*
- *Pocket Calculator*

This paper consists of **FIVE** questions

Answer any **THREE** questions

Maximum marks for each part of a question are as shown

This paper consists of **THREE** printed pages

Question One (20 Marks)

- a) Briefly explain the following:
- i) Access to the site
 - ii) Access within the site
- (8 marks)**
- b) State **FIVE** causes of accidents on site. **(5 marks)**
- c) Outline **SEVEN** working conditions in which the site agent should observe to achieve a safe and health working conditions. **(7 marks)**

Question Two (20 marks)

- a) Briefly explain the following factors which are taken into account when planning the site layout.
- i) Movement
 - ii) Accommodation
 - iii) Temporary services
 - iv) Security
- (12 marks)**
- b) Describe the following terms as used in site record.
- i) Operation control
 - ii) Quality control
 - iii) Material control
 - iv) Plant control
- (8 marks)**

Question Three (20 marks)

- a) Briefly explain the following groups of site huts.
- i) Administration offices
 - ii) Operatives huts
 - iii) Storage and general
- (9 marks)**
- b) Discuss the duties and responsibilities of the following parties involved in a building project.
- i) Builder
 - ii) Architect
 - iii) Quality surveyor
- (9 marks)**

Question Four (20 marks)

- a) Explain the following stages in planning.
- i) Pre-tender planning
 - ii) Pre-contract planning.
- (8 marks)**
- b) Describe **THREE** types of plant maintenance **(9 marks)**
- c) Explain the purpose of insurance in a construction project. **(3 marks)**

Question Five (20 marks)

- a) Briefly explain the term building regulations. **(6 marks)**
- b) Describe the following facilities as used in planning site layouts.
- i) Mess huts
 - ii) Drying rooms
 - iii) First-aid rooms
 - iv) Toilets **(8 marks)**
- c) With regard to site safety, explain role of each of the following in order to maximize safety.
- i) Site management
 - ii) Safety officer
 - iii) Operatives **(6 marks)**