



**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)**