



**MURANG'A UNIVERSITY COLLEGE (MRUC)**  
*(A Constituent College of Jomo Kenyatta University of Agriculture & Technology)*

**SCHOOL OF ENGINEERING AND TECHNOLOGY**

**BUILDING AND CIVIL ENGINEERING DEPARTMENT**

**CERTIFICATE IN MASONRY/ PLUMBING**

**SITE AND WORKSHOP MANAGEMENT**

**CODE: SEB 0102**

**END OF TERM EXAMINATION**

**TIME: 3 HOURS**

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**INSTRUCTIONS**

- This paper consists of **five** questions.
- Answer **all** questions

- 1a). State the roles of the following parties before the start of a project
- i. Client
  - ii. Architect
  - iii. Quantity surveyor (9 marks)
- b). Outline six items that are to be found on a contractors site identification board (6 marks)
- c). Enumerate FIVE items that a contractor must put in his site for his workers welfare (5 marks)
- 2a). State any FIVE contract documents (5 marks)
- b). State and briefly discuss any FOUR types of contracts (6 marks)
- c). State and briefly describe SIX methods of discharging a valid contract (9 marks)
- 3a). Briefly describe TWO methods of motivating workers (5 marks)
- bi). State the THREE methods of tendering (3 marks)

bii). Explain any TWO in b(i) above (4 marks)

c). State FIVE office equipment's (5 marks)

d). Outline THREE office documents (3 marks)

4a). Explain the following terms as used in disciplining workers

- i. Warnings
- ii. Interdictions
- iii. Termination of service (9 marks)

b). State any seven rules to be observed when disciplining workers on site (7 marks)

c). Describe FOUR qualities of a good leader (4 marks)

5a). Briefly explain the following terms as used in management of building contracts

- i. Arbitration
- ii. Completion certificate
- iii. Defects liability period
- iv. Fluctuation
- v. Interim certificate
- vi. Retention fund
- vii. Handing over
- viii. Variation order
- ix. Extension of time
- x. Valuation of variations (20marks)