

# Citibank Marine Tower & Peace Hotel Branches Fit-out, Shanghai, P.R.C.



## Project

600 sqm office fit-out- Citibank Marine Tower Branch  
600 sqm office fit-out- Citibank Peace Hotel Branch

## Client

Citibank Shanghai

## Value

USD 1.8 million

## Assignment

Project Management

## Completion

May 2002

Bovis Lend Lease was the project manager for the interior fit-out of Citibank Marine Tower Branch and Citibank Peace Hotel Branch.

The 1200 square meter office is divided into several areas with various functions, including Citigold – a luxury and comfortable reception area for VIP customers, general customer services area, teller counter, deposit vault, IT and security equipment rooms and branch staff office.

The construction is required to be started on 11<sup>th</sup> of March and completed by 26<sup>th</sup> of April, 2002. During the period, the BLL's representative has done following works to ensure the project meets Citibank's requirements in terms of budget, schedule and quality standards:

1. Review the designer's drawings to ensure it is in conformance with Citibank's requirements
2. Review Construction Schedule and Advise
3. Monitor Contractor's Schedule and Cost Performance against Budget and report to Citibank using Citibank's standard format
4. Advise necessary actions and approvals needed from Citibank to facilitate the on-going construction process
5. Review Construction Cost Summaries
6. Review Cash Flow Reports
7. Monitor site construction quality and assist in the Resolution of Field Problems

8. Review and verify Change Order Requests and Make Recommendations to Citibank
9. Schedule and Conduct Job Meetings.
10. Coordination of move-in
11. Prepare Bi-weekly Progress Report to Citibank management team.
12. Chair weekly coordination meetings with consultant, client, design/builders and
13. specialty suppliers, and take meeting minutes.

The two branches were open in May both with the client's satisfaction.

