

Sample RFS Renovations Risks and Issue Log

15 November 2017



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Renovations

Project ID	RISK / ISSUE	CAT.	Raised Date	RISK/ISSUE DESCRIPTION	RAISED BY	INITIAL RATING	Action	MITIGATION / ACTION (Strategy and counter-measures)	Progress Tracking Notes	REVIEW DATE	STATUS	CLOSED DATE
RFS317	Issue	Painting & Decorating	15/11/17	Paint colour does not appear to be accurate	Mrs White	9	Treat	Paint colour is confirmed with clients chosen colour 'soft truffle' (dulux brand) receipt for purchase is provided and stored on the website client file. Client can log on to the website my account and review all the paper work at any time		16/11/2017	Closed	17/11/17
RFS317	Issue	Electrical	15/11/17	10 Toilet has a fuse spur high level not in use – C3	Mrs White	15	Terminate	This was out of scope for RFS as we were only renovating the Kitchen. However, if we are happy to look at this and report back to you with our findings.		16/11/2017	Closed	17/11/17
RFS317	Issue	Kitchen Unit Doors	15/11/17	One of the units in the kitchen does not have a soft closure	Mrs White	8	Treat	We will review this against the order and check how many doors were ordered as soft closure and if there are any missing or not supplied we will liaise with the supplier and	Double-checked all the doors and it's delivered according to specification. However if you would like to change the doors to soft closure this	16/11/2017	Open	

RFS Renovations Limited, Company registration number: 08536555
 Registered address: 18 Kildare Road, London, E16 4AD

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								report back to you	can be arranged.			
RFS317	Risk	Bathroom Suit	15/11/17	Anticipated delays in delivering the bathroom suit in readiness for installation	Mrs White	9	Tolerate	We will carry out all the preparation to install the Bathroom suit and continue with work in the Kitchen until further notice. If however the suit is not delivered on time, RFS Renovations are flexible to return and install at a later date when the delivery is received.		16/11/2017	Open	

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