

## S 190 - PROCEDURE FOR NEW JOBS/PROJECT

### Responsibility of Account Manager

On the day of award, the Contracts Representative shall send the client the CONFIRMATION LETTER (sample attached) with the final proposal. He/she shall complete the following and forward it to the Controller, Production Manager and President for their required action:

#### **Packet A**

- PROJECT INFORMATION FORM—filled out in detail, except superintendent, foreman, and job # (sample attached)
- Final proposal
- Estimate and back-up for work specified in contract

Packet A must be completed and submitted within 48 hours of the award.

#### **Packet B**

All pertinent information as called for on the attached PRE-CONSTRUCTION REVIEW FORM (sample attached)

#### Responsibility of Controller and President:

Upon receipt of packet A from Account Manager, they will review the project information form to make sure it is completed; they will assign Project/Community id #.

#### Responsibility of the Production Manager:

Upon receipt of Packet A, B, and the Community id# He shall within one (1) day contact the client and introduce himself and inform the client as to the management team assigned to the project. This team will include the Superintendent, Project Controller, & Permit coordinator.

Upon receipt of Packet B, they will review the preconstruction project review form to ensure the information they received coincides with what the Estimator has checked off.

#### Responsibility of the Account Manager and Production Manager:

Schedule the job start-up meeting within three (3) working days of the award.

The Start-Up Meeting shall be attended by

- Account Manager shall conduct the meeting
- Production Manager
- Superintendent
- Estimator if applicable
- Project Accountant
- All meetings will be held in the afternoon

The C.E.O., President, C.F.O., and Purchasing Manager will be notified, in advance of the meeting and may attend at their discretion.

The superintendent is responsible for notifying the proposed foreman for the job so he may attend.

During the Start-up meeting, the START-UP REVIEW FORM (sample attached) will be completed along with the preconstruction review form. Notes will be taken. Record items discussed on that sheet. All in attendance shall have their names recorded as called for.

The Account Manager / Production Manager shall schedule a follow-up meeting to review any missing items.

Set up and distribute the following files, notebooks, and information:

#### **#1 File**

The #1 file should be a multi-section pressboard folder with sections labeled as follows:

- Copy of Contract
- Copy of Approved Addendums / Change Orders
- General Correspondence / Reports
- Sample Permit Applications

**Note: the Original Contract and all approved Change Order/Addendums Shall be kept in a fire safe.**

The following information shall be scanned or set-up and maintained in the Z-drive of the company computer system.

Under the Customers Name:

- Job Name
- Contract with pricing
- Addendums / Change Orders

- General Correspondence
- Sample Permit
- Drawings
- Individual Lot Folders

**Note: The above information shall be available to the Production Manager and Superintendent via their I-Pad.**

Foreman's Notebook:

Depending on the Job / Project, a notebook maybe required for the job foreman.

The notebook should have dividers labeled as follows:

- Contract/Change Orders/Addendums
- Lot Releases
- Take—Offs (Plumbing and Fire Sprinkler)
- Material Shipments
- Submittals
- Correspondence
- Purchases
- Groundwork
- Stack, Waste, and Vent
- Water Pipe
- Sewer and Water
- Gas
- Fixtures