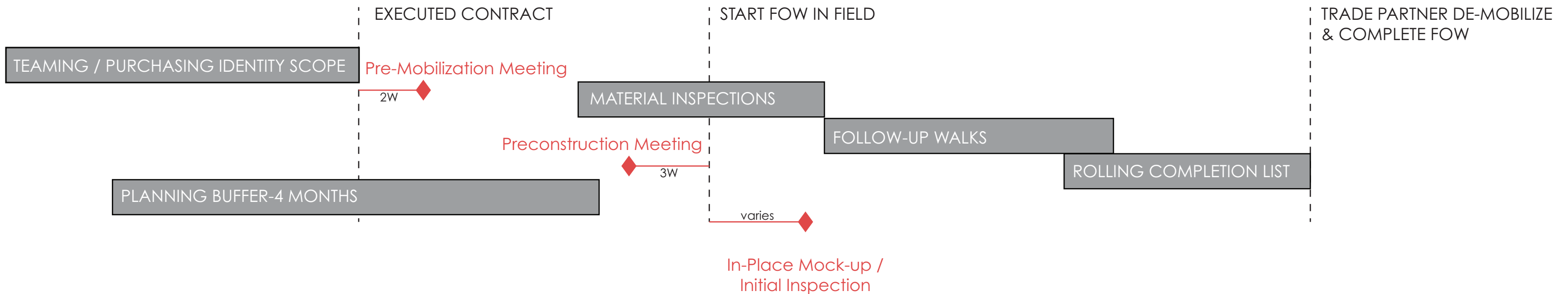


QUALITY PROCESS:



PLAN IT FIRST!

TEAMING

Verify contractor scope;
Ensure the contractor is legally obligated to perform

1. Review owner's Top 10
2. Review checklist
3. Obtain commitments to comply with:
 - Project-specific plans (Safety / QC / Mat)
 - Schedule
 - Project-specific requirements
4. Review Procurement Log
5. Identify need for mock-ups
6. Schedule all other meetings
7. Review permitting
8. Verify testing & inspections
9. Update Buyout Log

PRE-MOBILIZATION MEETING

Explain to contractor deliverable needs; Commit contractor to deliver by pre-mobilization meeting

1. Review owner's Top 10
2. Review checklist
3. Confirm commitments:
 - Project-specific plans (Safety / QC / Mat)
 - Schedule
 - FOW Project-specific requirements
4. Develop FOW breakout for contractor
5. Define project office / admin requirements
6. Get buy-in for scope of submittals and commit to schedule
7. Follow-up on permitting action items
8. Identify special / source inspections
9. List out testing parameters
10. Obtain commitment for material inspections & handling
11. Orient contractor to company culture
12. Set-up schedule of values

PRE-MOBILIZATION EMAIL

Email would have:

1. Correspondence
2. Site Logistics Plan
3. Schedule
4. Owners Focuses
5. On-boarding Document with Parking
6. Deliveries Plan

BUILD IT RIGHT!

PRE-INSTALLATION MEETING

Collect and explain deliverables; Enable the foreman and superintendent

1. Review owner's Top 10
2. Review checklist
3. Collect and review pre-mobiliz. deliverables
4. Set safety and quality expectations
5. Set-up the initial inspection
6. Coordinate with all applicable trades
7. Review schedule for work
8. Complete testing expectations
9. Review current project plans
10. Follow-up on source/special inspections
11. Finish inspections requirements
12. Review all drawing
13. Review all specifications
14. Review site logistics
15. Review Precon Safety Quality Form
16. Detail a complete plan for all work

INITIAL INSPECTION

Get the crews off on the right foot; Set the expectation

1. Review owner's Top 10
2. Review checklist
3. Review submittals
4. Review installation
5. Confirm crew knowledge or correct
6. Congratulate the team or correct
7. Educate, educate, educate
8. Are the checklists being used?
9. Substrate accepted?
10. Specs and drawings being reviewed?

FINISH AS YOU GO!

FOLLOW-UP WALKS

Keep an eye on the work; Check requirements daily

1. Review owner's Top 10
2. Review checklist
3. Use iPad to inspect work
4. Check something daily
5. Do we have the same foreman?
6. Are the crews up-to-date?
7. Are the correct materials being used?
8. Educate, educate, educate

ROLLING COMPLETION LIST

Finish the contractor's scope before they leave

1. Review owner's Top 10
2. Review checklist
3. Perform a final inspection
4. Log all items on rolling completion list



Through Insights, Solutions, & Training

FOW: Feature of Work