## QMP 5.1.1 Job Start Checklist – Developer – 2023-04-14

|  | **DESCRIPTION** The person with designated responsibility gets a priority. 1. Table to be completed by the Management Team in Project Initiation Meeting.  | **Hyper-link.**  | **MT** | **PM** | **CM** |  **PC** |  **Other**  |  **Date Req'd**  | **Prio-rity** | **Actual date done** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Obtain Issue for Construction (IFC) drawings from all Consultants.  |  |  |  |  |  |  |  |  |  |
| 1a | Review Issue for Construction (IFC) drawings from all Consultants by following checklist. Review plans and specifications for weak spots and potential problems. Undertake constructability analysis. Review the need to create Work Methods to address scope of work |  |  |  |  |  |  |  |  |  |
| 2 | Review estimate and schedule with Construction Manager.  |  |  |  |  |  |  |  |  |  |
| 3 | Establish lines of communication among project participants.  |  |  |  |  |  |  |  |  |  |
| 4 | CM to provide work breakdown structure to the Project Manager with preferred Trade Contractors identified in QMP 3.1.1 (Columns 1 and 2)  |  |  |  |  |  |  |  |  |  |
| 5 | Quality checklist requirements to be identified in QMP 2.1 and QMP 2.5.  |  |  |  |  |  |  |  |  |  |
| 6 | Update checklists and Work Method templates to be used by Trade Contractors. Note: ITP and Quality Checklist documents for many trades are available in QMP 11.1, and may be passed to Subs. |  |  |  |  |  |  |  |  |  |
| 7 | Develop, distribute and maintain submittal log. Should be included as an appendix to each Trade Contractor agreement.  |  |  |  |  |  |  |  |  |  |
| 8 | Establish job priorities. |  |  |  |  |  |  |  |  |  |
| 9 | Obtain Payment & Performance/Labor & Material bonds (if required). |  |  |  |  |  |  |  |  |  |
| 10 | Obtain Certificates of insurance (General Liability & Worker's Comp.) |  |  |  |  |  |  |  |  |  |
| 11 | Prepare letters of intent of Contract award to Trade Contractors.  |  |  |  |  |  |  |  |  |  |
| 12 | Trade Contractor Pre-Award Meeting: See QMP 3.2.2 |  |  |  |  |  |  |  |  |  |
| 13 | Issue billing information, insurance, WCB to the accounting department for each Trade Contractor.  |  |  |  |  |  |  |  |  |  |
| 14 | Identify long lead items and procure submittals from Trade Contractor with continual follow-through until 100% complete.  |  |  |  |  |  |  |  |  |  |
| 15 | Resolve drawing and specification questions via Requests for Information (RFI's). |  |  |  |  |  |  |  |  |  |
| 16 | Review quality control procedures, including required testing & *special inspections*  |  |  |  |  |  |  |  |  |  |
| 17 | Quality values alignment (Pre- Construction) meeting conducted  |  |  |  |  |  |  |  |  |  |
| 18 | Agreed Checklists initiated from the above meeting? |  |  |  |  |  |  |  |  |  |
| 19 | Conduct a Pre-Activity Meeting with all Trade Contractors, one trade at a time.  |  |  |  |  |  |  |  |  |  |
| 20 | Prepare and obtain approval from Management Team of the job cost breakdown / original budget estimate. |  |  |  |  |  |  |  |  |  |
| 21 | Establish the project meeting schedule with the Trade Contractors.  |  |  |  |  |  |  |  |  |  |
| 22 | Procure schedule of values from each Trade Contractor and develop our (Trade Contractor) schedule of values for applications for payment and submit to accounting. |  |  |  |  |  |  |  |  |  |
| 23 | Coordinate high level of communication.  |  |  |  |  |  |  |  |  |  |
| 24 | Ensure that the Trade Contractor executed subcontract agreement has been returned to the office including all required insurance certificates, WCB, safety policy and signed agreement.  |  |  |  |  |  |  |  |  |  |
| 25 | Develop Master Job Directory  |  |  |  |  |  |  |  |  |  |
| 26 | Set-up & maintain the RFI log. |  |  |  |  |  |  |  |  |  |
| 27.1 | Prepare Document Control Procedure. [per QMP 5.3?] |  |  |  |  |  |  |  |  |  |
| 27.2 | Check contract documents and/or building department documents against bid documents. (Review prime contract) |  |  |  |  |  |  |  |  |  |
| 27.3 | Set up Original or Current Estimate to the document filing structure, for all to follow. |  |  |  |  |  |  |  |  |  |
| 29 | Request list of Trade Contractor suppliers & sub-tier contractors.  |  |  |  |  |  |  |  |  |  |
| 30 | Establish and maintain daily reports. |  |  |  |  |  |  |  |  |  |
| 31 | Prepare site layout plan. |  |  |  |  |  |  |  |  |  |
| 32 | Prepare excavation plan. |  |  |  |  |  |  |  |  |  |
| 33 | Arrange progress photographs (pre-award conditions almost always will require photos). |  |  |  |  |  |  |  |  |  |
| 34 | Make a visual and photographic survey of existing conditions before starting work. Verify condition of adjacent off-site items and site access, including the condition of near-by roadways (for defense in case pavement is cracked and might be billed to MPH). |  |  |  |  |  |  |  |  |  |
| 35 | Locate or mark underground utilities (Call before you dig). |  |  |  |  |  |  |  |  |  |
| 36 | Post the job site accident prevention program required safety posters and emergency phone numbers. |  |  |  |  |  |  |  |  |  |
| 37 | Arrange for temporary facilities (power, phone, water, toilet(s), trailer). |  |  |  |  |  |  |  |  |  |
| 38 | Review the job site security. |  |  |  |  |  |  |  |  |  |
| 39 | Install project sign(s). |  |  |  |  |  |  |  |  |  |
| 40 | Hire manpower needed to complete work not covered under Trade Contractors scope.  |  |  |  |  |  |  |  |  |  |
| 41 | Buying of miscellaneous material needed to complete jobs not covered under Trade Contractors contract coordinated with Project Manager. |  |  |  |  |  |  |  |  |  |
| 42 | Check all material on job to be same as approved in submittals. |  |  |  |  |  |  |  |  |  |
| 43 | Set up, and neatly organize field office. |  |  |  |  |  |  |  |  |  |
| 44 | Complete daily reports accurately on a daily basis. |  |  |  |  |  |  |  |  |  |
| 45 | Hold weekly job site progress meetings with subcontractors. |  |  |  |  |  |  |  |  |  |
| 46 | Hold weekly jobsite safety-quality meetings with subcontractors. |  |  |  |  |  |  |  |  |  |
| 47 | Set up white board to facilitate 2-week look ahead planning schedules |  |  |  |  |  |  |  |  |  |
| 48 | Keep complete and accurate occurrence reports as needed/required. |  |  |  |  |  |  |  |  |  |
| 49 | Contact all Trade Contractors of actual start date and approximate time to perform. |  |  |  |  |  |  |  |  |  |
| 50 | Ensure contract executed and all submittals are approved and on the jobsite prior to Trade Contractor start up. |  |  |  |  |  |  |  |  |  |
| 51 | Notify Project Manager of all proposed changes to contract for follow up in writing to architect and owner. |  |  |  |  |  |  |  |  |  |
| 52 | Have all paperwork ready to be turned into office by Thursday noon? including Purchase Orders & time sheets |  |  |  |  |  |  |  |  |  |
| 53 | Secure jobsite from public if possible, by fencing and/or signage. |  |  |  |  |  |  |  |  |  |
| 54 | Ensure the project site is clean and orderly on a daily basis. |  |  |  |  |  |  |  |  |  |
| 55 | Establish access to site. |  |  |  |  |  |  |  |  |  |
| 56 | Locate job offices. |  |  |  |  |  |  |  |  |  |
| 57 | Locate temporary toilets. |  |  |  |  |  |  |  |  |  |
| 58 | Establish bench-marks and survey lines. |  |  |  |  |  |  |  |  |  |
| 59 | Ensure a Finish Floor Elevation Certificate has been completed by the surveyor and submitted and approved by the building department after foundation and slab inspections.  |  |  |  |  |  |  |  |  |  |
| 60 | Confirm tools/Equipment/Trailer requirements with Construction Manager.  |  |  |  |  |  |  |  |  |  |