

PDH Contractors Academy



Your leader in construction training and education

Job Site House Keeping

A fresh new way to look at your construction project to save money and time.



**For complete information on permits and regulations,
please contact the NCLBGC**



Located at: The Pointe at Creedmoor
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Raleigh, NC 27612

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Job Site House Keeping

- There are many types and sizes of construction projects that we will do.
- No matter what size it is, we all look at the bottom line to judge whether the project was a success or not.
- Modern technology has caused us to re-think how we do projects.

Objective for this Course

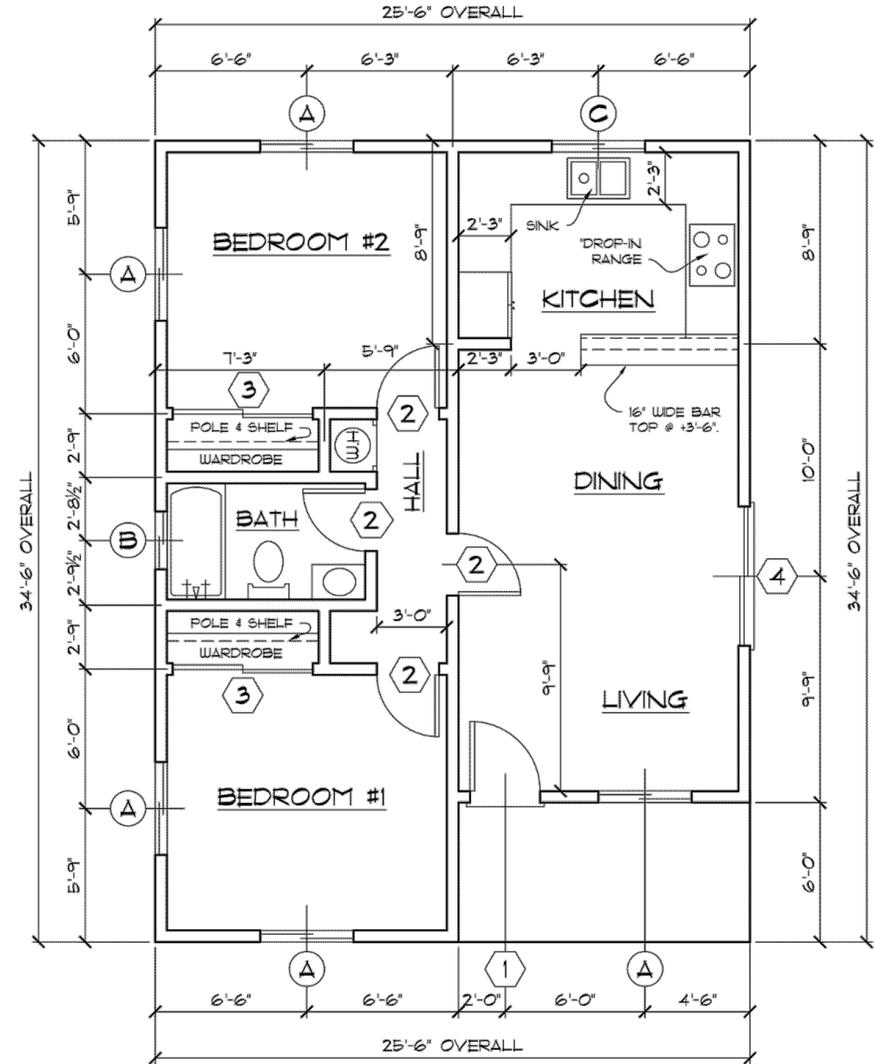
- Learn to combine “old school” methods with cutting edge technology in a way to increase profits and decrease headaches.
- Working harder and faster actually cost us more money and time.
- Develop methods to control the jobsite, safety measures, and your reputation in order to facilitate a prosperous future.

Office Management

- I. Drawings
- II. Planning
- III. Permits
- IV. Subcontractors
- V. Files

Drawings

Building Plans

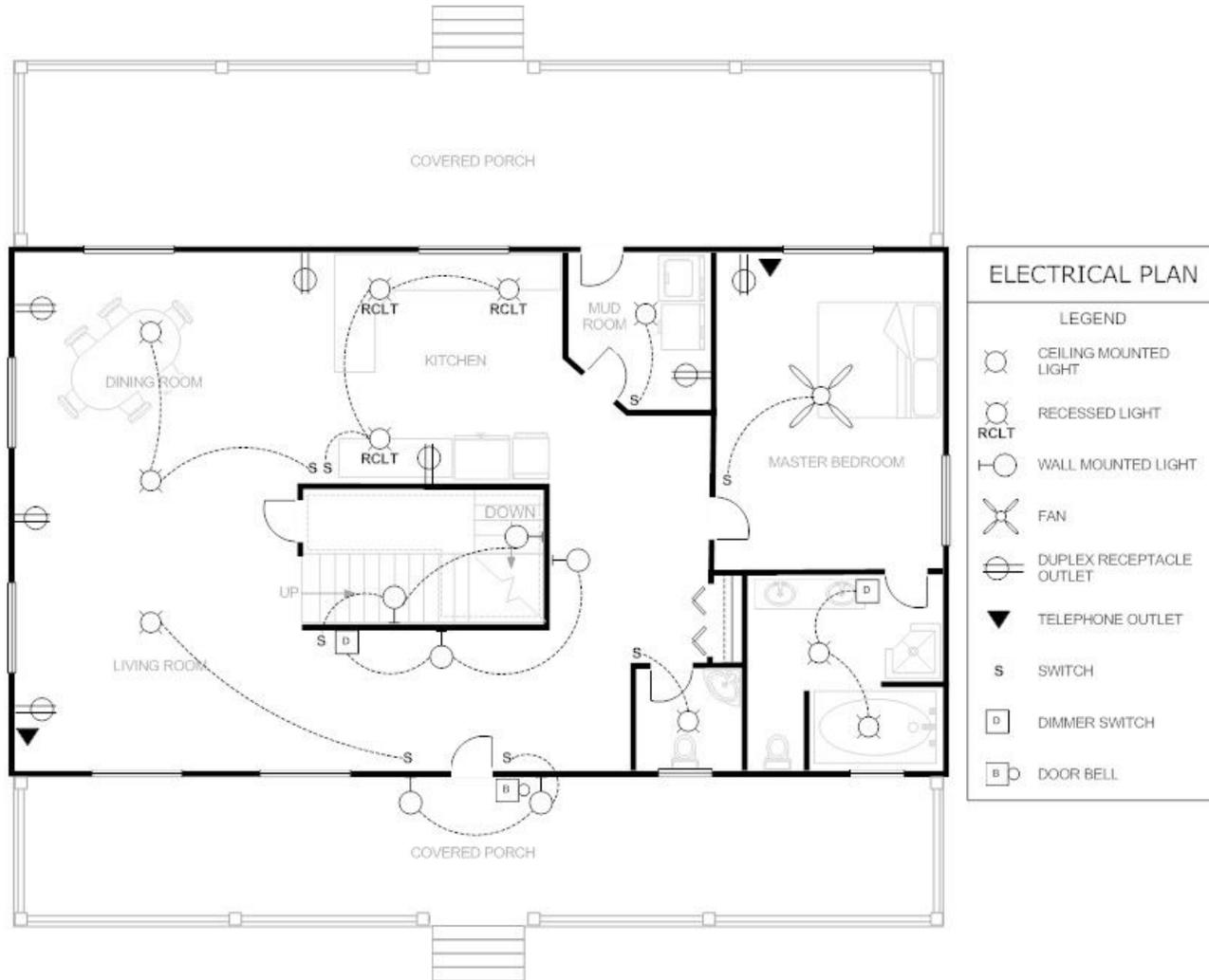


Building Plans

- ❖ Designed building plans are required for most projects in order to get a building permit issued by the state.
- ❖ They need to be clear and concise, with all required information and measurements for the plans examiner to understand what the project completely entails.
- ❖ They must be approved before start of the project
- ❖ Some projects will require an architect to draw up for your submittal
- ❖ All sub-contractors that are part of the project, need to submit their own drawings to acquire their permit as well.

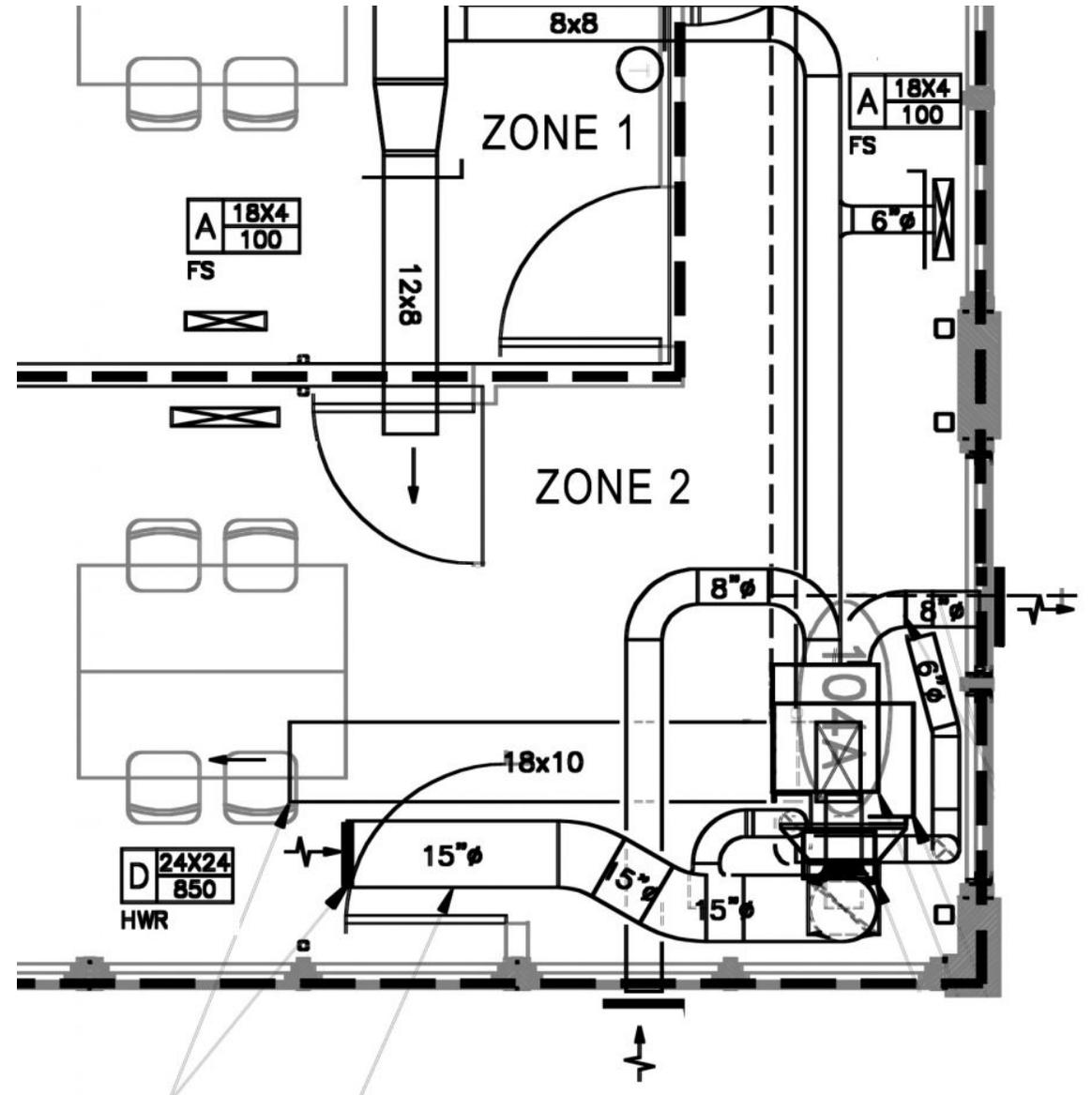
Drawings

Electrical



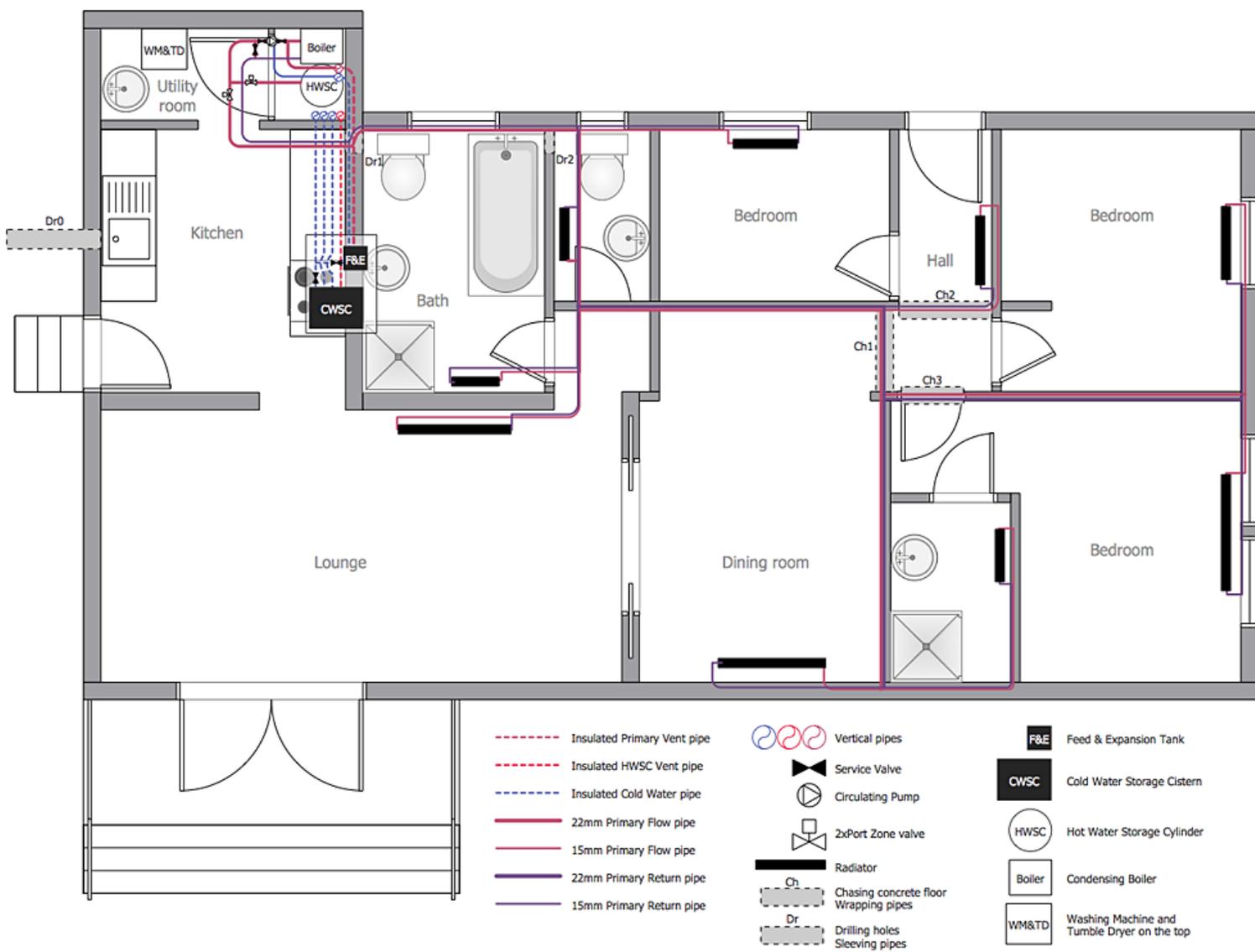
Drawings

HVAC Drawing



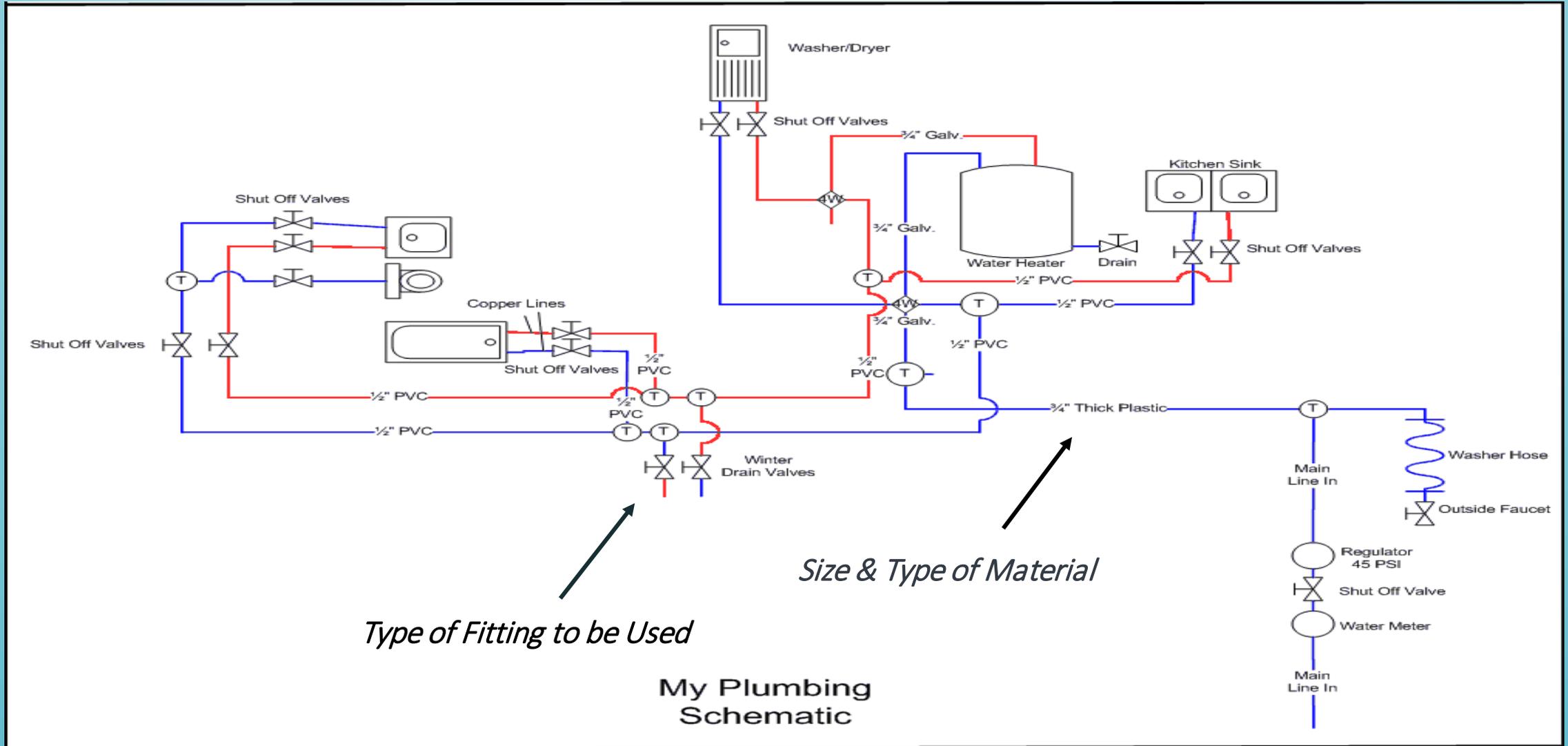
Drawings

Plumbing



The drawings will have material types printed with schematic.

They size of materials will be available as well



Type of Fitting to be Used

Size & Type of Material

My Plumbing Schematic

Planning

- We have a project and we have all the drawings in relation to it.
- It is now time to plan how the project will progress from start to finish so it can be quoted or started
- Thorough planning will promote greater profit and satisfaction for the client as well as the subcontractors.
- Make sure all subcontractors understand your expectations towards the completion
- Plan for high expectations but understand the realistic goals that can be achieved
- Express to everyone that communication is the key to any great project planning

Building permits are required for many of the projects we perform.

Code Inspectors



- Building inspector
- Electrical inspector
- Mechanical inspector
- Plumbing inspector
- Fire inspector

No permit ... shall be required for any construction, installation, repair, replacement, or alteration costing five thousand dollars (\$5,000) or less in any single-family residence or farm building unless the work involves:

- the addition, repair or replacement of load bearing structures;
- the addition (excluding replacement of same size and capacity) or change in the design of plumbing;
- the addition, replacement or change in the design of heating, air conditioning, or electrical wiring, devices, appliances, or equipment;
- the use of materials not permitted by the North Carolina Uniform Residential Building Code; or the addition (excluding replacement of like grade of fire resistance) of roofing.

❖ *Violation of this section constitutes a Class 1 misdemeanor.*

Duration of Permit

- State law provides that a permit will expire **six months** after issuance unless work has commenced on the project.
- If work is timely begun, but thereafter abandoned or discontinued for a period of **12 months**, the original permit immediately expires and a new permit must be obtained.

❖ *The final decision as to when a permit is required will be made at the local level by the inspection department having jurisdiction over the property*

Subcontractors

- Certify that all subcontractors that work on the property are properly and up-to-date licensed and insured.
- Have all proposals, contracts properly and completely.
- Have a timeline schedule, distributed and approved in writing by all contractors.
- Prepare and distribute, safety guidelines to be followed at all times.
- Provide information and map of laydown area for materials
- Make a complete separate filing system for each project.

Generally Speaking:

- firms should **keep records** for the length of repose plus two or three years for a safety margin. **Keep** in mind that approximately nine out of ten claims are brought within five years after project completion. What's more, nearly all claims are filed within 10 years of substantial completion
- State law requires local inspection departments to keep "... complete and accurate records in convenient form of each application received, each permit issued, each inspection and reinspection made, and each defect found, each certificate of compliance granted, and all other work and activities of the department for six (6) years

Site Management

- I. Entrance and Parking
- II. Permit and Display
- III. Construction Drawing Display
- IV. Site Table & Cabinet
- V. Contact Number List

How we set and control our job site has a huge factor on the bottom line

- Designing the layout your job site in a way that maximizes production and minimized issues, is extremely important.
- Each project may be different in the accessibility, but should always be approached in the same way: Efficiency, requirements and Safety.

Entrance and Parking

- Have a designated parking area for contractors when working.
- Respect the owners and their visitors.



Display your building permits properly as required.

- Have the permit displayed in front visible display that can be seen from the front perimeter of the house.
- Make sure they stay displayed the entire length of the job.
- Displaying each individual code approval slip is a good idea as well.



Site Copy of Construction Drawings

- Display the site construction drawings on site is a safe but accessible location.
- Recommend a table specifically for the plans to stay on
- These are also the “Mark Up Copy”, “**As-builts**” that will be used to provide the city a copy after the job is complete. (If any major changes have been made from the original submitted plans)

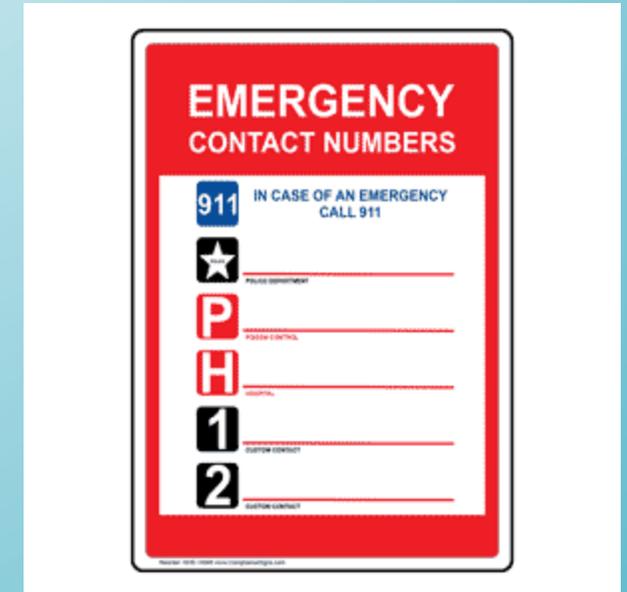
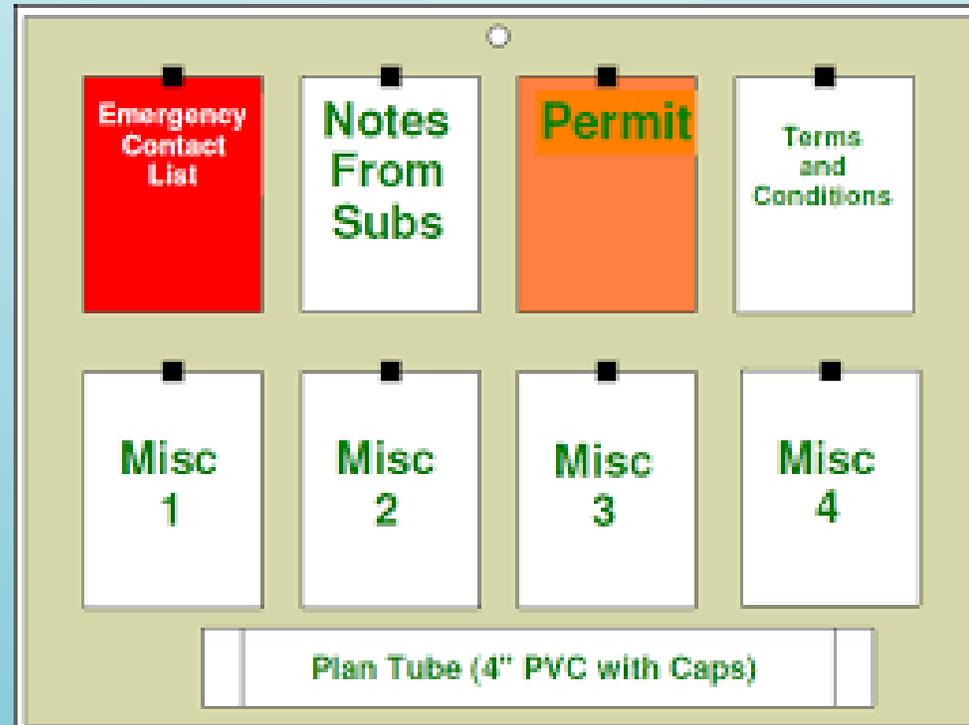


Drawing Table



Project Contact Number List

- Recommend having a list on display with all the sub-contractors that work on the property, along with their contact numbers.
- Have a list with safety numbers in case of emergency



Site Protection

- I. Port-a-John Location
- II. Dumpster Laydown & Trash Cans
- III. Material Laydown & Protection
- IV. Grading
- V. Floor Protection
- VI. Tool Protection
- VII. Lighting

Designing a project site is extremely important for lots of Reasons

1. Having a place for workers to use the bathroom, and respecting the client's property



2. Dumpster location is important for time and safety reasons. Close enough, but not interfering with safe access to the property. Consider ease in picking up and dumping



3. Provide trash cans around the project to minimize dangerous debris on the ground.

Designate a Material Laydown Area

- ❖ Understand what materials are to be delivered throughout the job's schedule from all sub-contractors and timing.
- ❖ Designate a specific laydown area for delivery of materials in and out of the building
- ❖ Have area kept clean and graded.
- ❖ Have ground running boards to lay the materials up out of the wet ground
- ❖ Have tarps available to protect/ cover materials.
- ❖ Pick up and organize everyday.



Ground and Floor Protection

- ❖ Exterior grading is one main thing that needs to be done at the beginning of the project and re-worked throughout the entirety of it.
- ❖ It protects the site from personnel safety issues as well as protecting the structure from ponding around the foundation



- ❖ Interior floor protection is extremely important to protect the inside of the building.
- ❖ This helps from slipping and falling as well

Tool Protection & Project Lighting

- *Protecting your tools is a must during the day and if required to leave on site*
- *Construction toolboxes made for anti theft, bolted to the floor*



- Construction lighting is very important for good workmanship.
- Great lighting minimizes theft risk and safety of the contractors.



Personnel Protection

- I. Safety Signage
- II. Safety Equipment
- III. Dress Code
- IV. Handrails
- V. Safety Cabinet
- VI. Tripping and Puncture Concerns

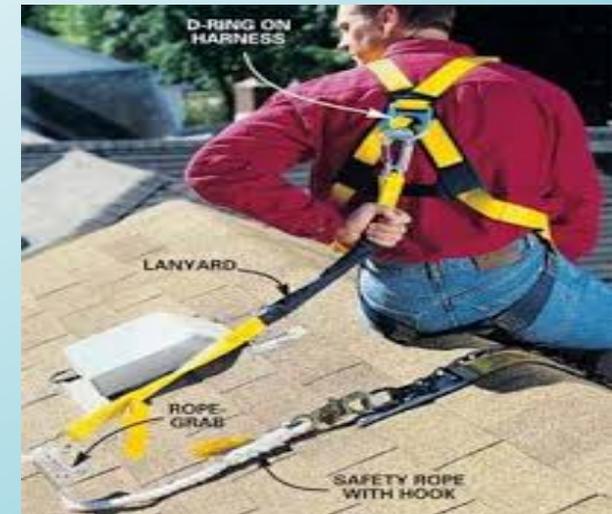
SAFETY

Signage



Safety Equipment

- ❖ Safety signs and Equipment are not only required in many cases but a must for a successful business.
- ❖ Dress Code requirements is important for all to adhere by.
- ❖ Improper Equipment used because of laziness



Handrails and Harnesses are required but not properly installed in time to protect injury

- ❑ Handrails are one of the most important additions to the job as it is being built
- ❑ We tend to get in a hurry and using safety devices are cumbersome and time consuming.



INSPECTION CERTIFICATION ASSOCIATES FMG 2020



First Aid & COVID-19 KIT

- First aid kits have always been a must for every job site and that will never change.
- Now our country is dealing with the threat of COVID and the threat of future scares, we are looking to protect ourselves and ourselves even more.

- First aid kits come packaged
- Please check on the inventory and keep it up.



COVID packages can be made up of:

- Mask
- Rubber Gloves
- Hand Sanitizer and Alcohol Wipes
- Lysol Spray
- Disposable Towels
- Booties

Falling, Tripping and Puncture Hazards

- ❖ These are some of the more common issues to our safety on the job site.
- ❖ And some of the easiest things to overlook.

TRIPPING incidents



FALLING incidents



PUNCTURE incidents



Profit Protection

- I. Management
- II. Pictures
- III. Daily Logs
- IV. Updated Files
- V. Close out the Job Books

Managing a job properly from start to finish will always be the first thing we can do to promote a thriving, prosperous business.

- Thorough understanding of the project is the first objective
- Design the job performance and profit margin for finale outcome
- Provide complete job description and drawings.
- Promote quality competition and proposals from sub-contractors
- Have a competent project manager in charge
- Have a superintended perform daily evaluations and communicate with the project manager

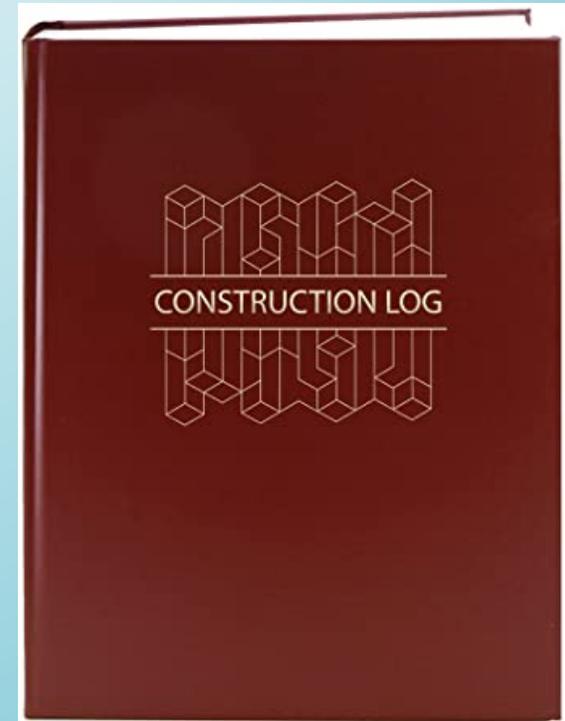
Pictures are Worth a Thousand Words

- *Take pictures of the area to be modified prior to the start of the job*
- *Take pictures periodically throughout the project in steps (Progress Photos)*
- *Pictures are especially needed when progressive payments are scheduled*
- *Use pictures to make a point of sub-contractor's discrepancies you find*
- *Take pictures of material deliveries for insurance purposes*
- *Take pictures of permits and completion approval slips*
- *Take pictures of all incidents and weather delay photos.*
- *Finale pictures of the entire complete project*
- *Picture of the client and you after delivery of the job*



Daily Logs

- Daily logs are so important to keep up
- Have a specific daily log book just for this project
- Keep up daily performance completions
- Keep up with subcontractor presence and performance
- Document the daily weather conditions
- Document the deliveries
- Document the correspondence with the clients



Close out the Job Books

- ✓ Gather all documents from office and site.
- ✓ Compile all receipts and invoices
- ✓ Balance all sub-contractors invoices to the estimate
- ✓ Intergrade the change orders with the original contract
- ✓ Confirm you have the **FINAL** invoice from all parties
- ✓ Calculate the profit loss documents for the job.



Art of Performing your own Inspection

- I. Reasons for Performing your own Inspection
- II. Frequent and Quality of Inspections
- III. New mindset of a company inspector
- IV. How to perform a precise inspection
- V. Documentation

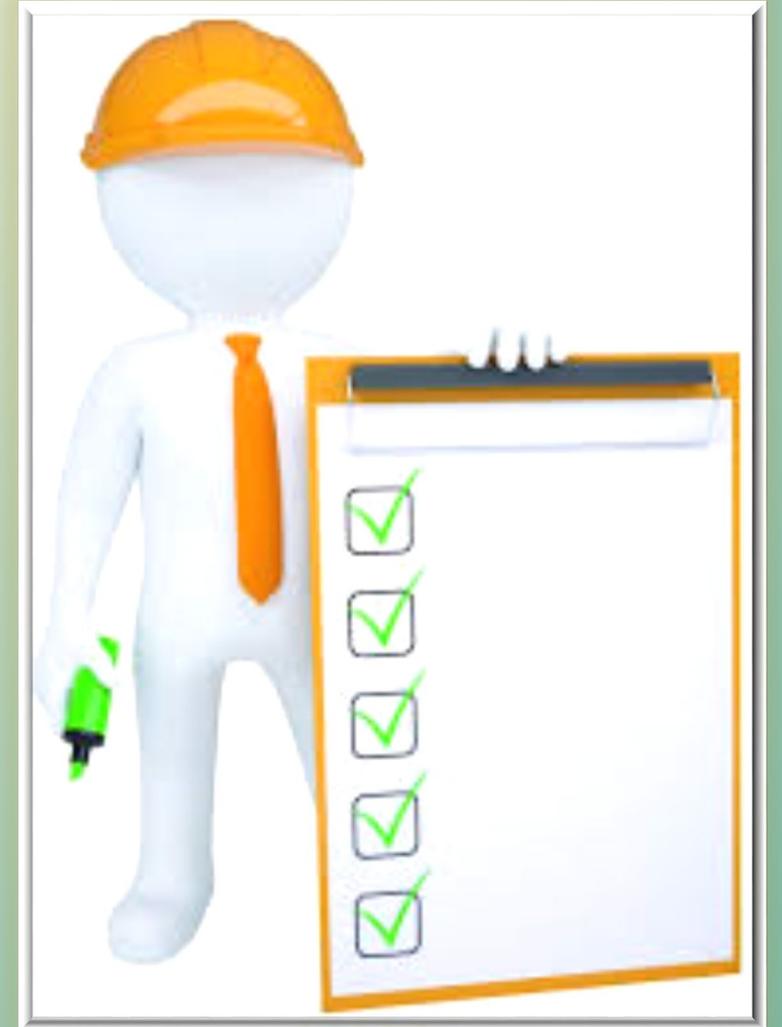
Reasoning for doing your own Inspections

1. Care about every aspect of what you are building
2. Saves time and money in the long run
3. Gains respect from the building inspector and sub-contractors
4. Better to catch it on your time instead of in front of your clients
5. More than likely they may request an outside inspector to come in.

How often to Perform the Inspections

1. Perform these periodically through the inspection process
2. Especially at the milestones you set for the project
3. Final inspection prior to the client walk through “Punch List”

Perform Your own Inspections thoroughly and completely will allow you to be in control of your own destiny.



The Challenging Part of This

- ❖ This task is difficult because this is our every working moment responsibility to perform as quickly as possible
- ❖ We deal with the major issues that all projects seem to have and the minor discrepancies tend to be the least of our worries.
- ❖ How do you inspect a job site you have seen every day all day as a job instead of as a 3rd party inspector, that has never seen the project?
- ❖ This is what we have found to be a difficult separation and where one must learn the difference in order to perform a bias inspection that will benefit.

Ideas of How to Accomplish this Task

- 1) Visit the property off company time and not directly after the workday.
- 2) Walk the job as if you are a professional 3rd party inspector that has never seen the property before.
- 3) Be critical as if you are paying for the project, out of your bank account and the contractor is willing to correct any minor defects identified.
- 4) Document the findings on a customized inspection report, instead of jotting down notes.
- 5) Take pictures and input them into the report to document the issue.
- 6) Provide copies to each trade with time frame to correct their discrepancies.



Several reporting software available or make your own standard document that is easy to follow.



Property Inspection Report

28 Paula Maria Drive
Raleigh, NC 27605

[Inspection Punch List](#)



Date: March 22, 2020
Address: 234 Cherry Ave, Raleigh, NC

EXTERIOR:

1. Secure the loose brick seen on the front step.

2. Point up the middle step bricks where missing.


4. Install flashing on the top side of the front porch where the shingles do not extend over on each side.

5. Provide screens for the windows as per standard.
6. Secure the foundation vents on the right side back corner.

7. Repair the hole where the condensate drain comes out of the siding.
8. Add elbow and extension pipe to the condensate drain to 6" from the ground.


Latest Marketing Ideas using this Project

- I. How to use this project to Market the Next
- II. Small Ideas that make a Big Impression from start to finish
- III. Marketing After the Job is Complete

Ideas that make a Big Impression

- ❖ Communication with the clients and contractors regularly.
- ❖ Let them know the good, not just the issues
- ❖ Progress job reports to the clients and sub-contractors, even when not required.
- ❖ Keep Job Site **CLEAN** at **ALL** times

Marketing After the Job is Complete

- ❖ Create a picture timeline and present at completion of project.
- ❖ Take pictures of you and the client in front of the complete job.
- ❖ Use social media to promote your business and this specific job; ask to use the pictures of them and the job in a post.
- ❖ Put signs out front that state “Another great Job by *XYZ Contracting*”.
- ❖ Request reviews from your clients on all social media sites.



Marketing is So Important

- ❖ **First of all**, produce a great project using the modules from this course.
- ❖ Producing a great project will in turn **impress** the sub-contractors, delivery companies, codes inspectors, neighbors and your clients.
- ❖ Word of mouth will spread about the project whether it's good and bad. Your project is your reputation. Social media can be a great avenue to promote your company; but it can also spread negative views as well. Addressing both promptly are valuable marketing tools.
- ❖ This is our referral base and extremely important that everyone recommends us to the people they know.



PDH Contractors Academy

From all of us at PDH Academy, we thank you for allowing us to assist you in your continued education, of your growing construction business. Make sure you check out our many other training courses available.