

PRE-CONSTRUCTION CHECKLIST

IFT Drawings

Upload drawings to Dropbox & Fieldwire. Access to team, client, consultant

Thoroughly review drawings

Print drawings at Vector in 24" x 36" to scale

Open vendor list and distribute to relevant trades. 2 week timeline

Goal is 3x quotes from each sub trade.

Quote should be split into labour, materials & equipment

2-week turnaround time

Send reminder email after 1 week

Review and understand all quotes

Develop spreadsheet and print quotes

Review and double check numbers

Incremental OH/P (\$0-\$1m = 20%, \$1m-\$2m = 15%, \$2m-\$5m = 10%)

Print all quotes and butdget for review.

Set up meeting with client for budget review.

Discuss and recommend trade quotes

Highlight areas for cost improvement

Highlight and showcase financial tracking

After first review

Revise numbers and repeat meeting

If awarded

IFC drawings x3

Award job to subs and request deposit invoice/rough-in/finishing schedule

Subs responsible for own drawing sets

Push Fieldwire for all communication

Push RFI's and change orders through Fieldwire

Build construction schedule

Release job start date through email

Confirm all worksafe & insurance policies