



Project Design and Construction -- Overview:

Project Design and Budget:

- Meet clients and review project, project site conditions and project budget
- Determine design needs and sign design agreement
- Present conceptual design and budget pricing
- Present final design and pricing

Project Development:

Develop project schedule with start date

Write and present contract with scope of work and final design

Develop job folder for Lead Carpenter and Office

- detailed scope of work and drawings
- cost breakdown of job
- subcontractor and suppliers to be used
- project schedule
- contract and subcontracts
- customer selection sheet
- quality control check list

Project Production:

- Order doors, windows, cabinets and any specialty items
- Notify subs/suppliers of start date
- Conduct pre-construction conference with lead carpenter and owner
("day to day" job responsibility transferred to lead carpenter)
- Begin project construction(job site sign installed)
- Monitor project quality and schedule
- Walk through project with Owner and develop final punch list
- Complete project