

The Devil's in the Details

The crucial time for a construction project occurs during the actual construction phase. The design is well crafted, the materials are top of the line, but if the workmanship is not properly executed, the project will not yield the best return on investment. In order to ensure a project of high quality, a Construction Review and Administration process needs to be a priority.



The Process

It is during the Construction Review & Administration Phase that managing and following up on the little details will make a big difference. This phase, also known as Field Quality Assurance, is when the consultant/specifier administers and monitors the work. This includes

attending a pre-construction conference with the owner, contractor, and any subcontractors to make sure that all parties understand the schedule and details of the project.

StructureTec follows a special process for this phase.

There are a vast number of variables which factor in on the number of site visits required: the contractor's schedule and experience, the difficulty of the job, the amount of coordination among subcontractors, and, most importantly, the needs of the client. StructureTec considers all these factors when formatting the process for each job. Because each job has special considerations, the process is customized for each project.

The Site Visit - Field Time

The Field Quality Assurance phase is divided into site visits. Each field visit for a meeting constitutes a site visit. An average of 10 to 13 hours is spent per site visit, but only approximately 3½ to 4½ hours are spent in the field. The field time is spent verifying materials and workmanship, representing the owner, performing inspections, communicating with the contractor, and overseeing testing.

The Site Visit - Administrative Duties

The majority of the time per site visit consists of performing administrative duties. Contractor submittals and material data sheets are reviewed and processed. The project manager will issue and process change or-

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Field Quality Assurance

Field Time

- Review construction
- Represent the owner
- Verify workmanship
- Verify materials
- Oversee testing

Administrative Duties

- Evaluate payment requests
- Monitor progress schedule
- Process change orders
- Communicate with owner
- Assist warranty process
- Prepare punch list
- Review subcontractors
- Administrate meetings
- Review submittals
- Interpret obligations
- Develop field details
- Write field reports
- Arbitrate disputes
- Research questions
- Maintain logs & files
- Certify completion

■ The deliverables produced by this phase include field reports, field details, and a final report including administrative documentation, a photo history, and the warranties/guarantees. ■



ders and field orders. All subcontractors are reviewed. The project manager serves as the communication hub between the owner and the contractor—keeping the owner informed of the construction status. Contractor pay requests are reviewed by the project manager, who maintains all the logs and files and monitors the construction progress schedule.

The project manager (PM) is in charge of scheduling meetings, which the project manager then attends and administers. The project manager reviews the contractor's suggestions and researches any questions from the owner or the contractor. All pertinent information and procedures are reviewed with the material manufacturer.

The project manager will also research any questionable field activities. If necessary, the project manager will arbitrate any disputes and interpret contractual relationships and obligations. The project manager protects the client by forcing contractors to comply with specifications, even if it involves removing installed materials and reinstalling them correctly. Final field details are developed and a field report is written by the project manager for each site visit.

The project manager assists the contractor in obtaining a warranty from the manufacturer. The project manager also verifies

the contractor's guarantee. Without proper administrative procedures and follow-up, these warranties can be voided or might not even be instituted.

The project manager reviews substantial completion and develops a punch list. When the contractor completes the work, the project manager reviews the punch list completion and certifies completion.

To close out the project, the project manager develops and presents the final report with the administrative documentation, a photo history of the project, and all warranties/guarantees.

Conclusion

In conclusion, there are many details included in the administration of a project. These details are vital for ensuring that the project is completed with the highest possible quality. StructureTec's process enables the owner to be able to delegate

these details and be assured that they will be followed through. Our project managers are specially trained in this area and are able to concentrate their time and efforts on this project. All construction details are reviewed and all administrative paperwork is completed. This complete process is what allows the owner to fully realize the highest return on investment for the entire project. ■

BENEFITS

Ensures quality of workmanship through site review

Completes all administrative documentation for the entire project

Provides complete log and files on project with detailed field reports

Ensures details are finished through punch list completion and review

Provides coordination between owner and contractor, ensuring clear communication

Allows owner to delegate project management responsibilities

Total Building Envelope Management SolutionSM

www.structuretec.com

(800) 745-7832