

Dave Loden Construction Inc.
Job Site Managers Daily outline (generic)

AM arrival

Arrive at site 10-15 min prior to job start.

Bring with you anything that can prevent a trip off site during the AM, such as water and or materials.

Should the daily plan be aborted now or at any time during the day, try to think of what can be done to make another day shorter/easier or make some progress somewhere. Always check in with David to see what else may be done before turning anyone loose. Call no matter where he is or what time it is!

Gain access to the roof (work area) and be ready to give a briefing for the day at the scheduled start time. Employees should sign in on the roof at the scheduled time.

Perform a briefing explaining your expectations for the day and giving assignments. Ask for input from the crew. Once per week, include a safety meeting as part of the briefing. Fill out the safety meeting form online at: <http://safety.davelodenconst.com>

Make sure the crew has the tools and materials to accomplish the task in front of them.

Making sure that safety systems are in place and functioning, work should begin at the scheduled time.

Thinking at least three days ahead, make sure you have the necessary tools and materials on hand to avoid work stoppage or overnight freight.

Lunch time

Secure the jobsite for lunch, protect from wind, water or theft/vandalism. Think ahead for the afternoons work and purchase anything you need that will help prevent a trip off site.

Have the crew sign out for lunch as they leave the roof and sign in upon return to the roof. This time frame can be adjusted as needed, but needs to be well defined and stuck to accurately.

Quitting time

A debriefing needs to be done right before quitting time. This should include a re-cap of whether we met our goals or not and why. Also give credit for anything you saw during the day that went well and discuss all things you saw that need to be improved. Ask for input from the crew.

The jobsite needs to be secured for **high wind and water intrusion every night**. We need to take measures to minimize vandals and theft and be sure to secure roof access.

Fill out the daily log. Be very precise, listing all personnel issues and ALL third party conversations This is done online at: <http://foreman.davelodenconst.com>

Think ahead about tomorrow morning and get anything you need to prevent a trip off site.