

Little Saint James & Greater Saint James

Executive Summary – Confidential

Objective:

-To set up a living work load list that divides maintenance and construction projects along with establishing construction project schedules into the following set up for owner review;

“Test Construction Project No. 1”

1) Pre-Construction

- a) General Design / Owner Intent
- b) Contractor Bidding / Bid review
- c) Determine lead times on specified items
- d) Produce “Construction Project Schedule”
- e) Award Contract – include project schedule (tool for holding sub-contractors responsible on times)

2) Construction

- a) Phase 1 – Site prep work (demo / grading / underground / etc)
- b) Phase 2 – Above grade structural / trade work (plumbing / electrical / framing / concrete / roofing)
- c) Phase 3 – Finishes (millwork, flooring, tile, fixtures, painting)

3) Post Construction

- a) Final Walk-Through
- b) Issue final punch-list
- c) Execute final punch-list
- d) Receive any warranties from contractors (appliances, mechanical equipment, etc)
- e) Sign offs stating work has been completed
- f) Issue Payment of 15% retainer to contractor

Project List:

-The attached project list is inclusive of Little St James and Greater St James. The projects are collection of maintenance, renovation and new construction projects. This list should also include a priority number 1-10 at the owners discretion as to what projects are to take precedence to others.