



**MIDWESTERN CONTRACTORS**  
Founded 1951

## **Job Guidelines for Electric Conduit Construction & Midwestern Contractors**

### **Project Managers**

#### **Estimating:**

- Obtain all relevant documentation from customer including scope of work, drawings, bid documents, contract terms, special insurance requirements, job location(s), permits and licenses required
- Perform a materials, tools and equipment takeoff.
- Determine if subcontractor work is required
  - Ensure subcontractor has met insurance and other requirements.
  - Contact subcontractor for site visit, if necessary, and pricing.
- If Electric Conduit is being used as a subcontractor then consult with legal.
- Does Customer approve of pricing and other information?
  - If not then try to obtain reason and resubmit or file.
- Obtain purchase order and create job folder

#### **Pre-Project Planning**

- Obtain written and signed agreement from customer
  - Understand terms, retainage, payment schedule, etc
    - Consult with legal
  - Understand and review special requests with customer and applicable company personnel.
- Confer with warehouse on ordering materials, tool and equipment
- If using a subcontractor, refer to subcontractor checklist ECMW-QCD-007 as a reference
- Review and understand close-outs with the customer
  - Verify all permits and licenses are in place
  - Coordinate with safety coordinator on safety issues
  - Coordinate handling of Hazardous and Non-Hazardous material.

#### **Project Management**

- Collect and archive all critical documentation. Verify foreman is updating job folder with documentation and photos
- Update project schedule
- Ensure timely customer payments throughout the job. Work with accounts receivable
- Verify and approve all subcontractor invoices.
- Negotiate and document change orders with the customer and subcontractor
- Track materials used on job.
- Review daily time sheets

#### **Close-Out**

- Review punch list items and close-out documentation with foreman.
- Prepare final invoice and track final retainage payments