**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

**Revision Date**