

CONTACTS AND ROLES — PROJECT TEAM

Use this list for day-to-day coordination, escalation, and emergency contact. Update as the team changes.

PROJECT MANAGER (PM)

- Primary point of contact for schedule, budget, and contract.
- Approves change orders, major submittals, and contract-related issues.
- Contact: See project directory (phone and email on project board).

SITE SUPERINTENDENT

- Day-to-day site operations, sequencing, and trade coordination.
- Authority for site access, logistics, and safety compliance.
- First point of contact for field issues and daily coordination.
- Contact: See project directory. On-site during work hours; after-hours emergency number posted in trailer.

SITE SAFETY OFFICER

- PPE, hazard reporting, incident investigation, and safety training.
- Report all incidents and near-misses to the Safety Officer and Superintendent.
- Contact: See project directory.

ARCHITECT / DESIGN

- Design clarifications, RFIs, and drawing revisions.
- Submittal review for conformance to design intent.
- Contact: As per contract (typically project architect or CA).

OWNER / CLIENT

- Permits, approvals, and owner-furnished items.
- Major decisions and contract amendments.
- Contact: As per contract; PM coordinates with owner.

KEY SUBCONTRACTORS (EXAMPLES — ADAPT TO PROJECT)

- General / civil: [Name] — Superintendent: [Name]
- Structural: [Name] — Foreman: [Name]
- MEP: [Name] — Lead: [Name]
- Finishes: [Name] — Lead: [Name]

EMERGENCY

- 911 for life safety and medical.
- Then notify Site Superintendent and, if needed, Project Manager.
- Muster point: North parking lot (see site safety guidelines).

Document updated at project start and when roles change. Ensure all personnel know who the

Superintendent and Safety Officer are.