

VERDANT STRUCTURAL ENGINEERS – GENERAL INFORMATION

Office

Coffee, snacks in cabinet are for the whole office (dishes also), fridge is available for your use but food is not communal except Half & Half for coffee

Let us know if you are cold or uncomfortable at all – need a different keyboard, mouse, etc.

Gmail

Email is a work account, if you leave or are indisposed for some reason, we may access your account

Please copy PM on all emails so that two people always have a record of communications

Google Calendar

Please share your calendar with everyone in the office

As soon as you know of any upcoming vacations, please add it to your calendar

“General Office” calendar will show when time sheets are due, office-wide meetings, etc.

“Conference Room” calendar is shared with ATA

Meetings

Bi-weekly “All-hands” staff meeting, 9am on Tuesdays – each engineer will go through current projects and update PMs on work load, share any questions or interesting conditions, lessons learned, etc.

Active Work Flow Spreadsheet

Please update weekly by 9am on Tuesdays (even if there is no all-hands meeting). PMs meet weekly, and it is good to know where everyone’s work load is. If you are over-worked or in need of additional work, feel free to talk to a PM at any time.

Project Phases

001 – Schematic – most projects do not have a schematic phase, and therefore no hours will be logged here. However, check the proposal (PM will most likely tell you) if there is a schematic phase.

002 – Permit – all work after schematic (if applies) and before the permit set is submitted to the city/county is logged in this phase.

003 – Plan Check (PC) – Responding to plan check comments. This phase extends until the permit is granted from the city/county.

004 – Construction Administration (CA) – Construction support, construction site visits, writing of final letters, etc. This phase extends until the project completion date.

Project Structure

Each project typically has one Project Manager (PM) who is one of the three principals (Kevin, Anthony, or Kelsey), and one engineer. This may differ for larger projects.

Timesheets

Hours are logged in InFocus (Rebecca can help with any specific InFocus questions) by phase, in increments of 0.25 hours (15 minutes).

Please add comments following the guidelines sent in email “Please review: Snippets Best Practices”.

Timesheets are due every Monday by 10am.

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Network Folders

To set up – copy from this template folder:

\\Kdse_server\kdse\Projects\1-JOBS\1-NEW PROJECT SETUP FILE

DO NOT over-write any folders already there (i.e. proposal, received)

CA – Construction Administration

SSK folder - TBD

CAD drawings –

Set up done by Matt Rogoff (m_rogoff@hotmail.com)

Download drawings received from the architect (to Received folder), then send Matt an email with a link to the CAD folder, a link to the most recent architectural CAD, and when you need it completed by

Also add project to Google Sheet 'CAD – Matt Rogoff'

*CAD standards, sheet sets, layers, typical details, etc. will be reviewed

Calculations – all calcs get stored here, organization is your choice

Calculation templates are stored here: \\Kdse_server\kdse\Projects\3-CALC STANDARDS

*Typical calculations will be reviewed

Geotech – File geotech report/letters here

Invoices – Invoices filed here by Rebecca

Photos – File site visit photos here with date (year.month.day) of site visit and your initials

Plan Check – File plan check comments, comment responses

Proposal –

Usually completed by principal before you are given the job, but it is nice to be able to see what the scope of the project is, budget, your hourly rate, etc.

You may also check current budget in InFocus

Received – Any items (PDF, CAD, etc.) received from client or architect, request submittals such as full submitted permit set, plan check, etc.

Record Set PDFs – duplicates of record set PDFs (permit, plan check, final CA submittals), including architectural submittals (will need to ask arch for them)

Sent – Anything sent to the client or architect, including submittals in record set folder

Folder naming convention: year.month.day Description of set

i.e. 2019.01.09 Progress Set