TARLTON
GENERAL CONTRACTORS | CONSTRUCTION MANAGERS

Tarlton Quality Management Plan

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Revision History

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Revisions to Initial Version:

Revision Date	Paragraphs Changed	Author (Name and Date)
10/10/19	Form Numbers	BMF 10/10/19
3/02/20	Change Pre-Installation meeting timeframe and DFW Table	JMS 3/02/20

1.0 Abbreviations

DFW – Definable Feature of Work

NCR – Non-conformance Report

PE – Project Engineer

PQT – Project Quality Team

PM – Project Manager

QC – Quality Control

QMP – Quality Management Plan

QMS – Quality Management System

QC – Quality Committee

2.0 Introduction

2.1 Mission Statement and Goals

Tarlton Corporation is committed to providing quality work which exceeds customer's expectations. Consistent quality is the result of commitment and participation by every project participant; this includes the owner, general contractor, subcontractors, sub-subcontractors, and designers. This manual outlines the responsibilities for each participant of the project team as well as the steps to accomplish a quality project. Pre-planning is a main focus of the plan, which is the key to delivering exceptional productivity, safety, and quality.

2.2 Scope

The Quality Management Plan will assure all materials and workmanship not only meet the contract requirements, but attain a high level of quality. The Quality Management Plan (QMP) specifically outlines implementation of Tarlton's Quality Management philosophy in respect to the contract documents.

This QMP will encompass the overall Quality Management steps to follow.

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2.3 Roles and Responsibilities

Tarlton's executive committee is responsible for the overall development and implementation of the QMP. The executive committee has created a Quality Committee to develop, review, and maintain the QMP. The executive committee is committed to providing the adequate means and resources in support of the Quality Committee to fully implement the QMP and train all employees to ensure the Program's success.

The Quality Committee is responsible to:

- Evaluate the effectiveness of the Program at least annually
- Identify opportunities for improvement and recommend appropriate corrective measures
- Monitor construction industry quality issues and trends
- Coordinate all company functions in support of quality management best practices
- Establish quality-related metrics to measure Tarlton's performance
- After close-out of a project, customers will be asked to evaluate Tarlton's performance on their project so the Quality Committee can identify opportunities for growth and improvement

At the time of successful award of a project, the project quality team (PQT) will be identified. These members can include any of the following:

- Quality Manager – The QM will have the overall responsibility of the quality management of the project. The QM will oversee all other members of the quality team and will lead all meetings related to the QMP.
- Project Manager – The PM will be responsible to assist the QM with any quality management related items on the project. The PM will be present for all meetings related to the QMP. The PM will have overall responsibility to ensure all quality control testing and inspections are scheduled and completed.
- Project Engineer – The PE will assist the QM with any quality management related items on the project, specifically in the field. The PE will be present for all meetings related to the QMP. The PE will assist with scheduling of all quality control testing and inspections.
- Superintendent – The superintendent will be responsible for overseeing all quality on the jobsite. This will include attending meetings, scheduling testing and inspections, completing any task related checklists, and ensuring all subcontractors are aware of and comply with the QMP.
- Testing Agencies – Testing agencies will be responsible for successful completion of any quality control testing and submission of test results to Tarlton for review.

3.0 Pre-Construction Quality Activities

3.1 Peer Reviews

3.1.1 Inter-Office Peer Review (Mandatory)

For all complex, high-risk, or unusual projects, the PQT will select members from other Tarlton departments to complete a peer review of the construction documents. The purpose is to assess all documents and have an additional review of plans and specifications step by a group of peers. Upon completion of the peer review, the results will be discussed with the PQT and utilized during the remaining steps of the pre-construction quality activities. (See 7.0 Attachments, Form #1).

3.1.2 Design/Build (As Applicable)

Upon successful award of a design-build project, a schedule of design meetings with the project team and the design team will be developed. These meetings will be a crucial portion of the preconstruction activities. The teams will work together to ensure a complete set of construction documents is produced with minimal need for changes during the construction phase. (See 7.0 Attachments, Form #2).

Upon completion of the construction documents, the PQT may elect for a design peer review of the documents to ensure a complete package has been developed for construction.

3.2 Constructability Review (Mandatory)

It is Tarlton's policy that a constructability review be performed by Tarlton's PQT along with key subcontractors, owners, and project consultants on all projects. Early and continuous involvement by the entire project team during these reviews will reduce the likelihood of including products/designs prone to installation or functional difficulties based upon the collective experience with those products/designs. It is particularly important to perform a comprehensive constructability review for high-risk, one-of-a-kind or unusual design elements. An early review of these items will allow for any issues to be addressed and resolved prior to beginning the work.

3.2.1 Agenda

An agenda for the constructability review meeting will be assembled by a member of the PQT. This agenda will include a list of the specific items needed for review. (See 7.0 Attachments, Form #3).

3.3 BIM Coordination

Tarlton's commitment to quality has grown along with Technology with our BIM capabilities which assist our clients and subcontractors with features like clash detection, value engineering, cost savings, 3-D printing models and reducing rework. Tarlton also features and houses one the

industries finest drone units which also provides other pre-detection, pre-construction views for logistics and project set-up which add value to each of our projects.

If applicable, the PQT along with the IT department, will make a BIM model of the project. This model will be evaluated by Tarlton and their subcontractors for any potential conflicts during installation. These potential conflicts will be presented to the Owner and Architect/Engineer to resolve prior to beginning any on-site work.

3.4 Review of Plans and Specifications

Before beginning construction and as early as development of plans and specifications allow, members of Tarlton's PQT will perform an in-depth review of the contract documents. This review will seek to identify conflicts and unclear or incomplete items. Reviews shall include but not limited to checking dimensions between civil, architectural, and structural drawings, checking dimensions between plans and details, checking details for missing notes, checking fixtures and equipment for conflicts or discrepancies in designation or quantities, checking location or routing conflicts among architectural and MEP items. Any conflicts, discrepancies, or other issues discovered will be noted and submitted to the owner and design consultants for review and resolution. This process has been included in all meetings.

3.5 Documenting Existing Conditions

Upon successful award of a project, the PQT will document existing conditions. Per Owner's approval, the PQT will inspect and create a detailed log including photographs of existing conditions paying close attention to pre-existing physical defects. Items to be logged and photographed include:

- Existing structures within or directly adjacent to the construction limits which are to remain
- Adjacent buildings and structures outside the construction limits which may be affected by construction activities
- Sidewalks, curbs, paving, and drainage structures
- Trees and existing vegetation
- Above-ground utilities
- Operable devices, such as, doors and windows
- Any other item with pre-existing damage or has the potential of being damaged during construction
- (See 7.0 Attachments, Form #4).

3.6 Submittals / RFIs

The PQT will develop a comprehensive submittal register during preconstruction. (See 7.0 Attachments, Form #5 and 6) The register will identify all items requiring submittal by Tarlton, subcontractors, and suppliers in coordination with the contractual requirements. The submittal register will identify the due date, taking into account the submittal review, approval process, revisions and re-submittals, fabrication, and delivery to the jobsite.

Tarlton will strictly comply with contract submittal requirements. No materials, equipment, or supplies requiring submittal review shall be procured until submittals have been approved by the owner, architect, and/or design consultants. Copies of approved submittals including manufacturer's installation instructions shall be maintained to be readily accessed in Tarlton's home or field offices. A member of the PQT shall be responsible to manage the submittal process and coordinate procurement activities. All variations or substitutions must be approved by the owner in accordance with the contract requirements.

Tarlton's PQT will ensure that all purchased building materials, equipment, and supplies conform to project requirements. Vendor selections will include their ability to provide the items specified on-time and packaged to ensure they are appropriately protected during loading, unloading, and storage at the jobsite.

During Peer Reviews (2.1), Constructability Reviews (2.2), Review of Plans and Specifications (2.3), and Documenting Existing Conditions (2.4), the PQT will document any questions, conflicts, and/or discrepancies to issue an RFI to the owner. RFIs will be documented and tracked in the RFI log. (See 7.0 Attachments, Form #7 and 8).

3.7 Material Receiving at the Jobsite

During the pre-construction activities, the PQT will develop an inventory log to track all items received at the jobsite. Upon receipt of a delivery, a member of the PQT will verify the items delivered are those specified and in strict conformance with approved submittals within 48 hours of arrival. These inspections will be documented in the Project Inventory Log. (See 7.0 Attachments, Form #9).

3.8 Subcontractor Selection

Subcontractor selection shall follow Tarlton's subcontractor pre-qualification and selection policies and procedures, which include safety, quality, capability, and capacity evaluations as well as pricing and inclusive scope. Selection shall be based on quality, experience, cost, and ability to successfully complete the scope of work as intended. Once selected, subcontractors will be involved in any necessary pre-construction activities including all meetings related to their work items. (See Subcontractor/Supplier Evaluation Form in 7.0 Attachments, Form #10).

Tarlton' s subcontractor pre-qualification selection process also includes the S.C.O.R.E Program (Subcontractor Cost of Risk Engineers) which is formatted to give a current financial status, bond limits and Insurance information of the subcontractor for our selection process.

3.9 Mockups (As Applicable)

As part of the pre-construction planning process, Tarlton's PQT will confirm the owner's contractual requirements for in-situs or freestanding mock-ups. In addition to these contractually defined mock-ups, Tarlton's PQT will identify other high-risk construction assemblies as candidates for additional in-situs or freestanding mock-ups. Tarlton's PQT will determine the exact number and type of mock-ups to be constructed on their specific project.

Mock-ups will be utilized to establish appropriate minimum levels of quality wherever needed. (See 7.0 Attachments, Form #11).

3.10 Testing (As Applicable)

As part of the pre-construction planning process, Tarlton's PQT will review all contract documents for any required pre-construction testing. In addition to any contractually defined tests, the PQT will identify any other high-risk construction items as needed to complete pre-construction testing. Testing will be completed by Tarlton, a subcontractor, or a third-party consultant. (See 7.0 Attachments, Form #12).

3.11 Factory/Shop Inspections (As Applicable)

As part of the pre-construction planning process, Tarlton's PQT will identify high-risk construction assemblies, equipment, or materials that a member of the team will review throughout the procurement process. This review will include inspections during fabrication and any required testing prior to arrival on site. The PQT will provide a list of construction assemblies, equipment, or materials for factory/shop inspections to the owner, architect, and other consultants for their review and comment, as applicable. The owner, architect, and other consultants may choose to accompany Tarlton's representative to any applicable factory/shop inspections. (See 7.0 Attachments, Form #13).

4.0 Construction Quality Activities

4.1 Quality Control Administration

The PQT, which will be defined for each project, will participate in all aspects of the project specific quality management plan as required. These roles will be clearly defined in the project specific quality management plan as they will vary for each project depending on size and complexity. The quality manager will have overall responsibility for the quality management plan and will be responsible to ensure all other members of the team are completing their aspects of the quality management plan.

4.2 Inspection and Testing Plan

Tarlton's PQT will prepare an Inspection and Testing Plan delineating all inspections and tests required by the contract documents. This plan will include Tarlton's and all subcontractor's work. (See 7.0 Attachments, Form #14).

Information presented on the Inspection and Testing Plan will include:

- Specifications reference, paragraph, item number, etc.
- Company performing the inspection or test, i.e. Tarlton, subcontractor, third party consultant, manufacturer's representative, etc.
- Test or inspection description
- Test or inspection frequency
- Test or inspection desired results

Tarlton's PQT will maintain an Inspection and Testing Log, included with the Inspection and Testing Plan, that documents all inspections and testing performed for Tarlton's and all subcontractor's scopes of work. Manufacturer's representatives will be involved in inspections and approvals for any high-risk building elements.

Upon a failed test or inspection, the PQT will begin an investigation. An NCR will be issued for documentation of the failed test or inspection.

4.3 Inspection Checklists

Inspection Checklists have been developed by Tarlton as an aid to field personnel in making quality inspections/observations. As the site-specific quality management plan is developed, the necessary inspection checklists for the specific project will be included in the project specific plan.

Upon each subcontract award, the subcontractor will be given a copy of Tarlton's Inspection Checklists associated with their scope of work. Subcontractors will be asked to propose additions or modifications based on the project's specific requirements and their own checklists/inspection forms.

4.4 Non-Conformance Tracking Procedure

A non-conformance, also known as a deficiency, is work that is not in compliance with the project requirements. A non-conformance can be either material-related, workmanship related, design-related, or a combination thereof.

Upon identification of a non-conformance, the project quality manager will review the non-conformance in question and confirm the non-conformance. Work on the installation of the non-conforming item in question will be discontinued until the non-conforming work has been addressed. Upon addressing the item in question, the steps to follow will be documented in the NCR and work may begin again.

The non-conforming item will be documented in a Non-Conformance Report (NCR) and tracked in the Non-Conformance Report Log. (See 7.0 Attachments, Form #15 and 16).

Tarlton's project quality manager is responsible to track any non-conforming work by Tarlton and all subcontractors through the following procedure:

- Non-conforming work items are identified and documented in an NCR and the NCR log within twenty-four (24) hours of identification of the non-conforming work.
- Non-conforming work item to be discussed with the PQT. A determination will be made to label the item: Use As Is, Repair, Rework, Return to Supplier, or Reject
- The corrective action will be addressed within forty-eight (48) hours and completed as soon as possible.
- The NCR will be completed with all corrective actions and signed off on by the project quality manager and any other applicable parties.
- The NCR log will be updated with the completed NCR.
- If applicable, the NCR will be discussed with the owner and architect/engineer through the NCR process.

4.5 Quality Control (QC) Program

4.5.1 Definable Features of Work (DFW)

A Definable Feature of Work (DFW) is a task which is separate and distinct from other tasks and has separate control requirements. Each DFW will have a separate inspection and testing requirement and follow the Four Phases of Quality Control (see 4.5.2).

During the bidding phase of a project, the estimating team will begin developing a list of DFWs while reviewing all contract documents. Upon successful award of the project, the PQT will review the DFWs and make any necessary changes to the list. Once finalized, the list of DFWs will be kept in the DFW log and tracked for the Four Phases of Quality Control. (See 7.0 Attachments, Form #17).

4.5.2 Four Phases of Quality Control

Construction quality depends on effective planning, coordination, communication, supervision and testing. Tarlton's PQT will use the following tools to achieve quality:

- Quality planning meetings documented by meeting minutes (See 4.5.3, 4.5.4, and 4.5.6)
- Confirm materials meet the project requirements at the time of purchase and delivery to the jobsite (See 4.6)
- Daily inspections during construction (See 4.5.5)
- Recordkeeping/Documentation

Quality Control consists of tests, inspections, and observations before installation commences (Preparatory Phase), during First Work-in-Place (Initial Phase), daily, while installation continues (Follow-Up Phase), and at the completion of work (Final Phase).

The Four Phases of Quality Control are:

1. Preparatory Phase (Called the Pre-Installation Phase in this QMP)
2. Initial Phase (Called the First Work-in-Place Phase in this QMP)
3. Follow-Up Phase (Called Follow-Up or Daily Inspections in this QMP)
4. Final Phase (Called Final Inspection in this QMP)

The Four Phases of Quality Control allow Tarlton to plan, schedule, and install work in an orderly, consistent way that minimizes rework and ensures our teams are preventing quality issues.

4.5.3 Pre-Installation Meeting and Inspection

A pre-installation phase meeting and inspection will be performed twenty-four (24) to forty-eight (48) hours prior to any work beginning on each DFW. This meeting can occur up to one week prior to the start of work depending on the complexity of the DFW. Discussions and preparations for these meetings begin during the estimating phase of the project.

This meeting will be coordinated and conducted by the project quality manager and attended by the following:

- Tarlton's PQT
- Owner's representative
- Architects/engineers
- Subcontractors involved in the DFW
- Third party QC consultants/inspectors
- Craft supervisors for Tarlton and applicable subcontractors
- Manufacturer's representatives for any high-risk construction assemblies

The goal of this meeting is to focus on the quality efforts for **preventing** deficiencies rather than **detecting** deficiencies after the fact. Tarlton's project quality manager will prepare an agenda (See 7.0 Attachments, Form #18) and distribute to all attendees at least twenty-four (24) hours in advance. The meeting will review the following:

- Review contract drawings and specifications
- Review all submittals including shop drawings, samples, and mock-ups

- Review all RFIs
- Review manufacturer's installation instructions as applicable
- Review testing and inspection requirements and any previously completed factory test results
- Check arrangements have been made for required tests and inspections
- Check all materials and equipment are on-hand and have been tested, submitted, and approved as required
- Ensure all preliminary work necessary for the work to be accomplished has been satisfactorily completed
- Review site access, material handling, and storage requirements
- Discuss foreman and crews, construction methods, schedule of installation, workmanship, standards, and the approach to providing quality work by pre-planning and identifying potential problems
- Review jobsite safety plan and safety hazard analysis
- Confirm all applicable MSDS's are available and accessible to work crews

Meeting minutes will be assembled and distributed to all attendees within forty-eight (48) hours of the meeting.

4.5.4 First Work-in-Place Meeting and Inspection

A first work-in-place phase meeting and inspection will be performed at approximately ten percent completion of a DFW. This allows for a representative portion of the DFW to be reviewed at the time of the meeting and inspection.

The first work-in-place may be conducted more than one time per DFOW. In the case of a long lapse in work on the DFOW, a first work-in-place meeting will occur prior to work on the DFOW beginning again. The first work-in-place meeting will also be repeated in the case of an NCR as necessary. If an NCR changes components of the DFOW identified in the pre-installation and/or first work-in-place phase, an additional first work-in-place meeting will occur to discuss and document the changes.

This meeting will be coordinated and conducted by the project quality manager and attended by the following:

- Tarlton's PQT
- Owner's representative
- Architects/engineers
- Subcontractors involved in the DFW
- Third party QC consultants/inspectors
- Craft supervisors for Tarlton and applicable subcontractors
- Manufacturer's representatives for any high-risk construction assemblies

The purpose of this meeting is to review compliance with project requirements, discuss progress to date, and to address any potential quality issues. Tarlton's project quality manager will prepare an agenda (See 7.0 Attachments, Form #19) and distribute to all attendees at least twenty-four (24) hours in advance. The meeting will review the following:

- Review the minutes from the Pre-Installation meeting above
- Review contract drawings and specifications
- Review any submittals and RFIs that were outstanding at the time of the Pre-installation meeting
- Verify all materials are in strict compliance with construction documents, samples, submittals, and shop drawings
- Verify manufacturer's installation instructions are being followed
- Check new work for compliance with construction documents
- Review testing and inspection schedule and results to date
- Review the acceptable level of workmanship
- Review any quality issues to date and resolve these issues
- Review any work plans and make any changes necessary to improve efficiencies and any discrepancies in the completed work
- Review jobsite safety plan and safety hazard analysis

Meeting minutes will be assembled and distributed to all attendees within forty-eight (48) hours of the meeting.

4.5.5 Follow-Up Phase or Daily Inspections

Follow-Up inspections will be performed daily and are included on the Daily Report. (See 7.0 Attachments, Form #21). Subcontractors are also responsible to complete daily inspections included in their daily report. Inspection personnel will continually refer to the standards established in the Pre-installation and First Work-in-place phases above when making these daily inspections/observations.

Follow-Up Phase inspections/observations will:

- Ensure work continues to conform to the construction documents
- Ensure quality of workmanship is maintained
- Ensure required tests and inspections are being performed
- Ensure non-conforming or deficient work is being corrected
- Ensure work is taking place safely

4.5.6 Final Inspection

The Final Inspection Phase will occur at the end of each DFW and prior to the cover up of work for this DFW.

This meeting will be coordinated and conducted by the project quality manager and attended by the following:

- Tarlton's PQT
- Owner's representative
- Architects/engineers
- Subcontractors involved in the DFW
- Third party QC consultants/inspectors
- Craft supervisors for Tarlton and applicable subcontractors
- Manufacturer's representatives for any high-risk construction assemblies

The goal of this meeting is to establish any punch list items prior to any work being covered up and reducing the end of project punch list. Tarlton's project quality manager will prepare an agenda (See 7.0 Attachments, Form #20) and will distribute to all attendees at least twenty-four (24) hours in advance. The meeting will review the following:

- Review of the Pre-Installation and First Work-in-Place meeting minutes
- Review of all testing and inspection results for the DFW
- Check all work installed and create a punch list

Upon completion of the punch list, the items will be addressed within forty-eight (48) hours and completed as soon as possible. The meeting minutes will be distributed to all attendees upon completion of the correction of punch list items.

The Final Inspection Phase will be completed at the end of the project as well. This will create the final punch list of the project. All steps listed above for each DFW will be repeated for the project Final Inspection.

4.6 Material Receiving and Verification

As described in prior sections above, a Project Inventory Log has been developed to track materials received at the jobsite. The Superintendent of the PQT will verify the material delivered at the jobsite is in strict compliance with contract documents, samples, approved submittals, and shop drawings within 48 hours of arrival.

Long lead time items as well as custom fabricated material are of high importance to inspect as soon as possible and any issues addressed immediately. This will help to prevent any delays from incorrect material delivered to the jobsite.

All subcontractors will be responsible to inspect their deliveries to the jobsite and track on an inventory log. Each subcontractors inventory log will remain up to date and accessible to the PQT to review throughout the project to ensure the correct materials are being utilized for the project. (See 7.0 Attachments, Form #9).

4.7 Progress Photos

Photos are an integral part of the quality management program. Tarlton requires progress photo documentation of as-built conditions during construction on all projects allowing photos. Although it is not practical to photograph every inspected item, Tarlton's policy is to provide representative photographic documentation for each DFW or phase of a project. Tarlton's digital photograph procedure covers both conforming and non-conforming work.

All members of the PQT will be responsible for ensuring photos are taken and stored properly. The PQT will have access to both cell phones and iPads with cameras to take photos to ensure a photographic record of construction progress and quality related issues are accomplished.

By taking photos on a frequent and regular basis, organizing them logically, and labeling them accurately, a complete pictorial record can be assembled post-construction documenting that Tarlton's work and work by subcontractors conform to the contract documents.

4.8 Weekly Foreman's Meetings

Throughout the duration of the project, a weekly foreman's meeting will be held on site. A member of the PQT will be required to attend. These meetings will review any quality items for the week and will address any outstanding issues. This meeting will also cover safety and work progress for the week. A standard agenda is to be utilized at these meetings for consistency of items discussed. (See 7.0 Attachments, Form #22)

4.9 Pre-Cover-Up and Pre-Closure Inspections

Pre-cover-up and Pre-closure Inspections will be utilized to prove all work to be covered-up or enclosed is shown to comply with the project requirements. A member of the PQT will inspect items to be covered-up by a following operation and verify the items are installed in accordance with the construction documents before covering up. These inspections will be documented in the Pre-Closure Inspection Form. (See 7.0 Attachments, Form #23) Any necessary photographs or videos will be included with the report.

The Pre-Closure Inspection will follow these steps:

- A member of the PQT along with any applicable subcontractors will walk the area to be enclosed or covered-up and assess completion and conformance with project requirements. All incomplete, unsatisfactory, or non-conforming work is identified and documented in the Pre-Closure Inspection Form.
- Tarlton and subcontractors complete all incomplete, unsatisfactory, or non-conforming work previously identified. Upon completion of the corrections, a member of the PQT verifies the work was corrected and is now in compliance with project requirements and documented in the Pre-Closure Inspection Form.
- A member of the PQT walks the area with the owner, architect, consultants, and the building code compliance inspector, as appropriate, to obtain their approval. Any incomplete, unsatisfactory, or non-conforming work is identified and documented.
- After work is corrected, a member of the PQT will repeat the walk through above to obtain approval of the corrected work. Once all work is approved, all parties will sign off on the Pre-Closure Inspection Form.

- A member of the PQT will take any necessary photographs and include them with the completed Pre-Closure Inspection Form.

4.10 Water Intrusion Prevention

Prior to any work beginning on site, a member of the PQT will review the project specific materials list and the sequence of construction. Tarlton will evaluate work practices, materials, or inadequate design that may create or expose vulnerable materials to elevated moisture conditions during and after construction. Any potential issues will be documented and utilized during any water intrusion prevention activities.

While developing the construction schedule, the PQT will assist by attempting to schedule work to prevent the building and vulnerable construction materials from being exposed to high moisture conditions during construction. Consideration must be given to three distinct construction periods when evaluating the potential for building and vulnerable construction materials being exposed to high moisture conditions:

- Exposed Phase: This includes the period when all building materials are exposed to precipitation, which typically includes framing and placing of concrete.
- Partially Enclosed Phase: This includes the period after the roof deck is installed but the building is not fully weathered in.
- Enclosed Phase: This includes the phase when the building envelope and the roofing system are complete and the interior finishes are being installed.

During the construction of the project, a member of the PQT will inspect the project site and document these inspections on the daily report. The site will be inspected to assure it is being maintained in a manner to control water intrusion and to prevent mold growth. The inspection frequency will be dependent on project conditions but at a minimum should be completed every week. Inspections may need to be more frequent during extended periods of inclement weather and particular stages of work such as the installation of critical building envelope components. The inspection results will be reviewed periodically and any at risk conditions addressed, documenting any corrections made.

5.0 Post-Construction Quality Activities

5.1 Warranty

Tarlton's standard one-year warranty program provides a point of contact from the project quality team for all warranty requests. Tarlton will log all warranty call-back requests in the Warranty Log, differentiating between maintenance and warranty matters and ensuring prompt response by Tarlton or its subcontractors to warranty issues during the warranty period. All warranty costs will be tracked with a requirement that there will be closure to each issue. (See 7.0 Attachments, Form #24).

5.2 Warranty Call-Backs during the Warranty Period

Tarlton will endeavor to satisfy the warranty and post-construction issues of its customers during the contractual warranty period in accordance with the specific terms and conditions of the Owner / Tarlton construction contract. Tarlton will respond to a warranty call-back within 72 hours and requires similar responsiveness from its subcontractors. It is Tarlton's goal to resolve each warranty call within 30 days after receiving a warranty call-back request and requires a similar commitment on the part of all subcontractors. (See 7.0 Attachments).

5.3 Eleven (11) Month Warranty Walk Through

Tarlton will contact the owner during Month 10 of the one-year warranty period. At this time Tarlton will schedule a walk through to be held during Month 11 of the one-year warranty period. Any major subcontractors will be required to attend this walk through as well. The purpose of this walk through is to ensure all work is reviewed prior to the end of the warranty period, showing the owner Tarlton puts quality as a high priority. Upon completion of the walk through, any warranty items discovered will be addressed and resolved within 30 days of the walk through.

5.4 Post Construction Documentation

Quality records will be filed on Tarlton's network in an indexed, retrievable fashion. These records will become part of the project's permanent records.
Permanent quality records include:

- Daily Reports
- Inspection Reports
- Test Reports and Logs
- As-Built Drawings
- Approved Submittals
- Non-conformance Reports
- Material Certifications
- Photo and Video Documentation
- Final Inspections
- Special Process Procedures, As Applicable
- Final System Testing, As Applicable
- Commission Reports, As Applicable

- Operation and Maintenance Manuals
- Training of Owner Personnel
- Warranties
- Copies of City/County Inspections
- Copies of Certificates of Occupancy from Building Officials

6.0 Glossary of Terms

Approval : acceptance that equipment of system has been properly installed and is functioning in the tested modes according to the contract documents.

Architect/Engineer (A/E) : the prime consultant and subconsultants who comprise the design team. Develops the tenant and/or the owner operation criteria and requirements for the project.

Building Systems : the architectural, structural, mechanical, plumbing, life safety and electrical systems along with their respective subsystems, equipment and components.

Certified Inspection Reports : certified inspection reports are those signed by approved inspectors attesting that the items inspected meet the requirements other than any exceptions included in the report.

Certified Test Reports : certified test reports of test signed by qualified authorized personnel attesting that the test results reported are accurate, and that the items tested either meet , or fail to meet, the stated minimum requirements. These test reports include those performed by factory mutual, underwriters laboratories, Inc., Independent testing laboratories and others.

Compliance : the development and checking of a process to ensure that it does not contradict a standard or set of regulations.

Compliance Audit : a specific type of review that identifies areas where an organization processes fail to meet the requirements of a given regulation or other requirement.

Conformance : the development and checking of products and other concrete objects produced by a process, to ensure that they do not violate a standard or other definition of the product.

Continuous Quality Improvement (CQI) : philosophy and attitude for analyzing capabilities and processes and improving them repeatedly to achieve the objective of customer satisfaction.

Cost of Poor Quality : the cost associated with providing poor quality products or services. There are 4 categories of cost. ***Internal Failure Cost*** (cost associated with defects found before the customer receives the product or service) ***External Failure Cost*** (cost associated with defects found after the customer receives the product or service). ***Appraisal Cost*** (cost incurred to determine the degree of conformance to quality requirements). ***Prevention Cost*** (costs incurred to keep failure and appraisal cost to a minimum).

Customer Service : the results of delivering a product or service that meets customer requirements.

Deficiency : a condition in the installation or function of a component , piece of equipment or system that does not comply with the contract documents (that is, does not perform properly and is not complying with the design intent)

Definable Feature of Work (DFW) : a task that is separate and distinct from other tasks and has separate control requirements

Design Team : the various parties responsible for working together in providing for the design and preparation of contract documents for the various building systems of the facility.

Factory Testing : testing of the equipment on-site or at the factory , by factory personnel.

Field Tests : test or analysis made at, or near, the jobsite in connections with the actual construction including, but not limited to, concrete and asphalt batch plants, pre-cast concrete plants and similar establishments directly involved in the construction.

Inspection : examining and testing supplies, services, materials, components or assemblies to determine contract compliance.

Manufacturer's Certificate of Conformance or Compliance : a certificate signed by an authorized manufacturer's official attesting that the material or equipment delivered meets the specification requirements.

Non-Compliance or Non-Conformance : See Deficiency

Non-Conformance Report (NCR) : the document that describes the particular non-conformance with project requirements. NCR's shall be assigned a unique number and tracked on a non-conformance log- See below

Non-Conformance Log : the contemporaneous list of all outstanding non-conformances.

Owner Training : owner training and orientation on equipment and systems provided by the subcontractor or Tarlton.

Performance Verification : the process of determining the ability of a system to function and deliver services in accordance with the design intent.

Procedure : the steps in a process and how these steps are to be performed for the process to fulfill the customer's requirements.

Process : a set of interrelated work activities characterized by a set of specific inputs and value added tasks that make up a procedure for a set of specific outputs.

Product : the term "product", including the plural thereof, means a type or a category of manufactured goods, constructions, installations and natural and processed materials of those associated services whose characterizations, classifications or functional performance determination is specified by standards.

Project Management Team (PMT) : management personnel from the General Contractor assigned to manage Tarlton's subcontract. This includes the Project Manager, Project Engineer, Field Engineers, Project Superintendents, and other Discipline Engineers and Superintendents.

Project Manager (PM) : the assigned senior management person of Tarlton's responsible for Tarlton's subcontract.

Project Team (PT) : See Project Management Team.

Quality Audit : a systematic , independent examination and review to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Quality : conforming to the plans, specifications and applicable codes and standards; conformance to the requirements, i.e., meeting customer's requirements.

Quality Control (QC) : individual activities , such as , inspecting and testing by which conformance to the project specifications is validated.

Quality Control Plan (QCP) : subcontractors of Tarlton's quality control plan.

Quality Level : the specific degree of excellence, basic nature, character or kind of performance of a particular item or group of items as specified.

Quality Management System (QMS) : consists of the people and processes in place to ensure construction meets the customer's requirements.

Quality Management : the application of a quality management system in managing a process to achieve maximum customer satisfaction at the lowest overall cost to the organization while continuing to improve the process.

Quality Management Plan (QMP) : the project-specific plan to ensure quality as outlined in this quality management manual.

Site Quality Representative (SQR) : subcontractor's employee responsible to implement subcontractor's site-specific quality control plan.

Specifications : the construction specifications contained in the contract documents from the owner.

Testing Laboratory : the term " testing laboratory" means any "person" whose function include testing, analyzing or inspecting "products", as defined above, and/or evaluating the designs of specifications as such "products" according to the requirements of applicable standards.

Test Procedures : the detailed systematic and sequential process that must be executed to fulfill the system functionality and performance testing. The subcontractor shall utilize such as industry standards, manufacturer requirements and recommendations to develop the required test procedures.

Test Requirements : Requirements specifying what modes and functions, etc. shall be tested.

Third Party Evaluation, Inspection and Testing : elements of the inspection that determine the properties of functional operation of the materials or components by the application of established scientific principles, construction practices and procedures with formally documented records by a completely objective company/organization/ individual.

Vendor : supplier of materials, supplies, or equipment.

Warranty Period : warranty period for a project including equipment, components and systems. Warranty begins at agreed substantial completion and extends for at least one year, unless specifically noted otherwise in the contract documents and accepted submittals.

7.0 Attachments

Form Number	Revision	Form Name
1	1	Inter-Office Peer Review Agenda
2	1	Design/Build Agenda
3	1	Constructability Meeting Agenda
4	1	Existing Site Conditions Inspection
5	1	Submittal
6	1	Submittal Log
7	1	RFI
8	1	RFI Log
9	1	Project Inventory Log
10	1	Subcontractor/Supplier Evaluation Form
11	1	Mockup Log
12	1	Testing Log
13	1	Factory Shop Inspection Log
14	1	Inspection Log
15	1	Non-Conformance Report
16	1	Non-Conformance Log
17	1	Definable Features of Work Log
18	1	Pre-Installation Meeting Agenda
19	1	First Work in Place Meeting Agenda
20	1	Final Inspection Meeting Agenda
21	1	Daily Log
22	1	Weekly Foreman's Meeting Agenda
23	1	Pre-Cover-Up and Pre-Closure Inspection
24	1	Warranty Log

GENERAL CONTRACTORS | CONSTRUCTION MANAGERS

Meeting #1

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Inter-Office Peer Review (Mandatory) Agenda

MEETING DATE: **MEETING TIME:**

MEETING LOCATION:

OVERVIEW:
For all complex, high-risk, or unusual projects, the PQT will select members from other Tarlton departments to complete a peer review of the construction documents. The purpose is to assess all documents and have an additional review of plans and specifications step by a group of peers. Upon completion of the peer review, the results will be discussed with the PQT and utilized during the remaining steps of the pre-construction quality activities.

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email
		Tel:	

Safety

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety	Procore AE **(TARLTON CORPORATION-CORE)**		Medium	Open
	Description: Please discuss any safety concerns with this project. (e.i. site conditions, equipment, materials, weather conditions, and live utilities.)					

Schedule Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Schedule Review	Procore AE **(TARLTON CORPORATION-CORE)**			Open
	Description: Review owners completion dates and determine schedule constraints.					

Definable Features of Work (DFOW)

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Definable Features of Work	Procore AE **(TARLTON CORPORATION-CORE)**			Open
	Description: Please list all definable features of work.					

TARLTON
GENERAL CONTRACTORS | CONSTRUCTION MANAGERS

Meeting #1

Review Project Documents

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Review Drawings				Open
4.2	1	Review Specifications				Open
4.3	1	Review Mockups				Open
4.4	1	Review Samples				Open
4.5	1	Review Submittals				Open

Review Permits

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Permit Review				Open
	Description: Discuss any permits needed to complete the work.					

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Open Discussion				Open
	Description: Discuss any project relevant items that have not been previously covered.					

Form #2

Meeting #1

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Design / Build Agenda

MEETING DATE: **MEETING TIME:**

MEETING LOCATION:

OVERVIEW:
Upon successful award of a design-build project, a schedule of design meetings with the project team and the design team will be developed. These meetings will be a crucial portion of the pre-construction activities. The teams will work together to ensure a complete set of construction documents is produced with minimal need for changes during the construction phase.
Upon completion of the construction documents, the PQT may elect for a design peer review of the documents to ensure a complete package has been developed for construction.

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email

Safety

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety				Open
	Description: Please discuss any safety concerns with this project. (e.i. site conditions, equipment, materials, weather conditions, and live utilities.)					

Schedule Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Schedule				Open
	Description: Review owners completion dates and determine schedule constraints.					

Definable Features of Work (DFOW)

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	DFOW				Open
	Description: Determine the Definable Features of Work.					

Review Project Documents

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Review Drawings				Open
4.2	1	Review Specifications				Open

4.3	1	Review Mockups				Open
4.4	1	Review Sample				Open
4.5	1	Review Submittals				Open

Permit Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Permit Review				Open

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Open Discussion				Open
	Description: Discuss any project relevant items that have not been previously covered.					

Form #3

Meeting #1

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Constructability Meeting Agenda

MEETING DATE: **MEETING TIME:** Central Time (US & Canada)

MEETING LOCATION:

OVERVIEW:
Review all project documents for safety, schedule, materials, and logistical issues.

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email
		Tel:	

Safety

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety				Open
	Description: Please discuss any safety issues.					

Schedule Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Schedule Review				Open
	Description: Verify the owner's schedule is realistic and determine how to meet the schedule requirements.					

Definable Features of Work

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	DFOW				Open
	Description: Review Definable Features of Work					

Review Project Documents

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Review Drawings				Open
4.2	1	Review Specifications				Open

4.3	1	Review Mockups				Open
4.4	1	Review Sample				Open
4.5	1	Review Submittal				Open

Material Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Material Review				Open
	Description: Please review all specified materials. Check availability, procurement time, and cost.					

Logistics Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Logistics				Open
	Description: The material procurement schedule, site lay down area, construction parking, equipment staging, informing neighbors, and subcontractor coordination.					

Permit Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Permit Review				Open

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Open Discussion				Open
	Description: Discuss any project relevant items that have not been previously covered.					

Form #4

Inspection Template

Existing Site Conditions Inspection

TYPE: Quality **TRADE:**

COMPANY DESCRIPTION:

DESCRIPTION:
Please document all current site conditions. Also include photos and description or surrounding conditions.

ATTACHMENTS:

Exiting Structures within or Directly Adjacent to the Construction limits which are to Remain	
1.1	Buildings, Towers, Fences, Statues, Details:

Existing Concrete and Paving	
2.1	Sidewalks, Curbs, Paving, and Drainage Structures Details:

Vegetation	
3.1	Trees, Shrubs, and Vegetation Details:

Utilites	
4.1	Above Ground Utilites Details:
4.2	Below Ground Utilities, If Marked. Details:

Operable Devices	
5.1	Doors, Windows, Gates Details:

Pre-existing Damage	
6.1	Pre-existing Damage Details:

Form #5

Submittal #1.0

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Example Submittal

SPEC SECTION:		**SUBMITTAL MANAGER:**	
STATUS:		**DATE CREATED:**	
ISSUE DATE:		**REVISION:**	0
RESPONSIBLE CONTRACTOR:	100 Integration Test Company	**RECEIVED FROM:**	
RECEIVED DATE:		**SUBMIT BY:**	
FINAL DUE DATE:		**LOCATION:**	Building 100
SUB JOB:		**COST CODE:**	

APPROVERS: Procore Sub3 **(300 Integration Test Company)**, Procore AE **(TARLTON CORPORATION-CORE)**

BALL IN COURT:
Procore Sub **(100 Integration Test Company)**

DISTRIBUTION:
Procore AE **(TARLTON CORPORATION-CORE)**

DESCRIPTION:

ATTACHMENTS:

SUBMITTAL WORKFLOW

NAME	SUBMITTER/ APPROVER	SENT DATE	DUE DATE	RETURNED DATE	RESPONSE	ATTACHMENTS	COMMENTS
Procore Sub	Submitter		9/25/2018		Pending		
Procore AE	Approver				Pending		
Procore Sub3	Approver				Pending		

BY **DATE** **COPIES TO**

Tarlton Corporation

Printed on Tue Oct 2, 2018 at 04:47 pm CDT

Job #: 00006 Sandbox 06 - QA/QC Testing

All Submittals

Spec Section	#	Rev.	Title	Type	Status	Responsible Contractor	Final Due Date	Submit By	Location	Received From	Received Date	Ball In Court	Approvers	Response	Sent Date	Returned Date	Due Date	Distributed Date
No Spec Section	3	0	Example Submittal 3		Open	100 Integration Test Company			Building 100			Procore Sub (100 Integration Test Company)	Sub, Procore (100 Integration Test Company) AE, Procore (TARLTON CORPORATION-CORE)	Pending Pending				
No Spec Section	2	0	Example Submittal 2		Open	100 Integration Test Company			Building 100			Procore Sub (100 Integration Test Company)	Sub, Procore (100 Integration Test Company) AE, Procore (TARLTON CORPORATION-CORE)	Pending Pending				
No Spec Section	1	0	Example Submittal		Open	100 Integration Test Company			Building 100			Procore Sub (100 Integration Test Company)	Sub, Procore (100 Integration Test Company) AE, Procore (TARLTON CORPORATION-CORE) Sub3, Procore (300 Integration Test Company)	Pending Pending Pending			09/25/2018	

Form #7

RFI #1

GENERAL CONTRACTORS | CONSTRUCTION MANAGERS

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Example RFI

TO:		**FROM:**	5500 West Park Ave St. Louis, Missouri 63110
DATE INITIATED:		**STATUS:**	
LOCATION:	Building 100>1st Floor>Office 105	**DUE DATE:**	
PROJECT STAGE:		**COST CODE:**	
SUB JOB:		**SCHEDULE IMPACT:**	
COST IMPACT:		**SPEC SECTION:**	
DRAWING NUMBER:		**REFERENCE:**	
LINKED DRAWINGS:			
RECEIVED FROM:			
COPIES TO:			

Question from Scott Green (TARLTON CORPORATION-CORE) at 08:16 AM on 06/12/2018

Question

Official Response: **Scott Green (TARLTON CORPORATION-CORE)** *responded on Tuesday, June 12th, 2018 at 8:20AM CDT*

Answer 2

Attachments:

All Replies:

Response from Scott Green (TARLTON CORPORATION-CORE) at 08:20 AM on 06/12/2018

Answer 2

Attachments:

Response from Scott Green (TARLTON CORPORATION-CORE) at 08:20 AM on 06/12/2018

Answer 1

Attachments:

BY **DATE** **COPIES TO**

Form #8

Printed on Tue Oct 2, 2018 at 04:50 pm CDT

Job #: 00006 Sandbox 06 - QA/QC Testing

Tarlton Corporation

RFI LOG

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
2	Example RFI 2	Closed		None		06/12/2018		06/15/2018	06/12/18					
1	Example RFI	Closed		None		06/12/2018		06/15/2018	06/12/18		Office 105			

Form #9

Project Inventory Log

Project Name:		Superintendent:	
Project Number:		Project Start Date:	

Item Recieved	Expected Arrival Date	Actual Arrival Date	Does item match the approved submittal?	Condition of Item Acceptable? If not, provide detail.	Have all componets of item been included? If not, what is mssing?	Who Received Delivery?

Subcontractor/Supplier Evaluation Form

Project Name:		Sub/Supplier Name:	
Project Number:		Vender Names:	
CSI Category:		Evaluted By:	
Type of Work:		Date:	

Please provide the appropriate rating for the contractor in the below categories.
(Poor, Below Average, Average, Above Average, Exceptional, Not Applicable)

BIDDING PROCESS	Comments
DOCUMENTATION / COMMUNICATION	Comments
SUBMITTALS	Comments
FIELD MANAGEMENT	Comments
SCHEDULE ADHERENCE	Comments
QUALITY	Comments
CLOSEOUT	Comments
SAFETY	Comments
BILLING	Comments
ADDITIONAL COMMENT (OPTIONAL)	Comments

Do you recommend the removal of the sub/suppplier from our system?	
Do you recommend this sub/supplier for our annual recognition award?	
Is this sub/supplier a known affender of the accounting departement?	

Form #11

Mockup Log

Project Name:				Superintendent:		
Project Number:				Project Start Date:		
Mockup Description	Required By Installation Date	Installation Date	How Many Required?	Location of Mockup	Comments	Pass/Fail

Form #12

Testing Log

Project Name:		Superintendent:	
Project Number:		Project Start Date:	

Test Description	Test Date	Responsible Party	How Many Tests Required?	Comments	Pass/Fail

Form #13

Factory Shop Inspection Log

Project Name:		Superintendent:	
Project Number:		Project Start Date:	

Inspection Description	Estimated Inspection Date	Inspection Date	Location of Inspection	Comments

Form #14

Inspection Log

Project Name:		Superintendent:	
Project Number:		Project Start Date:	

Inspection Description	Inspection Date	Responsible Party	Comments	Pass/Fail

Observation

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Non-Conformance #1: Door 002 Example

ORIGIN:	Inspection: Doors #2> Section #1: Door Inspection> Item #2: Door 002		
ASSIGNEE:	*(TARLTON CORPORATION-CORE)*	**STATUS:**	
NOTIFICATION DATE:		**CREATED BY:**	
TRADE:		**DISTRIBUTION:**	
LOCATION:	Building 100>1st Floor>Office 109	**PRIORITY:**	
DUE DATE:		**PRIVATE:**	
CONTRIBUTING CONDITION:		**CONTRIBUTING BEHAVIOR:**	
HAZARD:			
SPEC SECTION:			

DESCRIPTION:
Door hinge is loose

ATTACHMENTS:

ACTIVITY

Status Changed: Closed

Comment: Repaired with glue

Status Changed: Ready For Review

Form #16

Printed on Tue Oct 2, 2018 at 05:38 pm CDT

Job #:

Tarlton Corporation

Observations

#	Type	Trade	Title	Assignee	Assignee's Company	Date Notified	Created By	Date Created	Due Date	Spec Section	Status	Priority	Location
2	Non-Conformance		Found this								Closed		
1	Non-Conformance		Door 002 Example		TARLTON CORPORATION-CORE						Closed		Building 100>1st Floor>Office 109

Form #17

Definable Features of Work (DFOW) Log

Project Name:		Superintendent:	
Project Number:		Project Start Date:	

Definable Feautre of Work	Pre-Installation Inspection Date	First Work-In-Place Date	Final Inspection Date	Comments

Form #18

Meeting #1

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Pre-Installation Meeting Agenda

MEETING DATE: **MEETING TIME:**

MEETING LOCATION:

OVERVIEW:
A pre-installation phase meeting and inspection will be performed twenty-four (24) to forty-eight (48) hours prior to any work beginning on each DFW. Discussions and preparations for these meetings begin during the estimating phase of the project.

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email

Safety

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety Concerns				Open
	Description: Please discuss any safety concerns with this project. (e.i. site conditions, equipment, materials, weather conditions, and live utilities.)					

Review Schedule and Logistics

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Review Schedule and Logistics				Open
	Description: • Discuss foreman and crews, construction methods, schedule of installation, workmanship, standards, and the approach to providing quality work by pre-planning and identifying potential problems.					

Definable Features of Work (DFOW)

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Definable Features of Work				Open
	Description: Please discuss the DFOW.					

Review Project Documents

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Review Specifications				Open
4.2	1	Review Drawings				Open

4.3	1	Review Mock-ups				Open
4.4	1	Review Samples				Open
4.5	1	Review Submittals				Open

Permits

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Permits				Open

Description:
Verify all required permits have been acquired for the work.

Review Testing and Inspections

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Review Testing and Inspections				Open

Description:

- Review testing and inspection requirements and any previously completed factory test results
- Check arrangements have been made for required tests and inspections
- Check all materials and equipment are on-hand and have been tested, submitted, and approved as required

Review Project Progress

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Review Project Progress				Open

Description:

- Ensure all preliminary work necessary for the work to be accomplished has been satisfactorily completed
- Review site access, material handling, and storage requirements

Matierals

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Materials				Open

Description:
Verify all necessary materials are onsite and ready for install.

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
9.1	1	Open Table				Open

Description:
Discuss any items that have not been resolved.

Form #19

Meeting #1

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

First Work-in-place Meeting Agenda

MEETING DATE: **MEETING TIME:**

MEETING LOCATION:

OVERVIEW:
A first work-in-place phase meeting and inspection will be performed at approximately ten percent completion of a DFW. This allows for a representative portion of the DFW to be reviewed at the time of the meeting and inspection.

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email

Safety

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety Concerns				Open
	Description: • Review job site safety plan and safety hazard analysis					

Review Pre-Installation Meeting

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Review Pre-Installation Meeting				Open
	Description: Review the pre-installation meeting minutes.					

Review Schedule and Logistics

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Review Schedule and Logistics				Open
	Description: Discuss foreman and crews, construction methods, schedule of installation, workmanship, standards, and the approach to providing q uality work by pre-planning and identifying potential problems.					

Definable Features of Work (DFOW)

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Definable Features of Work				Open
	Description:					

	Please discuss the DFOW

Review Project Documents

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Review Drawings				Open
5.2	1	Review Specifications				Open
5.3	1	Review Submittals				Open
5.4	1	Review RFI's				Open
5.5	1	Review Samples				Open

Permits

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Permits				Open

Description:
Please verify all permits have been acquired for the work.

Review Testing and Inspections

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Review Testing and Inspections				Open

Description:

- Review testing and inspection requirements and any previously completed factory test results
- Check arrangements have been made for required tests and inspections
- Check all materials and equipment are on-hand and have been tested, submitted, and approved as required

Review Preliminary Work

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Review Project Progress				Open

Description:

- Ensure all preliminary work necessary for the work to be accomplished has been satisfactorily completed
- Review site access, material handling, and storage requirements

Review Quality of Work

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
9.1	1	Review Quality of Work				Open

Description:

	• Review the acceptable level of workmanship • Review any quality issues to date and resolve these issues • Review any work plans and make any changes necessary to improve efficiencies and any discrepancies in the completed work

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
10.1	1	Open Discussion				Open
	Description: Discuss any project relevant items that have not been previously covered.					

Form #20

Meeting #1

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Final Inspection Meeting Agenda

MEETING DATE: **MEETING TIME:**

MEETING LOCATION:

OVERVIEW:
The Final Inspection Phase will occur at the end of each DFW and prior to the cover up of work for this DFW.

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email

Safety

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety Concnerns				Open
	Description: Review any safety concerns currently onsite or with upcoming tasks.					

Pre-Installation Meeting Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Review Pre-Installation Meeting				Open
	Description: Review the Pre-installation Meeting Minutes.					

First Work-in-Place Meeting

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Review the First Work-in-Place				Open
	Description: Review meeting minutes of First Work-in-Place.					

Review Non-Conforming Log

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Review Non-Conforming Log				Open
	Description: Verify all items on non-conforming log have been resolved.					

TARLTON
GENERAL CONTRACTORS | CONSTRUCTION MANAGERS

Meeting #1

Punchlist

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Review Punchlist				Open
	Description: Verify all items on punch list have been completed.					

Workmanship Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Workmanship Review				Open
	Description: Review the quality of all stages of work.					

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Open Discussion				Open
	Description: Discuss any project relevant items that have not been previously covered.					

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
P: (314) 633-3300

Project:

Daily Log:

OBSERVED WEATHER CONDITIONS

Weather Delay	Sky	Temp	Average	Precipitation	Wind	Ground/Sea	Calamity
No							

MANPOWER LOG

0 Workers | 0.0 Man Hours

No.	Contact/Company	Cost Code	Workers	# Hours	Man Hours	Location
1			0	8.0	0.0	
	Notes: **Created By:**					
			0		**0.0**	

NOTES LOG

No.	Created By	Issue?	Location	Comments
1		No		

EQUIPMENT LOG

No.	Equipment Name	Cost Code	Hrs Operating	Hrs Idle	Inspected?	Inspection Time	Location
1					No	06:00 PM	
	Notes: **Created By:**						

VISITOR LOG

No.	Created By	Visitor	Start Time	End Time	Details
1			06:00 PM	06:00 PM	

CALL LOG

No.	From	To	Start Time	End Time
1			06:00 PM	06:00 PM
	Description: **Created By:**			

INSPECTION LOG

No.	Start Time	End Time	Inspection Type	Inspecting Entity	Inspector Name	Location	Area
1	06:00 PM	06:00 PM					
	Comments: **Created By:**						

DELIVERY LOG

No.	Time	Delivery From	Tracking Number	Contents
1	06:00 PM			
	Comments: **Created By:**			

By

Date

Copies To

Form #22

Meeting #1

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Weekly Foreman's Meeting Agenda

MEETING DATE: **MEETING TIME:**

MEETING LOCATION:

OVERVIEW:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email

Safety

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety				Open
	Description: Please discuss any safety issues.					

Schedule Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Current Weeks Schedule				Open
	Description: Review current week's schedule.					
2.2	1	6 Week Schedule				Open
	Description: Review 6 Week schedule					

Workmanship Review

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Quality Issues (New)				Open
	Description: Verify any new quality issues are on the non-conformance log.					
3.2	1	Quality Issues (Old)				Open
	Description: Verify old non-conformance items have been resolved or a plan is in place for resolution.					

Meeting #1

Open Discussion						
No	**Meeting Origin**	**Title**	**Assignment**	**Due Date**	**Priority**	**Status**
4.1	1	Open Discussion				Open
	Description: Discuss any project relevant items that have not been previously covered.					

Form #23

Inspection

Tarlton Corporation
5500 West Park Ave
St. Louis, Missouri 63110
Phone: (314) 633-3300

Project:

Pre-Cover and Pre-Closure #1

0/7	0	0	0
Items Inspected	Pass	Fail	N/A

TYPE: Quality
STATUS: Open
TRADE:
LOCATION:
SPEC SECTION:
LINKED DRAWINGS:

DESCRIPTION:

Pre-cover-up and Pre-closure Inspections will be utilized to prove all work to be covered-up or enclosed is shown to comply with the project requirements. A member of the PQT will inspect items to be covered-up by a following operation and verify the items are installed in accordance with the construction documents before covering up.

ATTACHMENTS:

INSPECTION DETAILS

INSPECTION DATE:
INSPECTOR:
RESPONSIBLE CONTRACTOR:
RESPONSIBLE PARTY:

Pre-Cover-Up

1.1	Verify all specification for back-fill have been reviewed. Details:	☐ Pass	☐ Fail	☐ N/A
Activity: 0 Status Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations				
1.2	Verify the excavation dimensions. Details:	☐ Pass	☐ Fail	☐ N/A
Activity: 0 Status Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations				
1.3	Verify all specified utilities have been installed. Details:	☐ Pass	☐ Fail	☐ N/A
Activity: 0 Status Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations				
1.4	Verify specified back-fill material is being utilized. Details:	☐ Pass	☐ Fail	☐ N/A
Activity: 0 Status Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations				

		Summary:	0	0	0

Pre-Closure

2.1	Verify all specifications and drawings have been reviewed for closure. Details: Location...	☐ Pass	☐ Fail	☐ N/A
Activity: 0 Status Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations				
2.2	Verify all utilities have been installed. Details:	☐ Pass	☐ Fail	☐ N/A
Activity: 0 Status Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations				
2.3	Verify material being utilized or closure is correct. Details:	☐ Pass	☐ Fail	☐ N/A
Activity: 0 Status Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations				

		Summary:	0	0	0

Form #24

Warranty Log

Project Name:			Superintendent:		
Project Number:			Project Start Date:		
Warranty Issue	Date of Notification	Company Responsible for the Warranty Resolution	Expected Date for Completion of Warranty Issue	Comments	Is the Issue Resolved. Yes/No

7.0 Attachments

Form Number	Revision	Form Name
1	1	Inter-Office Peer Review Agenda
2	1	Design/Build Agenda
3	1	Constructability Meeting Agenda
4	1	Existing Site Conditions Inspection
5	1	Submittal
6	1	Submittal Log
7	1	RFI
8	1	RFI Log
9	1	Project Inventory Log
10	1	Subcontractor/Supplier Evaluation Form
11	1	Mockup Log
12	1	Testing Log
13	1	Factory Shop Inspection Log
14	1	Inspection Log
15	1	Non-Conformance Report
16	1	Non-Conformance Log
17	1	Definable Features of Work Log
18	1	Pre-Installation Meeting Agenda
19	1	First Work in Place Meeting Agenda
20	1	Final Inspection Meeting Agenda
21	1	Daily Log
22	1	Weekly Foreman's Meeting Agenda
23	1	Pre-Cover-Up and Pre-Closure Inspection
24	1	Warranty Log