SUPERINTENDENT ACTIVITY ACCOUNTABILITY TRACKER

Fiscal Q1

Create predictable outcomes by enforcing standards and eliminating variance.
Focus On Behavior and Results, Not Intent

Field Superintendent Responsibilities

Activity	Guidance / Reference	Frequency / Deadline
Daily Job Walk	Supt Activity Guide 2026.xlsx	Daily
Weekly job walk with Project Manager	Cost to Complete Updates • Calculate material left to complete • Labor Productions • Labor hours left to complete • Equipment needs • Material Management - Verify, track long lead, critical material, review, coordinate	Weekly
Material request forms submitted (follow PO Process)	Material orders should be planned and consolidated to support the construction schedule, minimize one-off orders, and ensure materials arrive when needed | PO Process	As Needed
Daily reports	with photos of all areas worked Daily Report Example.pdf	End of Each Day / Daily
Track and report daily productions achieved against what was bid	Production Reporting Template - Example Only	End of Each Day / Daily
GC Schedule Review	Pull Planning with client - you will build your 3 week look ahead off of this review Is the GC adhearing to Bid Schedule? Are GC dates and durations achievable?	Weekly
3 week look ahead - create and document	Weekly Work Plan repeated 3 times | Weekly Work Plan.pdf	Update Weekly
Daily Trade Coordination	GC's Subs Berg Subs if applicable	Daily
Costraints logged daily in ACC per Constraint Reporting SOP	-	Daily
Submit contraint log (reported out of ACC) to Berg PM and GC Supt	Constraints to be reported to GC PM by Berg PM	Daily
Manpower Planning/Projections reviewed and updated. Save to the job folder	Located in your job folder under Operations -> 01 PM -> Cost to Complete | Field Projected vs Actual Labor 02182026.xlsx	Weekly
Ensure time card entries are correct	-	Daily
Review and Approve time cards	EOD Monday	Weekly
All T&M; Tickets Signed by GC prior to starting work	Verify that CO is in place with PM prior to starting work.	Prior to starting work
All T&M; Tickets Signed by GC at completion of work and submitted to Berg PM	When work is complete or daily if required	-

Attend weekly action meeting internal and external	-	Weekly
Daily/Safety Huddle	-	Daily
Quality Control	Verify work is installed per drawings, Track work inspection requests, Track Punch lists, Track RFI's	Daily