



Superintendent Training Manual

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Phase I – Estimating/Pre-Construction

❖ Understanding Cost-To-Complete

A cost to complete spreadsheet is how the project team tracks the materials, manpower and profit margin for a project. At the top we see where manpower is broken down to a weekly basis. Each week will have a projected amount of manpower, a calculated amount for wages paid to that manpower and the per diem allowances for that designated manpower. We also see the breakouts for different subcontractors, note that for each subcontractor there is an entry for contracted expenses and then final expenses.

Below we see the final breakdown for material and equipment costs. This is also where change orders will be entered. The bottom right is where bid profit, and actual profit are calculated.

Input			
Days (weekly)			
Hours (weekly)			
Wage Rate (hourly)			
Per Diem (daily)			
Week Ending			
Projected Manpower			
Projected Wages	\$ -	\$ -	\$ -
Projected Per Diem	\$ -	\$ -	\$ -
Contract	CO's	Revised	
		\$ -	
	Contract	JTDC	% Complete
	\$ -		#DIV/0!
Subcontract	Subcontract Amount	Subcontract CC	Revised Subcontract
Paint		0	0
Plaster			0
Manufacturing			0
External Subs			0
			0
			0

Weekly	Job Name								
Job Start	Job Number								
	PM								
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JTDC	CTC OH	CTC - Labor	CTC - Mtl	Equipment	Per Diem	Subs	Cost at Completion		
\$ -	Check OH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		Lbr Total	Mtl Total	Equipment	Per Diem		Cost to Complete		
	Total	\$ -	\$ -	\$ -	\$ -		\$ -		
	Estimated								
	Change Orders								
Material TD		Drift				Profit			
Equipment TD		Labor	\$ -	#DIV/0!		Bid			
Other TD		Material	\$ -	#DIV/0!		Actual	\$ -	#DIV/0!	
OH TD		Equipment	\$ -	#DIV/0!					
Per Diem TD		Per Diem	\$ -	0%					
Subs TD									

❖ Understanding Production Rate Report

Each project will have a report explaining target production rates for each section/level and task to be completed. At the pre-construction meeting, this should be covered so that a foreman understands meeting or beating these target numbers will influence the foreman's potential bonus for the project. If the pre-determined production rates are unrealistic, the project manager, superintendent and foreman can negotiate and change these numbers during the pre-construction meetings. If some rates are to be reduced, because the pre-determined rate is not achievable, other rates in that area should be increased, to compensate for that difference in manpower. Below is an example from a production rate report from WinBid. The target production rates, for one employee working an 8-hour day, are listed in the far-right column (Production Per 8 Hr. Day). These are the rates, unless a different rate is agreed upon, by all participants in the pre-construction meeting. When reporting production rates in the Plexxis Foreman App at the end of a shift, the correct cost code must be used. If a Foreman is uncertain about the cost code to be used in production reporting, they should check back on this sheet, as each activity is identified with the correct cost code in the far-left column (Activity Code).

BASEMENT

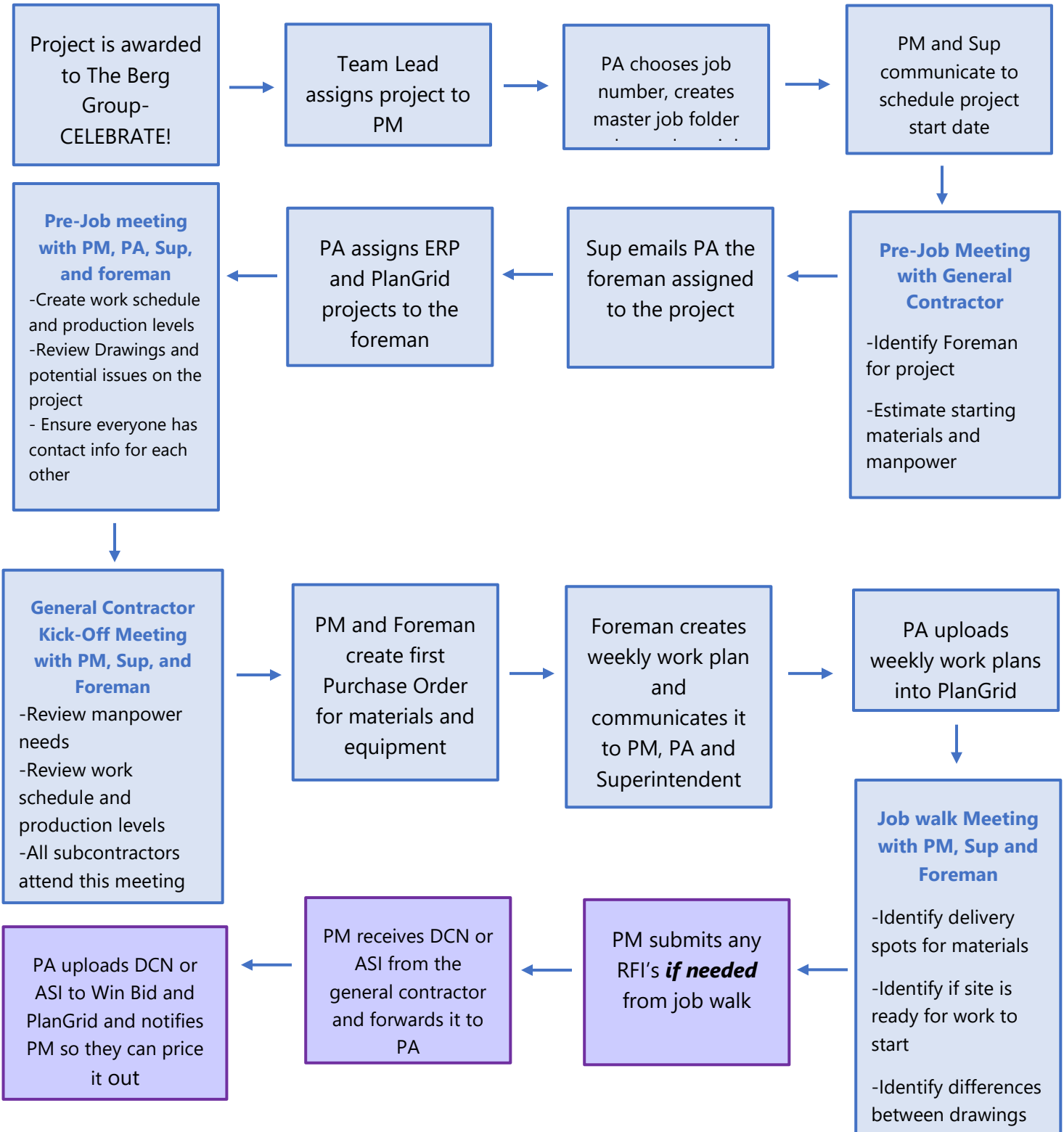
Activity Code	Qty	Hours	8 Hour Days	Production Per Hr.	Production Per 8 Hr Day
1000 Layout	96.05 / LF	2.56 / HR	.32 / DAY	37.52 / LF	300.16 / LF
1110 Frame Full Height Walls	72.32 / LF	15.00 / HR	1.88 / DAY	4.82 / LF	38.57 / LF
1200 Frame Shaftwall System	23.73 / LF	9.49 / HR	1.19 / DAY	2.50 / LF	20.00 / LF
1200 Frame Shaftwall System	355.95 / SQFT	10.17 / HR	1.27 / DAY	35.00 / SQFT	280.00 / SQFT
2000 Hang Drywall Bottom	3,593.52 / SQFT	41.07 / HR	5.13 / DAY	87.50 / SQFT	699.98 / SQFT
2115 Hang Drywall Tops	898.38 / SQFT	20.53 / HR	2.57 / DAY	43.76 / SQFT	350.08 / SQFT
2910 Install Sound Insulation	1,161.15 / SQFT	5.95 / HR	.74 / DAY	195.15 / SQFT	1,561.21 / SQFT
2932 Safing/Spray at Slab Edge	77.41 / LF	12.39 / HR	1.55 / DAY	6.25 / LF	49.98 / LF
3171 Firetape Walls- Level 1	8.41 / SQFT	.06 / HR	.01 / DAY	140.17 / SQFT	1,121.33 / SQFT
3174 Finish Walls- Level 4	2,525.55 / SQFT	28.86 / HR	3.61 / DAY	87.51 / SQFT	700.08 / SQFT
3920 Sound Caulking	214.72 / LF	3.58 / HR	.45 / DAY	59.98 / LF	479.82 / LF
3930 Fire Caulking	47.46 / LF	1.90 / HR	.24 / DAY	24.98 / LF	199.83 / LF

LEVEL 1A

Activity Code	Qty	Hours	8 Hour Days	Production Per Hr.	Production Per 8 Hr Day
1000 Layout	1,473.61 / LF	43.82 / HR	5.48 / DAY	33.63 / LF	269.03 / LF
1110 Frame Full Height Walls	1,284.75 / LF	436.98 / HR	54.62 / DAY	2.94 / LF	23.52 / LF
1440 Frame Soffit Assembly	604.78 / LF	88.73 / HR	11.09 / DAY	6.82 / LF	54.53 / LF
1460 Frame Suspension Ceiling SF	2,442.89 / SQFT	108.57 / HR	13.57 / DAY	22.50 / SQFT	180.00 / SQFT
1680 Install Cold Rolled Channel	5,311.29 / LF	136.03 / HR	17.00 / DAY	39.04 / LF	312.36 / LF
1810 Install Flatstock Backing	1,200.00 / LF	19.20 / HR	2.40 / DAY	62.50 / LF	500.00 / LF
1910 Install HM Frames	24.00 / EA	24.00 / HR	3.00 / DAY	1.00 / EA	8.00 / EA
2000 Hang Drywall Bottom	24,550.14 / SQFT	324.61 / HR	40.58 / DAY	75.63 / SQFT	605.04 / SQFT
2115 Hang Drywall Tops	26,094.48 / SQFT	783.93 / HR	97.99 / DAY	33.29 / SQFT	266.29 / SQFT
2440 Hang Soffit Assembly	1,644.28 / SQFT	26.31 / HR	3.29 / DAY	62.50 / SQFT	499.97 / SQFT
2460 Hang Drywall Ceilings	2,442.89 / SQFT	81.43 / HR	10.18 / DAY	30.00 / SQFT	240.00 / SQFT
2918 Install Rigid Insulation	6,356.56 / SQFT	63.57 / HR	7.95 / DAY	99.99 / SQFT	799.94 / SQFT
2960 Install FRP	343.56 / SQFT	8.59 / HR	1.07 / DAY	40.00 / SQFT	319.96 / SQFT
2965 Install Plywood	192.00 / SQFT	4.00 / HR	.50 / DAY	48.00 / SQFT	384.00 / SQFT
3171 Firetape Walls- Level 1	3,725.73 / SQFT	24.86 / HR	3.11 / DAY	149.87 / SQFT	1,198.95 / SQFT
3174 Finish Walls- Level 4	370.00 / LF	9.25 / HR	1.16 / DAY	40.00 / LF	320.00 / LF
3174 Finish Walls- Level 4	46,714.20 / SQFT	671.65 / HR	83.96 / DAY	69.55 / SQFT	556.41 / SQFT
3440 Finish Soffit Assembly	877.12 / SQFT	14.03 / HR	1.75 / DAY	62.52 / SQFT	500.14 / SQFT
3460 Finish Drywall Ceilings	2,442.89 / SQFT	65.14 / HR	8.14 / DAY	37.50 / SQFT	300.02 / SQFT
3900 Install Trims	1,166.08 / LF	25.17 / HR	3.15 / DAY	46.33 / LF	370.63 / LF

❖ Pre-Construction Communication Flow Chart

This flow chart clarifies the responsibilities of Project Managers, Project Assistants, Superintendents and Foreman during the Pre-Construction process. This process should begin 1-2 months prior to the start of a project; but timeline may vary based on the size of the project. The blue boxes are required steps, and the purple boxes only take place if there are discrepancies between project drawings and a site during the job walk. Additional communication may be needed, this is a general guide and doesn't account for uncommon circumstances.



❖ Understanding Foreman Bonus Summary

The Foreman Bonus summary must be filled out in the 'Job Info' and 'Bonus Potential Summary' portions before the pre-job meeting. In the pre-job meeting, the bonus potential needs to be explained to the Foreman on the job. Then following the end of a job, based on foreman performance you will fill out the rest of the form with a project manager, to determine the Foreman's bonus eligibility. The original document can be found in the company drive, in the 'Project Closeout' folder.



Foreman Bonus Summary

Job Info			
Job Name	Sample		
Foreman	John Doe		
Project Leads			
Duration			
Bonus Potential Summary		Total	
Margin increase agreed upon during preplanning meeting		3%	
Potential Bonus Total		\$15,000.00	
Non-Negotiable Bonus Criteria		Yes	No
Safety	OSHA 30 Certified	X	
Execution	Bid Margin Achieved or Exceed	X	
I-9	Must visually see original form of acceptable ID(s), don't start them unless you do.	X	
Documentation/Communication	Daily employee hours and production tracking on every job, every day in the Foreman App. Sign-in and production reporting to Supt DAILY.	X	
Area	Description	Yes	No
Safety	Are they enforcing Safe Work Habits on the Job	X	
Safety	Was the Goal of Zero Injuries Met?	X	
Safety	Report all near misses and Immediately Process Paperwork if an injury has occurred	X	
Safety	Tool box talks completed and turned in weekly	X	
Safety	Safety audit performed weekly and	X	
Execution	Keeping Track of Job Tools & Returning at Job Completion	X	
Execution	Identify and Accurately Track Changes - Labor and Materials	X	
Execution	Weekly work plans and workable back log completed weekly	X	
Execution	Efficiently Projecting & Planning for Manpower and Resources (tools/material)	x	
Execution	Tracking Performance of Job Crew (Start times/Stop Times/Breaktimes)	x	
Documentation/Communication	Lead with Positive Attitude that is conveyed to all Workers and Customers	X	
Documentation/Communication	Proficient in Plexxis and Process Employees Timecards by 10 am the next day	X	
Documentation/Communication	Weekly checkin with PM and Submittal of AWA's weekly	X	
Documentation/Communication	Ability to manage people Respectfully and Professionally	X	
Documentation/Communication	Dailies emailed to GC, Supt, PM and PA by end of shift each day	X	
		Total Bonus	\$15,000

❖ Pre-Job Meeting Checklist

This is the meeting agenda and checklist to be reviewed during the pre-job meeting with the Project Manager, Superintendent, Foreman and Safety Director or Manager (market dependent). This document can be found in the company drive, in the 'Construction Documents and Plans' folder.



PRE-JOB MEETING AGENDA

Project Name:	Meeting Date:
Job Number:	Meeting Time:

Meeting Called By:	
---------------------------	--

Scope of Work

- Review Scope of Work and Drawings
 - What Are We Supplying?
 - What Do We Need To Watch Out For?
 - Any Additional Items To Be Aware Of or To Be Discussed?

Productions and Project Schedule

- Review (Bid) Man Hours and Durations
- Review Cost Codes for Job
- Review Project Communication Flow
- Review Job Schedule

Drawings, Documents, and Material Ordering

- Review Documents Needed for Job
- Review Submittals
- Review Material Ordering Process
- Develop a Stocking and Delivery Plan
- PlanGrid and Foreman App Tutorial (if needed)

Safety

- Review Site Safety Plan and Clinic Locations
- Review Accident and Injury Reporting
- Provide SDS Book to Foreman

Foreman Bonus Summary

- Review Potential Foreman Bonus Potential
- Review Foreman Expectations

Questions/Needs/Suggestions

- Answer Questions
 - Discuss Needs and/or Suggestions
-



PRE-JOB CHECKLIST

Project Name:	Job #:	Start Date:
GC:	GC Contact:	

Project Manager:	
Project Assistant:	
Superintendent:	

Information Provided	Yes	No
Scope of Work <i>Action Items:</i>		
Productions <i>Action Items:</i>		
Schedule <i>Action Items:</i>		
Drawings and Documents <i>Action Items:</i>		
Material, Equipment, Warehouse Ordering/Material Take-Off <i>Action Items:</i>		
PlanGrid and Foreman App <i>Action Items:</i>		
Safety (Aim, Work Partners, Reporting) <i>Action Items:</i>		
Foreman Bonus Summary (Expectations) <i>Action Items:</i>		
Questions/Needs/Suggestions <i>Action Items:</i>		

❖ Pre-Construction Job Walk Guide

As a Superintendent, it is your responsibility to walk a jobsite before construction begins. You should complete this job walk with the foreman and Project Manager for the project. Below is a list of items to communicate about and look for during the job walk. This process is the key for ensuring each person on the project has the same understanding of the schedule and plan for construction. It will also confirm that construction on your project will begin smoothly.

Connecting with Berg Foreman

- As you are starting the job, **after you have completed your pre-construction meetings**, but before the first day of construction you should walk the site with the Berg foreman and the Project Manager to confirm they understand the following things:
 - o The project plans and drawings
 - o The current work schedule and manpower
 - o The current materials/equipment available on-site
 - o The cleaning or demo that needs to be done before work can begin
 - o The layout of the project
 - o Who will be responsible for the first order and following orders of materials
 - o The equipment and lifts needed and field training or certifications necessary for use of the equipment
 - o The start day for labor crews
- Answer any follow-up or further questions they have, and leave multiple points of contact (**office phone, cell phone, email**) in case questions or concerns come up
- Ensure correct crews and number of workers are chosen and contacted prior to first day of construction
- If there are issues with the jobsite, you may need to contact the General Contractor's Superintendent before construction- this person will vary depending on who are partners in this project
- Varying concerns and questions can come up prior to construction, so if you are uncertain about the job, labor or other extenuating circumstances contact one of the following:
 - o **First: Your project's Project Manager**
 - o **Second: Your project's Project Assistant**
 - o **Third (if needed): Mark Rislund, Director of Field Operations** (612-360-1234)
 - o **Reach out to Project Manager for R5**

Phase II – Production/Execution

❖ Hiring in the Field

When new workers in the field from any union need to be hired, it is the Superintendent's responsibility to review the application, and start the hiring process if they find the candidate a good fit for the Berg Group. The Superintendent will work cooperatively with the Human Resources offices through the BirdDogHR platform to hire this candidate, and the steps of this process are listed below.

NOTE "Have you worked for The Berg Group in the past?" is a question on the application, if 'Yes' please follow Rehire Process.

Step #1 - Applicant completes online application (iPad in office, computer, library).

Step #2 - Superintendent has a conversation with the applicant by phone to ensure they are still interested in employment at The Berg Group and can meet the duties of the role.

Step #3 - If they intend to hire, Superintendent updates the candidates' stage in BirdDogHR to "**Proceed with Background**"

NOTE Each background screen costs \$20+ to complete.

- A) HR runs a report daily that pulls applicants in the stage 'Proceed with Background'
- B) Report is uploaded directly to Wolfe for processing
- C) Candidate's stage is changed to "**Background screen in progress**".

Step #4 - WOLFE completes background check and sends results to HR Admins.

Step #5 - HR sends "Okay to hire" email to Superintendents requesting: Start Date, Position Hired, and Foreman.

A) Changes Stage to "**Okay to hire**". If **flags** come up on the Background screen, *see background screening process*.

NOTE If a **Letter of Intent** is needed, inform Caryn/Ashley/Chris (Depending on State) of applicant's union and level hired.

Step #6 - Once New Hire information is received from Superintendent; onboarding and welcome emails are sent to applicants' personal email through BirdDogHR from HR@berggroup.us.

- A) Ashley will attach New Hire to Foreman within BirdDog for I-9 processing to be completed on Day 1.
- B) The onboarding paperwork must be completed **prior to Day 1** with Berg. (Onboarding paperwork: personal info, emergency contact(s), voluntary surveys, I-9 Pg. 1, Federal W-4, State W-4, Direct Deposit, and acknowledgement of Berg's employment policies). HR Coord will support Superintendents with needed candidate communication to best ensure they show up ready to work with only I-9 to complete with their foremen.

Step #7 - When the Superintendent informs the new hire about the job, start date and Foreman, they also **inform the new hire to complete onboarding (sent to their personal email) and to bring original identification to complete I-9 on Day 1 (no photocopies)**. Again, HR Coord will be supporting the field leaders with these interim candidate communications.

Step #8 - It is the Foreman's responsibility to complete I-9 form on **Day 1 via iPad on the jobsite**.

A) Foreman has 3 business days (including Saturday and Sunday if new hire started work for pay on a weekend) to complete I-9.

NOTE FOR AZ OFFICE ONLY State required E-Verify AZ: If List A item and/or Employment Authorization Card is provided, we will need a photocopy of the document submitted only to HR@berggroup.us

B) If proper documentation is not received by the end of the 3rd business day, the employee started work for pay, they will be terminated due to Federal Employment Law.

** If terminated due to not able to complete I-9, submit a term form and timecard to termed@berggroup.us

Step #9 - Once onboarding is complete, the electronic employee file will Sync into Mosaic/Foreman App by 3:00 AM the following day.

❖ Rehiring in the Field

Use this process only if an employee has been hired by the Berg Group in the past and completed the entire onboarding process.

Step #1 – Notify HR@berggroup.us of rehire employee's name and date of rehire. HR will inform Superintendents of reason of termination on file and next steps.

Step #2 – Determining whether the employee is eligible for rehire. The following reasons would make an employee INELIGIBLE for rehire:

A) Being termed based on poor job performance.

B) Being termed for excessive tardiness or absences at work; multiple no-call, no-show offenses.

C) Being termed for violation of policies: behavior in the workplace, violence, etc.

D) Being termed due to results of their background screen.

If an employee is eligible for rehire AND has worked for the company in the last 150 days. You may take the following steps to rehire this employee.

HR will review rehires file and confirm I-9 and tax form(s) are still valid, must meet the follow criteria:

A) The process was completed within the last three years

B) The Employment Authorization card used for the I-9 form has not expired

C) Tax forms are either current year or not claiming EXEMPT.

If still valid, rehire will be reactivated in Mosaic/Foreman App and employee rehire date updated in file.

If the I-9 form is no longer valid, onboarding process will need to be completed. You can find the steps to complete this process under the I-9 Processing section.

If the tax form(s) are no longer valid HR will send tax form(s) to rehires personal email to update.

NOTE Rehires tax information will be reset until new tax form(s) are received.

If an employee is eligible for rehire AND has not worked for the company in the last 150 days. You may take the following steps to rehire this employee.

Step #1 – Employee must apply for position the same way as a new hire to approve background screen.

Step #2 – Superintendent updates the candidates' stage in BirdDogHR to "Proceed with Background".

Step #3 – HR will review rehires current file and inform Superintendent of next steps.

NOTE The steps for a new hire are broken down in greater detail under the **Hiring in the Field** section.

❖ **Completing Drug and Alcohol Testing in the Field**

Superintendents are responsible for overseeing compliance in the field with The Berg Group's Drug and Alcohol policy. All employees review a copy of the full policy and sign an acknowledgement of receipt of the policy during the onboarding process. Below is the official text for when drug or alcohol testing may take place on jobsites for The Berg Group.

Employee Drug and Alcohol Testing

A. Reasonable Suspicion: The Company may require an employee to undergo drug and alcohol testing, if the Company has reason to believe that any of the following conditions have occurred:

1. The employee is under the influence of illegal drugs or alcohol.
2. The employee has violated this drug and alcohol policy prohibiting the use, possession, sale or transfer of drugs or alcohol while the employee is working, whether on or off the Company's premises, or while the employee is operating the Company's vehicles, machinery or equipment.
3. The employee has sustained a personal injury or caused another employee to sustain personal injury.
4. The employee has caused a work-related accident or was operating or helping to operate machinery, equipment or vehicles involved in a work-related accident.

B. Post-Accident Testing: A drug and/or alcohol test will be conducted on all employees involved in accidents; excluding first-aid care, occurring during work hours or on the Company's property. Covered accidents include, but are not limited to, accidents that the employee caused or contributed to that involves; (1) personal injury to employees or others, which necessitates medical attention; (2) results in lost work time; and/or damage to the Company's property.

NOTE: Post accident testing may be required by any employee whose conduct could have contributed to an incident/accident, not just the employee who reported the incident/accident.

C. Regulation Testing (Federal Law): The Company will conduct drug and alcohol testing (1) as required by federal law or regulation; (2) by law enforcement; (3) or a specific project, whose contract requires specified testing provisions.

D. Rehabilitation Testing: The Company may require an employee to undergo drug and alcohol testing, without notice, during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program, if the employee has been referred by the Company for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan.

NOTE If you want further information on the Drug and Alcohol Testing policy at The Berg Group, including General Work Rules, Testing Procedures, Rehabilitation Programs, etc. please refer to the full copy of the Drug and Alcohol Testing Policy in the **Additional Documents** section of this manual.

NOTE Some general contractors may require all field employees to be drug tested prior to the first day of work. In most cases this has been addressed in pre-construction meetings and the cost of this process is included in the full construction cost. At this time, it is the Superintendent's responsibility to request from the general contractor the information for the clinic(s) where drug testing should take place **PRIOR** to the start of a job. Then the superintendent must distribute that information through email or phone to all foreman and field employees that will work for the Berg Group on that jobsite. If employees fail to comply with the General Contractor's drug testing policy, they may be removed from the jobsite and/or terminated from employment with the Berg Group.

❖ I-9 Processing

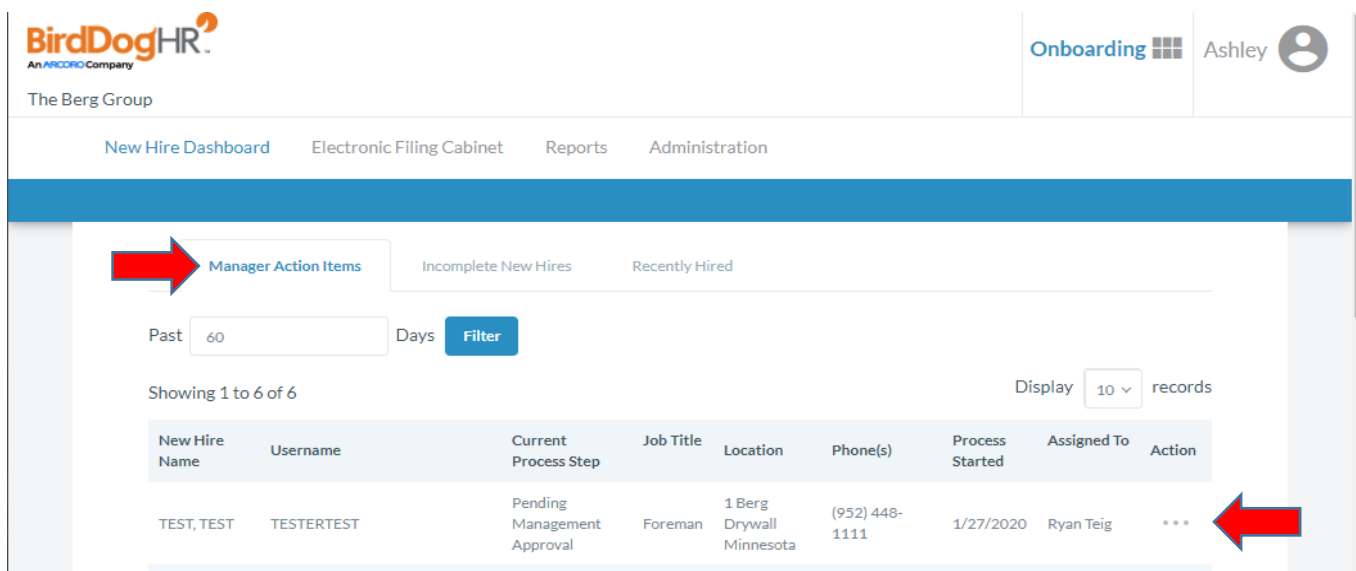
Although it is the Foreman's responsibility to obtain the proper documents and help field employees complete their I-9 paperwork within the **first three days of work**, Superintendents have the responsibility of processing that information through BirdDog HR if Foreman's do not have the access or understanding to complete the process. The steps for completing the final I-9 process are listed below.

Step #1 – Log in to BirdDog HR

NOTE If you have forgotten your password, please go to BirdDogHR's login screen and select forgot password

Step #2 – Click the Manager Action Items tab (photo'd below), locate the employee you need- find three dots under the 'action' column. Click those three dots, and a drop-down menu will appear. From this menu select, 'Complete New Hire'

NOTE If you do not see an employee under Manager Action Items tab, view Incomplete New Hires tab. If under this tab it means the new hire needs to complete their part of onboarding first before moving forward.



The screenshot shows the BirdDogHR interface. At the top left is the logo "BirdDogHR An ANCORO Company" and "The Berg Group". On the top right, it says "Onboarding" with a grid icon and "Ashley" with a user profile icon. Below the header are navigation tabs: "New Hire Dashboard", "Electronic Filing Cabinet", "Reports", and "Administration". The main content area has three tabs: "Manager Action Items" (highlighted with a red arrow), "Incomplete New Hires", and "Recently Hired". Below the tabs is a search filter: "Past 60 Days" with a "Filter" button. It says "Showing 1 to 6 of 6" and "Display 10 records". A table with the following columns is shown: "New Hire Name", "Username", "Current Process Step", "Job Title", "Location", "Phone(s)", "Process Started", "Assigned To", and "Action". The table contains one row: "TEST, TEST", "TESTERTEST", "Pending Management Approval", "Foreman", "1 Berg Drywall Minnesota", "(952) 448-1111", "1/27/2020", "Ryan Teig", and "...". A red arrow points to the three dots in the "Action" column.

Step #3 – From here you will need to check the box to agree the statement regarding electronic signatures, and then click 'Submit'. During this step, your screen will look like the photo below.

The screenshot shows a navigation bar with icons and labels: Employee, Login, 19, Additional Info, Review, Sign, and Complete. Below the bar is the 'Manager Login' section. It contains a paragraph of text: 'Enter your manager username and password in order to sign this employee's documents and click Submit' followed by a longer paragraph: 'I agree to sign these electronic PDF documents using 'click' signature technology. I understand that a record of each document and my signing of it will be stored in electronic code. I intend both the signature I inscribe with the 'click' signature technology and the electronic record of it to be my legal signature to the document. I confirm that the document is 'written' or 'in writing' and that any accurate record of the document is an original of the document.' Below this text is a checkbox with the label 'I agree to the above statement.' A red arrow points to this checkbox. Underneath is the 'Username:' field with the value 'apeters@berggroup.us'. At the bottom right is a blue 'Submit' button with a red arrow pointing to it.

Step #4 – You will now look at the employee's original documents for the I-9 form. They need to have **one document from List A** or **(two documents) one from List B AND one from List C**. These documents need to be 'originals', you cannot accept photocopies of any document(s). Use the drop-down menus to select the appropriate document(s) presented. Once selected, an 'example' of each document will be displayed to compare the document(s) the employee has presented, and ensure you've chosen the right document type from the drop-down menu. Check the box attesting to authenticity of document(s) and click the blue 'Next'.

NOTE Spanish instructions are provided. Simply click the 'Spanish I-9 PDF' link on the page. It is shown next to the red arrow below. You can also Review Eligible Documents.

The screenshot shows a page with the following content: 'Preview Instructions' with links for 'English I-9 PDF' and 'Spanish I-9 PDF'. Below that is a link 'Employer Review and Verify the Employee's I-9 Documents' with a red arrow pointing to it. Underneath is 'Section 2. Employer or Authorized Representative Review and Verification' with a paragraph of instructions: '(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")'. Below this is a link 'Review Eligibility Documents' with a red arrow pointing to it. Underneath is a highlighted text 'Selected Citizenship: A Citizen of the United States'. At the bottom is 'Verified Document Types'. A callout box on the right contains the text 'Click here to review eligible documents' with a red arrow pointing to the 'Review Eligibility Documents' link.

NOTE If the document received is not available for selection, **Selected Citizenship** could be incorrect, and employee will need to be 'unlocked' under the Manager Action Items tab and Action column. Please reach out to HR (apeters@berggroup.us/952-448-1106) for further assistance.

NOTE Please check the document(s) the employee presents and ensure that the name and information match the employee, and the document(s) are not past the expiration date, this would make them ineligible to work.

Verified Document Types

List A Document

U.S. Passport

Issuing Authority (required)

U.S. Department of State

Document Number

340000230

Expiration Date

1/2/2020

Cannot be a past date

Example

This box turns red when the date entered puts the document past expiration

Drop-down menu to select document type



Additional New Hire Information

Check box to attest authenticity of document(s)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the documents I have examined appear to be genuine and relate to the individual.

Back Next

Step #5 – The next page will ask you for additional information about the new hire, including start date, employee gender and the employee’s race. When you have finished, click the blue ‘Next’ button.

Employee Login 19 Additional Info Review Sign Complete

Start Date (required)

1/27/2020

Employee's Gender (required)

Male

Employee's Race (required)

Two Or More Races

Back Next

Step #6 – The next page will ask you to verify the information you entered about the employee’s document(s). When you have finished reviewing the information, click the blue ‘Next’ button.

NOTE If you need to make changes, select the incorrect information (in blue), it will direct you to where it appears, and you can then make the necessary changes to correct information.

Employee Login I9 Additional Info Review Sign Complete

Manager Data Verification - Review and Approve

Is all data correct?
Click links to make changes.

These would be examples of information that could be edited

List A	OR	List B	AND	List C
Identity and Employment Authorization Document Title: U.S. Passport Issuing Authority: U.S. Department of State Document Number: 123123456 Expiration Date: 1/29/2020		Identity Document Title: Issuing Authority: Document Number: Expiration Date:		Employment Authorization Document Title: Issuing Authority: Document Number: Expiration Date:

Start Date: 1/27/2020

Step #7 – Now you need to electronically sign the I-9 document by clicking the blue ‘click to sign’ button. When you are done, the form will be submitted and I-9 process will be complete.

Once completed, the new hire will be in the Foreman App the NEXT day.

Employee Login I9 Additional Info Review Sign Complete

Sign Your Forms: I9

Click To Sign

View: Fit 50% 100% 200%

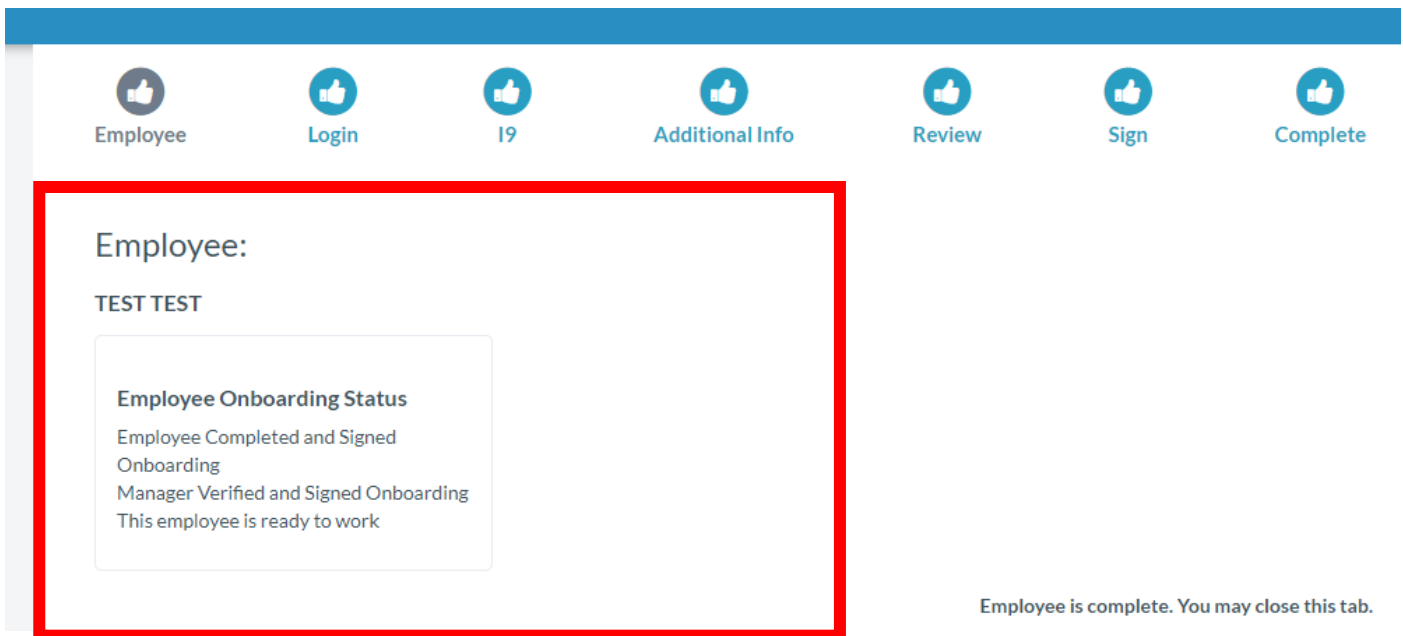
USCIS Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Test	Test	N/A	N/A

NOTE When you have completed the process, BirdDog HR should display the message shown below.



The screenshot shows a navigation bar with seven items: Employee, Login, 19, Additional Info, Review, Sign, and Complete. Below the navigation bar, a red-bordered box highlights the 'Employee:' section. This section displays 'TEST TEST' and a box titled 'Employee Onboarding Status' with the following text: 'Employee Completed and Signed Onboarding', 'Manager Verified and Signed Onboarding', and 'This employee is ready to work'. To the right of the red box, the text 'Employee is complete. You may close this tab.' is visible.

For further questions or concerns, contact the Berg Group HR department- Ashley Peters, apeters@berggroup.us .

NOTE There are multiple states that require us to E-Verify in that state, before we can employ someone. The list of E-Verify states is below. If you would like more details about how to complete the E-Verify process, reference '**Step #8 of the 'Hiring in the Field''** section.

1. Alabama
2. **Arizona**
3. Georgia
4. Louisiana
5. Mississippi
6. North Carolina
7. South Carolina
8. Tennessee
9. Utah

❖ Violations in the Field

This form can be found as a link to click on PlanGrid, and in the Berg Field Crew App. This form should be completed and submitted any time an employee commits a violation of Berg company policies, this can include, but is not limited to: late arrival (tardiness), no call, no show absences, lack of production onsite, poor quality of workmanship, etc. Policy violations can be used as reason for termination of an employee. When completing this form, you need to notify an employee of their violation, and have them sign the form virtually, to demonstrate their understanding. Foreman may also fill out this form, and if they do, they should notify you as their Superintendent before submitting the form.



Employee Violation Notice

IF THE EMPLOYEE REFUSES TO COMPLY WITH THE VIOLATION, BERG RESERVES THE RIGHT TO SKIP WARNINGS AND TERMINATE EMPLOYMENT.

Employee Name		Employee Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	example@example.com
Supervisor Name		Supervisor Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Enter your Berg Group Email Address: example@berggroup.us
Job Number	Location	
<input type="text"/>	<input type="text"/>	
Date of Violation		
<input type="text"/>		
Type of Violation	Warning Given	
<input type="radio"/> Tardiness	<input type="radio"/> Verbal Warning	
<input type="radio"/> No Call, No Show	<input type="radio"/> Written Warning	
<input type="radio"/> Lack of Production	<input type="radio"/> Final Warning	
<input type="radio"/> Poor Quality Workmanship		
<input type="radio"/> Other <input type="text"/>		
Description of Violation (Required)		
<input type="text"/>		

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

❖ Terminations in the Field

Superintendents share the responsibility of terminating employees with foreman, but most often this task is completed by Superintendents. Employees being terminated need to be informed within 24 hours of their termination. Typically, an employee is terminated permanently for one of the following reasons:

- A. Poor attendance; violates no-call, no-show policy
- B. Poor job performance
- C. Violation of company policy

However, in some cases an employee is terminated for only a short period of time before being rehired by the Berg Group, this happens for one of the following reasons:

- A. They've been asked to leave a jobsite
- B. A general lack of available work
- C. Temporary lay-offs due to a gap between jobs

In either case, the same term form should be completed by the Superintendent and submitted to the Berg HR department via email to Termed@berggroup.us within 24 hours of the employee's termination. A copy of this form can be found on the employee intranet, a direct link to this form and a copy for training purposes can be found in the **Additional Documents** section of this manual.

❖ Payroll Processing

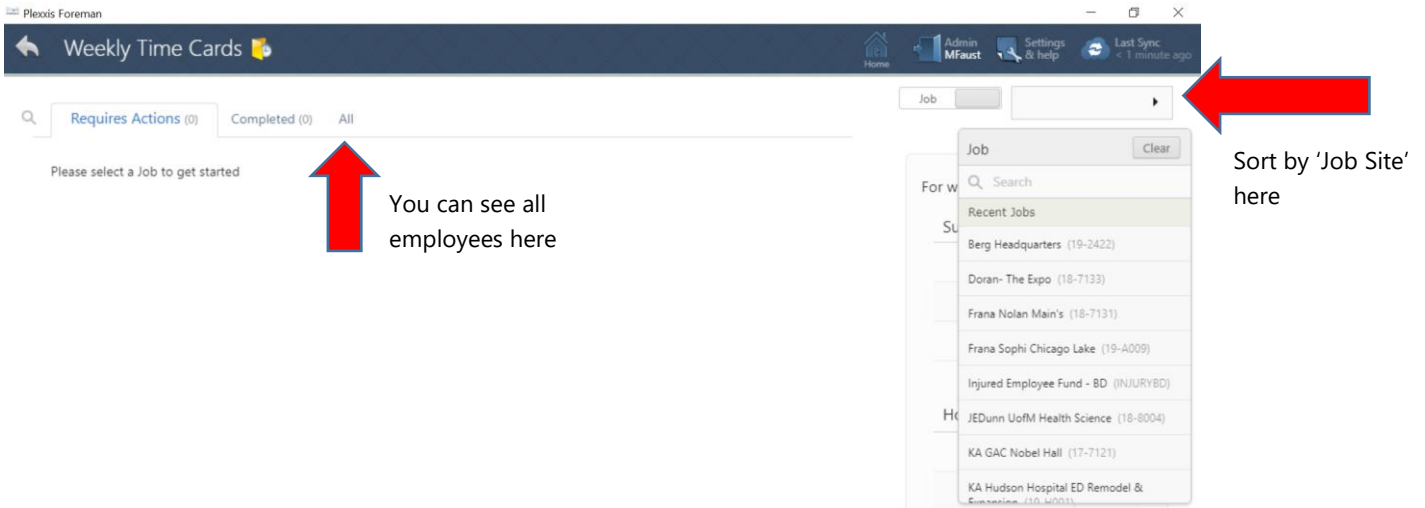
Follow these steps to review and approve payroll.

Payroll must be approved once weekly for all jobs currently in progress. It is the Superintendent's responsibility to ensure the accuracy of each employees' hours on each jobsite and make the appropriate changes or additions. This is also an opportunity to check production numbers for each employee and ensure that employees' productivity matches their capability for the number of hours they are reporting through the 'Foreman App'.

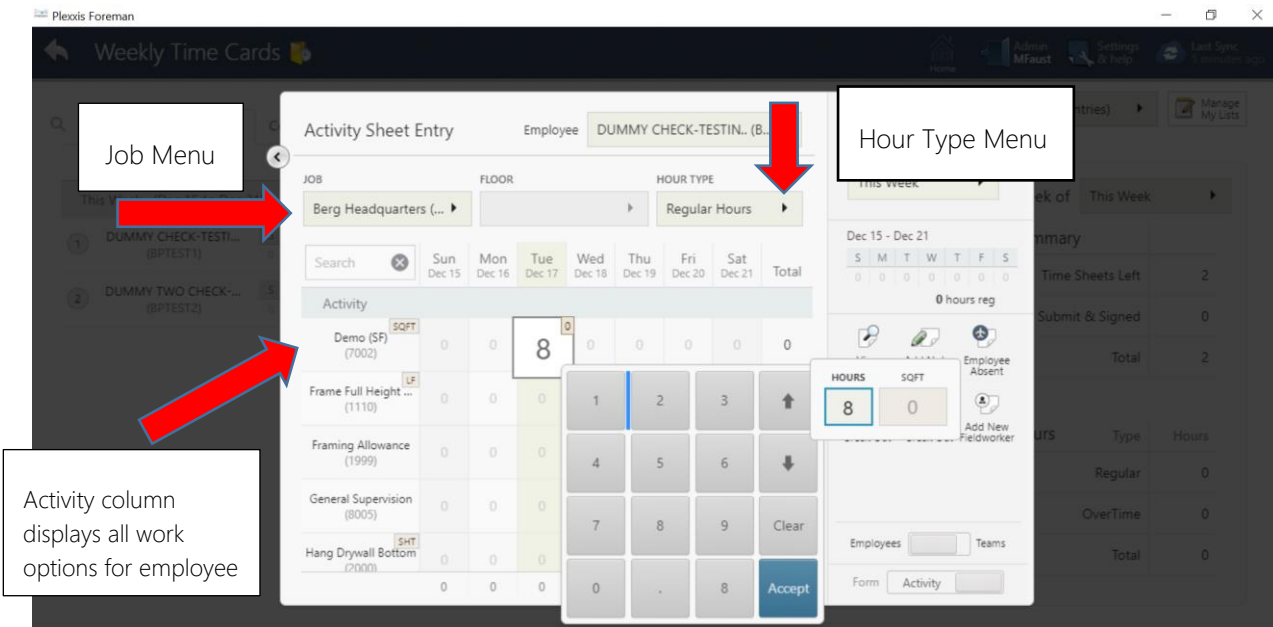
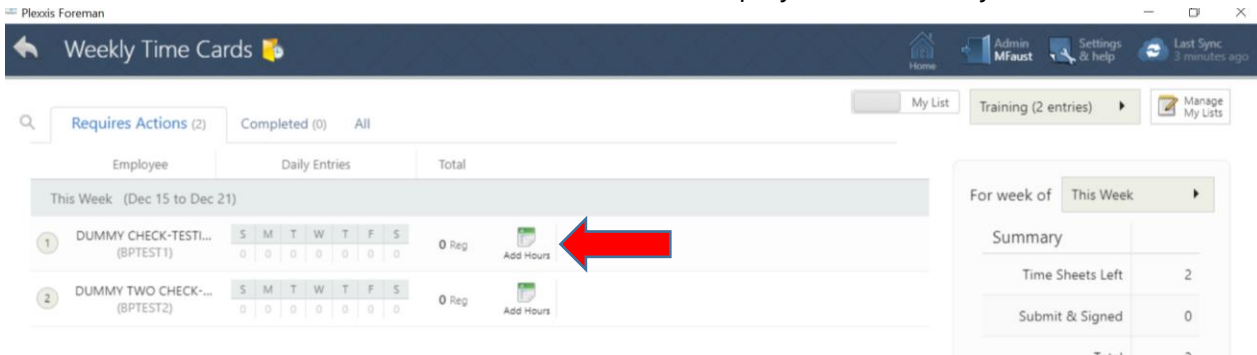
Step #1 – Log in to Plexxis (Foreman App)

The screenshot displays the Plexxis Employee App interface. At the top, it says "Welcome to Plexxis Employee App" and "It is 2:09pm on Monday December 16, 2019. There are no time entries needing to be uploaded." Below this is a grid of seven buttons: Weekly Time Cards, Daily Time Sheets, Purchase Orders, Jobs, Employees, Extra Work Authorization, and Roll Call. A red arrow points to the "Weekly Time Cards" button. To the right of the grid is a weather widget showing "69°F" and "Overcast clouds". On the far right, there is a sidebar with tabs for "Latest Entries", "Summary", "Job Hours", and "Needed". Below the tabs is a "Job" dropdown menu with the text "Choose a Job (optional)". Below the dropdown are two buttons: "My" and "Time Entries". At the bottom of the sidebar, there is a "Sync History" section and a "TimeSheet Uploads: 0 in 24hrs, 0 in week" indicator. The bottom of the app shows "Version 23.2" and a "Send Feedback" link.

Step #3 – You may sort the pending payroll requests by specific 'Job Site', by selecting that job from the drop-down menu in the upper right-hand corner. Or you can look at all pending time card requests at once by selecting the 'All Tab'.



Step #4 - Select one employee and click the "Add Hours" button next to their name. The 'Activity Sheet Entry' window will then pop up on your screen. This is where you can see individually logged daily hours and production levels. You can edit hours to move them to different areas of productivity, change their 'hour type' for those hours, and add or subtract hours for each employee as necessary.



Step #5 - Once finished reviewing and or making your changes to the employee hours for the individual employee you may close out of the employee's data, and then click the 'Unlocked' icon so that it now displays a closed 'Lock'. This means the employees hours and rate of pay for that week are 'locked in' and will be submitted to payroll as they are displayed to you.

NOTE - If you lock an employee's data and then decide you must 'unlock' their data for any reason, simply press the 'Lock' icon once, it will then display an 'Unlock' icon again and you can review or make changes as you see fit. And then 'Lock' the data once again when you are finished.

Daily Entries							Total			
4)										
S	M	T	W	T	F	S	32 Reg	Add Hours	View	Lock
0	8	8	8	8	0	0				
S	M	T	W	T	F	S	24 Reg	Add Hours	View	Lock
0	8	8	8	0	0	0				
S	M	T	W	T	F	S	32 Reg	Add Hours	View	Lock
0	8	8	8	8	0	0				
S	M	T	W	T	F	S	23.5 Reg	Add Hours	View	Lock
0	8	7.5	8	0	0	0				

Daily Entries							Total			
5)										
S	M	T	W	T	F	S	24 Reg	Add Hours	View	Locked
0	8	8	8	0	0	0				
S	M	T	W	T	F	S	32 Reg	Add Hours	View	Lock
0	8	8	8	8	0	0				
S	M	T	W	T	F	S	23.5 Reg	Add Hours	View	Lock
0	8	7.5	8	0	0	0				
S	M	T	W	T	F	S	32 Reg	Add Hours	View	Lock
0	8	8	8	8	0	0				

Step #6 – Repeat steps #4 and #5 until all employees have been reviewed and 'locked in' for every jobsite for the week. This ensures the payroll office can see the hours allotted to employees and pays them in a timely manner.

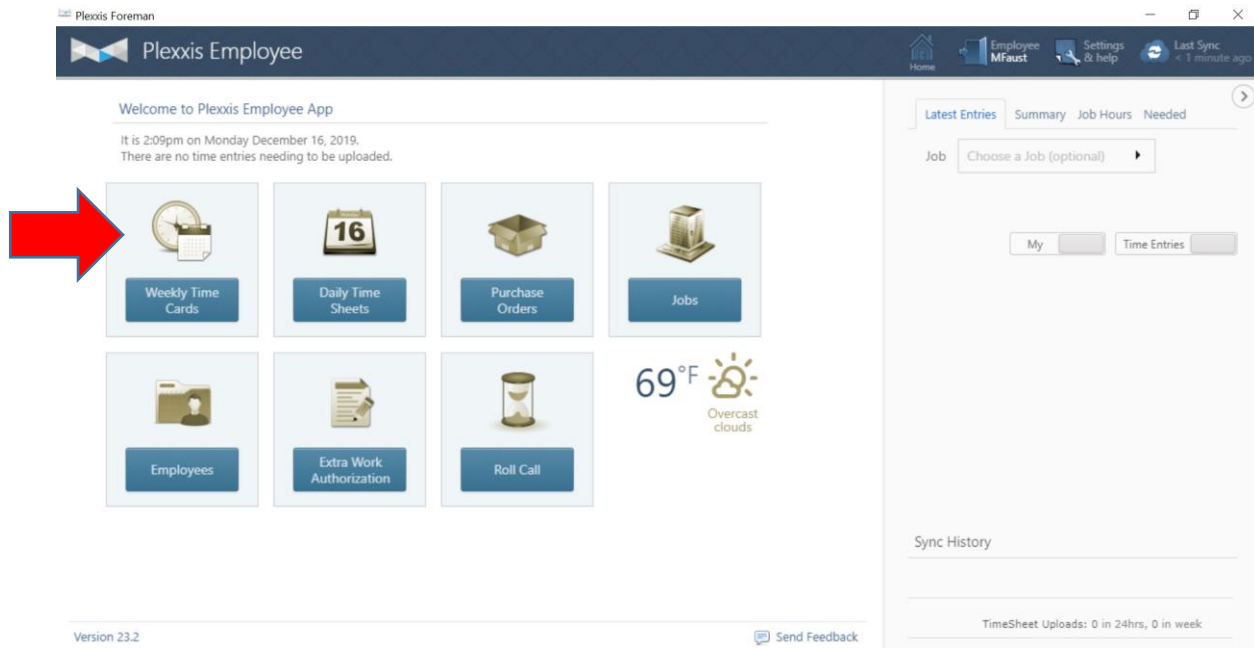
❖ Payroll Processing – Trouble shooting questions

Frequently asked questions and responses regarding payroll processing

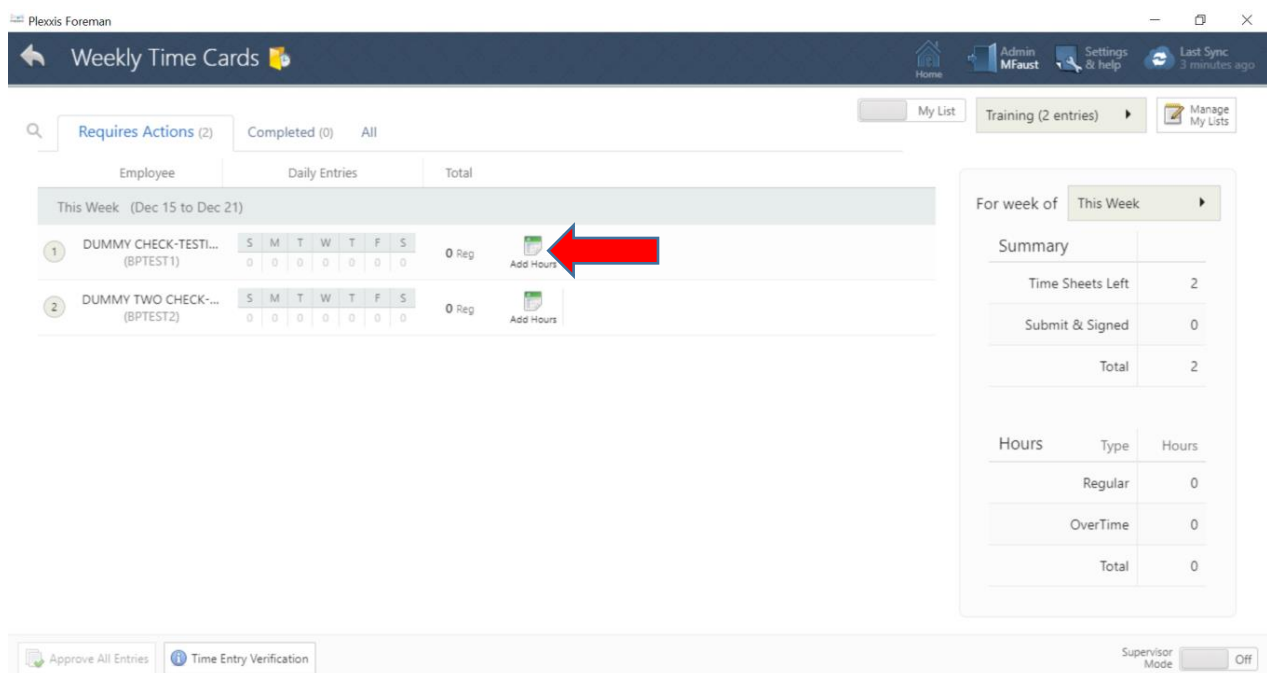
What if regular field hours have been entered incorrectly?

Step #1 – Log into Plexxis (Foreman App)

Step #2 – Click the 'Weekly Time Cards' icon



Step #3- Locate the employee whose hours need to be changed, and click the 'Add Hours' icon next to their name



Step #4- The 'Activity Sheet Entry' window will then pop up on your screen. This is where you can see individually logged daily hours and production levels. You can edit hours to move them to different areas of productivity, change their 'hour type' for those hours, and add or subtract hours for each employee as necessary.

The screenshot shows the 'Activity Sheet Entry' window in Plexis Foreman. The window is titled 'Weekly Time Card' and displays a grid for editing hours for an employee named 'DUMMY CHECK-TEST'. The grid has columns for days of the week (Sun Dec 15 to Sat Dec 21) and a 'Total' column. The rows list activities: 'Demo (SF) (7002)', 'Frame Full Height ... (1110)', 'Framing Allowance (1999)', 'General Supervision (8005)', and 'Hang Drywall Bottom (2000)'. A red arrow points to the 'Demo (SF)' row, with a callout box saying 'Different productivity areas here'. Another red arrow points to the 'Regular Hours' dropdown menu, with a callout box saying 'Edit the 'hour type' here'. A third red arrow points to the '8' in the 'Total' column for 'Demo (SF)', with a callout box saying 'Edit hour totals here'. A numeric keypad is visible over the grid, and a small 'HOURS' input field shows '8' and 'SQFT' shows '0'. The right side of the window shows a summary for the week of Dec 15 - Dec 21, with '0 hours reg' and a 'Submit & Signed' button.

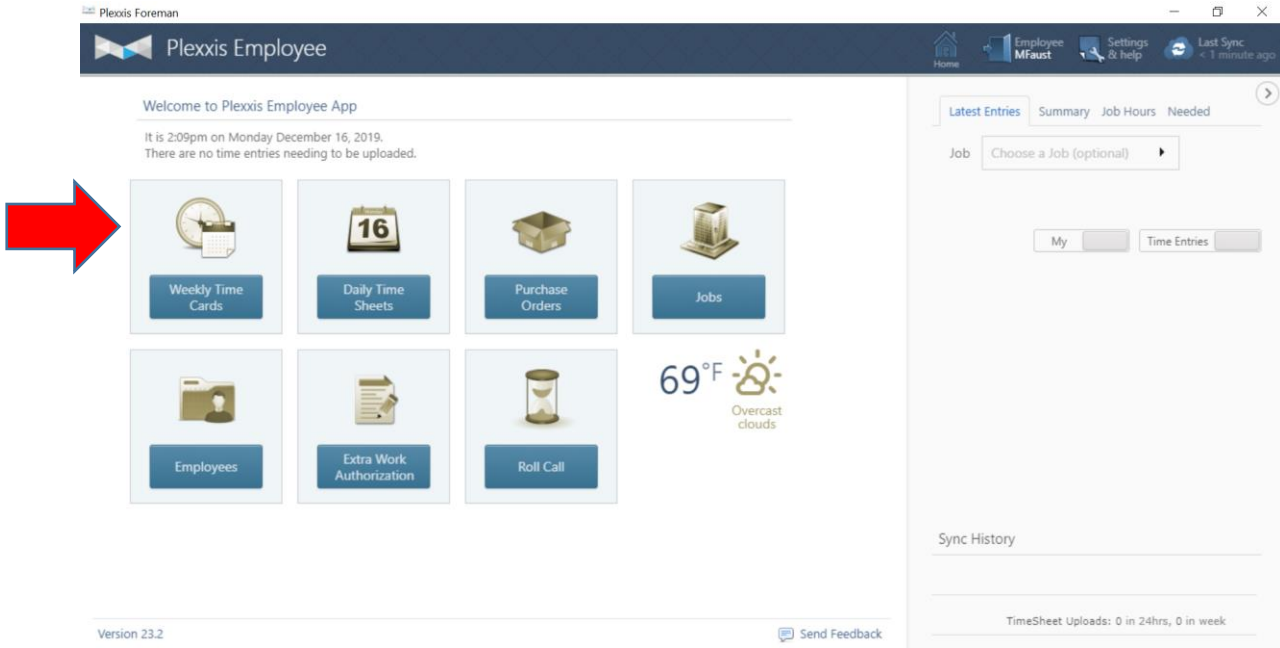
What if overtime hours have been entered incorrectly?

The first eight hours of the work on any weekday (Monday-Friday) must be entered as 'Regular Time'. Once an employee exceeds eight hours of work on any weekday (regardless of the total hours per week worked) they qualify for overtime.

Week day overtime (Monday – Friday) must be entered as 'Time and a Half'

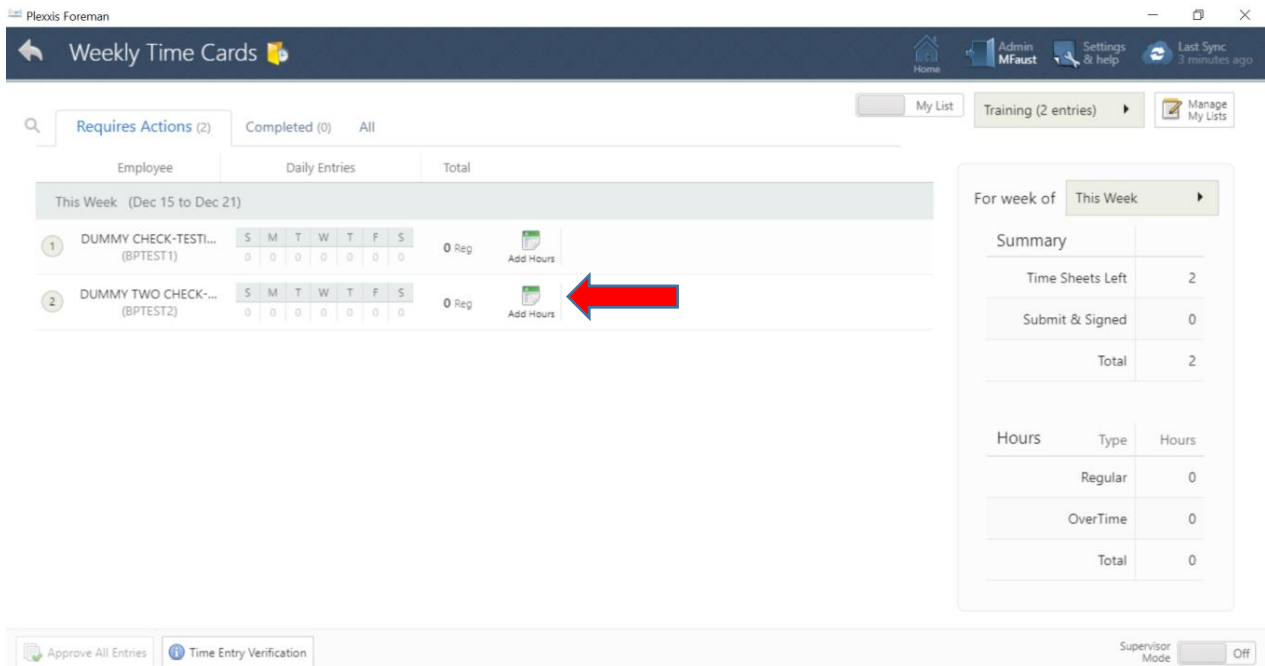
Weekend day overtime (Saturday and Sunday) must be entered as 'Double Time'

Step #1 - To correct any mistakes for overtime, start by opening the 'Weekly Time Cards' icon



The screenshot shows the Plexis Employee App interface. The top navigation bar includes 'Home', 'Employee MFaust', 'Settings & help', and 'Last Sync 1 minute ago'. The main content area is titled 'Welcome to Plexis Employee App' and shows the date 'Monday December 16, 2019'. A grid of icons includes 'Weekly Time Cards', 'Daily Time Sheets', 'Purchase Orders', 'Jobs', 'Employees', 'Extra Work Authorization', and 'Roll Call'. A weather widget shows '69°F Overcast clouds'. The bottom status bar indicates 'Version 23.2' and 'Send Feedback'.

Step #2 – Locate the employee whose hours need to be changed and click the 'Add Hours' icon next to their name.



The screenshot shows the 'Weekly Time Cards' screen. The top navigation bar includes 'Home', 'Admin MFaust', 'Settings & help', and 'Last Sync 3 minutes ago'. The main content area shows a table of employees with columns for 'Employee', 'Daily Entries', and 'Total'. The table is filtered for 'This Week (Dec 15 to Dec 21)'. Two employees are listed: 'DUMMY CHECK-TEST1 (BPTST1)' and 'DUMMY TWO CHECK-... (BPTST2)'. Both have '0 Reg' and an 'Add Hours' icon. A red arrow points to the 'Add Hours' icon for the second employee. A sidebar on the right shows a 'Summary' for the week, including 'Time Sheets Left: 2', 'Submit & Signed: 0', and 'Total: 2'. Below the summary is a table of hours by type: 'Regular: 0', 'OverTime: 0', and 'Total: 0'. The bottom status bar includes 'Approve All Entries', 'Time Entry Verification', and 'Supervisor Mode Off'.

Employee	Daily Entries	Total
This Week (Dec 15 to Dec 21)		
1 DUMMY CHECK-TEST1 (BPTST1)	S M T W T F S 0 0 0 0 0 0 0	0 Reg Add Hours
2 DUMMY TWO CHECK-... (BPTST2)	S M T W T F S 0 0 0 0 0 0 0	0 Reg Add Hours

Step #3 – If needed, begin by getting rid of or lowering the hour amount that has been entered incorrectly.

EXAMPLE: If an employee entered 10 hours of 'regular time' work on Tuesday, December 17th, start by lowering the hour amount to 8 under 'regular time'. Then, change the hour type under the hour type menu in the upper right corner, to 'Time and a half'. Then enter 2 more hours on Tuesday on the row for the appropriate activity.

Activity Sheet Entry Employee: DUMMY CHECK-TESTIN.. (B...)

For week of: This Week (Dec 15 - Dec 21)

JOB: Berg Headquarters (...)

FLOOR: ...

HOUR TYPE: Regular Hours

Search	Sun Dec 15	Mon Dec 16	Tue Dec 17	Wed Dec 18	Thu Dec 19	Fri Dec 20	Sat Dec 21	Total
Demo (SF) (7002)	0	0	8	0	0	0	0	0
Frame Full Height ... (1110)	0	0	0	1	2	3	0	0
Frampoin Allowance	0	0	0	4	5	6	0	0
Gen	0	0	0	7	8	9	0	0
Hang	0	0	0	0	0	8	0	0

Hours: 8 SQFT: 0

Menu shows 'regular hours' for the employee

Reduce 'regular hour' amount to correct number

Activity Sheet Entry Employee: DUMMY CHECK-TESTIN.. (B...)

For week of: This Week (Dec 15 - Dec 21)

JOB: Berg Headquarters (...)

FLOOR: ...

HOUR TYPE: Time & Half Hours

Search	Sun Dec 15	Mon Dec 16	Tue Dec 17	Wed Dec 18	Thu Dec 19	Fri Dec 20	Sat Dec 21	Total
Demo (SF) (7002)	0	0	0	0	0	0	0	0
Frame Full Height ... (1110)	0	0	0	0	0	0	0	0
Frampoin Allowance	0	0	0	0	0	0	0	0
Gen	0	0	0	0	0	0	0	0
Hang	0	0	0	0	0	0	0	0

Hours: 0 SQFT: 0

Change menu to display 'Time & Half hours'

NOTE For weekend overtime use 'Double Time Hours'

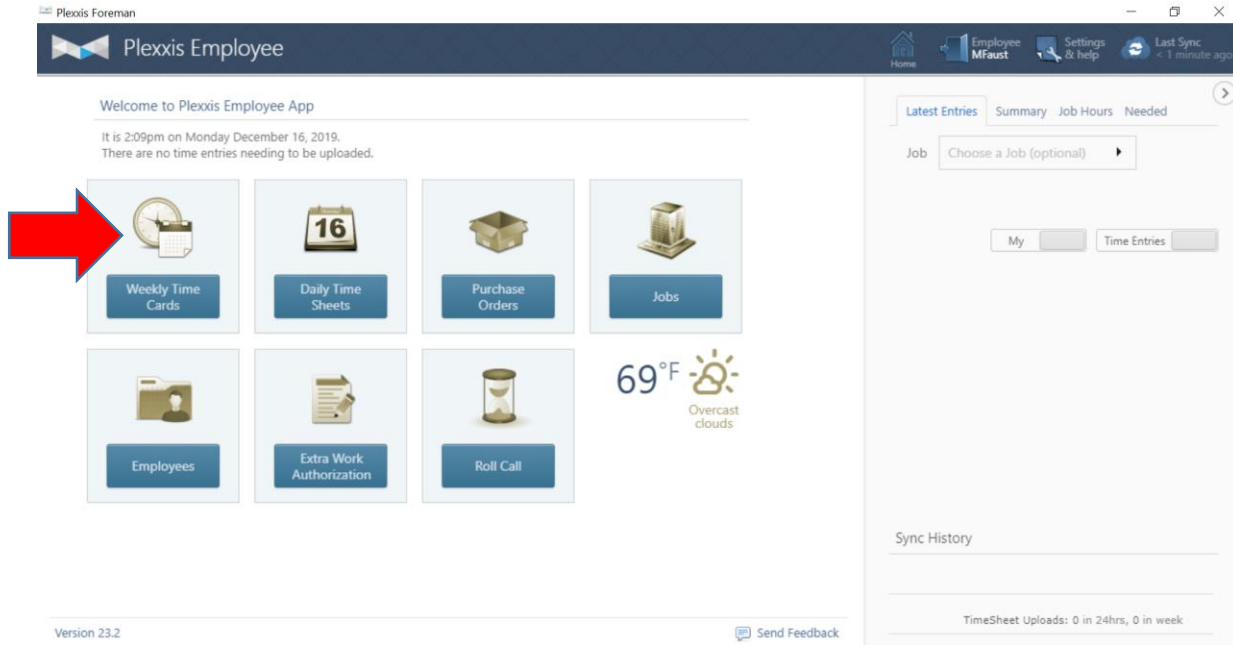
Input correct number of overtime hours for that day on the appropriate activity line

How do we enter hours that have been tracked on paper instead of through the Foreman app?

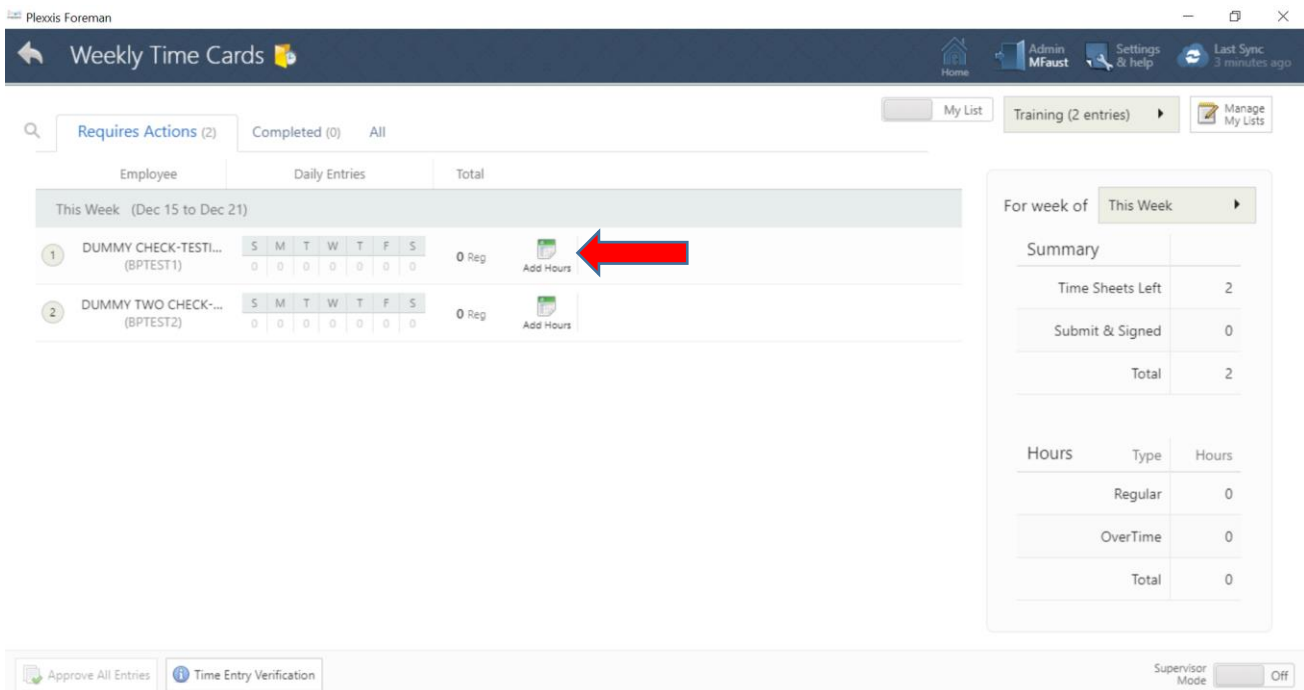
If hours have been tracked on paper, first ensure they are complete and signed by the employee before submitted. Once these steps have been taken, as a Superintendent you must enter those hours into the Plexxis system. The steps to complete this process are below.

Step #1 – Log into Plexxis (Foreman App)

Step #2 – Click the 'Weekly Time Cards' icon



Step #3- Locate the employee that needs to have their time entered from the list within Plexxis. Then click the "Add Hours" icon.



Step #4 – From this 'Activity Sheet Entry' window you may select the jobsite for this employee, and the appropriate hour type (regular hours, time and a half, etc.). Then enter the correct work hours for each day, by clicking on the appropriate activity line (General Supervision, Hang Drywall Tops, Hang Drywall Bottom, etc.) on the appropriate day and entering the number displayed on the paper tracking sheet. When you are finished press the blue 'Accept' button and then you may close the window.

The screenshot shows the 'Activity Sheet Entry' window for employee 'DUMMY CHECK-TESTIN.. (B...'. It features a 'JOB' dropdown set to 'Berg Headquarters (...)', a 'FLOOR' dropdown, and an 'HOURLY TYPE' dropdown set to 'Regular Hours'. A keypad is overlaid on the activity grid, with a red arrow pointing to the '0' button. A callout box on the left states 'Activity column displays all work options for employee'. Another callout box on the right states 'Enter hours here using the keypad that appears on the screen- as well as quantity for productivity if needed'. A third callout box at the top right points to the 'Hour Type Menu'. A fourth callout box at the top left points to the 'Job Menu'.

Step #5 – Once you have entered all the appropriate hours and quantities in the 'activity sheet entry' window, you can close the window. Now an 'unlocked' icon will appear on the line with the employee's name. Click this icon, so that it will change to the 'lock' icon. This ensures payroll now has access to the information so that it can process employee time cards.

NOTE Before locking data, be sure that you have entered hours for the correct employee, the appropriate job site number(s) and the appropriate category of productivity.

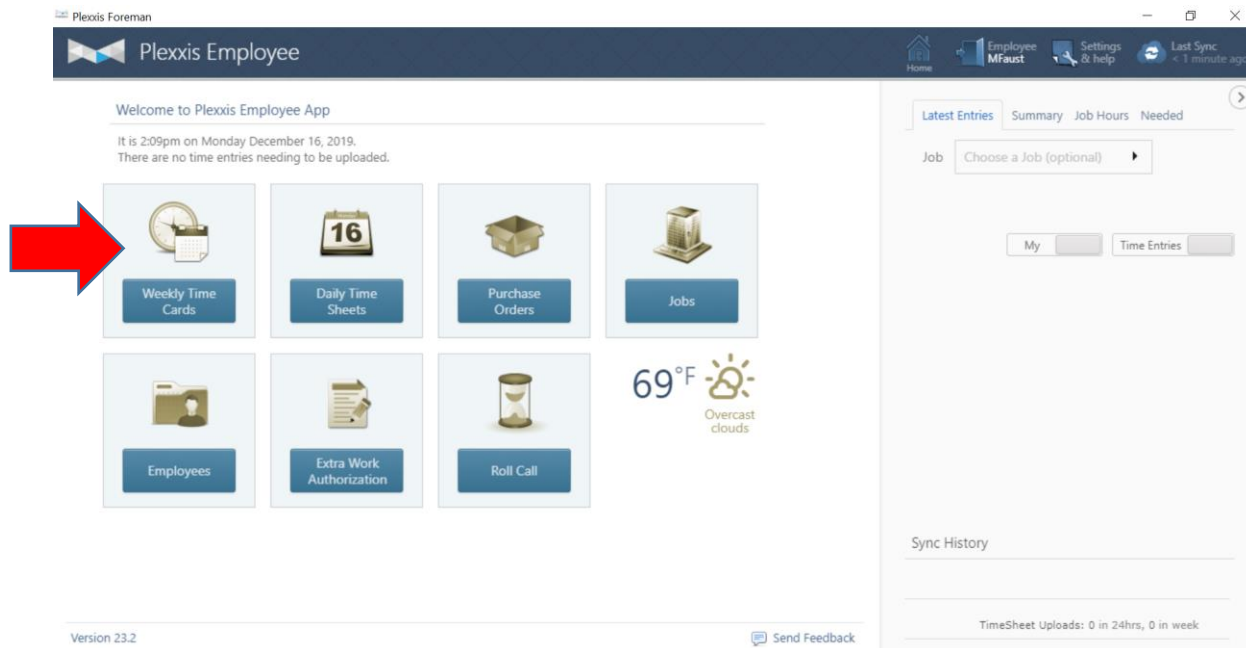
The first screenshot shows a table with 'Daily Entries' and 'Total' columns. Each row has a calendar icon, a 'Total' value, and three icons: 'Add Hours', 'View', and 'Lock'. The second screenshot shows the same table, but the 'Lock' icon for the second row is now a red padlock, and a red arrow points to it.

If an employee is injured, how do we track their hours?

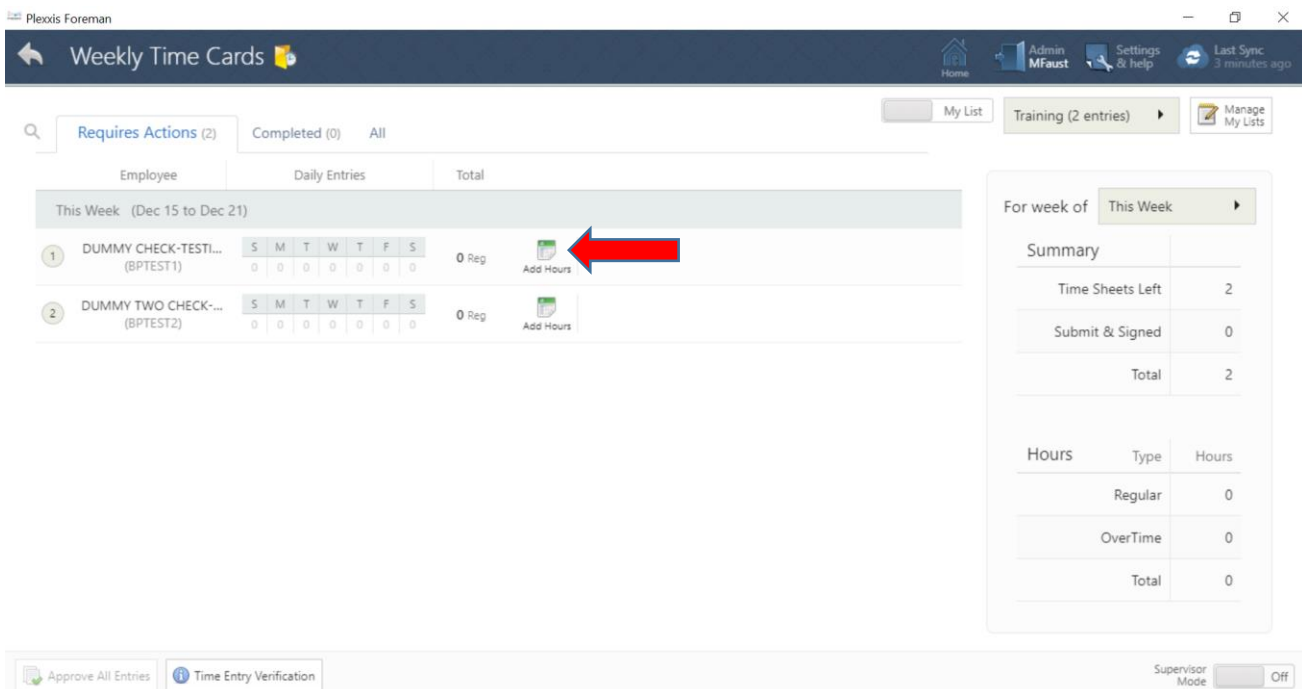
Typically, an injured employee does not have the access to enter their own weekly hours, so it is the Superintendent's responsibility to record them. The steps for entering these hours is below.

Step #1 – Log into Plexxis (Foreman App)

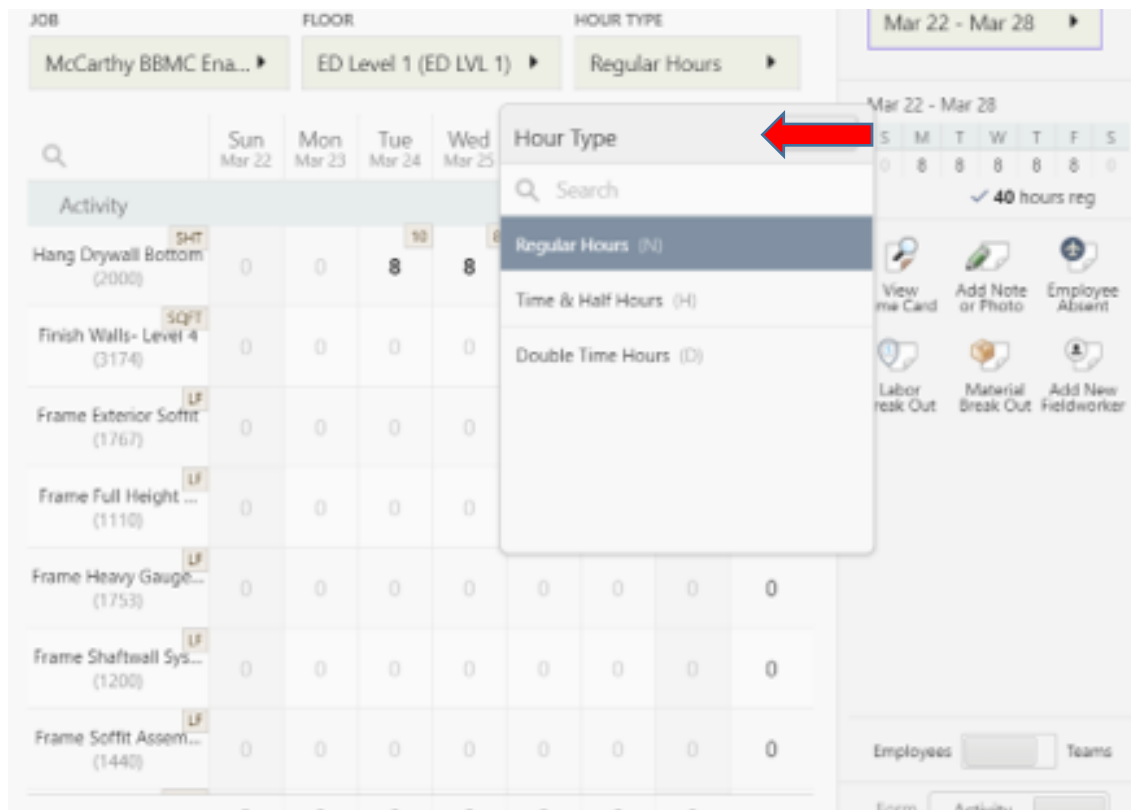
Step #2 – Click the 'Weekly Time Cards' icon



Step #3- Locate the employee that needs to have their time entered from the list within Plexxis. Then click the "Add Hours" icon.



Step #4 – From this 'Activity Sheet Entry' window you may select the jobsite for this employee, and the appropriate hour type. Most injured employees only use one of two hour types under the hour menu: one is the 'Charity' option, use this when an injured employee is working on a jobsite or when they're helping with company charity work and the other is the 'IJH' option, use this when an injured employee is working in the office.



Step #5 – Once you have entered all the appropriate hours and quantities in the ‘activity sheet entry’ window, you can close the window. Now an ‘unlocked’ icon will appear on the line with the employee’s name. Click this icon, so that it will change to the ‘lock’ icon. This ensures payroll now has access to the information so that it can process employee timecards.

NOTE Before locking data, be sure that you have entered hours for the correct employee, the appropriate job site number(s) and the appropriate hour type.

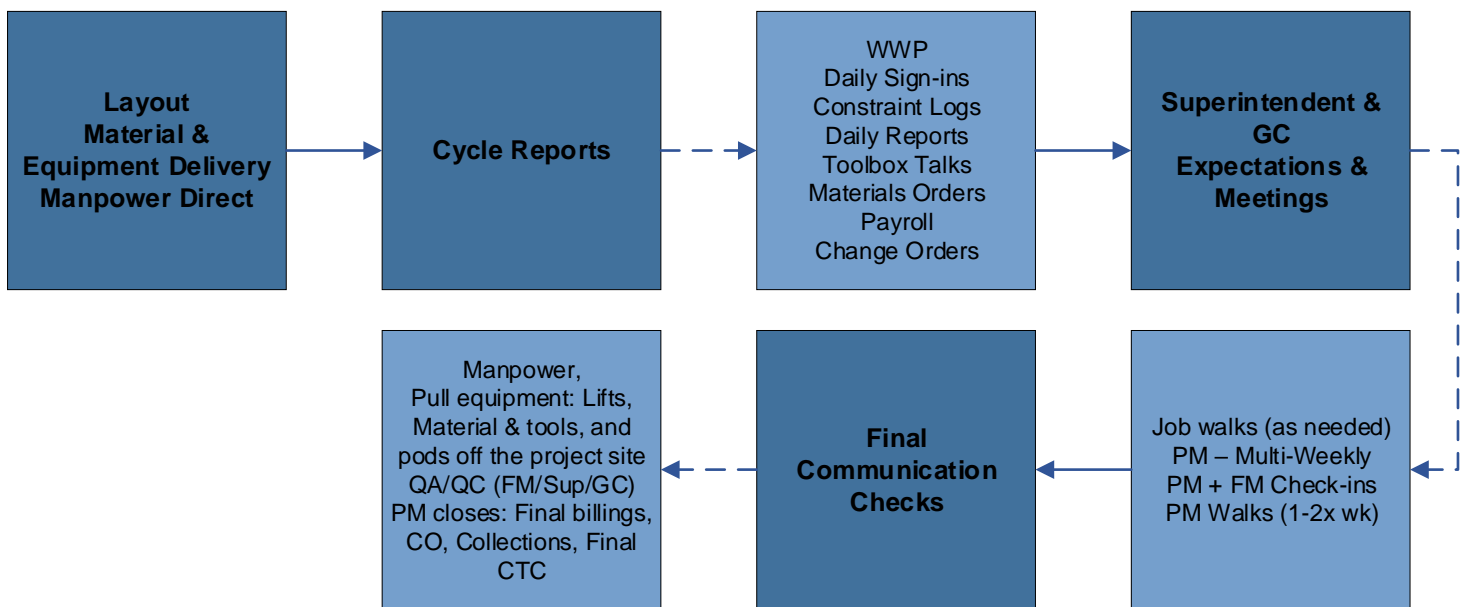
Completed (1) All

Daily Entries							Total			
5)										
S	M	T	W	T	F	S	24 Reg			
0	8	8	8	0	0	0		Add Hours	View	Locked
S	M	T	W	T	F	S	32 Reg			
0	8	8	8	8	0	0		Add Hours	View	Lock
S	M	T	W	T	F	S	23.5 Reg			
0	8	7.5	8	0	0	0		Add Hours	View	Lock
S	M	T	W	T	F	S	32 Reg			
0	8	8	8	8	0	0		Add Hours	View	Lock

Daily Entries							Total			
)										
S	M	T	W	T	F	S	32 Reg			
0	8	8	8	8	0	0		Add Hours	View	Lock
S	M	T	W	T	F	S	24 Reg			
0	8	8	8	0	0	0		Add Hours	View	Lock
S	M	T	W	T	F	S	32 Reg			
0	8	8	8	8	0	0		Add Hours	View	Lock
S	M	T	W	T	F	S	23.5 Reg			
0	8	7.5	8	0	0	0		Add Hours	View	Lock

Project Construction Communication Flow Chart

The purpose of Project Construction Communication Flow Chart is to make sure the Superintendents, PMs, and Foreman are in constant communication about the project as it transitions from pre-construction planning to project management. Read through the chart below.



Key Takeaways:

- They must focus on key objectives for planning:
 - Manpower (week to week)
 - Check-ins (at jobsite vs. phone)
 - Job Walks
 - Material & equipment delivery
 - Material Layout (at jobsite)
- If you are running into issues with your job, reach out to your PM, Foreman and Safety Director to get a meeting setup immediately.
 - Refer to Navigating & Recovery through Project Mistakes on [Pg. 33](#) for more information surrounding this topic.

❖ Job Walk Guide

Check- In with General Contractor's Superintendent

- Daily phone calls, texts or emails should be made when not on site

On-Site

- **How are the GC superintendent and GC Project Manager feeling?**
 - o The goal is to keep them calm and happy, so they continue their best work through completion of project -address any issues you can and bring in other superintendents, project managers, etc. if needed to ease concerns
 - o Ensure Superintendent has adequate knowledge of plans and schedules, help get responses on RFI's
- **Are there any potential project related issues?**
 - o Any cleaning that needs to be done?
 - o Any new crews coming in that need other work to be completed?
 - o Are all electricians, plumbers, HVAC teams and other subcontractors aware of the schedule and pace of project?
 - o Record project related delays in constraint log

Check-In with Berg Foreman

- Review the progress being made and compare to what is being recorded daily in 'Foreman App' about once a week
 - o Identify discrepancies in productivity and absences and talk to Foreman- if there are no injuries or other extenuating circumstances that explain the discrepancies, keep track of those employees as continued job performance issues may be cause for termination of the employee(s)
 - o Talk to your foremen about productions and changes that we should be capturing and looking for any constraint issues that will hinder us from hitting our deadlines.
 - o Reference the 'Production Rate Report'. See Pg. 4 for example of report.
- Compare job progress to project plans and work schedule; address discrepancies and reasons behind them with Foreman
- Address outstanding I9 form completion for any field workers that have not yet been completed
- Ask about manpower- check that team members are showing up regularly; discuss if men can be cut from the job, or if manpower needs to be added to keep job on schedule
- Check that regular Purchase Order Requests are being completed and sent through 'Foreman App'
- Ask foreman if there are any opportunities for additional work; if so, notify PM/PA that RFI needs to be sent to GC
- Ask foreman if they are aware of time and materials needed for change orders that have been submitted before completion of the project
- Ensure employees are starting work with no wasted time.

Field Labor

- Ensure all field workers are engaged in a productive task or project
- Address field workers and build morale by engaging in short conversations
- Address any training or skill instruction needed for field labor to complete project tasks

Project

- Inspect the quality of work that has been completed by the field
 - o If the quality doesn't meet Berg standards, notify the foreman and come up with plan to address areas of poor quality
- Does clean-up work need to be done? When should it be completed by?
- Address discrepancies between plans/drawings and the jobsite, create RFI if needed
- Identify opportunities for additional work, address this with General Contractor- get written approval if work is to be started
- Make sure to contact your PM's and give them an update from your job walk
 - o Communicate and hold PM's accountable pricing RFI's, Change Orders or T&M.

Materials

- Check to ensure the project is being completed with appropriate materials
- Ensure spare materials are being stored properly- spare materials should not be susceptible to damage, or theft on site
- Is ventilation adequate for current work?

Plan next steps

- o What crews should come in next?
- o When should current crews complete current stages of the project, and what is the schedule for next crews? Avoid any delays for the following crews as best as possible.
- o Do we have enough workers available for present and future crews?
- o If we have new materials coming in (insulation, fireproofing, paint) do we have the equipment and the safety measures in place to complete those phases?
- o Are we preparing for weather?

Heat

- Do we have safety measures in place to prevent labor from overheating and experiencing dehydration?
- Do we have measures to reduce humidity and condensation on jobsite?

Cold

- Do we have ventilation set up, and working efficiently even if temperatures are sub-zero?

❖ Navigating & Recovery through Project Mistakes

One key to navigating project mistakes, is knowing the most common mistakes so that you can avoid them. Below is a list of the most common project mistakes, keep these in mind and do everything within your control to avoid delays due to these missteps.

1. Improper Safety training- Failure to do properly train foremen and employees in proper safety protocols such as personal protective equipment, training on the proper use of scaffolding and lifts, etc. can increase risk of injuries. Even one injury on the job can cause a significant project delay.
2. Skipping the Pre-Construction Meeting- The pre-construction meeting is the critical step to review project details, expectations, schedule, costs for materials, equipment, manpower and scope of work. Choosing to skip this meeting is the equivalent to walking into a project completely blind.
3. Flawed material orders- Unorganized or incorrect material orders can lead to problems and/or project delays.
4. No communication plan- Having no communication plan can both cause a project mistake and delay the recovery of plan after it has had an issue. To avoid this mistake, schedule weekly status meetings or calls with your project manager and general contractor. You should be walking your jobsites all one to two time per week, minimum. Share notable progress, areas closed, etc. with General Contractor, and the Project Manager, so there is time to address any potential issues.
5. Failure to manage change orders – Change orders need to be completed accurately and submitted to a general contractor as quickly as possible. Written approval from a general contractor must be received before starting any additional work.
6. Incorrectly assessing time, budget and manpower – Variables like equipment, materials and manpower are all tracked on a project's cost to complete form. Reporting these numbers accurately is the key to knowing your profit margin and avoid losing money on the job.
7. Mismanaging a weekly work plans – The weekly work plan completed by the foreman should be done the Tuesday, prior to the week that work will be done. This tool, when used appropriately, is what keeps the foreman, work crews and the entire project on schedule. When issues arise, the weekly work plan should reflect a crew's response to the issue, in order to make up time and stay on the project's original schedule and budget.

Below is a list of strategies for recovering a project once a mistake or issue arises. One of the main pieces of project recovery is communicating, so always keep diligent communication in mind during the recovery of any project.

- You need to be communicating with General Contractor, Superintendents (Other tradesmen), Foreman, Project Manager and Safety Manager/Director on all project related mistakes
- Your managers and team leads may also have experience dealing with the same issues or delays on a project- don't be afraid to tell them about your situation and see if they have any helpful advice for you

- Be honest about your projects progress – project mistakes and delays happen to everyone but how you respond will make or break your job. Don't try to downplay or hide aspects of the problems you're running into.
- When you run into a project related mistakes, and you have begun communication with your team, you should then follow these three steps to begin the project recovery process:
 1. Stop and evaluate- Figure out why the project is failing – get into the details of the schedule, material orders, change orders and usage of manpower to find the source of the issue. Don't blame it on delays, other trades and factors outside your control- focus on what things you can change.
 2. Set up a war room – This is where you look over project drawings, scope of work, weekly work plans, constraint logs, change orders, etc. You should be utilizing the advice and insight from your Project Manager during this step.
 3. Set your project in motion- This is where project rescue starts. Keep your foreman in the loop on what should be happening, and what the schedule will look like moving forward.
- Don't wait until it's too late to communicate! If a project is going south, don't try to take on all the issues alone- reach out to your team, tackle the problems together.

❖ Time Management Tips

Superintendents have the difficult task of balancing time in the field and time in the office during each project. At certain times it may feel like you have too many tasks that need your attention, which can lead to feeling overwhelmed. After key conversations between the Superintendents and the training department, we have compiled a list of suggestions and tips that may save you a few time management headaches during your career here at the Berg Group.

- Be mindful of your time at jobsites- it is tempting to dive into every issue or concern that comes up, but delegating any work that can be done by the field workers, foreman, a general contractor's superintendent or project managers will help maintain your balance
- It is easy to check your email quickly from your phone or iPad for a few moments each day, but it's important to set up one hour, three or four days weekly without any other conflicts, to thoroughly review and respond to emails that you have received- everyone will appreciate your prompt responses, you may avoid costly mistakes and it will help you maintain valuable relationships inside and outside of the company
- Once a week set aside time for one to two hours to process paperwork and payroll- payroll is typically completed on Mondays, so this may be the best time to dedicate your energy to anything in the office that needs your attention
- When you choose a time to work in the office on some of the tasks from above, make a meeting on your Outlook calendar for that time- this way other employee's will know you are busy, and it will become easier to work uninterrupted.

Phase III – Project Closeout

❖ Demobilizing Manpower & Equipment

This is the Demobilizing Manpower & Equipment checklist to be reviewed during the post-job meeting with the Project Manager, Superintendent and Foreman. This document can be found in the company drive, in the 'Construction Documents and Plans' folder.



Project Name:	Meeting Date:
Job Number:	Meeting Time:

Meeting Called By:	
---------------------------	--

Demobilizing Equipment

- How Many Lifts are Onsite?
 - How Many Lifts Do You Need for Remainder of the Job?
 - Are We De-Mobing Remotely?
 - Do We Need a POD?
 - Do We Need a Conex Box?
-

Demobilizing Tools

- What Tools Do We Need Onsite for Final Weeks?
 - What Tools Can We Return?
-

Demobilizing Manpower

- How Much Manpower Do We Need for The Final Weeks?
 - Week by Week Plan
-

Additional Items

❖ Post-Job Meeting Checklist

This is the meeting agenda and checklist to be reviewed during the post-job meeting with the Project Manager, Superintendent, Foreman and Safety Director or Manager (market dependent). This document can be found in the company drive, in the 'Construction Documents and Plans' folder.



Project Name:	Meeting Date:
Job Number:	Meeting Time:

Meeting Called By:	
---------------------------	--

Scope of Work

- Review Scope of Work and Drawings
 - What Was Bid?
 - What Was Extra?
 - Where the Proper Materials Used?

Productions and Project Schedule

- Finalize Man Hours and Durations
- Finalize Cost Codes for Job
- Finalize Project Communication Flow – What Worked vs. What Didn't?
- Review Job Schedule and How It Went

Documents and Material Ordering

- Finalize Documents for Job
- Finalize Material Pick-Up Plan
- De-Mob Project Site

Safety

- Review Site Safety Plan and Clinic Locations
- Review Accident and Injury Reporting
- Discuss How Site Safety and Reporting Went

Foreman Bonus Summary

- Finalize Foreman Bonus Potential and Performance

Additional Documents

- ❖ **Construction Terminology**
- ❖ **Drug and Alcohol Testing Policy**
- ❖ **Termination Form & Helpful Hints**
- ❖ **List of 19 Eligible Documents**
- ❖ **PlanGrid Cheat Sheet**
- ❖ **Daily Report Cheat Sheets**
 - **Daily Sign-In Cheat Sheet**
 - **Constraint Log Cheat Sheet**
 - **Daily Work Report Cheat Sheet**
 - **Weekly Work Plan Cheat Sheet**
- ❖ **Injury Reporting Cheat Sheet**
- ❖ **Berg Suppliers**

Construction Terminology

- LF – Lineal Feet
- MLF – Thousand Lineal Feet
- ACT – acoustical tile ceiling, often used in office buildings. Looks like a grid
- Caulking – low-range gel seal for corners
- Gyp Board – Gypsum board/ drywall/ Sheetrock (brand)/ Rock
- Stud – framing members used to mount drywall. Essentially the bones of a wall.
- Sill (Top/Bottom Track) – Horizontal track laid underneath and over openings in a wall
- Cripples – shorter pieces holding up/ suspending the top and bottom track in an opening.
- Furring- Mounting metal channels onto CMU/ Concrete/ Brick walls so that drywall can be attached.
- CMU – Concrete Masonry Unit, essentially a Concrete block.
- Taping – The process of mudding and taping over drywall to give it a seamless finish.
- Corner Bead – An L-shaped strip that goes over outward facing corner to give it a perfect finish.
- Tearaway bead – Used around perimeter of windows for a clean finish like a corner bead.
- 16 gauge (GA) – Heavy weight steel studs used in exterior framing.
- 20 gauge (GA) - Lightweight steel studs used in interior framing.
- Ceiling – visible, finished top of the room
- Roof- Actual top of building/ room
- Deck Height – surface of the roof, used to refer to multi-floor construction
- Soffit – A drop wall from the deck to bridge ceilings of different heights.
- Joist – horizontal structure used for framing or connecting 2 sides/studs together
- Truss – (joist on steroids) An engineered structure with smaller components that provides greater structural integrity than a regular joist.
- Load bearing wall – A wall that is structurally integral to supporting the weight of a building.
- AFF- Above Finished Floor, used to denote ceiling heights.
- RCP- Reflected Ceiling Plan, a part of plans that shows ceiling heights and materials.
- Pony wall- Short wall usually used to mount counter tops.
- Party wall- Wall that goes from the floor all the way to the deck/ roof. Used in living units for maximal sound insulation between units.
- Partition wall – A wall that only goes few inches or a foot above the ceiling, not all the way to the roof or deck
- Temp Wall – Temporary walls
- Partition plan/ Wall types – A sheet in the building plans that shows different wall assemblies and their codes.
- MEP – Mechanical Electrical and Plumbing plans, Part of the drawings for a project. Used to reference what goes through a wall.
- Backer – Horizontal strip of metal running across studs to mount furniture to.
- Diffuser – Another name for a vent cover, used in commercial buildings.
- EQ Stud - Kicker stud from bulkhead to decking

Drug and Alcohol Testing Policy

DRUG AND ALCOHOL TESTING POLICY

Berg Paint, LLC

Berg Plaster, LLC

Berg Drywall, LLC

(the Company)

The Company recognizes that substance abuse has reached epidemic proportions within our nation today and that it affects every segment of our society. Substance abuse affects an employee's job performance and presents safety dangers to fellow employees. While the Company will respect each individual's privacy, we are committed to the highest safety standards. It is our goal to maintain a workplace free from drug and alcohol abuse and promote its treatment. With these goals in mind we initiate this Drug and Alcohol Policy.

Applicability: The policy contained herein applies to all employees of the Company and its applicants. This policy covers applicants (after a conditional offer of employment has been made) and are required to consent and participate in a pre-employment test as required for jobsite placement. Applicants, however, are not entitled to participate in a rehabilitation program offered by the Company to its employees.

NOTE: Pre-employment drug testing is only applicable if required by GC or Specific jobsite and consistent with the Company's collective bargaining obligations. Applicant will be notified if a test is required prior to his/her placement.

General Work Rules

1. Alcohol and illegal drugs are strictly prohibited at the jobsite.
2. The use or taking of illegal drugs and alcohol or being under the influence of alcohol or illegal drugs while at the workplace, including breaks, or on Company property, or while operating the Company's vehicles, machinery, or equipment, is prohibited. Any employee who reports to work under the influence of alcohol or illegal drugs, or any employee who uses alcohol or illegal drugs while at work will not be allowed to remain on the Employer's premises.
3. The distribution or sale of illegal drugs including; making arrangements during working time or on Company property for the sale, purchase, or transfer of illegal drugs is strictly prohibited.
4. **Prescription Drugs:** Physician prescribed use of drugs or controlled substances can adversely affect workplace safety and job performance. Therefore, if an employee is taking any such medication, the employee shall inform the prescribing doctor of the nature of the employee's job and ask whether the medication poses a threat to the employee's health or safety on the job, or that of others. If the employee's doctor believes that such a threat exists, the employee must inform his/her supervisor. **All prescription medication must be kept in the container which they received it from the pharmacy or treating physician.**
5. **Over-the-Counter** medications may be taken during work hours only if the drug is used for its intended purposes and in accordance with package directions.
6. **Mental or Physical Impairment:** Any employee, whose abilities are negatively impaired, during work hours will be removed from the worksite regardless of the cause of impairment. If the cause is found to relate to the abuse of legal drugs, illegal drugs or alcohol, the employee will be subject to the Company's disciplinary policy.
7. The Company reserves the right to inspect our vehicles, premises and property; including offices, desks, lockers and other repositories and personal items; such as lunch boxes/bags, purses, gym bags, backpacks, handbags, packages or coats, where there is reasonable cause to believe that an employee has violated this Drug and Alcohol Policy.

8. The Company reserves the right to interpret the provisions of this Policy and to modify its terms, as the Company deems appropriate and in keeping with applicable law. This Policy is not intended to and does not constitute the terms of a contract and does not in any way restrict the rights of the Company or any employee to terminate employment, as either may deem appropriate.

Employee Drug and Alcohol Testing

A. Reasonable Suspicion: The Company may require an employee to undergo drug and alcohol testing, if the Company has reason to believe that any of the following conditions have occurred:

1. The employee is under the influence of illegal drugs or alcohol.
2. The employee has violated this drug and alcohol policy prohibiting the use, possession, sale or transfer of drugs or alcohol while the employee is working, whether on or off the Company's premises, or while the employee is operating the Company's vehicles, machinery or equipment.
3. The employee has sustained a personal injury or caused another employee to sustain personal injury.
4. The employee has caused a work-related accident or was operating or helping to operate machinery, equipment or vehicles involved in a work-related accident.

B. Post-Accident Testing: A drug and/or alcohol test will be conducted on all employees involved in accidents; excluding first-aid care, occurring during work hours or on the Company's property. Covered accidents include, but are not limited to, accidents that the employee caused or contributed to that involves; (1) personal injury to employees or others, which necessitates medical attention; (2) results in lost work time; and/or damage to the Company's property.

NOTE: Post accident testing may be required by any employee whose conduct could have contributed to an incident/accident, not just the employee who reported the incident/accident.

C. Regulation Testing (Federal Law): The Company will conduct drug and alcohol testing (1) as required by federal law or regulation; (2) by law enforcement; (3) or a specific project, whose contract requires specified testing provisions.

D. Rehabilitation Testing: The Company may require an employee to undergo drug and alcohol testing, without notice, during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program, if the employee has been referred by the Company for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan.

Testing Procedures

Before requiring an employee to undergo a drug and alcohol test, the Company will issue the Notification and Consent for Drug/Alcohol Testing Form to the employee. The Drug and Alcohol Policy is part of the Company's New Hire Orientation.

The Company designated collection facility will require the employee to sign a consent/release form authorizing the drug and alcohol screening before any screening will be performed. Failure to sign a consent/release form authorizing the drug and alcohol screening will constitute a refusal to take the drug and alcohol test and shall be grounds for disciplinary action up to and including discharge.

Drug Test Fees: The Company will pay the actual costs for the initial drug screen. For confirmatory tests, the Company will pay for one test if the test result is "Negative". If the test result is anything but "Negative", the employee would be responsible for the fees.

Transportation: Employees are responsible for their own transportation to and from the testing facility. If an employee is on a Company jobsite and is deemed unfit for duty, the Company will offer public or private transportation to take the employee home or to a testing facility.

If the employee refuses transportation, the local police department will be contacted for transport of the affected employees.

Privacy: All information acquired in the testing program is private and confidential information. The Company has educated its field leadership staff to hold any information confidential regarding employee testing and considers such information private and on a "need to know" basis. The Company will not disclose information to another employer, or third-party individual, governmental agency or private organization without written consent of the employee, with the following exceptions:

1. Positive drug test results on a confirmatory test may be used in arbitration proceeding, an administrative hearing under any applicable state law, or in a judicial proceeding provided that information is relevant to the hearing or proceeding.
2. Evidence of a positive test result on a confirmatory test or a confirmatory retest may be disclosed to any Federal agency or United States government unit as required under Federal law, regulation or order, or in accordance with a Federal government contract.
3. Evidence of a positive test result on a confirmatory retest may be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

At the time the sample is collected, the employee may provide any information relevant to the drug test. The employee may indicate any prescription medication or over-the-counter medication they are currently or have recently ingested which would explain a positive test result.

Positive Test Result: The Company will suspend a tested employee, with an initial positive test result. The Company reserves the right to determine length of suspension based on details/severity of the positive test. No lost time benefits will be paid during the suspension period, yet all medical costs incurred will be covered under the Company's Workers Compensation Policy.

The employee will be notified in writing of the results from the drug and alcohol test within three (3) working days from the day the Company receives the initial test result from the testing laboratory.

If an employee receives a positive drug test result, they will have the right to explain the test results. The employee can indicate any prescription medication or over-the-counter medication they are currently or have recently ingested to explain the positive test result. All information must be submitted within three (3) days after the notice of a positive test result.

The employee has the right to request and receive a copy of the test result directly from the testing facility.

The employee may request a confirmatory retest of the original sample once they are informed of a positive test result (testing paid for by the employee). The employee must notify the Company within five (5) working days after notice of the confirmatory test result, in writing, of his/her intention to obtain a confirmatory retest. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee. The tested employee will be reinstated with full back pay.

If the confirmatory test or confirmatory retest is "Positive" **and** it is the first such positive result for the employee, they will be required to participate in a drug and alcohol counseling, or rehabilitation program assigned from their Union's Employee Assistance Service Provider. **The employee will be retested prior to returning to work.** Once a negative test result is obtained, the employee would be reinstated to their regular duties or performing tasks within any work restrictions required as long as the employee continues to participate in their rehabilitation program and the program allow for working during treatment. If program does not allow for working during treatment reinstatement would be at the end of successful program completion.

Rehabilitation Programs: Any employee who believes he or she has become addicted to or dependent upon drugs or alcohol, or has a problem relating to drugs or alcohol, is encouraged to seek assistance from their union health plan and Employee Assistance Program (EAP) to identify an appropriate treatment facility. If the employee receives a positive test result on a confirmatory test or confirmatory retest during their rehabilitation probation of two years, the employee will be terminated from employment. Any employee seeking medical treatment for alcoholism and drug addiction may seek insurance coverage under the employee's union benefit plan, per the provisions of that plan. Payment for any portion of the treatment, which is not covered by that plan, is the employee's responsibility, and not the responsibility of the Company.

If the employee either:

- (1) Refuses to participate in the counseling or rehabilitation program
- (2) Refuses to undergo drug and alcohol testing
- (3) Refuses to comply with their prescribed counseling program after a positive drug test result, on a confirmatory test or retest

This will be grounds for disciplinary action up to and including termination of employment.

To facilitate admission to a counseling and/or rehabilitation program the Company's Human Resources group will collaborate to identify the employee's union health plan and EAP. This will be an effort to determine level of support and coverage offered by the employee's union benefit plan(s).

If an individual employee isn't able to enroll in a counseling and/or rehabilitation program through his/her union health plan or EAP, the Company will require enrollment at the employee's expense.

This policy is non-discriminatory in intent and application and is written to be consistent with applicable state and local laws and the Company's collective bargaining obligations.

Termination Form & Helpful Hints

If you are terminating someone permanently always use this form, **UNLESS** the Foreman overseeing the employee has already completed it. Once the form is completed it must be sent to Termed@berggroup.us in order for it to reach the HR Department.

If an employee files for unemployment because they have been temporarily laid off or due to a lack of work currently available and a Termination Form has not been completed, Ashley will reach out to you and ask you to complete the form. Please be diligent about checking your email and completing any forms she asks, because employee's unemployment is dependent on our completion of the termination process, even if the termination is temporary.

Here are the steps for finding the blank Termination form on the Berg Group intranet

THE BERG GROUP
Drywall | Painting | Plaster
www.BergGroup.us

Employee Termination Form
Please fill out and e-mail to Termed@berggroup.us and your Supervisor(s). You must complete a separate form for each employee you wish to terminate.

Employee Name: _____

Was the Employee a Foreman: Yes No

Supervisor/Foreman Name: _____

Date of Termination: _____ Last Day Worked (if Different): _____

Reason for Termination:

Voluntary:

- Personal
- No Call, No Show
- E-Verify Voluntary
- Quit
- Unable to complete I-9 Form within three days of work for pay.

Involuntary:

- Poor Performance
- Lack of Work
- Violation of Policy
- E-Verify Involuntary
- Temporary Laid Off will be rehired on _____

Eligible for Rehire: Yes No

If no, please explain:

Office Locations
118 Peavey Circle, Chaska, MN 55318 | 22515 N 19th Ave, Phoenix, AZ 85027 | 2270 Camino Vida Roble, San Diego, CA 92011

A void copy of the term form can be found on the following page. DO NOT USE this as a formal term form to be submitted to HR, it is only for training purposes.

List of I-9 Eligible Documents

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

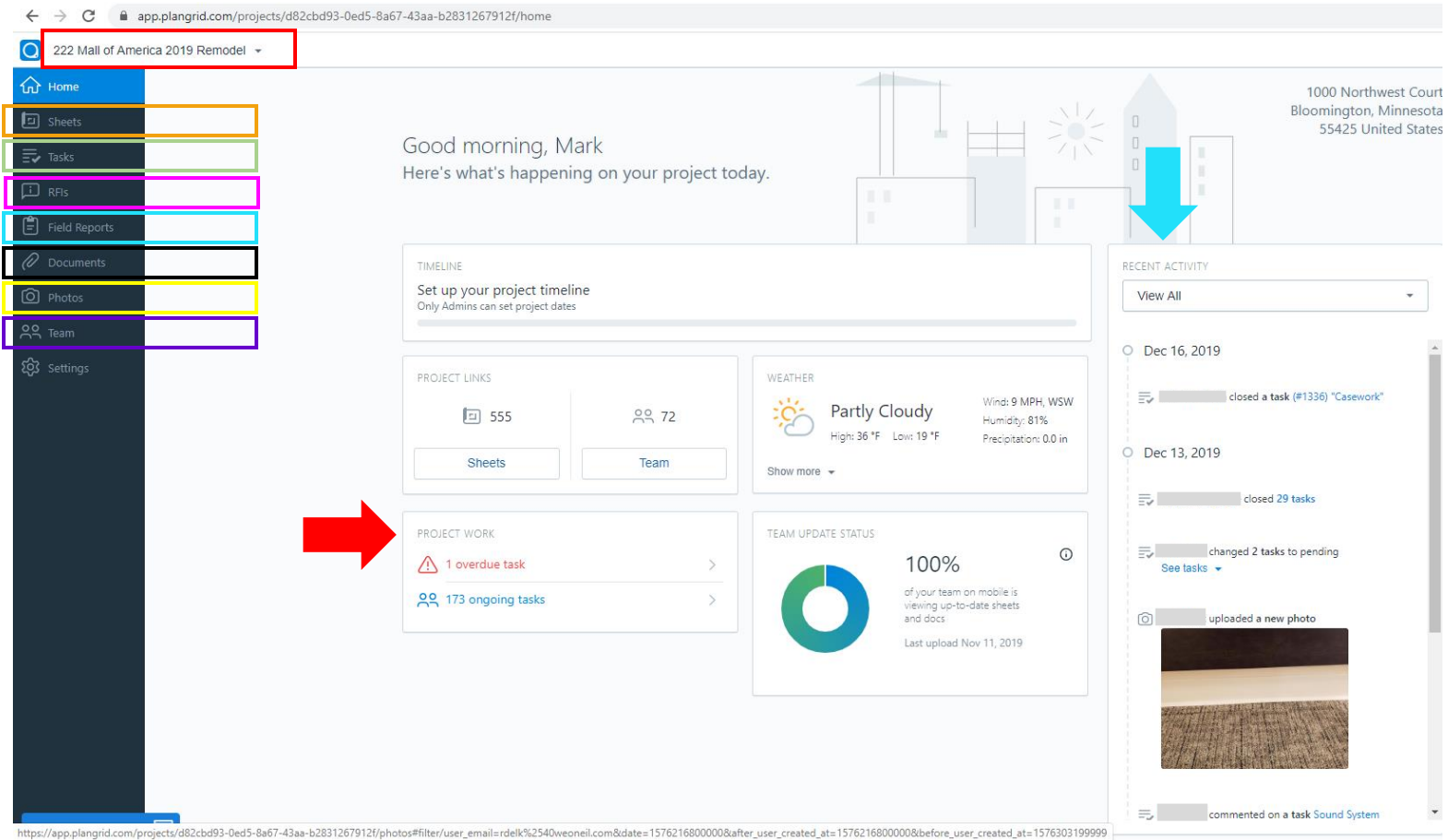
Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

PlanGrid Cheat Sheet

PlanGrid is used by Foreman, Superintendents and Project Managers/Assistants during the construction process, in order to communicate with each other about the plans and progress of a project. Before a project starts, Project Managers and Project Assistants upload the appropriate plans and drawings into Plangrid. Log in information will be given to you by your office's Project Assistant. Below you will find an example project page on Plangrid, and explanations of where to find or upload materials.

NOTE When you first open Plangrid, you will find a list of your current projects that are in the cloud. To access the screen below you must select and click on one of the listed projects, download it to your device, then open it by selecting it from the list on this device again. If you cannot find a project, or a project is missing certain plans, drawings or other materials and you need access to it, you must contact your office's Project Assistant.



Red Box	Project Name	This is the title of the job you selected; to change, click the arrow on the right side	Black Box	Documents	This is where more detailed or floor/room specific plans, and drawings live
Orange Box	Sheets	This is where original plans and drawings are uploaded at the start of a project	Yellow Box	Photos	All photos uploaded with RFIs and Field Reports for the length of the project collect here
Green Box	Tasks	Project tasks to be completed, and notes added addressing any related issues	Purple Box	Team	All employees connected to a project listed here
Pink Box	RFIs	This is where Foreman upload Requests for Information, regarding project issues	Blue Box	Field Reports	This is where Foreman upload daily sign-in/out sheets and daily work reports
Red Arrow	Project Work	This is a quick look at existing project tasks	Blue Arrow	Recent Activity	A live feed of field uploads/changes to PlanGrid

Daily Sign-In Cheat Sheet

Daily Sign-Ins need to be completed by foreman at the end of each shift, and then uploaded to PlanGrid. An employee's signature on the 'time out' portion of the sheet, attests that they have not acquired an unreported injury on the job that day. Pay special attention to the 'No Show' Employees section of the form, this is where employees who are sick, on vacation, or are 'no call/no show' absent that day.



Daily Sign-In Sheet

Job Name: _____ Job Number: _____

Project Manager: _____ Superintendent: _____

Foreman: _____ Date: _____

Start Time: _____ am _____ pm M T W T F S S

Berg Sign-In/Sign-Out Injury Free Sheet

Your Signature Below Indicates That You Have Not Had an Unreported Injury on a BERG Project Prior to This Date
Su Firma Abajo Indica Que No Ha Tenido Una Lesion No Declarada En Un Proyecto Proir BERG Hasta La Fecha

#	Employee Name	Signature (Time In)	Time In	Signature (Time Out)	Time Out	Foreman Initials	Framer	Hanger	Finisher	Painter	Laborer	Layout
1		Signature		Signature								
2		Signature		Signature								
3		Signature		Signature								
4		Signature		Signature								
5		Signature		Signature								
6		Signature		Signature								
7		Signature		Signature								
8		Signature		Signature								
9		Signature		Signature								
10		Signature		Signature								
11		Signature		Signature								
12		Signature		Signature								
13		Signature		Signature								
14		Signature		Signature								
15		Signature		Signature								
16		Signature		Signature								
17		Signature		Signature								
18		Signature		Signature								
19		Signature		Signature								
20		Signature		Signature								

No Show/Late Employees

Employee Name	Reason(s) for No Show/Late

Constraint Log Cheat Sheet

A constraint log must be updated and included with all other daily reports. Constraints are all items that are causing a delay or preventing crews from completing a task. Some constraints may not be closed in a short period of time, so it is important to report the 'start' and 'end' date for each constraint accurately. Note, if more than one trade is responsible for the constraint, the foreman should list all that apply. As a Superintendent, it is important to track these constraints, so billing or change orders can be updated. Photos should also be attached and labeled to document each constraint listed.

Trade Responsible	Reason for Constraint	Level	Pod	Start	End

Daily Work Report Cheat Sheet

Daily work reports need to be completed at the end of every shift, and submitted to a team's Project Manager, Project Assistant and the Superintendent. The objectives and accomplished sections should match the weekly work plan, already submitted by the foreman. If additional work is recorded, the project team should ensure a change order has been submitted and approved for that work.



Berg Drywall, LLC

BD Companies, LLC

Berg Plastering, LLC

DAILY WORK REPORT

Project Manager: _____

Date: _____

Job Number: _____

Job Name: _____

Foreman: _____

OBJECTIVES (TASKS TO BE COMPLETED):

ACCOMPLISHED (WORK PERFORMED, TASK DESCRIPTION, LOCATIONS/AREAS, AND QUANTITY):

ADDITIONAL WORK PERFORMED (OUTSIDE OF ORIGINAL SCOPE):

WERE THERE ANY CIRCUMSTANCES BEYOND YOUR CONTROL THAT DELAYED PROJECT? Yes No
IF YES, PLEASE EXPLAIN _____

QUESTIONS/CONCERNS/NOTES: _____

****PLEASE TAKE AND ATTACH ALL PHOTOS TO THIS DAILY REPORT****

Weekly Work Plan Cheat Sheet

This is the weekly work plan that should be completed by the Foreman every Tuesday, prior to the week it will be followed. Once completed, Foreman will send this with their daily reports, to the Superintendent for their project- it is your job to evaluate the weekly work plan and give foreman feedback. Be sure to keep in mind whether the plan follows the schedule agreed upon with the general contractor, and whether it is realistic in terms of time and manpower. Foreman should make edits, and resend the plan, if a Superintendent provides feedback that the original plan is unrealistic or inaccurate.



Weekly Work Plan

Job Name: _____ Job Number: _____

Pre-Plan Week Starting: _____

Activity/Task	Employee Name(s)	M	T	W	T	F	S
Workable Backlog	Employee Name(s)	M	T	W	T	F	S
Material Delivery	Employee Name(s)	M	T	W	T	F	S

Injury Reporting Cheat Sheet

Foreman Accident Injury Report

****ALWAYS TAKE PICTURES AT SCENE****

1. ACCIDENT INFORMATION

Call that apply and fill out the section that pertains to it.

Near miss Bodily injury Equipment Property Illness

Time accident occurred: ____ a.m. p.m. Date of accident: _____

Job #: _____ Job site Name _____

► Near miss

Describe near miss: _____

Corrective action taken: _____

Corrective date: _____

► Bodily Injury

Emergency Room Clinic First Aid Refused Medical Attention

Name: _____ SS#: _____

Address: _____

Phone#: _____ Age: _____ Gender: Male Female

Trade: _____ Employer: _____

Superintendent: _____

Puncture Laceration Bruise Strain Fracture Break Other


explain injury: _____

Any and all objects involved with injury: _____

Describe Accident in detail: _____

Explain events leading up to accident: _____

Any and all witnesses to accident (re: witness statement, Item 6): _____

Foreman Signature:  _____ Date: _____

This should be completed by the Foreman onsite each time an injury OR a near miss occurs, on the jobsite. At the end of the completion of the form, the Foreman should also take photos with his iPad of the injury or near miss, to include with the report. The report should then be sent to the Superintendent and Safety Manager.

Berg Suppliers

MATERIAL SUPPLIER			
Company	Contact Name	Phone Number	Notes
FBM - Nationwide	Joe Burger	612-961-9268	
AMS - California	Brian Gilbertson	619-346-5372	
Tamarack (GMS Yard)	Gary Ellis	612-280-0462	Located in other states
Curran Engineering	Doug or Patrick	800-643-6353	Nationwide
Superior Metals (SST)	Buck or Alexis	407-295-5772	Nationwide
Shaw/Stewart Lumber - MN	Addam Luce	612-594-6119	
GTS Interior Supply - WA	Kylie McCown	253-872-5628	
LUTZ - Drivit	Tim or Ann	763-315-5886	Nationwide
Paul's Ace Hardware	Mike Rineer	480-862-6695	
PAINT			
Company	Contact Name	Phone Number	Notes
Sherwin Williams	Chris Mazza	612-810-4208	Nationwide
RENTAL EQUIPMENT			
Company	Contact Name	Phone Number	Notes
United Rental	Scott Spehn	612-282-8152	Nationwide
Ross - AZ	Roni Maestas	602-470-1000	Arizona
Duke - MN	Andrew Nystrom	651-334-4076	Minnesota
Sunstate		800-229-2398	Arizona/California
STORAGE CONTAINER & JOB OFFICE			
Company	Contact Name	Phone Number	Notes
Mobil Mini	Todd McKenna	651-463-1230, ext. 3753	
PODs	Mark Rislund	612-360-1234	Nationwide
FASTENERS			
Company	Contact Name	Phone Number	Notes
HILTI		1-800-879-8000	Nationwide
Langford	Paul Rime	612-867-7571	MN
Carson Sales	Mike Maloney	602-695-1693	AZ/CA
Total Tool	Brad Gulsvig	651-402-1720	MN