

Summer Intern Schedule/Objectives

PROJECT MANAGEMENT:

DATES: _____

- _____ Change management (RCOs, COs and Sub COs)
- _____ Set-up new projects
- _____ Documentation flow
- _____ Prepare OAC meeting packages
- _____ Attend OAC (Owner Architect Contractor) meetings
- _____ Prepare meeting minutes
- _____ Create submittal log
- _____ Submittal review
- _____ Prepare subcontracts
- _____ Prepare and process RFI's
- _____ Prepare operations and maintenance manuals
- _____ Prepare and process change orders
- _____ Mark-up drawings electronically
- _____ Maintain project files (save fully executed contracts/COs, returned RFIs, sub proposals, etc.)
- _____ Daily office life
- _____ Update CSL, directory, Plangrid
- _____ Follow up with subs for pricing & submittals
- _____ Utilize training programs -SLC University
- _____ Reading blueprints
- _____ Utilization of software - Timberline, Microsoft Schedule, Bluebeam, Docusign, Plangrid
- _____ QC reports, look-ahead schedules, attend foremen meetings, prepare field RFI's, organize drawings

FIELD/OPS – SUPERINTENDENT:☐ Site Utilities☐ Earthwork☐ Concrete☐ Steel Masonry☐ Skin☐ Finishes☐ Mechanical☐ Electrical☐ Plumbing (rough-in)☐ Plumbing (equipment/operational)☐ Safety☐ Sub Meeting☐ Quality Control**PRECONSTRUCTION:****Estimating:**☐ Overview of Contract Delivery Methods☐ Overview of Contracts☐ Blueprint Reading☐ Quantity Takeoffs☐ Scoping Trades☐ Overview of Gradebeam☐ Calling Subs for Coverage☐ Participate in Bid☐ Assumptions and Clarifications**Marketing:**☐ LinkedIn☐ Website Review☐ Resume☐ Proposal Development☐ Photograph Project