

The Residences – 901 W Ocean Drive
Project Manager Steve McKeon Tasks
2023 HM Door Replacement Project

Phase	Item	#	Tasks
Pre-Con Meeting	Onsite Meeting	1	<u>Schedule.</u> Meet with Chad & Jeff prior to starting work.
	Contract Documents	2	<u>Review.</u> Specifications, procedures, daily cleanup, and property protection.
	Permit	3	<u>KCB Building Permit.</u> Obtained by Walker (reimbursed by Owner) and posted in conspicuous location on carport column. Photograph to Owner.
	Materials by Walker	4	<u>All Except Locks.</u>
	Materials by Owner	5	<u>Locks.</u> Manager to load combinations prior to installation by Walker.
	Progress Payments	6	<u>Applications.</u> Walker to Email Owner in accordance with Contracts. R1 Checks may be mailed or picked up, by Walker, at Cruz Morato. R2 Checks may be mailed or picked up, by Walker, at Bishop, Rosasco.
	Door Locks, Existing	7	<u>Furnish Walker.</u> Keys or lock combos to existing condo balcony doors.
	Garages Secure	8	<u>Doors Locked.</u> Keep always locked.
	Condos Secure	9	<u>No Access.</u> Workers are not permitted in condo units at any time.
Doors Shipment	Receipt	10	<u>Inspect.</u> Confirm doors received are as ordered and not damaged.
	Storage	11	<u>Supervise.</u> Store doors, as specified, in respective R1 & R2 garage bays.
Start Work	Notice	12	<u>Notify Owner.</u> Email that work has started. <u>Owner</u> will authorize payment. Checks may be mailed or picked up, by Walker, at Cruz Morato.
	Power Washing	13	<u>Notify Supreme.</u> To suspend Stair and Pool Deck power washing until project is complete and cleaned up. Continue monthly billings and in return, power wash stairs (and balconies & rails) as soon as possible after project completion.
	Work Progress	14	<u>2 Daily Inspections.</u> Early morning and early afternoon, while work is underway... so issues can be addressed same day.
	Dings & Scratches	15	<u>Repairs.</u> Ensure Doors & Frames dings & scratches are repaired, as specified, prior to painting.
	Stucco & Wall Damage	16	<u>Repairs.</u> Ensure repairs are made according to specs.
	Documentation	17	<u>Workdays.</u> Log days work is underway & include with manager's regular monthly billings.
		18	<u>Photo Log.</u> Photograph project progress and issues. Submit to Owner daily.
Completion	Substantial Completion	19	<u>Schedule Punch Inspection.</u> Upon Walker "Substantial Complete" notice.
	Punch Inspection	20	<u>Punch List.</u> With Walker, inspect each door installation. Verify doors close smooth & plumb, and closers & locks function correctly, paint coverage is smooth & complete, and stucco repair complete. Copy punch list to Owner.
	Back Check Inspection	21	<u>Punch List.</u> With Walker, confirm each Punch List item is satisfactorily complete including final clean up. All construction materials and debris removed from site.
	Warranties Owner Manuals	22	<u>Complete Set.</u> Deliver paper or scanned (not photographed) copies to Owner.
	KCB Building permit	23	<u>Close Out.</u> Walker to close out permit. Deliver to Owner.
	Project Complete	24	<u>Punch Complete.</u> Walker delivers Final Lien Release & Final Pay request.