

### **Superintendent-Screening Questions**

- Have you completed a ground up project and if so were you on site through all phases including site clearing, utilities, grading, foundations, structure and finishes through CO & Punch? Provide details of project if yes.

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- Have you completed an addition to an existing building, were you on site from time of demo through CO & Punch? Provide details of project if yes.

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- Have you completed an interior renovation project, were you on site from time of demo through CO & Punch? Provide details of project if yes.

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- Have you completed a project as the lead or Senior superintendent, overseeing all aspects and trades of the project? Provide details of project if yes.

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- Have you kept a daily diary of jobsite activities and subcontractor head count for an entire project? If so provide example of your process and what construction management software you used to document the daily diaries.

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- Do you conduct weekly subcontractor coordination meetings, do you generate and save the meetings as well as meeting minutes using a construction management system such as procore or Job Planner? If yes provide example of your process for organizing and conducting these meetings.

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- Do you conduct weekly subcontractor schedule meetings if not included in the subcontractor coordination meeting?

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- Have you ran a project using a 3rd party scheduling consultant? Have you generated and updated the schedule for a project, if yes provide example of the project and type of software used to generate the schedule.

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- Do you take the lead in writing field generated RFI's. What is your first step when a subcontractor or vendor comes to you with an apparent issue? If yes provide example using this process on one of your projects.

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- Do you assist the Project Manager with the OAC meeting agenda and information to be discussed. If yes provide example of what you are accustomed to contributing.

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- Have you represented the contractor as the superintendent in a projects OAC meeting. If yes provide details on what your role in the meeting involved.

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- Do you verify materials and installations are correct by comparing the work being put in place against the approved shop drawings and or submittals? If yes provide example using this process on one of your projects.

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- Have you updated as built drawing and turned over at end of project. If yes provide example using this process on one of your projects.

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- Have you conducted weekly jobsite safety meetings? If yes provide example using this process on one of your projects.

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- Have you coordinated inspections with a third party threshold inspector? If yes provide example using this process on one of your projects.

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- Have you generated and completed a punch list on one of your projects. If yes provide example of your process and job it was implemented on.

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**Please note answering no does not disqualify a person, these questions help us determine the type and size of project a person would be best suited for.**