

Pre-Job Planning Topics

- When are we scheduled to start?
- When are we supposed to finish?
- How is the GC to work with?
- Who are the other major subcontractors? How are they to work with? Are there any services that we can trade with them? (You let us use your backhoe, we get power into your trailer for free, etc.)
- Who is the architect and/or engineer? How are they to work with? What are their peculiarities?
- Do we expect many change orders?
- What are the temporary power requirements?
- Will we need to use any specialty subcontractors?
- When do we need to have submittals ready?
- Will we be allowed to make substitutions?
- Who are we going to buy light fixtures from? What about switchgear? How about pipe and wire?
- Can we get paid for material stored on the site?
- How much will insurance cost for this material and trailer?
- Will we rent a storage trailer, or do we have our own?
- What does the job schedule look like? Are there any obvious problem areas in the schedule?
- Will we have any problem getting deliveries at the required times?
- Will we have any problems having enough workers at any particular times?
- Will we have any problems with cash flow?
- How will payments be processed?
- What is the percentage of retainage? Will this percentage change when the job is 50% complete?
- How will change orders be handled?
- Are we locked in to any certain percentages of overhead and profit? If so, what are they?
- Does this GC usually pay on time? If not, what can we do to make him pay us on time?
- Do we need to write any letters to inform the GC or architect of problem areas?
- Who will be the inspector on this job? What will we have to do to keep him happy?
- Will we need any special equipment? If so, will we need to buy it, or can we rent it?
- What materials will we need on the job first?
- Is there any storage available, or will that be available later in the building?
- Which of the job foremen would be best suited for this particular project? Will he be available, or do we need to choose someone else?
- Are there any particular electricians that would do especially well on this job?
- How good are the blueprints?
- Should we make any of our own drawings to help the electricians?
- Will they need details drawn for any specific areas or rooms?
- Can we redesign the electrical system at all?
- Can we combine two or three circuits in one raceway?
- Are there any inadequacies in the plans or specs?
- Who supplies the motor starters?
- Who does the control wiring?
- Who provides disconnect switches for mechanical units?
- Who is responsible for pitch pans and sealing roof penetrations?
- Are there any particular items or assemblies that we could pre-assemble in our shop?
- Are there any new techniques or tools that would work well on this job?