ELEVATE YOUR SITE WITH LEAN SIGNAGE
INSIDE TRAILER
Material: Laminated Paper Poster

SUPERINTENDENT COMMANDMENTS

There are certain actions and actions that everyone must complete in order to effectively succeed.
These are summarized and listed below as the Superintendent Commandments. Following these Commandments will ensure that you will be successful as a Superintendent.

- Start your day by prioritizing your tasks. If you don’t have a task list, create one.
- Study the drawings for 30 minutes every day.
- Review the plans daily and send out update assignments to project team.
- Speak up effectively in the morning huddle about critical items for the day.
- Study the drawings for 30 minutes and send out updates to the team daily.
- Update, modify, plan, add, or review the schedule for 30-60 minutes and send out updates to the team.
- Office safety, weekly safety surveys, and monthly safety meetings are needed.
- Focus on a focused reflection with one item per day.
- Office safety, weekly safety surveys, and monthly safety meetings are needed.
- Focus on a focused reflection with one item per day.
- Review quality for all new activities that day.
- Review quality for all activities that day.
- Do something to sharpen the axe each day. A book, podcast, or training.
- Work less than 55 hours per week.

SUPERINTENDENT DAILY TASKS

Every superintendent must do certain things daily to be successful. Below is a list of items you can measure daily to ensure you are moving forward.

- Speak up effectively in the morning huddle about critical items for the day.
- Study the drawings for 30 minutes and send out updates to the team daily.
- Update, modify, plan, add, or review the schedule for 30-60 minutes and send out updates to the team.
- Office safety, weekly safety surveys, and monthly safety meetings are needed.
- Focus on a focused reflection with one item per day.
- Review quality for all new activities that day.
- Do something to sharpen the axe each day. A book, podcast, or training.
- Work less than 55 hours per week.

SUPERINTENDENT SECRET SAUCE

A good superintendent: does the future. Doesn’t make the same mistakes twice. Has a growth mindset. Leads with passion. Communicates values. Owns the right thing even when no one is looking. Is accountable. Considers the project, the people, and the planet. Takes ownership of the project, is an equal to the project manager. Bounces feedback off the side of a car. Airs their bullshit. Airs their bullshit._svc
- Always protects finished work.
-例行不定期的tenet-year experience.
- Leads with passion.
- Communicates values.
- Owns the right thing even when no one is looking.
- Is accountable.
- Considers the project, the people, and the planet.
- Takes ownership of the project, is an equal to the project manager.
- Bounces feedback off the side of a car.
- Airs their bullshit.
- Airs their bullshit.
- References: chief, is, and a mark.
- Tours every week.
- Understands that motion does not make progress.
- Knows that overproduction and inventory is the mother of all waste.
- Knows that delivery and procurement are not a race to the bottom.
- Knows that learning and improvement is valued.
- Knows that maintaining and preparing is a priority.
- Knows that learning and improvement is a shared responsibility.
- Knows that respect for others is key to being taken seriously.
- Knows that to be effective.
- Understands that motion does not make progress.
- Knows that overproduction and inventory is the mother of all waste.
- Knows that delivery and procurement are not a race to the bottom.
- Knows that learning and improvement is valued.
- Knows that maintaining and preparing is a priority.
- Knows that learning and improvement is a shared responsibility.
- Knows that respect for others is key to being taken seriously.
- Knows that to be effective.

PROJECT EXPECTATIONS:

- Everyone knows how to be safe in their task.
- Everyone knows what they are installing.
- Everyone makes improvements daily.
- Keep bathrooms clean.
- Be good neighbors and take care of the customers’ needs.
- Nothing hits the floor - No materials, trash, or other items hit the floor.
- Just-in-time deliveries and scheduled deliveries.
- Create correctly sized inventory buffers for all materials and coordinate daily.
- All cords off the floor and managed in a remarkable way.
- Everything on wheels.
- Organized workspaces - Everything clean and organized.
- All areas are clean and organized.
- A place for everything and everything in its place.
- Put your work behind you.
- Nothing left behind.

SUPERINTENDENT COMMANDMENTS 18”X24”
SUPERINTENDENT DAILY TASKS 18”X24”
SUPERINTENDENT SECRET SAUCE 18”X24”
SUPERINTENDENT EXPECTATIONS 18”X24”
INSIDE TRAILER
Material: Styrene Plastic, Coroplast

**EXPECTATIONS = RESPECT**
- Everyone knows how to **be safe** in their task
- Everyone knows what they are installing
- Everyone makes **improvements daily**
- Keep **bathrooms clean**
- Be good neighbors and take care of customers needs
- Nothing **hits the floor** - No materials, no trash or other items hit the floor
- **Just- In Time** deliveries & Scheduled deliveries - Create correctly sized inventory buffer for all material and coordination daily
- All **cords off the floor** and managed in a remarkable way
- Everything on wheels, greenies or painted pallets
- All **access ways clear** at all times
- Organize workspace - **Everyday clean & organized**. A place for everything, and everything in its place
- **Pull work** behind you - Nothing left behind, clear and sweep your areas and leave a complete area

**POTABLE WATER**

Please...
- CLEAN YOUR CONTAINERS
- WASH WITH SOAP OR BLEACH
- FILL WITH FRESH WATER
- TAPE TOP OF CONTAINER & PUT DATE
- REFILL DAILY
- USE ONLY ONE BAG OF ICE DAILY

**HOIST / DELIVERY ROLES:**
- EVERYTHING ON PALLETS
- STAGING AREA 100% COORDINATED
- DELIVERIES PAINTED BY CONTRACTOR
- REMOVE TRASH NOW OR IMMEDIATELY
- KEEP DECK HOIST DECK CLEAR
- KEEP SURROUNDING AREAS CLEAN
- REDUCED INVENTORY WHERE POSSIBLE
- HOIST OPERATOR PROCEEDS ONLY WHEN RULES ARE FOLLOWED
### Trade Partner vs. Subcontractor

**SUBCONTRACTORS:**
- Blame everything on design and never learn from job to job.
- Schedule only their work and think little of what benefits the project.
- They rarely try to understand the schedule.
- Complain about everything.
- Always go to the GC to coordinate and expect them to solve problems.
- They rely solely on GC to keep everyone in line.
- Always ask the GC to solve their problems.
- Casually learn Lean out of necessity, stick to old ways, and blame problems on the philosophy.
- Need to be managed for cleanliness.
- Work like they are an independent company without respect for customer service.
- Are always looking to break the rules and find loop holes.

**TRADE PARTNERS:**
- Understand design is difficult and make provisions to work past it.
- Schedule together and try to understand the whole plan.
- Take ownership in the whole schedule.
- Bring up concerns and solutions.
- Go to other trade partners to coordinate and solve problems and only bring up to GC when necessary. They help keep other companies accountable.
- Solve their own problems when possible.
- Try to learn Lean practices.
- Keep the project 100% clean all the time for their crews and areas.
- Treat other team members like customers and appreciate them.
- Follow the project rules and requirements.

### Worker Huddle Agenda

- **SHOUT OUTS!**
- **REQUEST FEEDBACK FROM WORKERS**
- **REVIEW PLAN FOR THE DAY**
- **SAFETY FOCUS FOR THE DAY**
- **SAFETY OBSERVATIONS**
- **ANY OWNER ITEMS?**
- **REITERATE NEED FOR CLEANLINESS AND ORGANIZATION**
- **ASK IF ANYONE NEEDS PERMITS AND THEN POINT THEM TO THE PERSON / LOCATION TO GET THEM IMMEDIATELY AFTER HUDDLE**
- **SOILS DISTURBANCE/ DEEP EXCAVATION**
- **HOT WORK**
- **CRANE**
- **DELIVERIES & STRATEGY**
- **TRAINING FOR THE DAY**
- **WEATHER FOR THE DAY**
- **ENCOURAGE CREW PREPARATION**
- **PTP**
- **REMINDE**

### Foreman Daily Huddle Agenda

- **SHOUT OUT!**
- **REVIEW ROADBLOCKS**
- **HOW DID WE DO YESTERDAY AND TODAY? STATUS WEEKLY WORK PLAN**
- **DISCUSS WHAT WINNING LOOKS LIKE FOR TODAY OR TOMORROW. REVIEW WEEKLY WORK PLAN**
- **SAFETY FOCUS FOR TOMORROW?**
- **LOGISTICS. WHAT IS COMING? WHEN? WHERE WILL IT GO? INSPECTIONS?**
- **SAFETY OBSERVATIONS**
- **ASK IF ANYONE NEEDS PERMITS AND THEN POINT THEM TO THE PERSON / LOCATION TO GET THEM IMMEDIATELY AFTER HUDDLE**
- **SOILS DISTURBANCE/ DEEP EXCAVATION**
- **HOT WORK**
- **CRANE**
- **WEATHER FOR TOMORROW?**
- **DOES EVERYONE HAVE THE PLAN FOR TODAY OR TOMORROW?**
- **PLUS/Delta**
- **LEAVE WITH THE INFORMATION IN ONE LOCATION**
### Foreman Expectations

- **Material:** Dibond
- **Material:** Styrene plastic, Coroplast

**INSIDE TRAILER**

**24”X36”**

- Be located in the jobsite trailers or onsite.
- Bring materials to the site, “just in time.”
- Enforce company and project safety rules from sub safety manual.
- Keep crew operations clean and organized 100% of the time.
- Do not wait until the end of the day.
- Do not let materials touch the ground. Either new materials or trash.
- Spend time every morning teaching about the 8 wastes, 5 S-ing, and lean concepts. Allow crews time every morning to get their day setup, clean, and organized.
- Participate as a project team member in the last planner meeting and morning huddles.
- Encourage your crews to come up with lean improvement ideas. Maintain parking for your company and ensure there is no impact to the customer.
- Material deliveries for equipment and supplies will be posted in a visible location for the entire team to see. All deliveries will be scheduled per jobsite rules.
- Every foreman supervising in the field will attend a preconstruction meeting before commencing the feature of work and prepare for the meeting by reading all associated plans, specifications, and shop drawings. The product of this review will be a subcontractor provided checklist of critical quality items pertaining to the installation. If the foreman or superintendent do not come prepared, the meeting will be summarily cancelled and rescheduled as soon as a commitment can be made to properly research the scope.
- Contractor will participate in phase planning sessions to develop the overall schedule to a level 4 schedule.

### Enjoyment-Make Work Fun

**People have fun at work when...**

- **People feel their work fulfilling.** They feel like they are actually accomplishing something.
- **People feel appreciated.** Somebody took the time to say, “thank you” or, “good job!”
- **People feel they can be themselves.**
- **People like the people they work with.** Including their boss. Working with nice people is a lot better than working with unfriendly people.
- **People know their jobs are validated.** By the company. Fulfillment comes from within, but people also need to know that the company and the boss value the job.
- **People believe in the mission of their company and their job.**
- **People feel they are treated with respect.**
- **People have a true sense of ownership in the company.**
- **People do not have to check their values at the door.** Most people would prefer to work in an environment of integrity, where they are not asked to do anything contrary to their values.
- **Success is celebrated.** People like to celebrate victories and they like to be recognized when they have helped accomplish something. Even if personal hard nothing to do with it. A success for the company or department should be cause for celebration.
- **People are not turned into scapegoats.** When something goes wrong, sometimes this means a leader with broad shoulders who will take some heat rather than looking for somebody to blame.
- **Credit is shared.** Sometimes that takes a leader whose ego doesn’t require the spotlight.
- **Friends and family think the job and the company are really cool.** Both understand the role. People can show a lot of themselves from what other people think of their job and the company they work for.

### Principles

- **Give first.** Help others in their role.
- **Problems belong to the team.**
- **Widen your circle.**
- **“We will decide as a team.”**
- **Mine for conflict.**
- **No, “end-rounding.”** Weigh in and buy in.
- **Bring problems to the surface.**
- **Fanatically write down and remove roadblocks daily.**
- **Have respect for people.**
- **Create stable environments.**
- **Have clearly defined roles, but lean in and be nimble when necessary.**
- **Take time to train and develop each other.**
- **The project succeeds when it is under budget, on time, safely, with quality, the team health is good, and people meet their career goals.**

**Quotes:**

- “There is no such thing as a person’s problem alone. All problems belong to the team. Leaders must stay at the helm and provide clarity as their first priority.” Theodore Isaac Rubin

- **“Nothing good thrives in secrecy or a lack of accountability. Only at the surface, in the daylight, and amongst the team can anything healthy thrive.”**

- **“The goal of project leaders is to provide clarity behind expectations, how the expectations meet project goals, and how each team member adds value in that framework. Leaders must stay at the helm and provide clarity as their first priority.”**
### TEAM COVERAGE PLAN

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#### INSIDE TRAILER
Material: Dibond

### TEAM COVERAGE
38"X48"
## PROJECT DELIVERY AND TOWER CRANE BOARD

**DELIVERIES BOARD**

**Material: Dibond**

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**DELIVERIES BOARD**

48"X72"
DAY PLAN HUDDLE BOARD
96”X48”

INSIDE TRAILER
Material: Dibond

TAKT SCHEDULE

SITE LOGISTICS

SHOUT-OUTS
FEEDBACK
SAFETY FOCUS
PERMITS

DELIVERIES & STRATEGY
TRAINING
PLAN
WEATHER

ADD 1

ADD 2

WEEKLY LOOK AHEAD
3 WEEKS 48X72
6 WEEKS 48X96
Cleanliness, Organization and the Right-Sizing of Inventory Buffers Are a Projects’ Best Indicator of Health and Stability!

PLAN IT FIRST, BUILD IT RIGHT & FINISH AS YOU GO!

CLEANLINESS BANNER 36”X120”
## TEAM ALIGNMENT BOARD

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### TEAM WINNING BOARD

48"X36"

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### CIRCLE OF TRUST

36"X48

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"WITHOUT **TRUST** WE DON’T TRULY COLLABORATE; WE MERELY COORDINATE OR, AT BEST, COORDINATE. IT’S **TRUST** THAT TRANSFORMS A GROUP INTO A **TEAM**." - STEPHEN R. COFFY
## STANDARD SITE SIGNS

Material: MDO, Aluminum, Alum composite, Coroplast, Banner

Custom Sizes Available

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<td>24X24</td>
<td>CORO</td>
<td>27.00</td>
<td>ALUM COMPOSITE</td>
<td>51.00</td>
</tr>
<tr>
<td>PLAN IT FIRST (BANNER)</td>
<td>36X120</td>
<td>BANNER</td>
<td>191.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prices subject to change without notice.

To place an order please contact: Fastsigns of East Phoenix
602-955-8508

ELEVATE
CONSTRUCTION