SRM

Design and Construction Quality Control Manual

I. Introduction & Purpose
   a. This manual outlines SRM Development's comprehensive approach to Quality Control (QC) throughout the lifecycle of a construction project. It establishes standardized protocols, assigns responsibilities, and promotes best practices to ensure design integrity, construction quality, and successful project delivery.

II. Roles & Responsibilities
   a. Project Manager (PM): Oversees schedule, budget, and QC compliance. Coordinates between departments.
   b. Preconstruction Team: Develops estimates, engages in design meetings, and tracks cost implications.
   c. Design Team: Provides architectural and engineering deliverables, incorporating feedback and constructability input.
   d. Superintendent: Manages field execution, coordinates inspections, and ensures QC adherence on-site.
   e. QC Manager: Maintains documentation, oversees milestone verifications, and ensures quality standards are upheld.

III. Preconstruction – (approvals through construction documents) oversee preconstruction department estimating and design evolution. Work with historical costs and market pricing to establish accurate preliminary budgets. Attend design meetings and provide constructability input.
   a. Design Development – (Approvals to Permit Submittal)
      i. Attend design meetings and provide constructability review
      ii. Assist with scheduling regular design meetings as necessary
      iii. Incorporate after-action best practices
      iv. Evaluate cost impacts – based on project location and market
   b. Construction Drawings (Permit Submittal through Construction)
      i. Provide constructability review with preconstruction department
      ii. MEPFS coordination with RCP
      iii. Engage lighting consultant
      iv. Confirm consultant recommendations including acoustical recommendations have been included in the drawings.
      v. Track design changes throughout the permitting process (architectural and regulatory)
      vi. Develop draft CPM schedule for bid effort and logistics planning
      vii. Revisit cost impacts
   c. Estimating/Budget
      i. Review initial budget estimates before issuance
      ii. Work with preconstruction to update historical cost database
      iii. Work with preconstruction to keep pulse of regional markets
      iv. Provide budget updates as necessary through design development

     v.   MEP Award – Sit down coordination with top bidders and AMEP designers before award

II.   Construction – (Site Clearing through Occupancy) establish
   a. Schedule review and feedback
   b. Site logistics plan review and feedback
   c. Regular site visits
   d. Dimensioning Plan – embedded items, openings, sleeves
   e. Milestone Inspections
      i. Establish milestone dates and review QC list with project team
      ii. Submittal review status
      iii. Field coordination
         1. Subcontractor Pre Award Meeting to verify expectations
         2. Special Inspections
         3. Submittal Review
         4. Dimensional/Layout Plan (arch/sub coordination)
         5. Field Verify Dimensions
         6. Quality control spot checks – finishes
         7. Slab edge/MEP block out plan
   f. Site Safety & Compliance
      i. Conduct safety orientation for all site workers prior to mobilization Maintain orientation records and logs
      ii. Hold weekly toolbox talks and safety meetings with sign-in logs
      iii. Ensure daily foreman safety inspections are completed and documented
      iv. Audit high-risk areas and confirm use of signage, barricades, and fall protection
      v. Ensure all subcontractors are aligned with project-specific safety plans
   g. Final Inspection Schedule
   h. Turnover
      i. Attic stock
      ii. Operations and Maintenance
      iii. Owner Training
      iv. Lessons Learned/After Action Review

IV.   Standard QC Protocols & Best Practices
      v. All inspections, submittal reviews, and milestone checks must be logged with photo documentation and assigned responsibilities.
      vi. Each phase should begin with a kickoff meeting and end with a milestone verification walkthrough.
      vii. Use mockups to establish workmanship standards.
      viii. Maintain a detailed submittal log and tracking system.