

CORBUILD
CM PRO 25.1

USER'S MANUAL

CORBUILD SYSTEMS



CORBUILD CM PRO 25.1

Program Description

Microsoft Access database for contractors that provides the critical documents required to manage commercial and residential construction projects. Budget Reports, Contracts, Purchase Orders, Change Orders, Payment Applications, Submittal Reports, Correspondence, Job Closeout and more.

SYSTEM REQUIREMENTS

Microsoft Windows 10 Microsoft 365 or Access 2017 or higher
Mac Users Must Download PARALLELS software at: <https://www.parallels.com>
Recommended Companion Software: Adobe Acrobat DC

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Visit our Website:

www.corbuild.tech

Published By

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6. JOB CLOSEOUT

6.1 CLOSEOUT LETTER

category

closeout items

6.2 PUNCHLIST

6.3 OWNER TRAINING

6.4 GUARANTEE FORM

- SELECT JOB -

REFRESH LIST

- AA008 SAMPLE PROJECT
- AA014 19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
- AA015 Fisher 21 Lofts
- AA016 19309 GREENFIELD - PHASE 2 - Roofing Repairs
- AG011 Farmer's Marker - Ph 1 Roof Work
- AG012 EAST WARREN PUBLIC MARKET - Ph 2
- AG013 Ideal Building B - 2nd Floor Demo
- AG014 3303 WESSON ST RENOVATION
- AG015 HOLY UNDERGROUND



Construction Manager PRO 24.2

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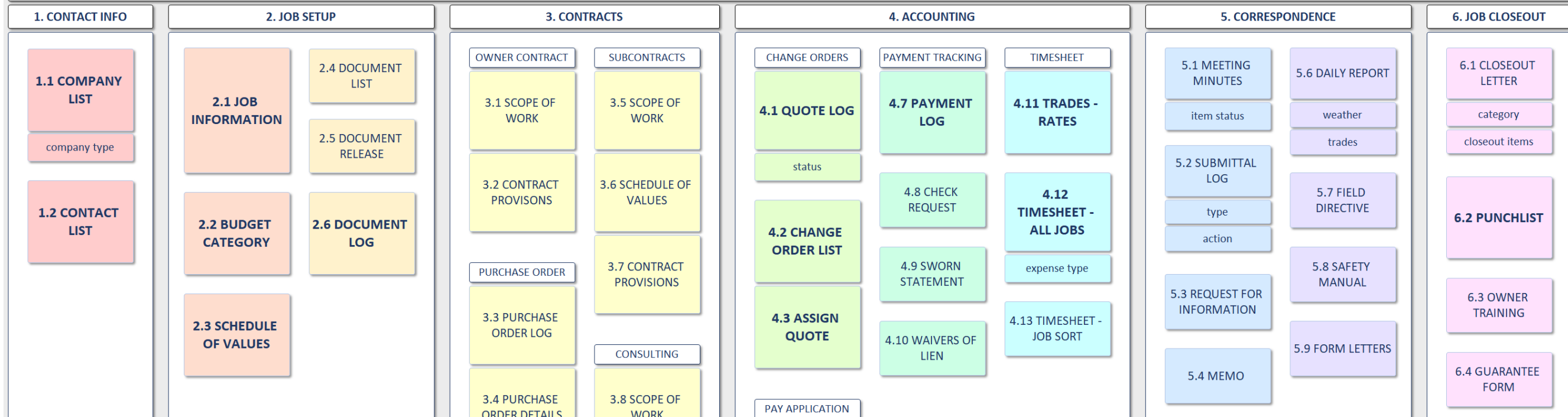
Technical Support:

(313) 283-4633

corbuildsystems@gmail.com

GENERAL PROGRAM INSTRUCTIONS

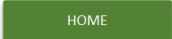


CM PRO 24.2



1. INITIAL SETUP

- Type in your company name, phone number and address in 1.1 COMPANY LIST worksheet
- Type in company name, phone number and address in 1.1 COMPANY LIST worksheet for all of your most commonly users – Owners, Architects, Subcontracts and Suppliers

2. GENERAL INSTRUCTIONS

- Click on the GREEN button on all pages to return to the NAVIGATOR page. 
- Click on the BLUE button on various pages to print documents or reports. 
- Click on the YELLOW button on various pages to access special worksheets. 
- Reports can be printed using CTRL+P shortcut. You will see a standard Windows print dialog after that.
- You can close the report by pressing ESC key. This works for reports only.

3. LOGO

- If you want your company LOGO on selected reports, put a logo file within Access database folder and have it named as "Logo.png". Hint: If you have it another format, you can use Windows Paint to save it as PNG.

4. NETWORK USAGE

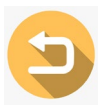
- For network usage there can be only one BACKEND database file. When you install the program on another computer, do not install BE database.
- All the users will use the same, shared backend database! Contact CORBUILD technical support if network setup is desired.
- Additional licenses need to be purchased to access the program on more than one computer terminal.



Scroll down to the **ADMINISTRATIVE MENU**

The screenshot displays a software interface with several panels. On the left, a job selection dropdown is open, showing a list of jobs: AG012 EAST WARREN PUBLIC MARKET - Ph 2 (highlighted), AG017 Farmer's Marker - Ph 1B Pizza Hut, AG025 HOLY UNDERGROUND Ph 2, and CS016 DETROIT FRIENDS MEETING PH 3 (PART 1). Above this list is a 'REFRESH LIST' button. To the right of the job list are several colored buttons for different functions: 2.3 SCHEDULE OF VALUES (orange), 3.4 PURCHASE ORDER DETAILS (yellow), 3.8 SCOPE OF WORK (yellow), CONSULTING (white), 4.4 SETUP (green), 4.5 ASSIGN CHANGE ORDER (green), 4.6 PAY APP DETAILS (green), LIEN (green), PAY APPLICATION (white), 5.4 RFI (blue), 5.5 MEMO (blue), 5.9 SAFETY MANUAL (blue), 5.10 FORM LETTERS (blue), 5.11 TASK LIST (blue), 6.4 GUARANTEE FORM (purple), and a 'category' dropdown. At the bottom right, there is a footer for 'CORBUILD Construction Manager PRO 25.2' with copyright information and technical support contact details.

This section provides a close-up of the administrative menu and instructions. The administrative menu is a vertical list of buttons: ADMIN MENU, UPDATE PASSWORD, ADD USER, GENERATE LICENSE KEY, and HINTS. A red arrow points from the top-left of the main screenshot to this menu. To the right of the menu is a box titled 'INSTRUCTIONS' containing two numbered steps: 1. Select the JOB in the above list, and 2. This selection will be used as default throughout the forms and reports. A second red arrow points from the right side of the main screenshot towards the instructions box.



SECTION 1

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<u>JOB CONTACT LIST</u>	<u>13</u>



1.1 COMPANY LIST



1.1 COMPANY LIST

company type

1.2 CONTACT LIST

ID	Spec Sec (ID)	Spec Sec Sort	Company Type	Company	Phone Number	Street	City	State	Zip
193				- bidders -					
289	0			- contractor TBD -					
195				- NOT APPLICABLE -					
255	12	200	Owner	- property owner -					
231				- TBD -					
166				- To Be Determined -					
97				- UNASSIGNED -					
213	12	200	Owner	16835 E. Warren LLC	313-575-7014	16835 EAST WARREN AVE.	DETROIT	MI	48224
175	1	300	Architect	4545 architecture	313-450-4545	3011 W. Grand Blvd, Suite 400	Detroit	MI	48202
1	1	300	Architect	511 Design LLC	313-405-9035	440 Burroughs Ste 122	Detroit	MI	48202
258	12	200	Owner	A2 High Yield Properties, LLC		6 Park Lane Boulevard, Suite 545	Dearborn	MI	48126
2	65	950	Surveyor	Accurate Surveying	313-506-3160				
39	15	15000	Plumbing	Adelman Plumbing LLC	313-550-2728	2000 Town Center Suite 1900	Southfield	MI	48075
178	15	15000	Plumbing	Advance Plumbing and Heating Supply Co	248-669-7474	1977 E West Maple Road	Walled Lake	MI	48390
3	22	920	Environmental Consultant	Advanced Environmental Consulting					
146	50	15200	Fire Protection	Affordable Fire Protection Company	586-557-5282	P.O. Box 182156	Shelby Twp.	MI	48318
4	45	100	General Contractor	AGI Construction LLC	313-308-6415	1211 Trumbull	Detroit	MI	48209
147	50	15200	Fire Protection	Air Handlers Corporation	248-625-8714	PO BOX 1022	CLARKSTON	MI	48347
59	12	200	Owner	Alberta Garrett	248-766-3604	5444 Provincial Drive	Bloomfield	MI	48322
168	25	8300	Glass	Alco Glass & Mirror Inc.	248-547-1214	4195 W. 12 Mile Road	Berkley	MI	48072
149	51	16100	Fire Alarm	All Star Alarm LLC	248-943-9715	8345 Main Street	Whitmore Lake	MI	48189
227	62	16900	SolarPanels	Anti Gravity Detroit					
242	62	16900	SolarPanels	Anti Gravity Detroit					
207	13	9900	Painting	Antoine Joubert Painting Co.					
101	12	200	Owner	Antonio V. Cardillo					
246	22	920	Environmental Consultant	ASTI Environmental	810-225-2800	10448 Citation Dr	Brighton	MI	48116

Record: 1 of 286 No Filter Search

HOME

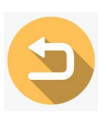
COMPANY LIST

COMPANY TYPE

INSTRUCTIONS:

1. List all Companies associated with a job that will receive correspondence.
2. For residential jobs you can list the Owner's name as the Company Name.

1. List all companies associated with a job that will receive correspondence.
2. For residential jobs you can list the Owner's name as the Company Name.
3. Assign a COMPANY TYPE to all companies that are listed.
4. Print COMPANY LIST if desired.



COMPANY TYPE



1.1 COMPANY LIST

company type

1.2 CONTACT LIST

ID	Spec Sec	Company Type
45	100	General Contractor
6	100	Contractor
68	110	Labor
70	120	Equipment Rental
69	130	Printing
12	200	Owner
73	250	Funding Source
1	300	Architect
5	400	Consultant
30	500	Attorney
36	600	Bonding
74	650	Insurance
2	700	City
7	800	Developer
37	900	Civil Engineer
21	910	Engineer
22	920	Environmental Consultant
75	930	Utility Company
65	950	Surveyor
18	950	Surveyor
66	970	Tools

Record: 1 of 64 | No Filter | Search

HOME



COMPANY LIST

02-Mar-24

ID	Company	Phone Number	Address
Data/Communications			
157	Carlson Communications, Inc.		,,
78	New Solutions IT	734-998-0160	,,
158	Techmode		,,
Demolition			
12	Gipson Bros. Demolition Company		,,
140	Marks Demolition and Renovation	248-938-9751	12860 Tecumseh, Redford, MI 48239
20	Motor City Abatement & Demolition		,,
Doors and Hardware			
72	Commercial Door Specialties	517-745-7643	,,
9	Craft Doors USA		,,
70	Custom Hollow Metal	248-654-8185	965 Wanda Suite D, Ferndale, MI 48220
40	Gray & Son Hardware		6747 Warren, Detroit, MI 48210
95	Jan Door	313-581-7300	14351 W Warren Avenue, Dearborn, MI 48126
164	Midwest Glass & Screen	313-937-0798	24522 Capitol, Redford, MI 48239
86	Rayhaven Group	734-744-9260	35901 SCHOOLCRAFT, Livonia, MI 48150
76	Tarnow Door	248-478-9060	23701 Halsted Rd, Farmington, MI 48335
Drywall & Acoustical			
142	DMC Contracting LLC	810-459-4941	19834 Williamson St., Clinton Twp., MI 48035
Dumpster			
114	Budget Dumpster	866-284-6164	,,
155	Upco Waste Service		,,
120	Waste Management		,,
Earthwork			
198	Eminent Excavating LLC	313-304-1154	514 S. Fort St., Detroit, MI 48217
205	Staffing Equipment Evolution LLC		,,
Electrical			
41	Commercial Electrical Services, Inc		12115 Merriman Rd, Livonia, MI 48150
133	Nica Construction Services LLC	313-784-6850	,,
163	Nica Construction Services LLC	313-784-6850	1921 Warwick Ave, Lincoln Park, MI 48146
25	Power Lighting & Technical Services	313-363-8686	16051 Grand River, Detroit, MI 48227
148	Wade's Electrical Contracting, Inc.	586-677-2019	60880 Van Dyke, Washington, MI 48094



1.2 CONTACT LIST



1.1 COMPANY LIST

company type

1.2 CONTACT LIST

ID	Company	Company Type	Contact	Phone	Email	Street	City	State	Zip
290	- bidders -		bidders						
305	16835 E. Warren LLC	Owner	JOE RASHID	313-575-7014	joe@ewarren.org	16835 E. Warren	Detroit	MI	48224
278	4545 architecture	Architect	Josh Maddox						
276	4545 architecture	Architect	Timothy Flintoff	313-450-4545	tim.flintoff@4545architecture.com	3011 W. Grand Blvd	Detroit	MI	48202
1	511 Design LLC	Architect	Luis Antonio Uribe Jimenez	313-405-9035	getinvolve@511Design.com	440 Burroughs Ste 122	Detroit	MI	48202
2	Accurate Surveying	Surveyor	Chad Wehbe	313-506-3160	chadw@accurate-surveying.com				
51	Adelman Plumbing LLC	Plumbing	Lemar Speed	313-550-2728	lemarspeed@gmail.com	2000 Town Center Suite 1900	Southfield	MI	48075
3	Advanced Environmental Consulting	Environmental Consultar	Moss		cawtmoss@aol.com	14120 Cloverdale St.	Oak Park	MI	48237
270	Affordable Fire Protection Company	Fire Protection	Dexter Jacques	586-557-5282	dexter@affordablefp.com	P.O. Box 182156	Shelby Twp.	MI	48318
180	Affordable Fire Protection Company	Fire Protection	Dexter Jacques	586-557-5282	dexter@affordablefp.com	P.O. Box 182156	Shelby Twp.	MI	48318
247	Affordable Fire Protection Company	Fire Protection	Dexter Jacques	586-557-5282	dexter@affordablefp.com	P.O. Box 182156	Shelby Twp.	MI	48318
269	Affordable Fire Protection Company	Fire Protection	Dexter Jacques	586-557-5282	dexter@affordablefp.com	P.O. Box 182156	Shelby Twp.	MI	48318
4	AGI Construction LLC	General Contractor	Luis Ali	313-283-4633	luis@agidetroit.com	1211 Trumbull	Detroit	MI	48216
5	AGI Construction LLC	General Contractor	Tanya Saldivar-Ali	248-390-7888	tanya@agidetroit.com	1211 Trumbull	Detroit	MI	48114
181	Air Handlers Corporation	Fire Protection	Mark Bruckman	248-625-8714	mark@airhandlerscorp.com	PO BOX 1022	CLARKSTON	MI	48347
48	Alberta Garrett	Owner	Alberta Garrett	248-766-3604	fictionag@aol.com	5444 Provincial Drive	Bloomfield	MI	48322
274	Alco Glass & Mirror Inc.	Glass	Ashley	248-547-1214	ashley@alcoglassmirror.com	4195 W 12 Mile	Berkley	MI	48072
183	All Star Alarm LLC	Fire Alarm	Kevin Popp	248-943-9715	kevinpopp@allstaralarmllc.com	8345 Main Street	Whitmore Lake	MI	48189
189	All Star Alarm LLC	Fire Alarm	Laura Kelly	734-449-7302	lkelly@allstaralarmllc.com	8345 Main Street	Whitmore Lake	MI	48189
321	Anti Gravity Detroit	SolarPanels	Aubrey Agee	248-444-7143	aubrey@antigravitydetroit.com				
299	Antoine Joubert Painting Co.	Painting	Antoine Joubert						
292	BDS Environmental	Abatement/Environment	James Christie						
313	Bell & Sons, Inc.	Kitchen Equipment	Joe Talan	313-531-2119	jtalan@bellandsons.com	26514 West Seven Mile	Redford	MI	48240
188	Ben Washington & Sons	Plumbing	Ed Quinn	586-291-5119	ed@bwsmech.com	7116 Tireman Road	Detroit	MI	48210
89	Ben Washington & Sons	Plumbing	Isaac washington	313-304-2239	isaac@bwsmech.com	7116 Tireman Road	Detroit	MI	48210
88	Bloodline Dynasty Tattoos	Owner	Kristen Nicole Woodhouse	248-390-7888	the_x_butcher@yahoo.com	29154 Grand River Ave.	Farmington Hills	MI	48336

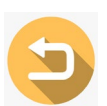
Record: 1 of 191 Unfiltered Search

- HOME
- JOB CONTACTS
- CONTACT LIST

INSTRUCTIONS:

1. Before you enter a Contact you need to enter the Company Name in the Company List.

1. Type in CONTACT NAMES for all companies that are listed along with phone number, email address and address information.
2. Before you enter a CONTACT NAME you need to enter the Company Name in the 1.1 Company List.



JOB CONTACT LOG

	Owner	EAST WARREN DEVELOPMENT CORP		313-575-7014		16835 EAST WARREN AVE., DETROIT, MI 48224
	Architect	URBAN ALTERSCAPE, INC.		313-522-2138		1938 FRANKLIN ST. SUITE 207, DETROIT, MI 48207
	Contractor	AGI Construction LLC		313-308-6415		1211 Trumbull, Detroit, MI 48209
Line Item	Description	Company	Contact	Phone	Email	Address
100	CONTRACTOR FEE	AGI Construction LLC	Frank Apolloni	313-254-8694		1211 Trumbull, ,
1000	Preconstruction Services	AGI Construction LLC	Frank Apolloni	313-254-8694		1211 Trumbull, ,
2000	Demolition					
2100	Demolition - dumpsters					
4000	Masonry					
4100	Masonry - Weather Protection					
6000	Roof Structure and Rough Carpentry - Furnish Only					
6020	Roof Structure and Rough Carpentry - Install Only					
7000	Membrane Roofing					
7200	Tyvek Building Rap	AGI Construction LLC	Frank Apolloni	313-254-8694		1211 Trumbull, ,
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating & Cooling	Jason Blackburne	734-672-4901	michigancomfortsystems@gmail.com	, ,
17000	Construction Contingency					

1. The JOB CONTACT LIST is automatically generated.
2. The Owner, Architect and Contractor contact information is generated from the 2.1 JOB INFORMATION worksheet.
3. All other contact information is generated from the 2.3 SCHEDULE OF VALUES entries LINE ITEMS



SECTION 2

JOB SETUP

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<u>EXHIBIT A – CONTRACT DOCUMENTS</u>	<u>25</u>



2.1 JOB INFORMATION



JOB INFO

2.1 JOB INFORMATION

BUDGET INFO

2.2 BUDGET CATEGORY

2.3 SCHEDULE OF VALUES

Current Job	Job No	Job Date	Job Name	Contract Amount	Downpayment Arr	Default Retainage	Owner	Architect	Contractor	Start Date
<input type="checkbox"/>	AA001	06-May-21	UNITED CONSULTING SERVICES, LLC	\$0.00	\$0.00					
<input type="checkbox"/>	AA002	05-Aug-21	29780 Fall River Road Roof Replacement	\$8,013.00	\$0.00	0.00%	Kristen Nicole Woodhouse		United Consulting Services, LLC	05-Aug-21
<input type="checkbox"/>	AA003	01-Aug-21	Tattoo Shop Demolition	\$12,388.00	\$0.00		Bloodline Dynasty Tattoos	United Consulting Services,	United Consulting Services, LLC	01-Aug-21
<input type="checkbox"/>	AA004	01-Sep-21	TATTOO SHOP - RENOVATION	\$44,825.66	\$0.00		Bloodline Dynasty Tattoos	CM Partners Architects	United Consulting Services, LLC	01-Sep-21
<input type="checkbox"/>	AA005	12-Nov-21	2505 W. Boston - Residential Renovation	\$1,800.00	\$0.00				United Consulting Services, LLC	
<input type="checkbox"/>	AA006	09-Nov-21	20029 Wakeden - Wall Demo	\$600.00	\$0.00				United Consulting Services, LLC	09-Nov-21
<input type="checkbox"/>	AA007	03-Mar-22	21000 Kenosha	\$6,551.00	\$2,183.44		Ben Washington & Sons		United Consulting Services, LLC	03-Mar-22
<input type="checkbox"/>	AA008	18-Apr-22	SAMPLE PROJECT	\$326,652.93	\$0.00	0.00%	New Latin Baptist Church	TDG ARCHITECTS	United Consulting Services, LLC	15-Jun-22
<input type="checkbox"/>	AA009	24-May-22	DHDC New Office and Work Rooms - PH 1 Walls	\$86,831.00	\$0.00		Detroit Hispanic Developme		AGI Construction LLC	15-Aug-22
<input type="checkbox"/>	AA010	26-May-22	Mound Apartments	\$1,000,000.00	\$0.00		Minyon Properties LLC	Dokes Design Architecture	L.K. Jones & Associates	26-May-22
<input type="checkbox"/>	AA011	26-Nov-22	2531 S LaSalle Gdns - Bathroom Renovation	\$43,692.00	\$14,211.08		Ingrid Saunders-Jones	United Consulting Services,	United Consulting Services, LLC	01-Dec-22
<input type="checkbox"/>	AA012	17-Jan-23	CPA Staff Modular Trailer	\$0.00	\$0.00					
<input type="checkbox"/>	AA013	13-Mar-23	14136 Plainview Avenue	\$19,125.00	\$0.00		Ben Washington & Sons		United Consulting Services, LLC	01-Jun-22
<input type="checkbox"/>	AA014	09-May-23	19309 GREENFIELD - Phase 1 - Electrical and Roof	\$47,069.00	\$2,103.00	10.00%	DETROIT FRIENDS MEETING	Cassandra Kail	United Consulting Services, LLC	09-May-23
<input type="checkbox"/>	AA015	06-Jun-23	Fisher 21 Lofts	\$10,000.00	\$0.00		Fisher 21 Lofts, LLC	McIntosh Poris	Fisher 21 Lofts, LLC	09-Jun-23
<input type="checkbox"/>	AA016	06-Nov-23	19309 GREENFIELD - PHASE 2 - Roofing Repairs	\$23,758.00	\$9,345.00		DETROIT FRIENDS MEETING - NOT APPLICABLE -		United Consulting Services, LLC	06-Nov-23
<input type="checkbox"/>	AG001	01-Nov-23	1326 18th Street - AGI Office	\$175,189.00	\$0.00		Detroit Future Ops	Unfolding Architecture	AGI Construction LLC	01-Nov-23
<input type="checkbox"/>	AG002	16-Jun-21	Elda's Restaurant Renovation	\$231,255.00	\$0.00		Elda's Restaurant	Unfolding Architecture	AGI Construction LLC	12-Sep-22
<input checked="" type="checkbox"/>	AG003	05-Nov-21	UNI - PHASE 2	\$250,266.00	\$0.00		Urban Neighborhood Initiat	Silveri Architects	AGI Construction LLC	05-Nov-21
<input type="checkbox"/>	AG004	04-Jan-22	GRACE IN ACTION - PHASE 1	\$374,638.00	\$0.00		Grace In Action	ET AL. Collaborative of Detr	AGI Construction LLC	24-Oct-22
<input type="checkbox"/>	AG005	17-Feb-22	DMex Printing	\$46,878.60	\$23,439.31	10.00%	Dmex Printing	J.M.I. Associates	AGI Construction LLC	11-Mar-22
<input type="checkbox"/>	AG006	13-Jan-23	7226 Vernor DMEX - Façade	\$0.00	\$0.00		Dmex Printing	J.M.I. Associates	AGI Construction LLC	
<input type="checkbox"/>	AG007	26-Jan-23	2438 Porter Street	\$0.00	\$0.00		Giroux-Bowden	4545 architecture	AGI Construction LLC	26-Jan-23
<input type="checkbox"/>	AG008	25-Apr-23	St Peters Parking Lot	\$387,344.00	\$0.00	0.00%	Godfrey Detroit Bronco, LLC	Giffels Webster	AGI Construction LLC	06-Sep-23

HOME

JOB LIST

INSTRUCTIONS:

1. Job No. format: (2) letters followed by (3) numbers. Examples: GC001 - CM001 - JB322
2. Place a check in the Current Job column in order for a job to show up on the Current Job List

1. Job No. format: (2) letters followed by (3) numbers. Examples: GC001 - CM001 - JB322
2. Place a check in the Current Job column for a job to show up on the Current Job List
3. The CURRENT JOB LIST is displayed on the HOME page.



2.2 BUDGET CATEGORY



JOB INFO

JOB EAST WARREN PUBLIC MARKET - Ph 2

2.1 JOB INFORMATION

ID	Job Name	Category
167	EAST WARREN PUBLIC MARKET - Ph 2	1. TRADES
168	EAST WARREN PUBLIC MARKET - Ph 2	2. CONTRACTOR FEES
* (New)		

1. The most common categories for a job are TRADES and CONTRACTOR FEES, however, there can be as many categories that are desired.

2. The BUDGET CATEGORIES establish the breakdown for the SCHEDULE OF VALUES

Record: 1 of 2 | No Filter | Search

BUDGET INFO

2.2 BUDGET CATEGORY

2.3 SCHEDULE OF VALUES

HOME





JOB INFO

CONTRACT SUMMARY

Base Contract	\$3,668,697.81
Variance	\$0.00

INSTRUCTIONS:

1. The Variance is the difference between the Base Contract and the Line Item Amount.
2. If the Variance does not equal \$0.00 adjust the values in the Amount column.

Category	Line Item	Description	Company	Amount	Contract Date	Approved CO	Revised	Pending CO	Pending Contract
1. TRADES	1000	General Trades	AGI Construction LLC	\$31,400.00		\$25,100.00	\$56,500.00	\$0.00	\$56,500.00
1. TRADES	3000	Concrete Foundations	Eminent Excavating LLC	\$292,660.00	15-Nov-24	(\$13,500.00)	\$279,160.00	\$0.00	\$279,160.00
1. TRADES	3200	Helical Piers (VOID)	Eminent Excavating LLC	\$0.00			\$0.00		\$0.00
1. TRADES	3300	Concrete Flatwork (incd w cat 3000)	Eminent Excavating LLC	\$0.00			\$0.00		\$0.00
1. TRADES	3400	Concrete Fill @ Steel Stair (incd w cat 3000)	Eminent Excavating LLC	\$0.00			\$0.00		\$0.00
1. TRADES	4000	Masonry (incd w cat 3000)	Eminent Excavating LLC	\$0.00			\$0.00		\$0.00
1. TRADES	5000	Steel columns, Beams and Misc Metals	Wolverine Steel Erectors, Inc.	\$13,873.00			\$13,873.00		\$13,873.00
1. TRADES	5400	Guardrails and Handrails	Wolverine Steel Erectors, Inc.	\$23,696.00			\$23,696.00		\$23,696.00
1. TRADES	5900	Steel Building	VOD Steel Buildings Inc.	\$79,100.00		(\$79,100.00)	\$0.00	\$0.00	\$0.00
1. TRADES	5910	Steel Building - Erector	Wolverine Steel Erectors, Inc.	\$144,458.00			\$144,458.00		\$144,458.00
1. TRADES	5920	SIP Panels @ Roof and Exterior Wall - Material	Guardian Structural Technologies	\$153,800.00		(\$153,800.00)	\$0.00	\$0.00	\$0.00
1. TRADES	5930	SIP Panels @ Roof and Exterior Wall - Labor	Wolverine Steel Erectors, Inc.	\$3,750.00			\$3,750.00		\$3,750.00
1. TRADES	5940	Metal Panels @ Roof and Exterior Wall - Material	Elite Building Remodeling & Design LLC	\$169,121.00			\$169,121.00		\$169,121.00
1. TRADES	5950	Metal Panels @ Roof and Exterior Wall - Labor	Wolverine Steel Erectors, Inc.	\$0.00			\$0.00		\$0.00
1. TRADES	5960	Steel Stair with Handrail	Gen-Oaks Fabricators, Inc	\$46,300.00			\$46,300.00		\$46,300.00
1. TRADES	5970	Elevator Hoist Beam and Pit ladder	Wolverine Steel Erectors, Inc.	\$4,709.00			\$4,709.00		\$4,709.00
1. TRADES	6000	Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$32,981.60			\$32,981.60		\$32,981.60
1. TRADES	6020	Rough Carpentry - Labor Only	Holguin Construction, Inc.	\$68,000.00			\$68,000.00		\$68,000.00
1. TRADES	6100	Cabinets	AGI Construction LLC	\$13,668.64			\$13,668.64		\$13,668.64
1. TRADES	6200	Countertops	AGI Construction LLC	\$23,904.00			\$23,904.00		\$23,904.00
1. TRADES	6300	Paneling and Wood Trim	AGI Construction LLC	\$10,388.07			\$10,388.07		\$10,388.07
1. TRADES	7000	Building Insulation	AGI Construction LLC	\$9,385.77			\$9,385.77		\$9,385.77
1. TRADES	7800	Foundation Waterproofing	AGI Construction LLC	\$2,500.00			\$2,500.00		\$2,500.00
1. TRADES	8000	Doors and Hardware - Material Only	Bayhaven Group	\$36,100.00			\$36,100.00		\$36,100.00

Record: 1 of 59

Unfiltered

Search

HOME

BUDGET

BUDGET w/CATEGORY

SCHEDULE OF VALUES

SUBCONTRACT

NEW JOB

SAVE

1. Steps for setting up SCHEDULE OF VALUES

- a) Enter a CATEGORY for each LINE ITEM
- b) Assign a LINE ITEM number
- c) Enter a Line Item DESCRIPTION
- d) Enter a COMPANY name for each LINE ITEM if the company name is known
- e) Enter the CONTRACT AMOUNT or the current budgeted amount.
 - i. The Contract Amount must equal the exact value of the actual contract that is issued.

2. For best results, dedicate (1) line for each subcontract that is issued.

3. For best results, dedicate (1) line for each supplier purchase order (P.O.) that is issued.

4. The total sum of all line items must not exceed the Base Contract Amount.

5. If the BASE CONTRACT and the TOTAL amount of the LINE ITEMS entered are not equal, a VARIANCE value will be displayed.

6. Adjust the values in the Amount column or add additional LINE ITEMS until the variance value is \$0.00

7. There are (4) four REPORTS that can be printed by clicking on the BLUE buttons

- a) BUDGET
- b) BUDGET w/CATEGORY
- c) SCHEDULE OF VALUES
- d) SUBCONTRACT – This report requires additional entries that are covered in Section 3.5, 3.6 and 3.7



BUDGET REPORT

Current Balance Due **\$0.00**

SCHEDULE OF VALUES				CHANGE ORDER SUMMARY				PAYABLES/RECEIVABLES REPORT			
Line Item	Description	Company	Contract Summary	Approved CO	Revised Contract	Pending CO	Pending Contract	Total Completed	Total Paid	Amount Due	Balance of Contract
100	CONTRACTOR FEE	AGI Construction LLC	\$22,122.93		\$22,122.93		\$22,122.93	\$22,122.53	\$22,122.53	\$0.00	\$0.40
1000	Preconstruction Services	AGI Construction LLC	\$3,000.00		\$3,000.00		\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
2000	Demolition	New Metro Contracting LLC	\$11,483.00		\$11,483.00		\$11,483.00	\$11,483.00	\$11,483.00	\$0.00	\$0.00
2100	Demolition - dumpsters	New Metro Contracting LLC	\$1,500.00		\$1,500.00		\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
4000	Masonry	New Metro Contracting LLC	\$12,191.59		\$12,191.59		\$12,191.59	\$12,191.59	\$12,191.59	\$0.00	\$0.00
4100	Masonry - Weather Protection	New Metro Contracting LLC	\$2,500.00		\$2,500.00		\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
6000	Roof Structure and Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$38,951.62		\$38,951.62		\$38,951.62	\$38,951.62	\$38,865.20	\$86.42	\$0.00
6020	Roof Structure and Rough Carpentry - Install Only	New Metro Contracting LLC	\$12,535.00		\$12,535.00		\$12,535.00	\$12,535.00	\$12,535.00	\$0.00	\$0.00
7000	Membrane Roofing	Bright Commercial Roofing &	\$51,625.00	(\$1,750.00)	\$49,875.00		\$49,875.00	\$49,875.00	\$40,950.00	\$8,925.00	\$0.00
7200	Tyvek Building Rap	AGI Construction LLC	\$1,500.00		\$1,500.00		\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating	\$10,500.00		\$10,500.00		\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	\$0.00
17000	Construction Contingency		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS			\$167,909.14	(\$1,750.00)	\$166,159.14	\$0.00	\$166,159.14	\$166,158.74	\$157,147.32	\$9,011.42	\$0.40



BUDGET REPORT

Current Balance Due **\$0.00**

SCHEDULE OF VALUES				CHANGE ORDER SUMMARY				PAYABLES/RECEIVABLES REPORT			
(A) Line Item	(B) Description	(C) Company	(D) Contract Summary	(E) Approved CO	(F) Revised Contract	(G) Pending CO	(H) Pending Contract	(I) Total Completed	(J) Total Paid	(K) Amount Due	(L) Balance
1. TRADE WORK											
1000	Preconstruction Services	AGI Construction LLC	\$3,000.00		\$3,000.00		\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
2000	Demolition	New Metro Contracting LLC	\$11,483.00		\$11,483.00		\$11,483.00	\$11,483.00	\$11,483.00	\$0.00	\$0.00
2100	Demolition - dumpsters	New Metro Contracting LLC	\$1,500.00		\$1,500.00		\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
4000	Masonry	New Metro Contracting LLC	\$12,191.59		\$12,191.59		\$12,191.59	\$12,191.59	\$12,191.59	\$0.00	\$0.00
4100	Masonry - Weather Protection	New Metro Contracting LLC	\$2,500.00		\$2,500.00		\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
6000	Roof Structure and Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$38,951.62		\$38,951.62		\$38,951.62	\$38,951.62	\$38,865.20	\$86.42	\$0.00
6020	Roof Structure and Rough Carpentry - Install Only	New Metro Contracting LLC	\$12,535.00		\$12,535.00		\$12,535.00	\$12,535.00	\$12,535.00	\$0.00	\$0.00
7000	Membrane Roofing	Bright Commercial Roofing &	\$51,625.00	(\$1,750.00)	\$49,875.00		\$49,875.00	\$49,875.00	\$40,950.00	\$8,925.00	\$0.00
7200	Tyvek Building Rap	AGI Construction LLC	\$1,500.00		\$1,500.00		\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating	\$10,500.00		\$10,500.00		\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	\$0.00
17000	Construction Contingency		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotals			\$145,786.21	(\$1,750.00)	\$144,036.21	\$0.00	\$144,036.21	\$144,036.21	\$135,024.79	\$9,011.42	\$0.00
2. CONTRACTOR FEES											
100	CONTRACTOR FEE	AGI Construction LLC	\$22,122.93		\$22,122.93		\$22,122.93	\$22,122.53	\$22,122.53	\$0.00	\$0.40
Subtotals			\$22,122.93		\$22,122.93		\$22,122.93	\$22,122.53	\$22,122.53	\$0.00	\$0.40
TOTALS			\$167,909.14	(\$1,750.00)	\$166,159.14	\$0.00	\$166,159.14	\$166,158.74	\$157,147.32	\$9,011.42	\$0.40



Farmer's Marker - Ph 1 Roof Work

Exhibit C - SCHEDULE OF VALUES

Line Item	Description	Company	Contract Summary
1. TRADE WORK			
1000	Preconstruction Services	AGI Construction LLC	\$3,000.00
2000	Demolition	New Metro Construction	\$11,483.00
2100	Demolition - dumpsters	New Metro Construction	\$1,500.00
4000	Masonry	New Metro Construction	\$12,191.59
4100	Masonry - Weather Protection	New Metro Construction	\$2,500.00
6000	Roof Structure and Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$38,951.62
6020	Roof Structure and Rough Carpentry - Install Only	New Metro Construction	\$12,535.00
7000	Membrane Roofing	Bright Commercial Roofing & General Building Restoration	\$51,625.00
7200	Tyvek Building Rap	AGI Construction LLC	\$1,500.00
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating & Cooling	\$10,500.00
17000	Construction Contingency		\$0.00
		SUBTOTAL	\$145,786.21
2. CONTRACTOR FEES			
100	CONTRACTOR FEE	AGI Construction LLC	\$22,122.93
		SUBTOTAL	\$22,122.93
		TOTAL CONTRACT VALUE	\$167,909.14



2.4 DOCUMENT LIST



2.4 DOCUMENT LIST

2.5 DOCUMENT RELEASE

2.6 DOCUMENT LOG

JOB EAST WARREN PUBLIC MARKET - Ph 2

ID	Job Number	Doc ID	Doc Name	Issued By
453	AG012	T.00	Title Sheet	Three Squared Inc.
454	AG012	G.100	Typical Notes, Symbols & Abbreviations	Three Squared Inc.
455	AG012	G.102	Typical Mounting Heights & Clearances	Three Squared Inc.
456	AG012	G.103	FIRST FLOOR LIFE SAFTEY PLAN	Three Squared Inc.
457	AG012	G.104	SECOND FLOOR LIFE SAFTEY PLAN	Three Squared Inc.
458	AG012	G.105	FIRST FLOOR OCCUPANCY PLAN	Three Squared Inc.
459	AG012	G.106	SECOND FLOOR OCCUPANCY PLAN	Three Squared Inc.
460	AG012	C-000	Cover	Spalding DeDecker
461	AG012	C-100	Existing Conditions	Spalding DeDecker
462	AG012	C-110	Demolition Plan	Spalding DeDecker
463	AG012	C-120	Site Plan	Spalding DeDecker
464	AG012	C-130	Utility Plan	Spalding DeDecker
465	AG012	C-140	Grading Plan	Spalding DeDecker
466	AG012	C-520	SITE DETAILS	Spalding DeDecker
468	AG012	C-530	UTILITY DETAILS	Spalding DeDecker
469	AG012	AS.1.1	Site Plan	Three Squared Inc.
470	AG012	S-1	GENERAL STRUCTURAL NOTES	Runkle Consulting Inc.
471	AG012	S-2	FOUNDATION PLAN	Runkle Consulting Inc.
472	AG012	S-3	SECOND FLOOR FRAMING	Runkle Consulting Inc.
473	AG012	S-4	Ceiling Framing Second Floor	Runkle Consulting Inc.

1. The purpose of the DOCUMENT LIST is to provide a list of the contract documents that are included with the OWNER AGREEMENT and the SUBCONTRACT AGREEMENT that are included in Section 3 - CONTRACTS.
2. The intent is to list any documents that are part of the signed agreement. This can include:
 - a. Architects and Engineer drawings
 - b. Sketches
 - c. Specifications
 - d. Proposal, memos, letters or other documents acknowledged by all of the contracting parties

HOME



2.5 DOCUMENT RELEASE LIST



2.4 DOCUMENT LIST

JOB EAST WARREN PUBLIC MARKET - Ph 2

2.5 DOCUMENT RELEASE

2.6 DOCUMENT LOG

ID	Job No	Document Release	Release Date
46	AG012	Architectural, Structural, and MEP updates	23-Jan-25
52	AG012	Rev. Permit Set	23-Dec-24
53	AG012	REVISION #1	20-May-24
54	AG012	PERMIT SET	26-Jan-24
55	AG012	REVISIONS #2	16-Jul-24
56	AG012	Permit Set	29-Jan-24
57	AG012	BULLETIN 2	16-Jan-25
58	AG012	FINAL (BASIS OF DESIGN)	04-Apr-24
59	AG012		
* (New)			

1. The DOCUMENT RELEASE LIST is intended to track each time a set of documents or a single document is issued/re-issued that is considered an official construction document.
2. This list records the NAME of the DOCUMENT RELEASE and the RELEASE DATE

HOME





JOB EAST WARREN PUBLIC MARKET - Ph 2

2.4 DOCUMENT LIST

2.5 DOCUMENT RELEASE

2.6 DOCUMENT LOG

ID	Doc	Document Name	Date Issued	Release
573	T.00	Title Sheet	12/23/2024	Rev. Permit Set
574	G.100	Typical Notes, Symbols & Abbreviations	12/23/2024	Rev. Permit Set
575	G.102	Typical Mounting Heights & Clearances	12/23/2024	Rev. Permit Set
576	G.103	FIRST FLOOR LIFE SAFTEY PLAN	12/23/2024	Rev. Permit Set
577	G.104	SECOND FLOOR LIFE SAFTEY PLAN	12/23/2024	Rev. Permit Set
578	G.105	FIRST FLOOR OCCUPANCY PLAN	12/23/2024	Rev. Permit Set
579	G.106	SECOND FLOOR OCCUPANCY PLAN	12/23/2024	Rev. Permit Set
580	C-000	Cover	5/20/2024	REVISION #1
581	C-100	Existing Conditions	1/26/2024	PERMIT SET
582	C-110	Demolition Plan	1/26/2024	PERMIT SET
583	C-120	Site Plan	1/26/2024	PERMIT SET
584	C-130	Utility Plan	7/16/2024	REVISIONS #2
585	C-140	Grading Plan	1/26/2024	PERMIT SET
586	C-520	SITE DETAILS	1/26/2024	PERMIT SET
588	C-530	UTILITY DETAILS	7/16/2024	REVISIONS #2
589	AS.1.1	Site Plan	12/23/2024	Rev. Permit Set
590	S-1	GENERAL STRUCTURAL NOTES	1/29/2024	Permit Set
591	S-2	FOUNDATION PLAN	1/29/2024	Permit Set
592	S-3	SECOND FLOOR FRAMING	1/29/2024	Permit Set
593	S-4	Ceiling Framing Second Floor	1/29/2024	Permit Set
594	S-5	FOUNDATION DETAILS I	1/29/2024	Permit Set
595	S-6	Foundation Details II	1/29/2024	Permit Set
596	S-7	ELEVATOR PIT DETAILS 1	1/29/2024	Permit Set

- a) The DOCUMENT LOG is where you enter each DOCUMENT that is released with a DOCUMENT RELEASE.
- b) When printed the DOCUMENT LOG will show the latest release date for each DOCUMENT that is included in the DOCUMENT LOG
- c) **There are (2) printing options:**
 1. DOCUMENT LOG – will show all DOCUMENT entries from the beginning to the most current version
 2. Ext. A – DOCUMENTS - will show the only latest release date for each DOCUMENT. This Exhibit A is printed with the OWNER AGREEMENT and the SUBCONTRACTS in SECTION 3

HOME

DOCUMENT LOG

Ext. A - DOCUMENTS



JOB DOCUMENT LOG

ID	Doc ID	Doc Name	Issued By	Date Issued
Document Release		APPROVAL		
436	S001	GENERAL NOTES	4545 architecture	10/18/2023
437	S002	DESIGN CRITERIA	4545 architecture	10/18/2023
438	S100	FRAMING PLANS	4545 architecture	10/18/2023
439	S200	SECTIONS	4545 architecture	10/18/2023
440	S201	TRUSS LOAD DIAGRAMS	4545 architecture	10/18/2023
441	S202	TRUSS LOAD DIAGRAMS CONT.	4545 architecture	10/18/2023
442	S203	TYPICAL DETAILS	4545 architecture	10/18/2023
Document Release		PERMIT		
475	E-100	Electrical Notes and Legends	Urban Alterscape, Inc.	10/11/2023
476	E-101	Electrical One Line Diagram and Schedules	Urban Alterscape, Inc.	10/11/2023
477	E-102	Electrical Lighting Schedules	Urban Alterscape, Inc.	10/11/2023
478	E-201	Electrical Lighting Floor Plan	Urban Alterscape, Inc.	10/11/2023
482	E-300	Electrical Details	Urban Alterscape, Inc.	10/11/2023
483	E-301	Electrical Details	Urban Alterscape, Inc.	10/11/2023
484	E-302	Electrical Details	Urban Alterscape, Inc.	10/11/2023
485	E-400	Electrical Specifications	Urban Alterscape, Inc.	10/11/2023
472	ED-201	Electrical Lighting Demolition Floor Plan	Urban Alterscape, Inc.	10/11/2023
473	EDP-201	Electrical Power Demolition Floor Plan	Urban Alterscape, Inc.	10/11/2023
474	EDP-202	Electrical Power Demolition Roof Plan	Urban Alterscape, Inc.	10/11/2023
480	EP-201	Electrical Power Equipment Schedules	Urban Alterscape, Inc.	10/11/2023
479	EP-201A	Electrical Power Floor Plan	Urban Alterscape, Inc.	10/11/2023
481	EP-202	Electrical Power Roof Plan	Urban Alterscape, Inc.	10/11/2023
455	M-100	Mechanical Legends, Notes and Schedules	Urban Alterscape, Inc.	11/10/2023
456	M-101	Mechanical Legends, Notes and Schedules	Urban Alterscape, Inc.	11/10/2023
457	M-102	Mechanical Legends, Notes and Schedules	Urban Alterscape, Inc.	11/10/2023
458	M-201	Mechanical HVAC Floor Plan	Urban Alterscape, Inc.	11/10/2023
459	M-202	Mechanical HVAC Roof Plan	Urban Alterscape, Inc.	11/10/2023
460	M-300	Mechanical Details	Urban Alterscape, Inc.	11/10/2023
461	M-400	Mechanical Specifications	Urban Alterscape, Inc.	11/10/2023



**Farmer's Market - Ph 1A Roof Work
EXHIBIT A - CONTRACT DOCUMENTS**

05-Mar-25

Doc ID	Doc Name	Document Release	Date Issued
4545 architecture			
A1.0	Roof + Floor Plans	REVIEW	11/15/2023
A2.0	Reflected Ceiling Plan + Schedules	PERMITS	10/17/2023
A3.0	Equipment Plan	PERMITS	10/17/2023
A4.0	Elevations	PERMITS	10/17/2023
A4.1	Elevations	PERMITS	10/17/2023
A5.0	Wall Types	PERMITS	10/17/2023
A5.1	Building Sections	PERMITS	11/17/2023
A5.2	Building Sections	PERMITS	10/17/2023
A5.3	Wall Sections	PERMITS	11/17/2023
A5.4	Wall Sections	PERMITS	11/17/2023
A5.5	Enlarged Toilet Room Plan and Details	PERMITS	10/17/2023
A6.1	3D Views	PERMITS	10/17/2023
A9.1	Door Schedule	REVIEW	11/15/2023
D1.0	Demo Plans	PERMITS	10/17/2023
D2.0	Demo Elevations	PERMITS	10/17/2023
RFI No. 13	RFI No. 13 response	RFI No. 13 response	12/1/2023
RFI No. 8	RFI No. 8 response	RFI No. 8 response	11/14/2023
S001	GENERAL NOTES	APPROVAL	10/18/2023
S002	DESIGN CRITERIA	APPROVAL	10/18/2023
S100	FRAMING PLANS	APPROVAL	10/18/2023
S200	SECTIONS	APPROVAL	10/18/2023
S201	TRUSS LOAD DIAGRAMS	APPROVAL	10/18/2023
S202	TRUSS LOAD DIAGRAMS CONT.	APPROVAL	10/18/2023
S203	TYPICAL DETAILS	APPROVAL	10/18/2023
SK-1	DETAIL SKETCH REVISED 12/01/2023	REVIEW	12/1/2023
SP1.1	Architectural Site Plan	PERMITS	10/17/2023
TS1.1	Cover Sheet	PERMITS	10/17/2023
TS1.2	General Notes	PERMITS	10/17/2023
TS1.3	Code + Ordinance Review	PERMITS	10/17/2023



SECTION 3

CONTRACTS

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3.1 OWNER CONTRACT - SCOPE OF WORK



OWNER CONTRACT

JOB EAST WARREN PUBLIC MARKET - Ph 2

3.1 SCOPE OF WORK

3.2 CONTRACT PROVISIONS

PURCHASE ORDER

3.3 PURCHASE ORDER LOG

3.4 PURCHASE ORDER DETAILS

ID	Job No	Item No	Scope of Work Description
111	EAST WARREN PUBLIC MARKET - Ph 2	1	Complete all work as defined in construction documents defined as 2024-08-27 Rev. Permit Set and issued by Three Squared Inc.
112	EAST WARREN PUBLIC MARKET - Ph 2	2	The scope of work is further defined by the attached AGI Construction BUDGET SUMMARY issued by AGI Construction, LLC dated September 30, 2024
113	EAST WARREN PUBLIC MARKET - Ph 2	3	The construction schedule is attached to the agreement and is identified as 2024-08-12 EWFM - Ph 2 - Construction Schedule
119	EAST WARREN PUBLIC MARKET - Ph 2	4	Due to the Owner's funding issues, this Budget is based on leaving out the 2nd Level walls, finishes and equipment and providing only an open area white-box finish at the 2nd Level.
* (New)		0	

Record: 1 of 4 No Filter Search

HOME

Ext. B - SCOPE OF WORK

OWNER CONTRACT

1. All entries in this worksheet will be printed on the OWNER CONTRACT as Exhibit B – Scope of Work
2. Enter all relevant scope of work items.



Standard Agreement between Owner and Contractor

THIS AGREEMENT,

Made as of [Monday, April 18, 2022](#)

Between the Owner: [New Latin Baptist Church](#)
[195 Ladd Road, Walled Lake, MI 48390](#)

And the Contractor: [United Consulting Services, LLC](#)
[3495 Pine Estates Drive, West Bloomfield, MI 48323](#)

For the Project: [SAMPLE PROJECT](#)
[195 Ladd Road, Walled Lake, MI 48390](#)

Project Architect: [TDG ARCHITECTS](#)
[79 Oakland Ave., Pontiac, MI 48342](#)

Article 1. CONTRACT DOCUMENTS

1.1 The contract documents consist of this agreement, general conditions, construction documents, specifications, allowances, finish schedules, construction draw schedule, information disclosure statement, all addenda issued prior to execution of this agreement and all change orders or modifications issued and agreed to by both parties. All documents noted herein shall be provided to the Contractor by the Owner. These contract documents represent the entire agreement of both parties and supersede any prior oral or written agreement. The Contract Documents included in this agreement are outlined in EXHIBIT A - CONTRACT DOCUMENTS which is attached to the Agreement.

Article 2. SCOPE OF WORK

2.1 The Owner agrees to purchase and the Contractor agrees to construct the above mentioned structure and fixtures attached thereto according to the construction documents, allowances, finish schedules, all addenda, change orders, modification and specifications in the specification booklet.

2.2 The Scope of Work included in this agreement are outlined in EXHIBIT B - SCOPE OF WORK which is attached to the Agreement.

Article 3. TIME OF COMPLETION

3.1 The approximate commencement date of the project shall be
[Wednesday, June 15, 2022](#)

3.2 The approximate completion date of the project shall be
[Wednesday, October 12, 2022](#)

however any change orders and/or unusual weather might delay or otherwise affect the completion date.

Article 4. THE CONTRACT PRICE

4.1 The purchase price of the project shall be set at the sum of:
[\\$326,652.93](#)

[Three Hundred Twenty Six Thousand Six Hundred Fifty Two Dollars and Ninety Three Cents](#)

subject to additions and deductions pursuant to authorized change orders and allowances. Closing costs, if any, shall be paid by the Owner.

4.2 The Owner and the Contractor acknowledge that the Owner will pay a sum of:

[\\$0.00](#)

[No Dollars and No Cents](#)

upon signing of this contract and before construction begins as a deposit and part of the purchase price of the project.

4.3 The Schedule of Values included in this agreement are outlined in EXHIBIT C - SCHEDULE OF VALUES which is attached to the Agreement. The Schedule of Values provide a detailed breakdown of the Contract Price and will be used to establish the outline for Payment Applications for the Project



Standard Agreement between Owner and Contractor

Article 5. PROGRESS PAYMENTS

- 5.1 The Owner will make payments to the contractor pursuant to the attached EXHIBIT C - SCHEDULE OF VALUES as work required by said schedule is satisfactorily completed. Owner shall make draw payments to contractor within (10) ten days after request by contractor. A retainage of 0.00% shall be held on all work until the work is satisfactorily completed.
- 5.2 If payment is not received by the Contractor within (10) ten days after delivery of payment demand for work satisfactorily completed, contractor shall have the right to stop work or terminate the contract at his option. Termination by Contractor under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination. Termination by Owner under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination.

Article 6. DUTIES OF THE CONTRACTOR

- 6.1 All work shall be in accordance to the provisions of the plans and specifications. All systems shall be in good working order.
- 6.2 All work shall be completed in a workman like manner, and shall comply with all applicable national, state and local building codes and laws.
- 6.3 All work shall be performed by licensed individuals to perform their said work, as outlined bylaw
- 6.4 Contractor shall obtain all permits necessary for the work to be completed.
- 6.5 Contractor shall remove all construction debris and leave the project in a broom clean condition.
- 6.6 Upon satisfactory payment being made for any portion of the work performed, Contractor shall furnish a full and unconditional release I partial unconditional waiver (circle one) from any claim or mechanics' lien for that portion of the work for which payment has been made.

Article 7. OWNER

- 7.1 The Owner shall communicate with subcontractors only through the Contractor.
- 7.2 The Owner will not assume any liability or responsibility, nor have control over or charge of construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the project, since these are solely the Contractor's responsibility.
- 7.3 Owner is responsible for moving of personal items from the work site.

Article 8. CHANGE ORDERS AND FINISH SCHEDULES

- 8.1 A Change Order is any change to the original plans and/or specifications. All change orders need to be agreed upon in writing, including cost, additional time considerations, approximate dates when the work will begin and be completed, a legal description of the location where the work will be done and signed by both parties. Additional time needed to complete change orders shall be taken into consideration in the project completion date. Change orders shall be paid in full at time of work completion or portions paid in advance as agreed by the contracting parties.
- 8.2 Completed Finish Selection Schedules shall be submitted to the Contractor within (48) forty eight hours of request.
- 8.3 Any delays or changes in finish selection schedules will delay the projected completion date.

Article 9. INSURANCE

- 9.1 The Owner will keep in force a Builder's Risk Insurance Policy on the said property to protect both owner's and contractor's interests until construction is completed.
- 9.2 The Owner will purchase and maintain property insurance to the full and insurable value of the project, in case of a fire, vandalism, malicious mischief or other instances that may occur.
- 9.3 The Contractor shall purchase and maintain needed Workman's Compensation and Liability insurance coverage as required by law and deemed necessary for his own protection.

Article 10. GENERAL PROVISIONS

- 10.1 If conditions are encountered at the construction site which are subsurface or otherwise concealed physical conditions or unknown physical conditions of an unusual nature, which differ naturally from those ordinarily found to exist and generally recognized as inherent in construction activities, the Owner will promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the Contractor's cost of, and/or time required for, performance of any part of the work, will negotiate with the Contractor an equitable adjustment in the contract sum, contract time or both. In addition the following attachment covers additional contract provisions: EXHIBIT D - MISCELLANEOUS PROVISIONS which is attached to the Agreement.



Standard Agreement between Owner and Contractor

Article 11. HAZARDOUS MATERIALS, WASTE AND ASBESTOS

11.1 Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal or transportation of hazardous materials, waste or asbestos, upon discovery of such hazardous materials the Contractor shall notify the Owner immediately and allow the Owner/Contractor to contract with a properly licensed and qualified hazardous material contractor. Any such work shall be treated as a Change Order resulting in additional costs and time considerations.

Article 12. ARBITRATION OF DISPUTES

12.1 Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. As an option, facilitation can be used in place of arbitration if agreed upon by both parties.

Article 13. WARRANTY

13.1 At the completion of this project, Contractor shall execute an instrument to Owner warranting the project for (1) one year against defects in workmanship or materials utilized. The manufacturer's warranty will prevail.

Article 14. TERMINATION OF CONTRACT

14.1 Should the Owner or Contractor fail to carry out this contract, with all of its provisions, the following options and stipulations shall apply:

14.1.1 If the Owner or the Contractor shall default on the contract, the non-defaulting party may declare the contract is in default and proceed against the defaulting party for the recovery of all damages incurred as a result of said breach of contract, including a reasonable attorney's fee. In the case of a defaulting Owner, the Earnest money herein mentioned shall be applied to the legally ascertained damages.

14.1.2 In the event of a default by the Owner or Contractor, the non-defaulting party may state his intention to comply with the contract and proceed for specific performance.

14.1.3 In the case of a defaulting Owner, the Contractor may make claim to the Owner for all work executed and for proven loss with respect to equipment, materials, tools, construction equipment and machinery, including reasonable overhead, profit and damages applicable to the property less the earnest money.

Article 15. ATTORNEY FEES

15.1 In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

Article 16. ACCEPTANCE AND OCCUPANCY

16.1 Upon completion, the project shall be inspected by the Owner and the Contractor, and any repairs necessary to comply with the contract documents shall be made by the Contractor.

16.2 The Owner shall not occupy the property / building until final payment has been received by the Contractor and a Certificate of Occupancy has been obtained.

16.3 Occupancy of the project by the Owner in violation of Article 16.2, shall constitute unconditional acceptance of the project and a waiver of any defects or uncompleted work.

Witness our hand and seal on this _____ day of _____, 20_____.

Signed in the presence of:

Witness

Witness

Owner Signature

Contractor Signature



Standard Agreement between Owner and Contractor

SAMPLE PROJECT EXHIBIT A - CONTRACT DOCUMENTS

ID	Doc ID	Issued By	Doc Name	Document Release	Date Issued
488	G0.00	ET AL. Collaborative of Detroit LLC	CONSTRUCTION DOCUMENTS	CONSTRUCTION DOCUMENTS	5/6/2022

1



Standard Agreement between Owner and Contractor

SAMPLE PROJECT

Exhibit B - SCOPE OF WORK

Item No	Description
1	Furnish and install all labor materials and equipment required to complete all work as described in the attached Bid Package No. 1 dated May 10, 2022
2	See the updated scope of work in the attached PRE-BID MEETING MINUTES DATED May 17, 2022



Standard Agreement between Owner and Contractor

SAMPLE PROJECT

Exhibit C - SCHEDULE OF VALUES

1. TRADE COST			
2000	Demolition	Marks Demolition and Renovation	\$4,500.00
3000	Concrete	RC Builder's & Concrete, LLC	\$1,000.00
6100	Cabinets, Countertops	Kitchen Top Shop, Inc	\$7,617.98
8000	Doors & Hardware	Rayhaven Group	\$21,000.00
8100	Glass & Glazing	Glasco Corporation	\$3,009.00
9000	Drywall & Acoustical	DMC Contracting LLC	\$41,250.00
9001	Blown-in Insulation	USA Insulation	\$0.00
9100	Flooring and Ceramic Tile	SCI Floor Covering, Inc.	\$45,375.00
9300	Painting	TD Painting and Wallcovering Inc.	\$8,714.93
10000	Toilet Partitions and Accessories	R.E. Leggette Co.	\$5,775.00
15000	Plumbing	Ben Washington & Sons	\$21,200.00
15100	Fire Protection	Affordable Fire Protection Company	\$15,899.00
15200	HVAC	Air Handlers Corporation	\$10,580.00
16000	Electrical	Power Lighting & Technical Services	\$73,697.00
16100	Fire Alarm System	All Star Alarm LLC	\$1,805.00
20000	Construction Contingency		\$13,071.00
		SUBTOTAL	\$274,493.91
2. CONSTRUCTION MANAGER FEES			
100	General Conditions	United Consulting Services, LLC	\$36,669.14
300	Overhead and Profit	United Consulting Services, LLC	\$10,000.00
400	Liability Insurance	United Consulting Services, LLC	\$5,489.88
		SUBTOTAL	\$52,159.02
		TOTAL CONTRACT VALUE	\$326,652.93



Standard Agreement between Owner and Contractor

SAMPLE PROJECT

Exhibit D - MISCELLANEOUS CONTRACT PROVISIONS

Item No	Description
1	See the Contract Provisions outlined in BID PACKAGE No. 1 dated May 10, 2022



3.3 PURCHASE ORDER LOG



JOB **SAMPLE PROJECT**

OWNER CONTRACT

3.1 SCOPE OF WORK

3.2 CONTRACT PROVISIONS

PURCHASE ORDER

3.3 PURCHASE ORDER LOG

3.4 PURCHASE ORDER DETAILS

ID	Line Item	PO No	PO Date	Delivery Address	Delivery Terms	Sales Tax Included	Delivery date
4	2000	1	3/3/2024	1211 Trumbull, Detroit, MI 48114	Deliver to jobsite, contractor to unload	YES	3/15/2024
* (New)							

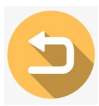
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HOME

PURCHASE ORDER

DELIVERY TERMS

- 1. Each entry in this worksheet will setup a separate PURCHASE ORDER for the selected JOB.



Job Name: **SAMPLE PROJECT**
Contractor: **United Consulting Services, LLC**

PURCHASE ORDER NO. 1
Sunday, March 3, 2024

VENDOR AND DELIVERY LOCATION

Vendor: **Marks Demolition and Renovation** Delivery Address:
Address: **12860 Tecumseh, Redford, MI 48239** **1211 Trumbull, Detroit, MI 48114**
Phone No: **248-938-9751**

TERMS

Delivery Terms: **Deliver to jobsite, contractor to unload** Delivery Date:
Sales Tax Included: **YES** **Friday, March 15, 2024**

The cost to furnish, deliver and unload the items as described below is as follows:

Item No	Description	Quantity	Unit	Unit Price	Amount
1	hard hats	20	EA	\$5.00	\$100.00
2	work gloves	40	EA	\$3.25	\$130.00
				TOTAL COST	\$230.00

1. ALTERATION OF TERMS - This offer of purchase is expressly limited to the terms, conditions and instructions hereinafter set forth hereof. and none of said terms, conditions and instructions may be added to, modified, superseded or other-wise altered except by a signed authorization of a representative contractor hereinafter called Buyer. Any additional terms conditions or Instructions that may be contained in any acknowledgment, invoice or other form drawn or inserted by Seller shall not prevent the formation of a contract; however, such additional terms and conditions shall be deemed and construed as being mere proposals for additions to the contract which must be accepted by written instrument at above mentioned contractor.
2. TIME AND PLACE OF CONTRACTING - The contract resulting from Seller's acceptance hereof constitutes the entire agreement between the parties and shall be construed under the law of the State of Michigan. This Purchase Order shall not become binding on Buyer, and no contract shall be deemed to have been made or entered into unless and until an acknowledgment or other acceptance of this Purchase Order shall be received within a reasonable time by Buyer.
3. Seller shall submit to Buyer, applications for payments on or before the 25th day of the month.
4. Seller shall be liable and shall indemnify Buyer for any and all additional costs, expenses or damages caused by Seller's failure to deliver materials or perform work or services on the date and times as required by this Purchase Order or any Applicable Specifications, General Conditions, schedules, or upon reasonable demand of Buyer.
5. Seller agrees to submit for Buyers approval, upon demand, Shop Drawings prior to the commencement of fabrication of any item covered by this Order. Seller also agrees to furnish, upon demand, Field Placing or Erection Schedules or Drawings. Such Schedules or Drawings to accompany an itemized shipment or partial shipment of the items covered by this Purchase Order. Such shipment or partial shipment must be tagged or identified as per Erection Schedules or Drawings.
6. Seller agrees to protect, defend, indemnify and hold harmless Buyer from all claims or demands for injury or damage to any person or property arising out of or occurring in connection with Sellers performance of this Purchase Order.

Contractor Signature

Vendor Signature



Job Name: **SAMPLE PROJECT**

PURCHASE ORDER NO. 1

Contractor: **United Consulting Services, LLC**

Sunday, March 3, 2024

7. Any items which may be bailed to Buyer whether by lease, rental or otherwise shall be subject to the terms, conditions and instructions hereof, as if it were being purchased, and any reference in this Purchase Order to 'Seller' shall be construed to mean in addition, a bailor of such items. As to any such bailment. it shall be the obligation of Buyer to return such item in substantially the same condition that it was received from Seller provided however the risk of normal wear and tear inherent defects and deterioration and damage due to floods, storms, fire theft or vandalism or any other such cause of damage or loss not attributable to the fault, negligence of Buyer are hereby placed on and assumed by Seller.
8. Any items such may be rendered to Buyer in consequence of the use of this Purchase Order shall be subject to the terms, conditions instructions hereof. Any reference in the Purchase Order to 'Seller' shall be construed to mean in, addition any subcontractor of Buyer or other person, firm or corporation rendering services of any kind in pursuance of this Purchase Order.
9. This Purchase Order and any interest therein may not be assigned or transferred without the written approval of Buyer.
10. Seller shall be responsible in all matters within its or its agents and supplier's control for the safeguarding of all secret, confidential or restricted matters disclosed with respect to this Purchase Order.
11. Seller is to assume full liability for and shall indemnify Buyer against the payment of any payroll taxes, including the payroll withholding income tax, or contributions for unemployment insurance, old age pensions or annuities which are measured by the wages, salaries, or other remuneration payable to the employers of the Seller.
12. Seller is hereby authorized to manufacture or supply goods or to perform services only to the quantity or extent shown on the face of this Purchase Order or if applicable only to the quantity or extent as authorized by releases. In the event of cancellation, or reduction by Buyer as provided in paragraph 13 below, Buyer shall be liable only for those manufactured or partially manufactured articles or services actually manufactured or rendered by Seller, But in no event greater than its releases, if applicable, plus those raw material reasonably and necessarily purchased or committed for by the Seller for the purpose of filling this order to that date after giving Buyer credit for items usable on other orders. Buyer may on reasonable notice, issue differing shipping releases and may postpone delivery for a reasonable time.
13. Buyer may by writing, change this Purchase Order at any time, making changes in the quantities, drawings or specifications of the articles, materials and/or services covered by this Purchase Order. If such changes result in an increase or decrease in the amounts due under this Purchase Order, then an equitable adjustment shall be made for the benefit of either or both parties and this Purchase Order shall be amended accordingly.
14. No purported oral or verbal agreements or other understandings which attempt in any way to modify this Purchase Order will be binding upon Buyer unless the same is reduced to writing and accepted by Buyer's authorized representative.
15. Seller warrants that all goods delivered hereunder will conform to applicable specifications, drawings, samples or other descriptions and that the same will be free from defects under normal use and service. If the goods covered hereby are of Seller's design or its standard commercial item and are used by Buyer for the purpose for which they were manufactured. Seller warrants they will be fit and sufficient for the purpose intended. Seller shall indemnify and hold harmless, Buyer against all liabilities for damages and injuries, which may be incurred by Buyer in its own use thereof or by its customer's use thereof, on account of defective material or workmanship in the goods supplied hereunder. All goods manufactured under this Purchase Order are subject to Buyer's inspection at its plant, or designated point of delivery, within a reasonable time after delivery and payment thereof in advance shall not constitute final acceptance of such goods. Buyer may return defective goods to Seller at Seller's expense and risk. Transportation charges accruing from Seller's delivery of defective goods are chargeable to the Seller.
16. By accepting this order, Seller guarantees that the material hereby ordered and the sale or use of it will not infringe any United States or foreign letters patent, and Seller agrees to defend, protect and hold harmless Buyer and its successors assigns, Customers, and users of its products against all suits at law or in equity, and from all damages, claims and demands for actual or alleged infringement of any patent by reason of the sale or use of the material hereby ordered.
17. Notwithstanding any other terms of delivery, expressly implied or imposed by law, Seller hereby agrees and assumes the risk of loss to any items purchased by Buyer with respect to this Purchase Order, by any cause whatsoever, other than through the default or neglect of Buyer until such items are actually received and accepted (subject to no right of rejection by reason of non-conformity) by Buyer.

Contractor Signature

Vendor Signature



Job Name: **SAMPLE PROJECT**
Contractor: **United Consulting Services, LLC**

PURCHASE ORDER NO. 1
Sunday, March 3, 2024

18. Any item or service which is obviously necessary and requisite for the satisfactory completion of the work or the production and delivery of any items covered by this Purchase Order, whether specifically mentioned or not, is to be considered a part of the Purchase Order and the price as contained herein shall be considered to include same.
19. Unless otherwise stated on the face of this Purchase Order. the price stated in this Order includes all charges of Seller or third persons acting in its behalf for packing. crating and cartage, f.o.b., jobsite. If another f.o.b. point is designated, Seller agrees to charge for the lowest cartage or freight rate, which can reasonably be used and Seller shall be responsible for any cartage 'or freight charges in excess of such lowest rate. Seller agrees to furnish Buyer with notice of shipment, such that notice of the arrival date is received by Buyer at least one day in advance of such arrival. Receiving hours is between the hours of 8:00 and 4:00.
20. With respect to any and all items covered by this Purchase Order. Seller agrees to bundle, tag or package all identical and like items together, and it shall be correspondingly separated from unlike items when shipment of same is received by Buyer.

Contractor Signature

Vendor Signature





JOB DETROIT FRIENDS MEETING PH 3 (PART 1)

SUBCONTRACTS

3.5 SCOPE OF WORK

3.6 SCHEDULE OF VALUES

3.7 CONTRACT PROVISIONS

CONSULTING

3.8 SCOPE OF WORK

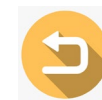
ID	Line Item	Budget Description	Item No	Subcontract Scope of Work Description
83	15100	HVAC	1	Furnish and install all HVAC work as outlined on the construction documents issued by KMG Design PLLC. Provide all labor, materials and equipment required for a complete functional installation that adheres to all applicable state, federal and local codes
84	15100	HVAC	2	Article 2. PAYMENT TERMS is revised as follows:
85	15100	HVAC	3	All equipment and materials must be submitted for review and approval prior to releasing orders.
86	15100	HVAC	4	As-built drawings depicting the actual layout of the installation must be submitted after work is completed and city inspection approvals are received. As-builts are required in printed form and in PDF electronic format.
87	15100	HVAC	5	Waivers of Lien must submitted from all material suppliers, equipment suppliers and subcontractors that have completed work or supplied materials and equipment for this contract.
88	15000	Plumbing	1	Furnish and install all PLUMBING work as outlined on the construction documents issued by KMG Design PLLC. Provide all labor, materials and equipment required for a complete installation that adheres to all applicable state, federal and local codes
89	15000	Plumbing	2	Article 2. PAYMENT TERMS is revised as follows:
90	15000	Plumbing	3	All equipment and materials must be submitted for review and approval prior to releasing orders.
91	15000	Plumbing	4	As-built drawings depicting the actual layout of the installation must be submitted after work is completed and city inspection approvals are received. As-builts are required in printed form and in PDF electronic format.
92	15000	Plumbing	5	Waivers of Lien must submitted from all material suppliers, equipment suppliers and subcontractors that have completed work or supplied materials and equipment for this contract.
93	16000	Electrical	1	Furnish and install all ELECTRICAL work as outlined on the construction documents issued by KMG Design PLLC. Provide all labor, materials and equipment required for a complete installation that adheres to all applicable state, federal and local codes
94	16000	Electrical	2	Article 2. PAYMENT TERMS is revised as follows:
95	16000	Electrical	3	All equipment and materials must be submitted for review and approval prior to releasing orders.
96	16000	Electrical	4	As-built drawings depicting the actual layout of the installation must be submitted after work is completed and city inspection approvals are received. As-builts are required in printed form and in PDF electronic format.
97	16000	Electrical	5	Waivers of Lien must submitted from all material suppliers, equipment suppliers and subcontractors that have completed work or supplied materials and equipment for this contract.
98	16500	Solar System	1	Furnish and install all SOLAR SYSTEM work as outlined on the construction documents issued by KMG Design PLLC. Provide all labor,

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HOME

Ext B - Scope of Work

1. Enter the scope of work description lines for each SUBCONTRACT that will be issued.





SUBCONTRACTS

JOB DETROIT FRIENDS MEETING PH 3 (PART 1)

3.5 SCOPE OF WORK

3.6 SCHEDULE OF VALUES

3.7 CONTRACT PROVISIONS

CONSULTING

3.8 SCOPE OF WORK

ID	tbSUBCONTR/	tbSUBCONTRACTe/	Item No	Description	Amount
58	15100	HVAC	1	HVAC Equipment	\$47,848.00
59	15100	HVAC	2	Equipment Labor Cost	\$6,400.00
60	15100	HVAC	3	Ductwork & Labor Cost	\$14,852.00
61	15100	HVAC	4	Refrigeration piping & Labor	\$9,800.00
62	15100	HVAC	5	Controls	\$1,500.00
63	15100	HVAC	6	Permit fees	\$1,000.00
64	15100	HVAC	7	Taxes	\$0.00
65	15100	HVAC	8	OH&P	\$13,249.00
66	16000	Electrical	1	Electrical Demolition	\$1,500.00
67	16000	Electrical	2	Temporary Electrical (light & power)	\$1,000.00
68	16000	Electrical	3	Electrical Service	\$9,500.00
69	16000	Electrical	4	Branch Curcuit Installation	\$9,500.00
70	16000	Electrical	5	Lighting Fixture Package	\$12,500.00
71	16000	Electrical	6	Lighting Controls Package	\$1,250.00
72	16000	Electrical	7	Lighting Controls Installation	\$2,500.00
73	16000	Electrical	8	Budget DTE Cost	\$1,000.00
74	16500	Solar System	1	Design & Engineering	\$500.00
75	16500	Solar System	2	City Permits	\$500.00
76	16500	Solar System	3	Material Costs (Solar Panels, Racking, Inverters, Batterie	\$53,390.00
77	16500	Solar System	4	Branch Circuit Installation	\$10,000.00
78	16500	Solar System	5	Labor	\$15,710.00
79	16500	Solar System	6	OH & Profit	\$9,500.00
80	15000	Plumbing	1	Underground Plumbing	\$21,568.26
81	15000	Plumbing	2	Above Ground Plumbing	\$15,611.00
82	15000	Plumbing	3	Stack Vent Systems Underground	\$13,812.32
83	15000	Plumbing	4	Stack Vent Systems Above Ground	\$16,960.26

Record: 1 of 31 No Filter Search

HOME

Ext C - Schedule of Values

1. Enter the schedule of value lines for each SUBCONTRACT that will be issued.
2. The total amount of schedule of values must equal the LINE ITEM amount



3.7 SUBCONTRACT - PROVISIONS



SUBCONTRACTS

3.5 SCOPE OF WORK

3.6 SCHEDULE OF VALUES

3.7 CONTRACT PROVISIONS

CONSULTING

3.8 SCOPE OF WORK

JOB DETROIT FRIENDS MEETING PH 3 (PART 1)

ID	Line Item	Budget Description	Item No	Subcontract Provision Description
58	9000	Ph 3A - Drywall (partial)	3	A Certificate of Occupancy (C of O) can not be achieved until a (Part 2) contract agreement is signed between the Owner & Contractor ar
57	9000	Ph 3A - Drywall (partial)	2	The owner agrees that upon release of MEP contracts and APPROVED equipment and material submittals, the subcontractors will be allo
56	9000	Ph 3A - Drywall (partial)	1	The Detroit Friends Meeting Ph 3 - PRELIMINARY Construction Schedule dated 2024-09-13 is a part of this agreement. (see attached)
53	15000	Plumbing	3	A Certificate of Occupancy (C of O) can not be achieved until a (Part 2) contract agreement is signed between the Owner & Contractor ar
47	15000	Plumbing	2	The owner agrees that upon release of MEP contracts and APPROVED equipment and material submittals, the subcontractors will be allo
46	15000	Plumbing	1	The Detroit Friends Meeting Ph 3 - PRELIMINARY Construction Schedule dated 2024-09-13 is a part of this agreement. (see attached)
52	15100	HVAC	3	A Certificate of Occupancy (C of O) can not be achieved until a (Part 2) contract agreement is signed between the Owner & Contractor ar
45	15100	HVAC	2	The owner agrees that upon release of MEP contracts and APPROVED equipment and material submittals, the subcontractors will be allo
44	15100	HVAC	1	The Detroit Friends Meeting Ph 3 - PRELIMINARY Construction Schedule dated 2024-09-13 is a part of this agreement. (see attached)
54	16000	Electrical	3	A Certificate of Occupancy (C of O) can not be achieved until a (Part 2) contract agreement is signed between the Owner & Contractor ar
49	16000	Electrical	2	The owner agrees that upon release of MEP contracts and APPROVED equipment and material submittals, the subcontractors will be allo
48	16000	Electrical	1	The Detroit Friends Meeting Ph 3 - PRELIMINARY Construction Schedule dated 2024-09-13 is a part of this agreement. (see attached)
55	16500	Solar System	3	A Certificate of Occupancy (C of O) can not be achieved until a (Part 2) contract agreement is signed between the Owner & Contractor ar
51	16500	Solar System	2	The owner agrees that upon release of MEP contracts and APPROVED equipment and material submittals, the subcontractors will be allo
50	16500	Solar System	1	The Detroit Friends Meeting Ph 3 - PRELIMINARY Construction Schedule dated 2024-09-13 is a part of this agreement. (see attached)
* (New)				

Record: 16 of 16 No Filter Search

HOME

Ext D - Contract Provisions

1. All entries in this worksheet will be printed on the SUBCONTRACT as Exhibit D – Contract Provisions
2. Enter all relevant scope of work items.



SUBCONTRACT AGREEMENT

THIS AGREEMENT, Made as of

Between the Contractor: **United Consulting Services, LLC**
3495 Pine Estates Drive, West Bloomfield, MI 48323
313-283-4633

and the Subcontractor: **Power Lighting & Technical Services**
16051 Grand River, Detroit, MI 48227
313-363-8686

For the Project: **19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)**
19309 Greenfield, Detroit, MI 48235

Project Owner: **DETROIT FRIENDS MEETING**
19309 Greenfield, Detroit, MI 48235

Article 1. SCOPE OF WORK

Line Item: **16000** **Update panels, Egress Lights, Misc repairs**

- 1.1 Subcontractor has heretofore entered into a contract with said Contractor to furnish all labor, materials and equipment to perform all work described above according to the construction documents. The Contract Documents included in this agreement are outlined in EXHIBIT A - CONTRACT DOCUMENTS which is attached to the Agreement.
- 1.2 The Scope of Work included in this agreement is outlined in EXHIBIT B - SCOPE OF WORK which is attached to the Agreement.
- 1.3 Subcontractor shall provide labor and materials pertaining to the work scope described above as required in said documents and as specified herein, while complying with all applicable building codes.
- 1.4 In addition the following attachment covers additional contract provisions: EXHIBIT D - MISCELLANEOUS PROVISIONS which is attached to the Agreement.

Article 2. PAYMENT TERMS

- 2.1 Subcontractor understands and agrees that progress payment requests shall be written and given to the contractor/job superintendent before the 28th day of each month. All work for the portion requested must be completed prior to the request for payment. The Contractor will request a draw and payment will be made to the Subcontractor after the draw is received. The Contractor will make payments to the contractor pursuant to the attached EXHIBIT C - SCHEDULE OF VALUES as work required by said schedule is satisfactorily completed.
- 2.2 Progress payments, less retainage of **10.00%** shall be made to Subcontractor for Work satisfactorily performed no later than (7) seven days after receipt of payment by Contractor from Owner for Subcontractor's Work and for Final payment from Owner for Subcontractor's Work. These payments are subject to receipt of such lien waivers, affidavits, warranties, guarantees, etc. required by the Contract Documents or Contractor.
- 2.3 Please note that a certificate of Liability Insurance and Workman's Compensation Insurance must be received before the first payment is made or the contractor will hold a percentage needed to cover the labor portion of the job.
- 2.4 The Total Contract Value Shall Be **\$9,500.00**
Nine Thousand Five Hundred Dollars and No Cents

Article 3. TIME OF COMPLETION

- 3.1 Subcontractor shall keep both an adequate size and properly trained crew on the job site so as to complete the project within project schedule dates as described herein.
- 3.2 Start Date: **Tuesday, May 9, 2023**
Completion Date: **Friday, July 7, 2023**



SUBCONTRACT AGREEMENT

Article 4. CHANGE ORDERS

- 4.1 Subcontractor understands and agrees that no change orders or contract additions will be made unless agreed to in writing by Contractor. If any additional work is performed and not covered in this contract, the Subcontractor proceeds at his own risk and expense. No alterations, additions, or small changes can be made in the work or method of the performance, without the written change order signed by the Contractor and Subcontractor.

Article 5. CLEAN-UP

- 5.1 Subcontractor will be responsible for cleaning up the job on a daily basis, including all generated construction debris, drink cans, food wrappers, and/or other trash. If it becomes necessary, the Subcontractor will be back charged for appropriate clean up by deducting clean-up costs from payments.

Article 6. TAXES AND PERMITS

- 6.1 The Subcontractor understands and agrees that he shall be responsible for all taxes, fees and expenses imposed directly or indirectly for its work, labor, material and services required to fulfill this contract. The Subcontractor is responsible for all permits pertaining to the law, ordinances and regulations where the work is performed.

Article 7. INSURANCE AND INDEMNITY

- 7.1 The Subcontractor shall maintain, at his own expense, full and complete insurance on its work until final approval of the work described in the contract. The Subcontractor shall not hold the Contractor liable from any and all costs, damages, fees and expenses from any claims arising on the project. Failure of the Subcontractor to maintain appropriate insurance coverage may deem a material breach allowing the Contractor to terminate this contract or to provide insurance at the Subcontractor's expense.
- 7.2 To the fullest extent permitted by law, the Subcontractor shall indemnify and hold harmless the Contractor, Contractor's representatives, agents and employees from all claims, losses, damages and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that such claim, loss, damage or expense is caused in whole or in part by any negligent act or omission of the Subcontractor, anyone directly employed by them or anyone whose acts they are liable for, and attributes to bodily injury, sickness, disease or death, mold growth, or to injury to or destruction of tangible property (other than the work itself) including any resulting loss of use, regardless of whether or not it is caused in part by a party indemnified above.

Article 8. WARRANTY

- 8.1 Subcontractor shall warranty all labor, materials and equipment furnished on the project for against defects in workmanship or materials utilized. The manufacturers warranty will prevail. No legal action of any kind relating to the project, project performance or this contract shall be initiated by either party against the other party after (number of years) beyond the completion of the project or cessation of work.
- 8.2 Subcontractor shall execute issue a PROJECT GUARANTEE FORM to Contractor and Owner warranting the project until the following date: [Saturday, July 6, 2024](#)

Article 9. HAZARDOUS MATERIALS, WASTE, AND ASBESTOS

- 9.1 Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal or transportation of hazardous materials, waste or asbestos, upon discovery of such hazardous materials the Subcontractor shall notify the Contractor immediately and allow the Contractor to contract with a properly licensed and qualified hazardous material contractor.

Article 10. ARBITRATION OF DISPUTES

- 10.1 Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. As an option, facilitation can be used in place of arbitration if agreed upon by both parties.

Article 11. ATTORNEY FEES

- 11.1 In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.



SUBCONTRACT AGREEMENT

Article 12. ACCEPTANCE

12.1 Upon completion, the project shall be inspected by the Owner and the Contractor, and any repairs necessary to comply with the contract documents shall be made by the Subcontractor. Final Payment shall not be made to the Subcontractor until all corrective work or punchlist work is completed.

Witness our hand and seal on this _____ day of _____, 20____.
Signed in the presence of:

Witness

Witness

Contractor Signature

Subcontractor Signature



SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM) EXHIBIT A - CONTRACT DOCUMENTS

ID	Doc ID	Issued By	Doc Name	Document Release	Date Issued
352	1	Sterling Construction and Roofing	Renaissance Contracting & Roofing Quote - Roof Proposal	Phase 1A Documents	3/9/2023
354	2	Bob George Planning / Drafting Services	19309 Greenfield Plans 030723 Sheets 1 and 2	Phase 1A Documents	9/4/2018

2



SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)

Exhibit B - SCOPE OF WORK

Item No	Description
1	Update the Main Electrical Panel
2	Egress Lighting
3	Minor Repairs
4	Electrical Permit and Inspections
5	Fire stopping electrical penetrations per code requirements is included



SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)

Exhibit C - SCHEDULE OF VALUES

Item No	Description	Amount
1	Update the Main Electrical Panel	\$4,800.00
2	Egress Lighting	\$500.00
3	Minor Electrical Repairs	\$4,200.00
		\$9,500.00



SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)

Exhibit D - CONTRACT PROVISIONS

Item No	Description
1	Daily cleanup is included
2	A waste container will be provided by United Consulting Services free of charge for all debris
3	Submittals are required for all equipment and materials to be provided under this contract



3.8 CONSULTING AGREEMENT - SCOPE OF WORK



SUBCONTRACTS

3.5 SCOPE OF WORK

3.6 SCHEDULE OF VALUES

3.7 CONTRACT PROVISIONS

CONSULTING

3.8 SCOPE OF WORK

JOB **Mound Apartments**

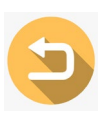
ID	Job Name	Item No	Description
8	Mound Apartments	1	Assist the client in all aspects of construction management. These services shall include estimating, scheduling, budget management, project management and other tasks as requested by the client.
9	Mound Apartments	2	Specific services to be rendered will be determined by the client throughout the course of the project.
10	Mound Apartments	3	All services rendered will be billed on an hourly basis at \$90/hr. To begin services, client shall pay a retainer of \$1,600
11	Mound Apartments	4	All time associated with travel to and from the jobsite or to other work locations shall be billed per the hourly rate established in this agreement.
12	Mound Apartments	5	Consultant shall provide detailed timesheets on a weekly basis or as requested by the client.
13	Mound Apartments	6	Consultant shall bill for services at the end of each month and client shall make payment within (7) days of receipt of consultant's payment application.
* (New)			

Record: 7 of 7 No Filter Search

HOME

CONSULTING AGREEMENT

1. Enter all relevant scope of work items for the Consulting Agreement.



Standard Agreement for Construction Consulting Services

THIS AGREEMENT,

Made as of Thursday, May 26, 2022

Between the Consultant United Consulting Services, LLC
3495 Pine Estates Drive, West Bloomfield, MI 48323

And the Client: L.K. Jones & Associates
1111 Baker Court, Troy, MI 48083

For the Project: Mound Apartments
19225 Mound Road, Detroit, MI 48234

Project Owner: Minyon Properties LLC

Project Architect: Dokes Design Architecture

Contractor: L.K. Jones & Associates

In consideration of Client retaining the Consultant to perform Construction Management Consulting Services for Client on the Project, it is agreed as follows:

1. Scope of Services, Compensation and Terms

Client hereby retains consultant and consultant hereby agrees to perform the following services:

Construction Consulting Services as required by Client and will represent and counsel the Client during the pre-construction of the project. The Consultant will at various times perform services at the job site, Client's headquarters, at other Client facilities, or at the Consultants facilities, as required. Consultant will perform the services at various times and for various durations as directed by Client.

The following fees shall apply: [see Exhibit A - SCOPE OF SERVICES](#)

The attached Exhibit A - SCOPE OF SERVICES provides a detailed description of the scope of services to be provided.

Travel requested by the Client must be reimbursed based on actual cost incurred. Consultant shall be reimbursed for additional travel by Client upon submission of expense reports with back-up documentation. All such expenses and all additional travel plans must be approved by Client.

Consultant shall provide detailed invoices and shall maintain, and provide, upon request, backup documentation for a period of one year from the date of the respective invoices. Client shall make full payment for services within (7) seven days of invoice. If Consultant brings a legal action to collect any sums due under this Agreement, it shall be entitled to collect, in addition to all damages, its costs of collection, including reasonable attorney's fees, if such legal action prevails.

This Agreement shall commence on the date stated above, and shall remain in effect until all obligations under this Agreement have been properly completed. Either party to this Agreement may terminate this Agreement with or without cause by providing at least (14) fourteen days written notice to the other party.

2. Indemnification

It is expressly understood and agreed by the Client, that the consultant is acting only as an agent, or employee of the client, specifically as a construction management consultant for the client and as such, the consultant does not have construction manager type liability

Client Initial _____

Consultant Initial _____



Standard Agreement for Construction Consulting Services

2. Indemnification (continued)

nor binding authority, such as final say on any decisions or actions taken by the client. With this understanding and agreement, the client shall indemnify and hold harmless the consultant, and its officers, employees, successors and assigns from and against any and all claims, damages, fines, penalties, losses and expenses, including attorney's fees, arising out of or resulting from the client involvement on any project covered under this agreement. Also, if it becomes necessary, the client will pay, in advance, if required, any and all attorney fees required to defend the consultant and/or the consultant's employees, officers, successors and assigns against such claims and/or lawsuits related to all of the client's projects covered under this agreement. The consultant and non-signatory, non-party third parties may rely on this provision, which provision shall survive the expiration or termination of this subcontract.

3. Termination Clause

Either party to this Agreement may terminate this Agreement with or without cause by providing at least (14) fourteen days written notice to the other party. Client is responsible to pay consultant for all outstanding fees including fees incurred up to the termination date upon the issuance of a termination notice by either party.

4. Warranty

Consultant represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, provincial and municipal laws.

5. Independent Contractor

Consultant acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. Consultant shall not enter into any contract or commitment on behalf of Client. Consultant further acknowledges that it is not considered an affiliate or subsidiary of Client, and is not entitled to any Client employment rights or benefits. It is expressly understood that this undertaking is not a joint venture.

6. Confidentiality

Consultant recognizes and acknowledges that this Agreement creates a confidential relationship between Consultant and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information." Consultant agrees to follow Client Information Security procedures and otherwise take all reasonable precautions for the protection of Confidential Information.

7. Non-Disclosure

Consultant agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client. Consultant further agrees to bind its employees and subcontractors to the terms and conditions of this Agreement.

8. Grant

Consultant agrees that its work product produced in the performance of this Agreement shall remain the exclusive property of Client, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without Client's prior written consent. Any rights granted to Consultant under this Agreement shall not affect Client's exclusive ownership of the work product.

9. Conflict of Interest

Consultant shall not offer or give a gratuity of any type to any Client employee or agent.

Client Initial _____

Consultant Initial _____



Standard Agreement for Construction Consulting Services

10. Governing Law

This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan.

11. Entire Agreement and Notice

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by certified or registered mail.

IN WITNESS WHERE OF,
Client and Consultant have duly executed this Agreement as of the day and year first above written.

L.K. Jones & Associates

United Consulting Services, LLC

Name

Name

Title

Title

Date

Date

Client Initial _____

Consultant Initial _____



Standard Agreement for Construction Consulting Services

Mound Apartments

Exhibit A - SCOPE OF SERVICES

Item No	Description
1	Assist the client in all aspects of construction management. These services shall include estimating, scheduling, budget management, project management and other tasks as requested by the client.
2	Specific services to be rendered will be determined by the client throughout the course of the project.
3	All services rendered will be billed on an hourly basis at \$90/hr. To begin services, client shall pay a retainer of \$1,600
4	All time associated with travel to and from the jobsite or to other work locations shall be billed per the hourly rate established in this agreement.
5	Consultant shall provide detailed timesheets on a weekly basis or as requested by the client.
6	Consultant shall bill for services at the end of each month and client shall make payment within (7) days of receipt of consultant's payment application.

Client Initial _____

Consultant Initial _____



SECTION 4

ACCOUNTING

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4.1 QUOTE LOG



CHANGE ORDERS

JOB **SAMPLE PROJECT**

INSTRUCTIONS:
 1. After entering an Approved Value change Pending amount to \$0.00
 2. For VOID or REJECTED quotes; the Pending and Approved values must be entered as \$0.00

4.1 QUOTE LOG

status

4.2 CHANGE ORDER LIST

4.3 ASSIGN QUOTE

PAY APPLICATION

4.4 SETUP

4.5 ASSIGN CHANGE ORDER

4.6 PAY APP DETAILS

ID	Quote Date	Line Item	Budget Description	CO No	Owner CO	Quote Description	Pending	Approved	Quote Status	Comments
235	6/27/2022	9000	Drywall & Acoustical	001	001	Remove 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FR	\$0.00	\$0.00	VOIDED	
236	6/27/2022	9000	Drywall & Acoustical	001	001	Replace 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FR	\$0.00	\$0.00	VOIDED	
237	6/27/2022	9300	Painting	001	001	Repaint entire ceiling after drywall repair at Women's Room 116 and Room 102 - RE	\$0.00	\$0.00	VOIDED	
238	6/27/2022	15200	HVAC	001	001	Remove and replace ceiling exhaust fans at Women's Room 116 and Room 102 - REF	\$0.00	\$0.00	VOIDED	
239	6/27/2022	16000	Electrical	001	001	Provide elect disconnect and hookup of exhaust fans at Room 116 and Room 102 - F	\$0.00	\$0.00	VOIDED	
240	7/1/2022	15000	Plumbing	002	002	Install plumbing rough-in to hot water Heater to be mounted under the countertop	\$0.00	\$676.00	APPROVED	
241	7/1/2022	16000	Electrical	002	002	Add elect power to new hot water Heater to be mounted under the countertop @	\$0.00	\$325.00	APPROVED	
242	7/4/2022	9000	Drywall & Acoustical	003	003	Replace additional fire-rated drywall at the underside of roof structure where molde	\$0.00	\$1,270.00	APPROVED	
243	7/4/2022	9000	Drywall & Acoustical	003	003	Remove and replace 8 ft x 8 ft section of acoustical ceiling system at Teen Room 120	\$0.00	\$200.00	APPROVED	
244	7/4/2022	16000	Electrical	004	004	Add additional TELEPHONE/DATA OUTLETS per sketch dated June 22, 2022 and per	\$0.00	\$600.00	APPROVED	
245	7/7/2022	9001	Blown-in Insulation	003	003	Replace blown-in insulation at the underside of roof structure where molded drywal	\$0.00	\$3,713.00	APPROVED	
246	7/8/2022	10000	Toilet Partitions and Accessories	005	005	Add (1) paper towel dispenser in Ladies Room 106	\$0.00	\$44.00	APPROVED	
247	7/8/2022	9000	Drywall & Acoustical	005	005	Cutout drywall and install backing for (1) paper towel dispenser in Ladies Room 106	\$0.00	\$0.00	APPROVED	
251	7/13/2022	100	General Conditions	002	002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127. Unit	\$0.00	\$338.05	APPROVED	
252	7/15/2022	6100	Cabinets, Countertops	002	002	make cabinet bigger at Lavatory 127 in order to cover up the new instant hot water	\$0.00	\$350.00	APPROVED	
253	7/15/2022	6100	Cabinets, Countertops	006	006	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503	\$0.00	\$300.00	APPROVED	
254	7/15/2022	20000	Construction Contingency	006	006	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503	\$0.00	(\$350.00)	APPROVED	
255	7/25/2022	9000	Drywall & Acoustical	007	007	Bulletin 5 - add (3) closets - add metal studs and drywall	\$0.00	\$2,728.00	APPROVED	
256	7/25/2022	16000	Electrical	007	007	Bulletin 5 - add (3) closets - rework 2 existing outlets to new closet wall	\$0.00	\$250.00	APPROVED	
257	7/25/2022	16100	Fire Alarm System	007	007	Bulletin 5 - add (3) closets - Relocate fire alarm device	\$0.00	\$85.00	APPROVED	
258	7/25/2022	15200	HVAC	007	007	Bulletin 5 - add (3) closets - rework ductwork and diffusers - NO CHANGE IN COST	\$0.00	\$0.00	APPROVED	
259	7/25/2022	15100	Fire Protection	007	007	Bulletin 5 - add (3) closets - add sprinkler heads	\$0.00	\$646.88	APPROVED	
260	7/25/2022	8000	Doors & Hardware	007	007	Bulletin 5 - add (3) closets - add bifold doors and hardware	\$0.00	\$8,800.00	APPROVED	
261	7/26/2022	9300	Painting	007	007	Bulletin 5 - add (3) closets - paint drywall walls	\$0.00	\$542.40	APPROVED	

Record: 32 of 61 | No Filter | Search

- HOME
- QUOTE LOG - ALL
- QUOTE LOG - ALL - SORT BY LINE ITEM
- QUOTE LOG - SINGLE LINE ITEM
- REQUEST QUOTE
- STATUS

1. Enter all QUOTES for extra work as they are received throughout the course of the job.
2. All quotes must be assigned to a LINE ITEM from the worksheet 2.3 SCHEDULE OF VALUES
3. QUOTE amounts can initially be entered either in the PENDING or APPROVED column.
4. If a QUOTE amount is entered in the APPROVED column, the PENDING amount must be \$0.00.
5. For QUOTES that are marked as VOID or REJECTED, the PENDING and APPROVED columns must be \$0.00.



QUOTE LOG

ID	Quote Date	Company	Line Item	Budget Description	Quote Description	Pending	Approved	Quote Status	Comments	CO No	Owner CO No
472	15-Nov-24	AGI Construction LLC	1000	General Trades	Budget Adjustments - transfer savings from Category 3000 concrete foundations to Category 1000 General Trades	\$0.00	\$13,500.00			004	004
543	11-Feb-25	AGI Construction LLC	1000	General Trades	Preconstruction Services - estimating, bidding and coordination	\$0.00	\$11,600.00			005	005
471	15-Nov-24	Eminent Excavating LLC	3000	Concrete Foundations	Budget Adjustments - transfer savings from Category 3000 concrete foundations to Category 1000 General Trades	\$0.00	(\$13,500.00)			004	004
441	10-Oct-24	VOD Steel Buildings Inc.	5900	Steel Building	Remove steel building fabrication from the AGI Construction Budget to bring the project to within budget	\$0.00	(\$79,100.00)			001	001
440	10-Oct-24	Guardian Structural Technologies	5920	SIP Panels @ Roof and Exterior Wall - Material	Remove SIP Panels (material) from the AGI Construction Budget to bring the project to within budget	\$0.00	(\$153,800.00)			001	001
460	05-Nov-24		33000	Construction Contingency	contingency - cost adjustment for sewer cleaning	\$0.00	(\$5,250.00)			002	002
470	14-Nov-24		33000	Construction Contingency	contingency - remove 20x14 footing interference and right of way permit @ sewer line	\$0.00	(\$4,200.00)			003	003
459	05-Nov-24	Flawless Plumbing & Flooring llc	32100	Sewer Cleaning & Repair	cost adjustment for sewer cleaning	\$0.00	\$5,250.00			002	002
467	06-Nov-24	Flawless Plumbing & Flooring llc	32100	Sewer Cleaning & Repair	remove 20x14 footing interference and right of way permit @ sewer line	\$0.00	\$4,200.00			003	003
						\$0.00	(\$221,300.00)				



QUOTE LOG - SORT BY LINE ITEM

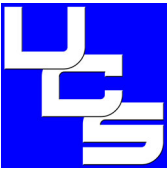
ID	Quote Date	Description	Pending	Approved	Quote Status	Comments	CO No	Owner CO No
1000 AGI Construction LLC General Trades								
472	11/15/2024	Budget Adjustments - transfer savings from Category 3000 concrete foundations to Category 1000 General Trades	\$0.00	\$13,500.00			004	004
543	2/11/2025	Preconstruction Services - estimating, bidding and coordination	\$0.00	\$11,600.00			005	005
			SUBTOTAL	\$0.00	\$25,100.00			
3000 Eminent Excavating LLC Concrete Foundations								
471	11/15/2024	Budget Adjustments - transfer savings from Category 3000 concrete foundations to Category 1000 General Trades	\$0.00	(\$13,500.00)			004	004
			SUBTOTAL	\$0.00	(\$13,500.00)			
5900 VOD Steel Buildings Inc. Steel Building								
441	10/10/2024	Remove steel building fabrication from the AGI Construction Budget to bring the project to within budget	\$0.00	(\$79,100.00)			001	001
			SUBTOTAL	\$0.00	(\$79,100.00)			
5920 Guardian Structural Technologies SIP Panels @ Roof and Exterior Wall - Material								
440	10/10/2024	Remove SIP Panels (material) from the AGI Construction Budget to bring the project to within budget	\$0.00	(\$153,800.00)			001	001
			SUBTOTAL	\$0.00	(\$153,800.00)			
33000 Construction Contingency								
460	11/5/2024	contingency - cost adjustment for sewer cleaning	\$0.00	(\$5,250.00)			002	002
470	11/14/2024	contingency - remove 20x14 footing interference and right of way permit @ sewer line	\$0.00	(\$4,200.00)			003	003
			SUBTOTAL	\$0.00	(\$9,450.00)			
32100 Flawless Plumbing & Flooring llc Sewer Cleaning & Repair								
459	11/5/2024	cost adjustment for sewer cleaning	\$0.00	\$5,250.00			002	002
467	11/6/2024	remove 20x14 footing interference and right of way permit @ sewer line	\$0.00	\$4,200.00			003	003
			SUBTOTAL	\$0.00	\$9,450.00			



QUOTE LOG - SINGLE LINE ITEM

ID	Quote Date	Description	Pending	Approved	Quote Status	Comments	CO No	Owner CO No
32100		Flawless Plumbing & Flooring llc Sewer Cleaning & Repair						
459	11/5/2024	cost adjustment for sewer cleaning	\$0.00	\$5,250.00			002	002
467	11/6/2024	remove 20x14 footing interference and right of way permit @ sewer line	\$0.00	\$4,200.00			003	003
SUBTOTAL			\$0.00	\$9,450.00				
TOTAL			\$0.00	\$9,450.00				





REQUEST FOR QUOTE

TATTOO SHOP - RENOVATION

Tuesday, March 5, 2024

FROM:

United Consulting Services, LLC

Michael Woodhouse
313-283-4633
michael.woodhouse58@gmail.com

TO:

Power Lighting & Technical Services

402 Electrical
Martin Paris
parism@powerlitetech.com

The following list of work items need to be quoted immediately in order to keep the progress of the work on track. Please contact me immediately if you have any questions or require further clarification. The quotes are required to be submitted by email within (2) to (3) calendar days from the date of this notice.

ID	Date	Description	Comments
194	06-Dec-21	Add cove lighting strip at Toilet Room 102 per Owner Request - Owner to furnish lights	
230	14-May-22	Quote No. 1 - Provide electrical work as needed to complete the project.	
231	14-May-22	Quote No. 2 - Provide electrical work as needed per the electrical inspector.	



4.2 CHANGE ORDER LIST



CHANGE ORDERS

JOB SAMPLE PROJECT

ID	Job Name	CO No	Owner CO No	Description	Added Days	CO Date	Contractor	Owner
72	SAMPLE PROJECT	001	001	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT	0	6/27/2022	United Consulting Services, LLC	New Latin Baptist Church
73	SAMPLE PROJECT	002	002	Furnish hot water Heater to be mounted under the countertop @ Lavatory 127	0	7/1/2022	United Consulting Services, LLC	New Latin Baptist Church
74	SAMPLE PROJECT	003	003	Replace fire-rated drywall and insulation at the underside of roof structure	0	7/4/2022	United Consulting Services, LLC	New Latin Baptist Church
76	SAMPLE PROJECT	004	004	Add additional TELEPHONE/DATA OUTLETS	0	7/7/2022	United Consulting Services, LLC	New Latin Baptist Church
77	SAMPLE PROJECT	005	005	Add (1) paper towel dispenser in Ladies Room 106	0	7/8/2022	United Consulting Services, LLC	New Latin Baptist Church
81	SAMPLE PROJECT	006	006	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503	0	7/15/2022	United Consulting Services, LLC	New Latin Baptist Church
82	SAMPLE PROJECT	007	007	Bulletin 5 - add (3) closets	0	7/26/2022	United Consulting Services, LLC	New Latin Baptist Church
83	SAMPLE PROJECT	008	008	CREDIT for drywall work not required	0	7/29/2022	United Consulting Services, LLC	New Latin Baptist Church
84	SAMPLE PROJECT	009	009	Fire Alarm System - Permit Cost	0	8/1/2022	United Consulting Services, LLC	New Latin Baptist Church
85	SAMPLE PROJECT	010	010	Contractor Fee for Change Orders 1 thru 9	0	8/3/2022	United Consulting Services, LLC	New Latin Baptist Church
86	SAMPLE PROJECT	011	011	Demo Wainscoat, skim coating and painting of corridor wall at Women's Room 116	0	8/8/2022	United Consulting Services, LLC	New Latin Baptist Church
87	SAMPLE PROJECT	012	012	Demo Wainscoat and add skim coating of walls at Hall 140	0	8/8/2022	United Consulting Services, LLC	New Latin Baptist Church
88	SAMPLE PROJECT	013	013	add skim coating of exterior walls at First Lady's Office 124 and Lavatory 127	0	8/8/2022	United Consulting Services, LLC	New Latin Baptist Church
89	SAMPLE PROJECT	014	014	add (1) additional above counter duplex receptacle @ Women's Room 106 and replace (1) receptacle @ Women's Room 116	0	8/8/2022	United Consulting Services, LLC	New Latin Baptist Church

Record: 20 of 20 | No Filter | Search

- HOME
- LINE ITEM - CO LOG
- LINE ITEM - CHANGE ORDER
- CO LOG
- CHANGE ORDER

1. CONTRACTOR CHANGE ORDERS can be added to the CHANGE ORDER LIST after you have entered quotes that are either PENDING OR APPROVED
2. All CHANGE ORDERS must be assigned a CO No.
3. The OWNER CO No. is assigned only when you want the Owner to sign-off on a CHANGE ORDER
4. Enter a number of days in the ADDED DAYS column is when you want to notify the Owner that contract completion date will be extended. The entry should be in calendar days.



Contractor: United Consulting Services, LLC	Job Name: SAMPLE PROJECT
Owner: New Latin Baptist Church 195 Ladd Road, Walled Lake, MI 48390	Date Issued: Friday, July 1, 2022

This Change Order is the Owner's authorization for the contractor to make the following changes in the scope of work for this contract. The terms and conditions of the original contract for the above work will govern this change.

Furnish all labor, material, equipment and all other items required to complete the following work:
Furnish hot water Heater to be mounted under the countertop @Lavatory 127

ID	Line Item	Company	Description	Approved
274	6100	Kitchen Top Shop, Inc	make cabinet bigger at Lavatory 127 in order to cover up the new instant hot water heater	\$350.00
260	15000	Ben Washington & Sons	Install plumbing rough-in to hot water Heater to be mounted under the countertop @Lavatory 127. Install hot water heating unit to be furnished by the General Contractor.	\$676.00
261	16000	Power Lighting & Technical Services	Add elect power to new hot water Heater to be mounted under the countertop @ Lavatory 127	\$325.00
273	100	United Consulting Services, LLC	Furnish hot water Heater to be mounted under the countertop @Lavatory 127. Unit to be installed by the Plumbing Contractor	\$338.05
TOTAL THIS CHANGE ORDER				\$1,689.05

CONTRACT STATUS REPORT:

BASE CONTRACT AMOUNT	\$326,652.93
TOTAL PREVIOUS CHANGE ORDERS	\$0.00
TOTAL THIS CHANGE ORDER	\$1,689.05
REVISED CONTRACT AMOUNT	\$328,341.98

In consideration of the above, your contract amount and/or the line item values will change as outlined. And the contract completion time will be increased by **0** days

Please acknowledge your acceptance of this Contract Change Order by signing two (2) copies, retaining one (1) copy for your files and returning one (1) copy.

ACCEPTED BY:
United Consulting Services, LLC

ACCEPTED BY:
New Latin Baptist Church

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____



SAMPLE PROJECT

CHANGE ORDER LOG

CO	CO Date	CO No	Scope of Work Description	ID	Line Item	Company	Approved	Days
CO 001	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT							
	27-Jun-22	001	Remove 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	255	9000	DMC Contracting LLC	\$0.00	0
	27-Jun-22	001	Replace 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	256	9000	DMC Contracting LLC	\$0.00	0
	27-Jun-22	001	Repaint entire ceiling after drywall repair at Women's Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	257	9300	TD Painting and Wallcovering Inc.	\$0.00	0
	27-Jun-22	001	Remove and replace ceiling exhaust fans at Women's Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	258	15200	Air Handlers Corporation	\$0.00	0
	27-Jun-22	001	Provide elect disconnect and hookup of exhaust fans at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	259	16000	Power Lighting & Technical Services	\$0.00	0
						SUBTOTAL	\$0.00	
CO 002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127							
	01-Jul-22	002	Install plumbing rough-in to hot water Heater to be mounted under the countertop @Lavatory 127. Install hot water heating unit to be furnished by the Geberal Contractor.	260	15000	Ben Washington & Sons	\$676.00	0
	01-Jul-22	002	Add elect power to new hot water Heater to be be mounted under the countertop @ Lavatory 127	261	16000	Power Lighting & Technical Services	\$325.00	0
	01-Jul-22	002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127. Unit to be installed by the Plumbing Contractor	273	100	United Consulting Services, LLC	\$338.05	0
	01-Jul-22	002	make cabinet bigger at Lavatory 127 in order to cover up the new instant hot water heater	274	6100	Kitchen Top Shop, Inc	\$350.00	0
						SUBTOTAL	\$1,689.05	
CO 003	Replace fire-rated drywall and insulation at the underside of roof structure							
	04-Jul-22	003	Replace additional fire-rated drywall at the underside of roof structure where molded drywall was remediated. Actual area of drywall removal 675 SF Original estimated drywall removal 218 SF Additional removal quantity 457 S	262	9000	DMC Contracting LLC	\$1,270.00	0
	04-Jul-22	003	Remove and replace 8 ft x 8 ft section of acoustical ceiling system at Teen Room 120 to allow for replacement of drywall where removed for mold remediation. Also re-install existing ceiling tiles at entire room	263	9000	DMC Contracting LLC	\$200.00	0
	04-Jul-22	003	Replace blown-in insulation at the underside of roof structure where molded drywall was remediated. Area of drywall removal 675 SF	265	9001	USA Insulation	\$3,713.00	0



To:	Power Lighting & Technical Services 16051 Grand River, Detroit, MI 48227
For:	16000 Electrical

This Change Order is your authorization to make the following changes in the scope of work for this subcontract. The terms and conditions of the original subcontract for the above work will govern this change.

Furnish all labor, material, equipment and all other items required to complete the following work:

ID	Quote No	Description	Approved
261	389	Add elect power to new hot water Heater to be be mounted under the countertop @ Lavatory 127	\$325.00
TOTAL THIS CHANGE ORDER			\$325.00

CONTRACT STATUS REPORT:

BASE CONTRACT AMOUNT	\$73,697.00
TOTAL PREVIOUS CHANGE ORDERS	\$0.00
TOTAL THIS CHANGE ORDER	\$325.00
REVISED CONTRACT AMOUNT	\$74,022.00

In consideration of the above, your contract amount and/or the line item values will change as outlined. And the contract completion time will be increased by the following number of days 0

Please acknowledge your acceptance of this Contract Change Order by signing two (2) copies, retaining one (1) copy for your files and returning one (1) copy.

ACCEPTED BY:

United Consulting Services, LLC

ACCEPTED BY:

Power Lighting & Technical Services

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____



SUBCONTRACTOR CHANGE ORDER LOG

Company: **Power Lighting & Technical Services**

Line Item: **16000 Electrical**

ID	CO Date	Quote No	Line Item	Description	Approved	Added Days
CO 001	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT					
259	27-Jun-22	389	16000	Provide elect disconnect and hookup of exhaust fans at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	0
Subtotal					\$0.00	
CO 002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127					
261	01-Jul-22	389	16000	Add elect power to new hot water Heater to be be mounted under the countertop @ Lavatory 127	\$325.00	0
Subtotal					\$325.00	
CO 004	Add additional TELEPHONE/DATA OUTLETS					
266	07-Jul-22	389	16000	Add additional TELEPHONE/DATA OUTLETS per sketch dated June 22, 2022 and per Communication contractors sketch for Media Room 123	\$600.00	0
Subtotal					\$600.00	
CO 007	Bulletin 5 - add (3) closets					
278	26-Jul-22	389	16000	Bulletin 5 - add (3) closets - rework 2 existing outlets to new closet wall	\$250.00	0
Subtotal					\$250.00	
CO 014	add (1) additional above counter duplex receptacle @ Women's Room 106 and replace (1) receptacle @ Women's Room 116					
298	08-Aug-22	389	16000	Replace (1) malfunctioning duplex receptacle at Women's Room 116	\$75.00	0
297	08-Aug-22	389	16000	add (1) additional above counter duplex receptacle @ Women's Room 106	\$175.00	0
Subtotal					\$250.00	
CO 015	Install missing receptacle at Bishops Office 126 that is marked on drawing E 102 as an existing receptacle - see attached sketch					
300	11-Aug-22	389	16000	Install missing receptacle at Bishops Office 126 that is marked on drawing E 102 as an existing receptacle - see attached sketch	\$100.00	0
Subtotal					\$100.00	
CO 016	Receptacles and data outlets to service wall mounted monitors/TV's - see attached sketch					
302	12-Aug-22	389	16000	Receptacles and data outlets to service wall mounted monitors/TV's - see attached sketch	\$1,800.00	0
Subtotal					\$1,800.00	
TOTAL APPROVED					\$3,325.00	



4.3 CHANGE ORDER - ASSIGN QUOTE



CHANGE ORDERS

JOB DETROIT FRIENDS MEETING PH 3 (PART 1)

ID	Quote No	CO No	Owner Co	Line Item	Company	Quote Description	Change Order Description	Approved	Added Days	CO Date
429	419	001	001	8000	Rayhaven Group	Ph 3A - Wood/HM Doors, Hardware - Material (partial)	Change Phase 3A doors 103A and 106 to HM Doors in lieu of Aluminum	\$1,382.00	0	9/23/2024
430	420	001	001	20000	United Consulting Services, LLC	Construction Contingency	Change Phase 3A doors 103A and 106 to HM Doors in lieu of Aluminum	(\$1,382.00)	0	9/23/2024
431	422	002	002	20000	United Consulting Services, LLC	Construction Contingency	Furnish and Install Bolts @ Rafters per detail 2/S1.0	(\$520.50)	0	9/27/2024
432	423	002	002	5100	United Consulting Services, LLC	Bolts @ Rafters	Furnish and Install Bolts @ Rafters per detail 2/S1.0	\$520.50	0	9/27/2024
433	426	003	003	5000	Duke & Duke Services	Structural Support for AHU's	Structural Steel Supports for AHU's per details 3,4/S1.0	\$6,405.00	0	10/1/2024
434	427	003	003	20000	United Consulting Services, LLC	Construction Contingency	Structural Steel Supports for AHU's per details 3,4/S1.0	(\$6,405.00)	0	10/1/2024
435	428	004	004	8000	Rayhaven Group	Ph 3A - Wood/HM Doors, Hardware - Material (partial)	Furnish and Install glass at Phase 3A doors 103A and 106	\$100.00	0	10/2/2024
436	429	004	004	20000	United Consulting Services, LLC	Construction Contingency	Furnish and Install glass at Phase 3A doors 103A and 106	(\$100.00)	0	10/2/2024
437	430	005	005	8000	Rayhaven Group	Ph 3A - Wood/HM Doors, Hardware - Material (partial)	deduct taxes from Phase 3A hollow metal door purchase order	(\$517.85)	0	10/2/2024
438	431	005	005	20000	United Consulting Services, LLC	Construction Contingency	deduct taxes from Phase 3A hollow metal door purchase order	\$517.85	0	10/2/2024
440	433	006	006	15100	GVR Builders, LLC	HVAC	ERV - increase the fresh air requirement to 1300 cfm	\$1,723.00	0	10/7/2024
441	434	006	006	20000	United Consulting Services, LLC	Construction Contingency	ERV - increase the fresh air requirement to 1300 cfm	(\$1,723.00)	0	10/7/2024
454	435	007	007	9300	SCI Floor Covering, Inc.	Ph 3A - Ceramic Tile - flooring only	cost adjustment for Ph 3A ceramic tile work	\$2,643.00	0	10/28/2024
455	436	007	007	20000	United Consulting Services, LLC	Construction Contingency	cost adjustment for Ph 3A ceramic tile work	(\$2,643.00)	0	10/28/2024
456	437	008	008	6100	United Consulting Services, LLC	added 2x8 rafters for Solar System	Added 2x8 rafters for support of Solar Panel System	\$12,000.00	0	10/29/2024

4.1 QUOTE LOG

status

4.2 CHANGE ORDER LIST

4.3 ASSIGN QUOTE

PAY APPLICATION

4.4 SETUP

4.5 ASSIGN CHANGE ORDER

4.6 PAY APP DETAILS

HOME

1. Select the QUOTE No and then select the CO No. that the QUOTE will be assigned to.
2. Multiple quotes can be assigned to a single CO No.



4.4 PAY APPLICATION - SET UP



JOB DETROIT FRIENDS MEETING PH 3 (PART 1)

Job No	Pay App No	Job Name	Pay App Date	Period From	Period to
CS016	1	DETROIT FRIENDS MEETING PH 3 (PART 1)	27-Sep-24	16-Sep-24	27-Sep-24
CS016	2	DETROIT FRIENDS MEETING PH 3 (PART 1)	16-Oct-24	28-Sep-24	16-Oct-24
CS016	3	DETROIT FRIENDS MEETING PH 3 (PART 1)	01-Nov-24	17-Oct-24	01-Nov-24
CS016	4	DETROIT FRIENDS MEETING PH 3 (PART 1)	30-Nov-24	02-Nov-24	30-Nov-24
CS016	5	DETROIT FRIENDS MEETING PH 3 (PART 1)	31-Dec-24	01-Dec-24	31-Dec-24
CS016	6	DETROIT FRIENDS MEETING PH 3 (PART 1)	07-Jan-25	31-Dec-24	07-Jan-25
CS016	7	DETROIT FRIENDS MEETING PH 3 (PART 1)	17-Feb-25	08-Jan-25	17-Feb-25
*					

1. Enter the PAY APP No.
2. Enter PAY APP DATE
3. Enter PERIOD FROM
4. Enter PERIOD TO

HOME



4.5 PAY APPLICATION - ASSIGN CHANGE ORDER



JOB SAMPLE PROJECT

Assign CO	Pay App No	Description
001	3	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE
003	3	Replace fire-rated drywall and insulation at the underside of roof structure
004	3	Add additional TELEPHONE/DATA OUTLETS
005	3	Add (1) paper towel dispenser in Ladies Room 106
002	3	Furnish hot water Heater to be mounted under the countertop @Lavatory 127
006	3	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503
007	3	Bulletin 5 - add (3) closets
008	3	CREDIT for drywall work not required
009	3	Fire Alarm System - Permit Cost
010	3	Contractor Fee for Change Orders 1 thru 9
011	4	Demo Wainscoat, skim coating and painting of corridor wall at Women's Room 116
012	4	Demo Wainscoat and add skim coating of walls at Hall 140
013	4	add skim coating of exterior walls at First Lady's Office 124 and Lavatory 127
014	4	add (1) additional above counter duplex receptacle @ Women's Room 106 and replace (1) receptacle
015	4	Install missing receptacle at Bishops Office 126 that is marked on drawing E 102 as an existing receptacle
016	4	Receptacles and data outlets to service wall mounted monitors/TV's - see attached sketch
017	5	CHANGE ORDER SUMMARY through 9/23/2022
018	6	Repairs to walls and floors at door frames, prepare Phase 1 & 2 As-builts and Building Information B
019	7	FINAL CHANGE ORDER - Phase 1 and 2 AS-BUILT Documents for City of Walled Lake and Final C of O
*		

1. Select the ASSIGN CO number and the enter the PAY APP No that it will be assigned to.

HOME



4.6 PAY APPLICATION - DETAILS



CHANGE ORDERS

4.1 QUOTE LOG

status

4.2 CHANGE ORDER LIST

4.3 ASSIGN QUOTE

PAY APPLICATION

4.4 SETUP

4.5 ASSIGN CHANGE ORDER

4.6 PAY APP DETAILS

Job Name		SAMPLE PROJECT		Pay App	7		If a Stored Material entry was entered on a line item in the previous Pay Application and that amount is removed from Stored Material on the current Pay App - You must add the amount that is removed to the This Period column on the current Pay App									
TOTALS				\$339,192.60	\$337,545.80	\$1,646.80	\$0.00	\$339,192.60	100.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$2,228.70		
Cost Category	Line Item	Company	Work Description	Scheduled Value	Previously Completed	This Period	Presently Stored	Total Completed	% Completed	Balance to Finish	Retainage %	Retainage % (Edit)	Retainage	Amount Due This Period		
1. TRADE COST	2000	Marks Demolition and Renovation	Demolition	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	3000	RC Builder's & Concrete, LLC	Concrete	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	\$8,267.98	\$8,267.98	\$0.00	\$0.00	\$8,267.98	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	8000	Rayhaven Group	Doors & Hardware	\$29,800.00	\$28,800.00	\$1,000.00	\$0.00	\$29,800.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$1,000.00		
1. TRADE COST	8100	Glasco Corporation	Glass & Glazing	\$1,927.00	\$1,927.00	\$0.00	\$0.00	\$1,927.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	9000	DMC Contracting LLC	Drywall & Acoustical	\$54,182.05	\$54,182.05	\$0.00	\$0.00	\$54,182.05	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	9100	SCI Floor Covering, Inc.	Flooring and Ceramic Tile	\$34,635.25	\$34,635.25	\$0.00	\$0.00	\$34,635.25	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	9300	TD Painting and Wallcovering Inc.	Painting	\$9,451.33	\$9,451.33	\$0.00	\$0.00	\$9,451.33	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	10000	R.E. Leggette Co.	Toilet Partitions and Accessories	\$5,819.00	\$5,819.00	\$0.00	\$0.00	\$5,819.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$581.90		
1. TRADE COST	15000	Ben Washington & Sons	Plumbing	\$21,876.00	\$21,876.00	\$0.00	\$0.00	\$21,876.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	15100	Affordable Fire Protection Company	Fire Protection	\$16,545.88	\$16,545.88	\$0.00	\$0.00	\$16,545.88	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	15200	Air Handlers Corporation	HVAC	\$10,580.00	\$10,580.00	\$0.00	\$0.00	\$10,580.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	16000	Power Lighting & Technical Services	Electrical	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	16100	All Star Alarm LLC	Fire Alarm System	\$2,227.00	\$2,227.00	\$0.00	\$0.00	\$2,227.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
2. CONSTRUCTION MANAGER FFES	100	United Consulting Services, LLC	General Conditions	\$39,752.66	\$39,184.01	\$568.65	\$0.00	\$39,752.66	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$568.65		
2. CONSTRUCTION MANAGER FFES	300	United Consulting Services, LLC	Overhead and Profit	\$12,403.57	\$12,325.42	\$78.15	\$0.00	\$12,403.57	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$78.15		
2. CONSTRUCTION MANAGER FFES	400	United Consulting Services, LLC	Liability Insurance	\$5,489.88	\$5,489.88	\$0.00	\$0.00	\$5,489.88	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	20000		Construction Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
1. TRADE COST	9001	USA Insulation	Blown-in Insulation	\$3,713.00	\$3,713.00	\$0.00	\$0.00	\$3,713.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00		
*	0			\$0.00	\$0.00	\$0.00	\$0.00		0.00%		0.00%	0.00%	\$0.00	\$0.00		

Record: 1 of 19 No Filter Search

HOME

Summary Page

Detail Sheet w cat

Detail Sheet

INVOICE

Line Item Report

Summary ALL Pay Apps

Summary of Payments Due

SAVE

1. Steps for entering PAY APPLICATION - DETAILS
 - a. Check the HOME page to ensure that the JOB No. is selected in the JOB LIST.
 - b. Enter the PAY APP No. in the black drop-down box at the top of this page.
 - c. Enter the AMOUNT to be billed for THIS PERIOD for each LINE ITEM that you want to bill.
 - d. Enter the AMOUNT to be billed for PRESENTLY STORED for each LINE ITEM that you want to bill.
 - e. Enter the % of RETAINAGE that you want to be held for LINE ITEM that you want to bill.
2. Print the PAY APP reports that you like to see as outlined below with the BLUE buttons



APPLICATION FOR PAYMENT

To: New Latin Baptist Church 195 Ladd Road, Walled Lake, MI 48390	Job Name: SAMPLE PROJECT Job Number: AA008	Application No. 7 Period From 01-Nov-22 Period To 04-Jan-23 Application Date 04-Jan-23
From: United Consulting Services, LLC 3495 Pine Estates Drive, West Bloomfield, MI 48323	Architect: TDG ARCHITECTS 79 Oakland Ave., Pontiac, MI 48342	

Contract For: **General Contractor**

CHANGE ORDER SUMMARY

Total Approved this Pay App	\$320.22
Total Previous Change Orders	\$12,219.45
Total Change Orders To Date	\$12,539.67

CHANGE ORDERS ISSUED THIS PERIOD

Co No 019	\$320.22
------------------	-----------------

Application is made for payment, as shown below, in connection with the contract. Continuation sheet is attached

1. Original Contract Sum	\$326,652.93
2. Net Change By Change Orders	\$12,539.67
3. Contract Sum To Date	\$339,192.60
4. Total Completed and Stored To Date	\$339,192.60
5. Retainage	
a. % of completed work	0.00%
b. Total Retainage	\$0.00
6. Total Earned Less Retainage	\$339,192.60
7. Less Previous Certificates for Payment	\$336,963.90
8. CURRENT PAYMENT DUE	\$2,228.70
9. Balance to Finish Including Retainage	\$0.00

The undersigned Contractor certifies that to the best of the Contractors knowledge, information and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the contractor for work for which the previous certificates for payments were issued and payments received from the owner, and that current payment shown herein is now due.

Contractor: **United Consulting Services, LLC**

By: _____ Date: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Document, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the WORK has progressed as indicated, the quality of the WORK is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Subscribed and sworn to me this _____ day of _____.

NOTARY PUBLIC

My commission expires

Amount Certified

(Attach explanation if amount certified differs from amount applied for

Architect **TDG ARCHITECTS**

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein.

Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



PAY APPLICATION DETAIL SHEET
AA008 SAMPLE PROJECT

Application Number **7**
Application Date **04-Jan-23**
Period From **01-Nov-22**
Period To **04-Jan-23**

APPLICATION CERTIFICATE FOR PAYMENT, containing
Contractors signed certificate is attached
Detailed tabulation of work completed

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Line Item	Work Description	Company	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage
1. TRADE COST										
2000	Demolition	Marks Demolition and Renovation	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	\$0.00
3000	Concrete	RC Builder's & Concrete, LLC	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$0.00
6100	Cabinets, Countertops	Kitchen Top Shop, Inc	\$8,267.98	\$8,267.98	\$0.00	\$0.00	\$8,267.98	100.00%	\$0.00	\$0.00
8000	Doors & Hardware	Rayhaven Group	\$29,800.00	\$28,800.00	\$1,000.00	\$0.00	\$29,800.00	100.00%	\$0.00	\$0.00
8100	Glass & Glazing	Glasco Corporation	\$1,927.00	\$1,927.00	\$0.00	\$0.00	\$1,927.00	100.00%	\$0.00	\$0.00
9000	Drywall & Acoustical	DMC Contracting LLC	\$54,182.05	\$54,182.05	\$0.00	\$0.00	\$54,182.05	100.00%	\$0.00	\$0.00
9001	Blown-in Insulation	USA Insulation	\$3,713.00	\$3,713.00	\$0.00	\$0.00	\$3,713.00	100.00%	\$0.00	\$0.00
9100	Flooring and Ceramic Tile	SCI Floor Covering, Inc.	\$34,635.25	\$34,635.25	\$0.00	\$0.00	\$34,635.25	100.00%	\$0.00	\$0.00
9300	Painting	TD Painting and Wallcovering Inc.	\$9,451.33	\$9,451.33	\$0.00	\$0.00	\$9,451.33	100.00%	\$0.00	\$0.00
10000	Toilet Partitions and Accessories	R.E. Leggette Co.	\$5,819.00	\$5,819.00	\$0.00	\$0.00	\$5,819.00	100.00%	\$0.00	\$0.00
15000	Plumbing	Ben Washington & Sons	\$21,876.00	\$21,876.00	\$0.00	\$0.00	\$21,876.00	100.00%	\$0.00	\$0.00
15100	Fire Protection	Affordable Fire Protection Company	\$16,545.88	\$16,545.88	\$0.00	\$0.00	\$16,545.88	100.00%	\$0.00	\$0.00
15200	HVAC	Air Handlers Corporation	\$10,580.00	\$10,580.00	\$0.00	\$0.00	\$10,580.00	100.00%	\$0.00	\$0.00
16000	Electrical	Power Lighting & Technical Services	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00
16100	Fire Alarm System	All Star Alarm LLC	\$2,227.00	\$2,227.00	\$0.00	\$0.00	\$2,227.00	100.00%	\$0.00	\$0.00
20000	Construction Contingency		\$0.00	\$0.00			\$0.00		\$0.00	\$0.00
		Subtotals	\$281,546.49	\$280,546.49	\$1,000.00	\$0.00	\$281,546.49	100.00%	\$0.00	\$0.00



PAY APPLICATION DETAIL SHEET
AA008 SAMPLE PROJECT

Application Number **7**
Application Date **04-Jan-23**
Period From **01-Nov-22**
Period To **04-Jan-23**

APPLICATION CERTIFICATE FOR PAYMENT, containing
Contractors signed certificate is attached
Detailed tabulation of work completed

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Line Item	Work Description	Company	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage
2. CONSTRUCTION MANAGER FEES										
100	General Conditions	United Consulting Services, LLC	\$39,752.66	\$39,184.01	\$568.65	\$0.00	\$39,752.66	100.00%	\$0.00	\$0.00
300	Overhead and Profit	United Consulting Services, LLC	\$12,403.57	\$12,325.42	\$78.15	\$0.00	\$12,403.57	100.00%	\$0.00	\$0.00
400	Liabilty Insurance	United Consulting Services, LLC	\$5,489.88	\$5,489.88	\$0.00	\$0.00	\$5,489.88	100.00%	\$0.00	\$0.00
		Subtotals	\$57,646.11	\$56,999.31	\$646.80	\$0.00	\$57,646.11	100.00%	\$0.00	\$0.00
		TOTALS	\$339,192.60	\$337,545.80	\$1,646.80	\$0.00	\$339,192.60	100.00%	\$0.00	\$0.00



JOB NAME
AA008 SAMPLE PROJECT

INVOICE

DATE
04-Jan-23

FROM:
United Consulting Services, LLC 3495 Pine Estates Drive, West Bloomfield, MI 48323

INVOICE NO.
7

BILL TO:
New Latin Baptist Church 195 Ladd Road, Walled Lake, MI 48390

INVOICE SUMMARY	
Period From	01-Nov-22
Period To	04-Jan-23
Original Contract Sum	\$326,652.93
Approved Change Orders	\$12,539.67
Contract Sum to Date	\$339,192.60
Total Completed and Stored to Date	\$339,192.60
Retainage	
% of completed work	0.00%
Total Retainage	\$0.00
Total Earned Less Retainage	\$339,192.60
Less Previous Certificates for Payment	\$336,963.90
CURRENT PAYMENT DUE	\$2,228.70
Balance to Finish, Including Retainage	\$0.00

If you have any questions about this invoice please contact

United Consulting Services, LLC, 313-283-4633



PAY APPLICATION LINE ITEM SUMMARY

25-Feb-25

AA008 SAMPLE PROJECT

LINE ITEM 16000 Electrical

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Pay App No	Pay App Date	Period From	Period To	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage	Amount Due This Period
3	31-Jul-22	01-Jul-22	31-Jul-22	\$74,872.00	\$0.00	\$33,900.00	\$0.00	\$33,900.00	45.28%	\$40,972.00	\$3,390.00	\$30,510.00
4	31-Aug-22	01-Aug-22	31-Aug-22	\$77,022.00	\$33,900.00	\$37,725.00	\$0.00	\$71,625.00	92.99%	\$5,397.00	\$7,162.50	\$33,952.50
5	30-Sep-22	01-Sep-22	30-Sep-22	\$77,022.00	\$71,625.00	\$5,397.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00	\$5,397.00
6	28-Oct-22	01-Oct-22	31-Oct-22	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00	\$0.00
7	04-Jan-23	01-Nov-22	04-Jan-23	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00	\$0.00
											TOTAL DUE	\$69,859.50



PAY APPLICATION SUMMARY

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
Pay App No	Pay App Date	Period From	Period To	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage	Amount Due This Period	Amount Due Accumulated TOTALS
1	10-Jun-22	10-Jun-22	17-Jun-22	\$326,652.93	\$0.00	\$30,701.37	\$0.00	\$30,701.37	9.40%	\$295,951.56	\$0.00	\$30,701.37	\$30,701.37
2	02-Jul-22	18-Jun-22	30-Jun-22	\$326,652.93	\$30,701.37	\$4,500.00	\$0.00	\$35,201.37	10.78%	\$291,451.56	\$0.00	\$4,500.00	\$35,201.37
3	31-Jul-22	01-Jul-22	31-Jul-22	\$348,173.78	\$35,201.37	\$81,121.11	\$0.00	\$116,322.48	33.41%	\$231,851.30	\$7,109.00	\$74,012.11	\$109,213.48
4	31-Aug-22	01-Aug-22	31-Aug-22	\$356,239.88	\$116,322.48	\$119,162.17	\$0.00	\$235,484.65	66.10%	\$120,755.23	\$17,079.32	\$109,191.85	\$218,405.33
5	30-Sep-22	01-Sep-22	30-Sep-22	\$337,292.13	\$235,484.65	\$79,001.30	\$0.00	\$314,485.95	93.24%	\$22,806.18	\$1,527.03	\$94,553.59	\$312,958.92
6	28-Oct-22	01-Oct-22	31-Oct-22	\$338,872.38	\$314,485.95	\$23,059.85	\$0.00	\$337,545.80	99.61%	\$1,326.58	\$581.90	\$24,004.98	\$336,963.90
7	04-Jan-23	01-Nov-22	04-Jan-23	\$339,192.60	\$337,545.80	\$1,646.80	\$0.00	\$339,192.60	100.00%	\$0.00	\$0.00	\$2,228.70	\$339,192.60

TOTAL DUE **\$339,192.60**



SAMPLE PROJECT
SUMMARY OF PAYMENTS DUE
PAY APPLICATION No. 007

Wednesday, February 12, 2025

Cost Category	Line Item	Company	Work Description	Amount Due This Period
1. TRADE COST	8000	Rayhaven Group	Doors & Hardware	\$1,000.00
1. TRADE COST	10000	R.E. Leggette Co.	Toilet Partitions and Accessories	\$581.90
2. CONSTRUCTION MANAGER FEES	100	United Consulting Services, LLC	General Conditions	\$568.65
2. CONSTRUCTION MANAGER FEES	300	United Consulting Services, LLC	Overhead and Profit	\$78.15
TOTAL AMOUNT DUE				\$2,228.70





- PAYMENT TRACKING
- 4.7 PAYMENT LOG
- 4.8 CHECK REQUEST
- 4.9 SWORN STATEMENT
- 4.10 WAIVERS OF LIEN

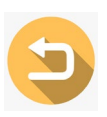
ID	Date Issued	Issued By	Issued To	Line Item	Pay Type	Check No	Owner Payment	Contractor Payment	Description	Pay App
454	16-Jun-22	United Consulting Services, LLC	Budget Dumpster	100	Online Payment		\$0.00	\$567.00	30 yd Dumpster	
455	16-Jun-22	United Consulting Services, LLC	Home Depot	100	Credit card		\$0.00	\$196.50	Zipwall for corridor barricade	
437	20-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	100	Check	4672	\$10,000.00	\$0.00	Downpayment	
439	20-Jun-22	United Consulting Services, LLC	United Consulting Services, LLC	100	Contractor Disbursement		\$0.00	\$10,000.00	Downpayment	
438	20-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	400	Check	4672	\$5,489.88	\$0.00	Downpayment	
440	20-Jun-22	United Consulting Services, LLC	United Consulting Services, LLC	400	Contractor Disbursement		\$0.00	\$5,489.88	Downpayment	
456	22-Jun-22	United Consulting Services, LLC	Home Depot	300	Credit card		\$0.00	\$6.32	construction signs	
457	29-Jun-22	United Consulting Services, LLC	Home Depot	300	Credit card		\$0.00	\$14.81	carper shears	
458	30-Jun-22	United Consulting Services, LLC	Home Depot	100	Credit card		\$0.00	\$122.92	ramboard for floor protection	
443	30-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	6100	Check	4688	\$3,808.99	\$0.00	Downpayment	
444	30-Jun-22	United Consulting Services, LLC	Kitchen Top Shop, Inc	6100	Contractor Disbursement		\$0.00	\$3,808.99	Downpayment	
441	30-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	8000	Check	4687	\$10,500.00	\$0.00	Downpayment	
442	30-Jun-22	United Consulting Services, LLC	Rayhaven Group	8000	Contractor Disbursement		\$0.00	\$10,500.00	Downpayment	
459	01-Jul-22	United Consulting Services, LLC	Upco Waste Service	100	Online Payment		\$0.00	\$569.25	dumpster	
445	04-Jul-22	New Latin Baptist Church	United Consulting Services, LLC	16100	Check	4690	\$902.50	\$0.00	Downpayment	
446	05-Jul-22	United Consulting Services, LLC	All Star Alarm LLC	16100	Contractor Disbursement	4690	\$0.00	\$902.50	Downpayment	
447	12-Jul-22	New Latin Baptist Church	United Consulting Services, LLC	2000	Check	4686	\$4,500.00	\$0.00		
448	12-Jul-22	United Consulting Services, LLC	Marks Demolition and Renovation	2000	Contractor Disbursement		\$0.00	\$4,500.00		
449	12-Jul-22	New Latin Baptist Church	United Consulting Services, LLC	9001	Check	4695	\$500.00	\$0.00	Downpayment	
450	12-Jul-22	United Consulting Services, LLC	USA Insulation	9001	Contractor Disbursement		\$0.00	\$500.00	Downpayment	
451	13-Jul-22	United Consulting Services, LLC	Home Depot	100	Online Payment		\$0.00	\$306.62	C.O. No. 2 - Hot water heater purchase	
452	20-Jul-22	New Latin Baptist Church	United Consulting Services, LLC	9001	Online Payment		\$3,213.00	\$0.00	Final Payment for blown-in insulation	
453	20-Jul-22	United Consulting Services, LLC	USA Insulation	9001	Contractor Disbursement		\$0.00	\$3,213.00	Final Payment for blown-in insulation	
470	05-Aug-22	New Latin Baptist Church	United Consulting Services, LLC	300	Check		\$1,894.11	\$0.00		
472	05-Aug-22	United Consulting Services, LLC	United Consulting Services, LLC	300	Check	4717	\$0.00	\$46.36	\$1894.11 - 1,847.75 = \$46.36	
473	05-Aug-22	New Latin Baptist Church	United Consulting Services, LLC	300	Check		\$3,214.00	\$0.00		
474	05-Aug-22	United Consulting Services, LLC	United Consulting Services, LLC	300	Check	4717	\$0.00	\$3,214.00		

Record: 36 of 90 No Filter Search

- HOME
- PAYMENT - SINGLE LINE
- PAYMENT - BY LINE ITEMS
- PAYMENT - BY PAYEES
- TYPE

1. The 1st purpose of the PAYMENT LOG is to record all OWNER PAYMENTS received. These payments are entered in the OWNER PAYMENTS column.
 - a. If you are under contract to an entity other than the OWNER you can still use this column to record payments received.

2. The 2nd purpose of the PAYMENT LOG is to record all CONTRACTOR PAYMENTS. These are payments you have made to your subcontractors and suppliers.



PAYMENT TYPES



PAYMENT TRACKING

4.7 PAYMENT LOG

4.8 CHECK REQUEST

4.9 SWORN STATEMENT

4.10 WAIVERS OF LIEN

ID	Payment Type
1	Cash
2	Check
3	Credit card
4	Money Order
5	Online Payment
6	Wire Transfer
7	Zelle
8	BUDGET ADJUSTMENT
9	Cash App
10	Contractor Disbursement
11	Square App
12	Melio
13	e-check

Record: 14 of 14 | No Filter | Search

HOME



JOB PAYMENT LOG - SORT BY LINE ITEM

ID	Date Issued	Issued To	Description	Pay Type	Check No	Owner Payments	Contractor Disbursements	Pay App
1. TRADE COST								
Issued By: United Consulting Services, LLC								
2000 Demolition								
448	12-Jul-22	Marks Demolition and Renovation		Contractor Disbursement			\$4,500.00	
					Subtotal	\$0.00	\$4,500.00	
3000 Concrete								
461	05-Aug-22	RC Builder's & Concrete, LLC		Check	4713		\$1,000.00	
					Subtotal	\$0.00	\$1,000.00	
6100 Cabinets, Countertops								
444	30-Jun-22	Kitchen Top Shop, Inc	Downpayment	Contractor Disbursement			\$3,808.99	
479	09-Sep-22	Kitchen Top Shop, Inc		Check	4739		\$4,458.99	
					Subtotal	\$0.00	\$8,267.98	
8000 Doors & Hardware								
442	30-Jun-22	Rayhaven Group	Downpayment	Contractor Disbursement			\$10,500.00	
525	05-Nov-22	Rayhaven Group		Check	4829		\$18,300.00	
					Subtotal	\$0.00	\$28,800.00	
8100 Glass & Glazing								
502	12-Oct-22	Glasco Corporation		Check	4780		\$1,927.00	
					Subtotal	\$0.00	\$1,927.00	



JOB PAYMENT LOG - SORT BY PAYEE

ID	Date Issued	Line Item No.	Line Item	Description	Pay Type	Check No	Owner Payments	Contractor Disbursements	Pay App
1. TRADE COST									
Issued By: United Consulting Services, LLC									
Issued To: RC Builder's & Concrete, LLC									
461	05-Aug-22	3000	Concrete		Check	4713		\$1,000.00	
						Subtotal	\$0.00	\$1,000.00	
Issued To: Ben Washington & Sons									
465	05-Aug-22	15000	Plumbing		Check	4715		\$13,356.00	
485	09-Sep-22	15000	Plumbing		Check	4748		\$3,150.00	
510	13-Oct-22	15000	Plumbing		Check	4775		\$5,370.00	
						Subtotal	\$0.00	\$21,876.00	
Issued To: Rayhaven Group									
442	30-Jun-22	8000	Doors & Hardware	Downpayment	Contractor Disbursement			\$10,500.00	
525	05-Nov-22	8000	Doors & Hardware		Check	4829		\$18,300.00	
						Subtotal	\$0.00	\$28,800.00	
Issued To: Kitchen Top Shop, Inc									
444	30-Jun-22	6100	Cabinets, Countertops	Downpayment	Contractor Disbursement			\$3,808.99	
479	09-Sep-22	6100	Cabinets, Countertops		Check	4739		\$4,458.99	
						Subtotal	\$0.00	\$8,267.98	
Issued To: Marks Demolition and Renovation									
448	12-Jul-22	2000	Demolition		Contractor Disbursement			\$4,500.00	
						Subtotal	\$0.00	\$4,500.00	



Current Contract Amount **\$77,022.00**

BUDGET CATEGORY **1. TRADE COST** **LINE ITEM** **16000** **Electrical**

ID	Date Issued	Issued By	Pay Type	Check No	Description	Owner Payment	Sub Payment	Pay App
United Consulting Services, LLC								
466	05-Aug-22	New Latin Baptist Church	Check			\$30,510.00	\$0.00	
492	09-Sep-22	New Latin Baptist Church	Check			\$33,952.50	\$0.00	
515	13-Oct-22	New Latin Baptist Church	Check	4778		\$12,559.50	\$0.00	
						Subtotal	\$0.00	
Wade's Electrical Contracting, Inc.								
467	05-Aug-22	United Consulting Services, LLC	Check	4721		\$0.00	\$30,510.00	
493	09-Sep-22	United Consulting Services, LLC	Check	4745		\$0.00	\$33,952.50	
516	13-Oct-22	United Consulting Services, LLC	Check	4778		\$0.00	\$12,559.50	
						Subtotal	\$77,022.00	
						TOTAL	\$77,022.00	



4.8 CHECK REQUEST



PAYMENT TRACKING

JOB **SAMPLE PROJECT**

4.7 PAYMENT LOG

4.8 CHECK REQUEST

4.9 SWORN STATEMENT

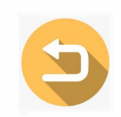
4.10 WAIVERS OF LIEN

ID	Job No	Job Name	Request No	Request Date	Contractor	Requested By	Issued To	Address	Check Amount	Purpose of Check
4	AA008	SAMPLE PROJECT	1	7/8/2022	United Consulting Services, LLC	Michael Woodhouse	USA Insulation	1780 Opdyke Court, Auburn Hills, MI 48326	\$500.00	Downpayment for roof insulation at mold remedia
7	AA008	SAMPLE PROJECT	2	7/19/2022	United Consulting Services, LLC	Michael Woodhouse	USA Insulation	1780 Opdyke Court, Auburn Hills, MI 48326	\$3,213.00	Fiinal Payment
* (New)										

Records: 3 of 3 | No filters | Search

HOME

CHECK REQUEST



Job No AA008

Requested By United Consulting Services, LLC
Michael Woodhouse

Check Payable To:
USA Insulation
1780 Opdyke Court, Auburn Hills, MI 48326

Check Amount **\$3,213.00**

Purpose of Check Fiinal Payment

Check Delivery Hand Deliver Check To Payee

Do not write in this section - ACCONTING DEPARTMENT ONLY - Do not write in this section

Check Mailed To Payee On _____

Check Picked Up By Payee On _____

Check Hand Delivered On _____

Chart of Account No. _____

Check No. _____



SWORN STATEMENT

Wednesday, February 12, 2025

Name of Contractor: **United Consulting Services, LLC**
 Contractor Address: **3495 Pine Estates Drive, West Bloomfield, MI 48323**
 Contractor Phone: **313-283-4633**

Property Owner: **New Latin Baptist Church**
 Owner Address: **195 Ladd Road, Walled Lake, MI 48390**
 Owner Phone: **248-736-4627**

WARNING TO OWNER: An owner or lessee of the property may not rely on this SWORN STATEMENT to avoid the claim of a subcontractor, supplier, or laborer who have provided a notice of furnishing or laborer who may provide a notice of furnishing under Section 109 of the Construction Lien Act, 1980 PA.

Job Name: **SAMPLE PROJECT**

Job Address: **195 Ladd Road, Walled Lake, MI 48390**

The undersigned President or Owner of the company identified above (the "Contractor"), the builder or general contractor for the construction of certain improvements on the property described above, hereby swears and affirms that the following is a list of each professional, subcontractor, supplier and laborer that Contractor has retained in connection with such improvements and that opposite each such name is a correct and full description of the work or material to be provided by such party, the amount of the original contract or bid, the revised contract amount, if any, the aggregate amount of previous payments to such party, the current amount due such party as of the date of this statement, and the remaining amount required to complete the particular item of work, as follows:

Line Item	Description	Company	Total Contract Price	Change Orders	Adjusted Contract Price	Total Earned Less Retainage	Amount Already Paid	Amount Currently Owning	Balance To Complete	Amount of Laborer Wages Due But Unpaid	Amount of Laborer Fringe Benefits Withholding Due
100	General Conditions	United Consulting Services, LLC	\$36,669.14	\$3,083.52	\$39,752.66	\$39,752.66	\$39,184.01	\$568.65	\$0.00		
300	Overhead and Profit	United Consulting Services, LLC	\$10,000.00	\$2,403.57	\$12,403.57	\$12,403.57	\$12,325.42	\$78.15	\$0.00		
400	Liability Insurance	United Consulting Services, LLC	\$5,489.88		\$5,489.88	\$5,489.88	\$5,489.88	\$0.00	\$0.00		
2000	Demolition	Marks Demolition and Renovation	\$4,500.00		\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00		
3000	Concrete	RC Builder's & Concrete, LLC	\$1,000.00		\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00		
6100	Cabinets, Countertops	Kitchen Top Shop, Inc	\$7,617.98	\$650.00	\$8,267.98	\$8,267.98	\$8,267.98	\$0.00	\$0.00		
8000	Doors & Hardware	Rayhaven Group	\$21,000.00	\$8,800.00	\$29,800.00	\$29,800.00	\$28,800.00	\$1,000.00	\$0.00		
8100	Glass & Glazing	Glasco Corporation	\$3,009.00	(\$1,082.00)	\$1,927.00	\$1,927.00	\$1,927.00	\$0.00	\$0.00		
9000	Drywall & Acoustical	DMC Contracting LLC	\$41,250.00	\$12,932.05	\$54,182.05	\$54,182.05	\$54,182.05	\$0.00	\$0.00		
9001	Blown-in Insulation	USA Insulation	\$0.00	\$3,713.00	\$3,713.00	\$3,713.00	\$3,713.00	\$0.00	\$0.00		
9100	Flooring and Ceramic Tile	SCI Floor Covering, Inc.	\$45,375.00	(\$10,739.75)	\$34,635.25	\$34,635.25	\$34,635.25	\$0.00	\$0.00		
9300	Painting	TD Painting and Wallcovering Inc.	\$8,714.93	\$736.40	\$9,451.33	\$9,451.33	\$9,451.33	\$0.00	\$0.00		



Line Item	Description	Company	Total Contract Price	Change Orders	Adjusted Contract Price	Total Earned Less Retainage	Amount Already Paid	Amount Currently Owning	Balance To Complete	Amount of Laborer Wages Due But Unpaid	Amount of Laborer Fringe Benefits Withholding Due
10000	Toilet Partitions and Accessories	R.E. Leggette Co.	\$5,775.00	\$44.00	\$5,819.00	\$5,819.00	\$5,237.10	\$581.90	\$0.00		
15000	Plumbing	Ben Washington & Sons	\$21,200.00	\$676.00	\$21,876.00	\$21,876.00	\$21,876.00	\$0.00	\$0.00		
15100	Fire Protection	Affordable Fire Protection Company	\$15,899.00	\$646.88	\$16,545.88	\$16,545.88	\$16,545.88	\$0.00	\$0.00		
15200	HVAC	Air Handlers Corporation	\$10,580.00	\$0.00	\$10,580.00	\$10,580.00	\$10,580.00	\$0.00	\$0.00		
16000	Electrical	Power Lighting & Technical Services	\$73,697.00	\$3,325.00	\$77,022.00	\$77,022.00	\$77,022.00	\$0.00	\$0.00		
16100	Fire Alarm System	All Star Alarm LLC	\$1,805.00	\$422.00	\$2,227.00	\$2,227.00	\$2,227.00	\$0.00	\$0.00		
20000	Construction Contingency		\$13,071.00	(\$13,071.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		



Line Item	Description	Company	Total Contract Price	Change Orders	Adjusted Contract Price	Total Earned Less Retainage	Amount Already Paid	Amount Currently Owning	Balance To Complete	Amount of Laborer Wages Due But Unpaid	Amount of Laborer Fringe Benefits Withholding Due
			\$326,652.93	\$12,539.67	\$339,192.60	\$339,192.60	\$336,963.90	\$2,228.70	\$0.00		

The undersigned swears and affirms that neither the Contractor nor the undersigned has requested services, labor or material from any party not owed in connection with the improvements for which Contractor is directly or indirectly responsible except as set forth above.identified above and that no monies are owed or will be

The undersigned further swears and affirms that this statement is given under oath for the purpose of representing to each owner, lessee, its agents, mortgage lienholder and title insurer of the property that the property is free from claims of constructions liens, or the possibility of construction liens, except as specifically set forth in this statement and except for claims of construction liens by laborors that may be provided under Section 109 of the Construction Lien Act, 1980 PA 497, MCL 570.1109.

WARNING TO THE UNDERSIGNED:

A PERSON WHO INTENTIONALLY GIVES A FALSE SWORN STATEMENT IN CONNECTION WITH THE CONSTRUCTION OF AN IMPROVEMENT MAY BE SUBJECT TO CRIMINAL PENALTIES UNDER SECTION 110 OF THE MICHIGAN CONSTRUCTION LIEN ACT. THE UNDERSIGNED AGREES THAT THIS STATEMENT SHALL BE DEEMED TO BE GIVEN UNDER OATH AND THAT SECTION 110 SHALL APPLY TO THIS STATEMENT WITH OR WITHOUT A NOTARIAL SIGNATURE.

COMPANY NAME

SUBCRIBED AND SWORN BEFORE ME AS OF THE DATE SET FORTH BELOW

SIGNATURE OF COMPANY OWNER/PRESIDENT

NOTARY SIGNATURE

DATE

PRINTED NAME AND TITLE



4.10 WAIVER OF LIEN



JOB SAMPLE PROJECT

Line Item 16000

WAIVER TYPE

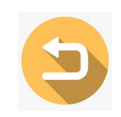
- Partial Conditional
- Partial Unconditional
- Full Conditional
- Full Unconditional

1. Enter the LINE ITEM No. for the WAIVER OF LIEN that you want to print and click on the waiver type.

HOME

LINE ITEM REPORT

TOTALS REPORT



WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X Partial Conditional

hereby waive my/our construction lien to the amount of **\$77,022.00** for labor/material provided through (date) **3/6/2024**

This waiver, together with all previous waivers, if any (circle one does/does not) cover all amount due to me/us for contract improvements provide through the date shwon above. This waiver is conditional on actual payment of **\$0.00**

\$77,022.00

Total Earned

\$77,022.00

Payment Received to Date

\$0.00

Amount of this payment

\$77,022.00

Total Amount Waived

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**
Address: **16051 Grand River, Detroit, MI 48227**
City/State: **Detroit MI**
Phone: **313-363-8686**

Signature

Date



SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	



WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X **Partial Unconditional**

having been fully paid and satisfied, hereby waiver my/our lien to the accumulated amount below for labor/materials provided through (date) **3/6/2024** This waiver, together with all previous waivers, if any (circle one) does/does not cover all amounts due to me/us for contract improvement provided through the data shown above

\$77,022.00

Total Earned

\$77,022.00

Payment Received to Date

\$0.00

Amount of this payment

\$77,022.00

Total Amount Waived

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**
Address: **16051 Grand River, Detroit, MI 48227**
City/State: **Detroit MI**
Phone: **313-363-8686**

Signature

Date



SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	



WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X Full Conditional

having been fully paid and satisfied, all my/our construction lien right against such property are hereby waived and released.

This waiver is conditional on final payment of **\$0.00**

Final Contract Amount: **\$77,022.00**

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**
Address: **16051 Grand River, Detroit, MI 48227**
City/State: **Detroit MI**
Phone **313-363-8686**

Signature

Date



SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay

App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	



WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X **Full Unconditional**

having been fully paid and satisfied, all my/our construction lien right against such property are hereby waived and released.

THIS WAIVER COVERS ALL AMOUNTS DUE TO US FOR CONTRACT IMPROVEMENTS

Final Contract Amount: **\$77,022.00**

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**
Address: **16051 Grand River, Detroit, MI 48227**
City/State: **Detroit MI**
Phone **313-363-8686**

Signature

Date



SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay

App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	



4.11 TRADES AND RATES



TIMESHEET

4.11 TRADES - RATES

4.12 TIMESHEET - ALL JOBS

expense type

4.13 TIMESHEET - JOB SORT

ID	Trade	Hourly Rate
1	Consultant 1	\$75.00
2	Consultant 2	\$90.00
3	Laborer 1	\$30.00
4	Plumber	\$0.00
5	Electrician	\$0.00
6	Carpenter	\$35.00
7	CASH PM Rate	\$63.75
8	CASH Carpenter Rate	\$34.00
9	Laborer 2	\$20.00
10	Laborer 3	\$50.00
11	Consultant 3	\$100.00
12	Sheet Metal Workers	\$0.00
13	Owner Rep	\$0.00
14	Inspector	\$0.00
15	Project Manager	\$0.00
16	architect	\$0.00

Record: 1 of 29 | No Filter | Search

HOME



4.12 TIMESHEET - ALL JOBS



TIMESHEET

4.11 TRADES - RATES

4.12 TIMESHEET - ALL JOBS

expense type

4.13 TIMESHEET - JOB SORT

ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost
1316	06-Feb-25	AG025	Michael Woodhouse	Prepare CO 014 and Pay App 006	1.50	\$90.00	\$0.00		\$0.00
1317	06-Feb-25	AG017	Michael Woodhouse	Prepare Pay App 010	1.00	\$90.00	\$0.00		\$0.00
1319	06-Feb-25	AG012	Michael Woodhouse	RFI review meeting with Architects	2.00	\$90.00	\$0.00		\$0.00
1320	06-Feb-25	AG012	Michael Woodhouse	Review submittals, log and submit to architect	2.00	\$90.00	\$0.00		\$0.00
1321	07-Feb-25	AG012	Michael Woodhouse	Bid review meeting with Eminent Contracting	1.00	\$90.00	\$0.00		\$0.00
1322	10-Feb-25	AG012	Michael Woodhouse	Call Bidders - review Bids - obtain revised pricing	5.00	\$90.00	\$0.00		\$0.00
1323	11-Feb-25	AG012	Michael Woodhouse	prepare Change Order No. 003 and Pay App No. 005	2.00	\$90.00	\$0.00		\$0.00
1324	11-Feb-25	AG012	Michael Woodhouse	Call Bidders - review Bids - obtain revised pricing	5.00	\$90.00	\$0.00		\$0.00
1325	11-Feb-25	AG012	Michael Woodhouse	detailed room by room quantity takeoff for Ceramic tile	2.00	\$90.00	\$0.00		\$0.00
* (New)					0.00		\$0.00		\$0.00

Record: 1306 of 1306 No Filter Search

HOME

DATE REPORT

JOB REPORT

CONTRACTOR REPORT

EMPLOYEE REPORT

HOURLY RATES

EXPENSES

1. Enter time for any job in which you need to track labor cost.
2. Print reports as listed in the BLUE buttons shown above



EXPENSE TYPES



TIMESHEET

4.11 TRADES - RATES

4.12 TIMESHEET - ALL JOBS

expense type

4.13 TIMESHEET - JOB SORT

ID	Expense List
1	Advertisement
2	Blueprints
3	Entertainment
4	Health Insurance
5	Job Materials
6	Meals
7	Office Supplies
8	Postage
9	Scan Blueprints
10	Travel
11	Hotel
12	Dumpster
13	Generator Rental
* (New)	

Record: 1 of 13 | No Filter | Search

HOME



TIMESHEET REPORT - BY DATE

Wednesday, February 12, 2025

Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost	Labor Cost	TOTAL COST
19309 GREENFIELD - PHASE 2 - Roofing Repairs										
10-Jan-24	AA016	Michael Woodhouse	Pre Zoom meeting with Owner	0.25	\$90.00	\$0.00		\$0.00	\$22.50	\$22.50
Subtotals				0.25		\$0.00		\$0.00	\$22.50	\$22.50
2001 Lebelle - Laundry Room										
23-Aug-24	AG022	Michael Woodhouse	Site visit to both schools	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
24-Aug-24	AG022	Michael Woodhouse	Prepare floor plans	4.00	\$90.00	\$0.00		\$0.00	\$360.00	\$360.00
25-Aug-24	AG022	Michael Woodhouse	Prepare floor plans	4.00	\$90.00	\$0.00		\$0.00	\$360.00	\$360.00
27-Aug-24	AG022	Michael Woodhouse	prepare detailed estimates	4.50	\$90.00	\$0.00		\$0.00	\$405.00	\$405.00
28-Aug-24	AG022	Michael Woodhouse	prepare detailed estimates	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
23-Sep-24	AG022	Michael Woodhouse	review plumbing scope with Moore Brothers	0.50	\$90.00	\$0.00		\$0.00	\$45.00	\$45.00
26-Sep-24	AG022	Michael Woodhouse	review sub bids and update estimates	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
28-Sep-24	AG022	Michael Woodhouse	Review sub BIDS and Prepare Final Proposals	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
19-Oct-24	AG022	Michael Woodhouse	prepare Owner Agreement	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
Subtotals				22.5		\$0.00		\$0.00	\$2,025.00	\$2,025.00
2304 McKinstry - Ph 1 Exterior Windows										
16-Jul-24	AG020	Michael Woodhouse	Prepare REVISED Budget and Pay App No. 001	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
16-Aug-24	AG020	Michael Woodhouse	Prepare Budget and Pay App No. 001	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
Subtotals				5		\$0.00		\$0.00	\$450.00	\$450.00
2801 16th Street - Pocket Park										
25-Jul-24	AG021	Michael Woodhouse	Review and prepare cost assessment	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
Subtotals				3		\$0.00		\$0.00	\$270.00	\$270.00
3303 WESSON ST RENOVATION										
13-Feb-24	AG014	Michael Woodhouse	Meeting with Luis - review scope of work	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
13-Feb-24	AG014	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	6.00	\$90.00	\$0.00		\$0.00	\$540.00	\$540.00



TIMESHEET

HOLY UNDERGROUND

ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost	Labor Cost	TOTAL COST
972	21-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
971	21-Feb-24	AG015	Michael Woodhouse	review demo drawings with Luis	0.75	\$90.00	\$0.00		\$0.00	\$67.50	\$67.50
973	23-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
974	25-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	5.00	\$90.00	\$0.00		\$0.00	\$450.00	\$450.00
976	27-Feb-24	AG015	Michael Woodhouse	Meeting with Luis review estimate	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
979	28-Feb-24	AG015	Michael Woodhouse	Revise Budget Summary after meeting with Luis	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
6											\$1,192.50



ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	expenses	Expense Cost	Labor Cost	TOTAL COST
EAST WARREN PUBLIC MARKET - Ph 2											
1258	03-Dec-24	AG012	Michael Woodhouse	review and re-write email response to Guardian Technologies	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
1260	05-Dec-24	AG012	Michael Woodhouse	Zoom meeting with architect to discuss design completion timeframes	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
1263	10-Dec-24	AG012	Michael Woodhouse	review sworn statements with Tanya and print	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
1264	11-Dec-24	AG012	Michael Woodhouse	review owner emails for sworn statements and waivers - review with Tanya and print waivers - respond to Owners email	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
1266	12-Dec-24	AG012	Michael Woodhouse	Meeting with Owner to review job status and moving forward	4.00	\$90.00	\$0.00		\$0.00	\$360.00	\$360.00
1267	13-Dec-24	AG012	Michael Woodhouse	Zoom mtg with Architect	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
										Subtotal	\$1,035.00
Farmer's Marker - Ph 1B Pizza Hut											
1261	06-Dec-24	AG017	Michael Woodhouse	set up ChangeOrder No 012	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
1265	11-Dec-24	AG017	Michael Woodhouse	review owner emails for sworn statements and waivers - review with Tanya and print waivers - respond to Owners email	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
										Subtotal	\$225.00
HOLY UNDERGROUND											
1259	04-Dec-24	AG015	Michael Woodhouse	prepare Change Orders 007 thru 010	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
1262	06-Dec-24	AG015	Michael Woodhouse	review payemnts and enter into CORBUILD, print reports	2.50	\$90.00	\$0.00		\$0.00	\$225.00	\$225.00
										Subtotal	\$495.00
										TOTAL	\$1,755.00



Michael Woodhouse

ID	Work Date	Job No	Description	hours	Hourly Rate	Parking Fees	expenses	Expense Cost	Labor Cost	TOTAL COST
EAST WARREN PUBLIC MARKET - Ph 2										
1258	03-Dec-24	AG012	review and re-write email response to Guardian Technologies	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
1260	05-Dec-24	AG012	Zoom meeting with architect to discuss design completion timeframes	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
1263	10-Dec-24	AG012	review sworn statements with Tanya and print	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
									Subtotal	\$450.00
Farmer's Marker - Ph 1B Pizza Hut										
1261	06-Dec-24	AG017	set up ChangeOrder No 012	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
									Subtotal	\$135.00
HOLY UNDERGROUND										
1259	04-Dec-24	AG015	prepare Change Orders 007 thru 010	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
1262	06-Dec-24	AG015	review payemnts and enter into CORBUILD, print reports	2.50	\$90.00	\$0.00		\$0.00	\$225.00	\$225.00
									Subtotal	\$495.00
									TOTAL	\$1,080.00



4.13 TIMESHEET - JOB SORT



TIMESHEET

4.11 TRADES - RATES

4.12 TIMESHEET - ALL JOBS

expense type

4.13 TIMESHEET - JOB SORT

JOB UNI - PHASE 2

ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost
448	05-Nov-21	AG003	Michael Woodhouse	Prepare PRELIM Budget Estimate for sitework	2.00	\$75.00	\$0.00		\$0.00
449	06-Nov-21	AG003	Michael Woodhouse	Prepare PRELIM Budget Estimate for sitework	6.00	\$75.00	\$0.00		\$0.00
451	07-Nov-21	AG003	Michael Woodhouse	Prepare PRELIM Budget Estimate for Bike Shop	4.00	\$75.00	\$0.00		\$0.00
452	08-Nov-21	AG003	Michael Woodhouse	Prepare PRELIM Budget Estimate for Bike Shop	8.00	\$75.00	\$0.00		\$0.00
453	08-Nov-21	AG003	Michael Woodhouse	Prepare RFI No. 1 & 2	2.00	\$75.00	\$0.00		\$0.00
455	09-Nov-21	AG003	Michael Woodhouse	Review RFI 1 and 2 response and revise subcontractor pricing sheets	1.50	\$75.00	\$0.00		\$0.00
456	12-Nov-21	AG003	Michael Woodhouse	Review scope sheets with Tanya and Luis	2.50	\$75.00	\$0.00		\$0.00
457	15-Nov-21	AG003	Michael Woodhouse	prepare and email subcontractor pricing sheets	1.00	\$75.00	\$0.00		\$0.00
458	16-Nov-21	AG003	Michael Woodhouse	Prepare cost for AGI self perform work	5.00	\$75.00	\$0.00		\$0.00
465	30-Nov-21	AG003	Michael Woodhouse	Zoom meeting with Luis - review self perform cost breakdown	1.50	\$75.00	\$0.00		\$0.00
469	14-Dec-21	AG003	Michael Woodhouse	Update UNI bike Shop and Sitework estimates and email to Tanya	2.50	\$75.00	\$0.00		\$0.00
491	17-Jan-22	AG003	Michael Woodhouse	prepare updated budget estimate	2.50	\$75.00	\$0.00		\$0.00
494	19-Jan-22	AG003	Michael Woodhouse	Prepare Budget Estimate Update	1.00	\$75.00	\$0.00		\$0.00
503	25-Jan-22	AG003	Michael Woodhouse	Review quote from Global Paving and updtae Budget estimate	1.00	\$75.00	\$0.00		\$0.00

Record: 26 of 29 | No Filter | Search

HOME

DATE REPORT

JOB REPORT

CONTRACTOR REPORT

EMPLOYEE REPORT

HOURLY RATES

EXPENSES



SECTION 5

CORRESPONDENCE

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5.1 SUBMITTAL LOG



Job **SAMPLE PROJECT**

Line Item	Budget Description	Sbmtl No	Submittal Description	Type	Received	Sent To	Date Sent	Returned	Action	Date To Sub	Remarks
5100	Cabinets, Countertops	6100.01	Room 127 cabinet and counterop shop drawings	Color Sample	7/1/2022	TDG ARCHITECTS	7/1/2022	7/22/2022	AAN	7/22/2022	
6100	Cabinets, Countertops	6100.01	Room 107 counterop shop drawings	Shop Drawing	7/1/2022	TDG ARCHITECTS	7/1/2022	7/22/2022	AAN	7/22/2022	
6100	Cabinets, Countertops	6100.02	Room 107, 127 countertop color chart	Color Sample	7/1/2022	TDG ARCHITECTS	7/1/2022	7/21/2022	AAN	7/21/2022	returned by Owner but not the Architect
6100	Cabinets, Countertops	6100.03	Room 127 cabinet color selection chart	Product Data	7/1/2022	TDG ARCHITECTS	7/1/2022	7/21/2022	AAN	7/21/2022	returned by Owner but not the Architect
6100	Cabinets, Countertops	6100.04	Room 127 cabinet hardware	Product Data	7/21/2022	New Latin Baptist Church	7/21/2022	7/21/2022	RC	7/21/2022	Owner to purchase cabinet hardware
6100	Cabinets, Countertops	6100.05	Room 107 and 127 Integral sinks product data	Product Data	8/22/2022	United Consulting Services, LLC	8/23/2022	8/23/2022	RC	8/23/2022	SUBMITTED FOR RECORD ONLY - installed on 8/17/2022
6100	Cabinets, Countertops	6100.06	Lavatory 127 REVISED cabinet shop drawing for Change Order No.002	Shop Drawing	7/25/2022	TDG ARCHITECTS	7/25/2022	8/2/2022	AAN	8/2/2022	
8000	Doors & Hardware	8000.01	Door and frame shop drawings	Shop Drawing	6/21/2022	TDG ARCHITECTS	6/21/2022	6/23/2022	AAN	6/24/2022	Stain color to match existing doors. Verify color in field. Verify with Owner.
8000	Doors & Hardware	8000.02	wood door stain color selection	Color Sample	6/28/2022	New Latin Baptist Church	6/28/2022	6/28/2022	A	6/28/2022	Doors types and location to be reviewed by approved at the jobsite by Katonya Jones
8000	Doors & Hardware	8000.03	keying chart - corrections	Shop Drawing	7/25/2022	New Latin Baptist Church	7/25/2022	8/2/2022	A	8/6/2022	
8000	Doors & Hardware	8000.04	Bulletin No. 5 Bi-fold doors and hardware - for record	Shop Drawing	8/2/2022	TDG ARCHITECTS	8/2/2022	8/3/2022	A	8/3/2022	
8000	Doors & Hardware	8000.05	Keying Chart REV1	Shop Drawing	10/31/2022	New Latin Baptist Church	10/31/2022				
8100	Glass & Glazing	8100.01	Sliding glass window shop drawing - EPCO track Assembly	Shop Drawing	6/23/2022	TDG ARCHITECTS	6/23/2022	6/24/2022	A	6/24/2022	

Record: 1 of 67

HOME

SUBMITTAL - ALL

UNDER REVIEW - ALL

NEEDED - ALL

NEEDED - COMPANY

LINE ITEM

ACTION

TYPE

5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO



SUBMITTAL TYPES



5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO

ID	Submittal Type
1	Shop Drawing
2	Product Data
3	Color Sample
4	Test Certificate
5	Install Guide
* (New)	

Record: 1 of 5 | No Filter | Search

HOME



SUBMITTAL ACTION



5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO

ID	Action	Description
1	A	Approved
2	AAN	Approved-As-Noted
3	RC	Review Completed
4	R&R	Revise and Resubmit
5	REJ	Rejected
6	COOR	Coordination Document
7	VOID	Voided Document
8	REC	For Record
* (New)		

Record: 1 of 8 | No Filter | Search

HOME



SUBMITTAL REPORT

SUBMITTAL REVIEW ACTIONS	
A	Approved
AAN	Approved-As-Noted
RC	Review Completed
R&R	Revise and Resubmit
REJ	Rejected
COOR	Coordination Document
VOID	Voided Document
REC	For Record

Sbmtl No	Submittal Description	Type	Received	Sent To	Date Sent	Return Date	Action	Date To Sub	Remarks
Affordable Fire Protection Company									
15100	Fire Protection								
15100.01	Fire protection shop drawing	Shop Drawing	06-Jul-22	TDG ARCHITECTS	06-Jul-22	07-Jul-22	AAN	07-Jul-22	To be approved by Fire Marshall before installation
15100.02	Sprinkler heads	Product Data	06-Jul-22	TDG ARCHITECTS	06-Jul-22	07-Jul-22	A	07-Jul-22	
15100.03	Fire protection shop drawing - Fire Marshall Approval	Product Data	06-Jul-22	City of Walled Lake	06-Jul-22	02-Aug-22	A	02-Aug-22	
Air Handlers Corporation									
15200	HVAC								
15200.01	ductwork	Shop Drawing	16-Aug-22	TDG ARCHITECTS	16-Aug-22	23-Aug-22	A	23-Aug-22	
15200.02	White Rodgers Thermostat - 1F95-0671 - Brochure	Product Data	16-Aug-22	TDG ARCHITECTS	16-Aug-22	22-Aug-22	A	23-Aug-22	
15200.03	RA-2 Grille	Product Data	16-Aug-22	TDG ARCHITECTS	16-Aug-22	22-Aug-22	AAN	23-Aug-22	Louver or eggcrate style and space to match existing conditions. Verify in field.
15200.03	CD-2 Grille	Product Data	16-Aug-22	TDG ARCHITECTS	16-Aug-22	22-Aug-22	A	23-Aug-22	
15200.04	100 CFM exhaust fan for IT Room	Product Data	16-Aug-22	TDG ARCHITECTS	16-Aug-22	22-Aug-22	AAN	23-Aug-22	Exhaust fan in IT room to be 190 CFM. Exhaust fan in shared lavatory between bishop's and first lady's office is to be 100 CFM.
15200.05	HVAC Zoning map	Shop Drawing	16-Aug-22	TDG ARCHITECTS	16-Aug-22	22-Aug-22	R&R	23-Aug-22	Layout has been reviewed. Thermostat locations to be approved by owner prior to installation.
15200.06	HVAC Zoning map - resubmittal	Shop Drawing	23-Aug-22	New Latin Baptist Church	23-Aug-22	23-Aug-22	RC	23-Aug-22	Marked up map was included in Building Information Book
All Star Alarm LLC									
16100	Fire Alarm System								
16100.01	Fire alarm system shop drawings	Shop Drawing	29-Jun-22	TDG ARCHITECTS	30-Jun-22	07-Jul-22	AAN	07-Jul-22	To be approved by Fire Marshall before installation
16100.02	Fire Alarm Device Data Sheets	Product Data	29-Jun-22	TDG ARCHITECTS	30-Jun-22	07-Jul-22	AAN	07-Jul-22	To be approved by Fire Marshall before installation
16100.03	Fire alarm system shop drawings - Fire Marshall Approval	Product Data	29-Jun-22	City of Walled Lake	29-Jun-22	07-Jul-22	AAN	07-Jul-22	Need Final Acceptance Test, Need Record of Completion, Need O & M manual and As-Builts
16100.04	Need Final Acceptance Test, Record of Completion, O & M manual and As-Builts	Product Data	04-Oct-22	New Latin Baptist Church	04-Oct-22	04-Oct-22	RC	04-Oct-22	included in Building Information Book



DETROIT FRIENDS MEETING PH 3 (PART 1)

SUBMITTAL REPORT

Contractor: GVR Builders, LLC

Line Item: 16000 Electrical

13-Feb-25

SUBMITTAL REVIEW ACTIONS	
A	Approved
AAN	Approved-As-Noted
RC	Review Completed
R&R	Revise and Resubmit
REJ	Rejected
COOR	Coordination Document
VOID	Voiced Document
REC	For Record

Sbmtl No	Submittal Description	Type	Received	Sent To	Date Sent	Return Date	Action	Date To Sub	Remarks
16000.01	item 2 - LED Remote Emergency Light	Product Data	10/21/2024	MAENGINEERING	10/21/2024	10/25/2024	A	10/25/2024	
16000.01	Item 6 - LED Exit-Emergency Light	Product Data	10/21/2024	MAENGINEERING	10/21/2024	10/25/2024	A	10/25/2024	
16000.01	Item 5 - Exit Sign Light	Product Data	10/21/2024	MAENGINEERING	10/21/2024	10/25/2024	A	10/25/2024	
16000.01	Item 4 - LED Dual Emergency Fixture	Product Data	10/21/2024	MAENGINEERING	10/21/2024	10/25/2024	R&R	10/25/2024	Fixture has significantly less lumen output than what was specified, if this fixture is used, the quantity has to be at least double the number shown on the drawings.
16000.01	Item 3 - LED Strip Fixture	Product Data	10/21/2024	MAENGINEERING	10/21/2024	10/25/2024	AAN	10/25/2024	Provide similar color temperature for all fixtures, preferably 3500K
16000.01	Item 1 - LED Back Lit Flat Panels	Product Data	10/21/2024	MAENGINEERING	10/21/2024	10/25/2024	AAN	10/25/2024	approval of owner and architect is needed
16000.02	PP-1 power panel	Product Data							
16000.03	electrical equipment	Product Data							
16000.04	switches and receptacles	Product Data							
16000.05	Item 4 - LED Dual Emergency Fixture - RESUBMITTAL	Product Data							



SUBMITTALS NEEDED

Line Item	Description	Sbmtl No	Submittal Description	Type	Received	Remarks
TRANSCENDING SERVICES LLC						
15000	Plumbing	15000.03	P-3 - Kitchen Faucet - ON HOLD -	Product Data		
15000	Plumbing	15000.03	P-3 - Kitchen Sink - ON HOLD -	Product Data		
GVR Builders, LLC						
16000	Electrical	16000.02	PP-1 power panel	Product Data		
16000	Electrical	16000.03	electrical equipment	Product Data		
16000	Electrical	16000.04	switches and receptacles	Product Data		
16000	Electrical	16000.05	Item 4 - LED Dual Emergency Fixture - RESUBMITTAL	Product Data		
16500	Solar System	16500.09	TEST SUBMITTAL ITEM	Product Data		

7



DETROIT FRIENDS MEETING PH 3 (PART 1)
SUBMITTAL REPORT - NEEDED ITEMS

Thursday, February 27, 2025

Contractor: GVR Builders, LLC

Sbmtl No	Submittal Description	Type	Remarks
----------	-----------------------	------	---------

Line Item: 16000 Electrical

16000.02	PP-1 power panel	Product Data	
16000.03	electrical equipment	Product Data	
16000.04	switches and receptacles	Product Data	
16000.05	Item 4 - LED Dual Emergency Fixture - RESUBMITTAL	Product Data	

Line Item: 16500 Solar System

16500.09	TEST SUBMITTAL ITEM	Product Data	
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5



DETROIT FRIENDS MEETING PH 3 (PART 1)
 SUBMITTALS - UNDER REVIEW

Line Item	Company	Description	Sbmtl No	Submittal Description	Type	Received	Sent To	Date Sent	Return Date	Action	Date To Sub	Remarks
16500	GVR Builders, LLC	Solar System	16500.05	SolArk Inverter	Product Data	9/16/2024	MAENGINEERING	9/18/2024				
16500	GVR Builders, LLC	Solar System	16500.06	Racking Installation - FlashFoot2	Product Data	9/18/2024	MAENGINEERING	9/18/2024				
16500	GVR Builders, LLC	Solar System	16500.07	Racking Installation - Flush_Mount	Product Data	9/18/2024	MAENGINEERING	9/18/2024				
16500	GVR Builders, LLC	Solar System	16500.08	NEW PV SYSTEM: 8.00 kWDC; 30.00 kWAC 38.4 kWh	Shop Drawing	1/30/2025	DETROIT FRIENDS MEETING	1/30/2025				

4





5.1 SUBMITTAL LOG

type
action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO

Line Item	Budget Description	Sbmtl No	Submittal Description	Action	Return Date	Shipping Company	PRO No	Phone No	Date Ordered	Lead Time	Scheduled Deliv	Actual Deliv Date	Delivery Status	Remarks
2000	Shoring & CMU Demolition	2000.01	proposed shoring plan - shop drawing	AAN	10/6/2024	United Consulting				1				Bob Walz approved your sho
6000	Rough Carpentry (incl w cat	6000.01	joist hanger 45 degree skewed left	AAN	11/3/2024					0				Make that a Simpson L70
8000	Ph 3A - Wood/HM Doors, Ha	8000.01	HM door, frame and hardware shop drawings	AAN	9/27/2024	Rayhaven Group			9/27/2024	14	10/14/2024			
8000	Ph 3A - Wood/HM Doors, Ha	8000.02	Hardware technical data	AAN	9/27/2024	Rayhaven Group			10/27/2024	0	10/25/2024			
8100	Closet Bi-Fold Door @ Entry H	8100.01	Closet Bi-Fold Door @ Entry Hall 101	A	1/4/2025					0				
9000	Ph 3A - Drywall (partial)	9000.01	Metal Framing - 3-5/8" Studs 20 ga EQ	A	10/8/2024					0				
9000	Ph 3A - Drywall (partial)	9000.02	MaxTrak - Metal Framing - 3-5/8" Track 20 ga EQ	A	10/8/2024					0				
9000	Ph 3A - Drywall (partial)	9000.03	ProTrak - Metal Framing - 3-5/8" Track 20 ga EQ	A	10/8/2024					0				
9000	Ph 3A - Drywall (partial)	9000.04	Drywall - Type X	A	10/8/2024					0				
9000	Ph 3A - Drywall (partial)	9000.05	Drywall - Moisture Resistant Board	A	10/8/2024					0				
9300	Ph 3A - Ceramic Tile - flooring	9300.01	Grout joint size/color: 1/8" / Laticrete 24 Natural Gray	VOID	10/14/2024					0				
9300	Ph 3A - Ceramic Tile - flooring	9300.01	porcelain tile floor - Concrete Chic/Elegant Gray CC67	VOID	10/14/2024					0				12"x24" installed in a 1/3 run
9300	Ph 3A - Ceramic Tile - flooring	9300.01	porcelain tile base - 6" matching cove base - VOID -	VOID	10/14/2024					0				
9300	Ph 3A - Ceramic Tile - flooring	9300.02	Plaster 2.0, 12"x24" tile, Color: Sand.	AAN	10/24/2024					0				
9300	Ph 3A - Ceramic Tile - flooring	9300.02	Grout joint 1/16", Color: Mapei 5002 Pewter	AAN	10/24/2024					0				
10000	Toilet Accessories (partial)	10000.01	Toilet Tissue Dispenser	A	12/3/2024					0				
10000	Toilet Accessories (partial)	10000.02	Grab Bar - 42 inch	AAN	12/3/2024					0				Approved by Owner with Sat
10000	Toilet Accessories (partial)	10000.03	Grab Bar - 36 inch	AAN	12/3/2024					0				Approved by Owner with Sat
10000	Toilet Accessories (partial)	10000.04	Grab Bar - 18 inch	AAN	12/3/2024					0				Approved by Owner with Sat
10000	Toilet Accessories (partial)	10000.05	Plate Mirror - 24x36	A	12/3/2024					0				
10000	Toilet Accessories (partial)	10000.06	Soap Dispenser	VOID	12/3/2024					0				Not Approved by Owner
10000	Toilet Accessories (partial)	10000.07	Seat Cover Dispenser	A	12/3/2024					0				
10000	Toilet Accessories (partial)	10000.08	Paper Towel Dispenser	A	12/3/2024					0				
15000	Plumbing	15000.01	P-1 water closet	AAN	10/15/2024					0				Reviewed for quality only, arc
15000	Plumbing	15000.02	P-2 - Bathroom Sink	AAN	10/15/2024					0				Reviewed for quality only, arc

Delivery Report



DELIVERY STATUS



ID	Desc
1	No response from sub
2	No response from shipper
3	Delivery Date Unknown
4	Shipped
5	Stored at Sub Facility
6	ON-SITE
7	INSTALLED
*	(New)

Record: 1 of 7 | No Filter | Search

5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO





5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO

MEETING LIST

ID	Meeting No	Meeting Date	Meeting Name	Prepared By
12	001	5/17/2022	PRE-BID MEETING	Michael Woodhouse
14	002	8/22/2022	PROJECT STATUS REPORT	Michael Woodhouse
15	003	10/19/2022	REVIEW DOOR KEYING AND DOOR HARDWARE FOR THE ENTIRE BUILDING	Michael Woodhouse
* (New)				

Record: 1 of 3

MEETING TOPICS

ID	Topic No	Topic Description
62	1	DEFICIENT ELECTRICAL WORK IN PHASE 2 ROOMS
63	2	MOLD REMEDIATION
64	3	MISCELLANEOUS ITEMS
* (New)		

Record: 1 of 3

MEETING AGENDA ITEMS

Topic No	Item No	Agenda Item	Anticipated Complet	Status	Responsible
62	01	Wade Electric stated that all electrical rough-in work that was installed in the Phase 2 rooms after the Phase 1 contractor left the jobsite will be removed because it was not installed per code			
62	02	Wade will try to fish-in the replacement rough-in as much as possible without removing drywall. The electrical costs will be included in the Wade Electrical Base Bid			
62	03	UCS will establish a Budget contingency to cover the cost of replacing drywall where required after the electrical rough-in is replaced at these locations.			Michael Woodhouse
* (New)					

HOME

Meeting Minutes

STATUS



ITEM STATUS



ID	Item Status
1	COMPLETE
2	IN PROGRESS
3	Item Voided
4	Need Update
5	URGENT !!
6	DELETED
7	CRITICAL
* (New)	

Record: 1 of 7 | No Filter | Search

5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO

HOME



SAMPLE PROJECT

Prepared By:

PROJECT STATUS REPORT

Michael Woodhouse

Item No	Agenda Item	Status	Anticipated Completion	Responsible
1	NEW EMBASSY COVENANT CHURCH INTERNATIONAL			
01	REQUEST FOR INFORMATION			
02	Need to provide answer to RFI 21 - receptacles and data/communication outlets for wall mounted TV/Monitors			Raymond Cleveland
03	REQUEST FOR NOTICE OF COMMENCEMENT			
04	UCS requested a Notice of Commencement from NECCI. NECCI will file a Notice of Commencement with the Oakland County Register of Deeds	URGENT !!		Katonya Jones
05	CHANGE ORDERS			
06	Need to sign-off on Change Order 015 -add receptacle at Bishop's Office 126			Raymond Cleveland
2	TDG ARCHITECTS			
01	Need to return HVAC submittals 15200.01 thru 15200.05			Matthew Hoener
3	MARKS DEMOLITION AND RENOVATION			
01	Need to submit Workers Comp insurance certificate			Daniel Marks
4	KITCHEN TOP SHOP, INC			
01	Need to submit signed contract			Jeffrey Snider
02	Need to submit Room 107 and 127 Integral sinks product data		17-Aug-22	Jeffrey Snider
03	countertops and cabinet - WORK IS COMPLETE	COMPLETE		Jeffrey Snider
04	need to submit FINAL INVOICE			Jeffrey Snider
5	RAYHAVEN GROUP			
01	Doors frames and hardware - INSTALLATION DATE OCTOBER 6 and 7, 2022		06-Oct-22	Duane Liquia
02	bi-fold doors added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE		14-Oct-22	Duane Liquia
6	GLASCO CORPORATION			
01	field measure for sidelite glass at Door 140A - on AUGUST 24, 2022		24-Aug-22	Ed Sullivan
02	field measure for sliding glass door after countertop installation - on AUGUST 24, 2022		24-Aug-22	Ed Sullivan
03	Need to submit credit quote for glass at all wood doors - Rayhaven Group is furnishing wood doors with the glass installed			Ed Sullivan
7	DMC CONTRACTING LLC			
01	acoustical ceiling grid - WORK IS COMPLETE	COMPLETE		Dave Call
02	drywall and skimcoating - WORK IS COMPLETE	COMPLETE		Dave Call
03	start installation of ceiling tiles - AWAITING APPROVAL OF OPEN CEILING INSPECTIONS for MEP contractors			Dave Call
8	SCI FLOOR COVERING, INC.			
01	returned flooring materials - NEED TO SUBMIT CREDIT QUOTE BY 8/16/2022	URGENT !!	16-Aug-22	Andy Korytkowski
02	LVT flooring - NEED DELIVERY DATE	URGENT !!		Andy Korytkowski





5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO

ID	RFI Date	Job Name	RFI No	Issued By	Issued To	Brief Description	RFI	Date Needed	Responce Date	CC 2
72	20-Apr-22	SAMPLE PROJECT	001	Michael Woodhouse	Raymond Cleveland	Installing windows in existing doors	Need details and locations for Installing windows in existing doors per client instructions.	25-Apr-22	28-Apr-22	
73	20-Apr-22	SAMPLE PROJECT	002	Michael Woodhouse	Raymond Cleveland	Need specifications and details for window sills.	Need material specifications and details for window sills. Also need to determine locations where work is required	25-Apr-22	28-Apr-22	
74	20-Apr-22	SAMPLE PROJECT	003	Michael Woodhouse	Raymond Cleveland	Re-use of Doors and Frames stored on-site	During my walk-thru on 4/18/2022 I observed that doors and frames that are stored on-site are not marked to identify the location where they will be installed. Also, it appears that the frame	25-Apr-22	28-Apr-22	
75	20-Apr-22	SAMPLE PROJECT	004	Michael Woodhouse	Matthew Hoener	sliding glass window at Room 101	Need specification and details for sliding glass window at Room 101	25-Apr-22	28-Apr-22	
76	20-Apr-22	SAMPLE PROJECT	005	Michael Woodhouse	Matthew Hoener	Room 106 - concrete floor patching	Need details for Room 106 concrete floor patching. Are dowels needed? If so please provide details	25-Apr-22		
77	20-Apr-22	SAMPLE PROJECT	006	Michael Woodhouse	Matthew Hoener	floor drain at Room 106	The floor drain at Room 106 is currently installed at the location as shown on the construction documents. Also the construction documents do not call for a sloped concrete floor. Why is the	25-Apr-22		
78	20-Apr-22	SAMPLE PROJECT	007	Michael Woodhouse	Matthew Hoener	ceiling at Room 106	Drawing A201 calls for drywall ceiling at Room 106 however an acoustical ceiling	25-Apr-22	28-Apr-22	

Record: 1 of 21

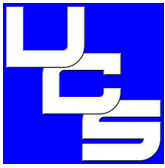
HOME

RFI

RFI LOG - ALL

RFI LOG - OUTSTANDING





REQUEST FOR INFORMATION NO. 021

SAMPLE PROJECT

Wednesday, August 10, 2022

FROM:

United Consulting Services, LLC
Michael Woodhouse
313-283-4633
michael.woodhouse 58@gmail.com

TO:

New Latin Baptist Church
Raymond Cleveland
248-736-4627

RE:

SAMPLE PROJECT

receptacles and data outlets to service wall mounted monitors and TV's

QUESTION:

As we discussed today, myself and Wade's Electric foreman have reviewed the construction documents drawing E102 Power Floor Plan dated 12/08/21 and we have confirmed that the drawings do not call for installation of receptacles and data outlets to service wall mounted monitors and TV's in the Phase 2 area.

If you would like to install these services as part of Phase 2 work, please provide a drawing showing required locations, mounting heights and type of boxes required. We will then provide a quote for your approval to complete the work

Response Required By: **11-Aug-22**

RESPONCE:

Response By: _____

Date of Response: _____



**SAMPLE PROJECT
REQUEST FOR INFORMATION LOG**

Thursday, February 13, 2025

RFI No	RFI Date	Issued By	Issued To	Brief Description	RFI	Date Needed	Response Date
001	20-Apr-22	Michael Woodhouse	Raymond Cleveland	Installing windows in existing doors	Need details and locations for Installing windows in existing doors per client instructions.	25-Apr-22	28-Apr-22
002	20-Apr-22	Michael Woodhouse	Raymond Cleveland	Need specifications and details for window sills.	Need material specifications and details for window sills. Also need to determine locations where work is required	25-Apr-22	28-Apr-22
003	20-Apr-22	Michael Woodhouse	Raymond Cleveland	Re-use of Doors and Frames stored on-site	<p>During my walk-thru on 4/18/2022 I observed that doors and frames that are stored on-site are not marked to identify the location where they will be installed. Also, it appears that the frame quantity does not match the quantity of doors.</p> <p>THE DOORS, FRAMES AND HARDWARE NEED TO BE SORTED OUT ON-SITE, INSPECTED FOR DAMAGE/DEFICIENCIES AND IDENTIFIED FOR WHERE THEY CAN BE INSTALLED. THIS WILL DETERMINE WHAT DOORS, FRAMES AND HARDWARE NEED TO BE FABRICATED AND DELIVERED - THIS IS NOT A TASK THAT BIDDERS ARE RESPONSIBLE FOR. THIS WILL REQUIRE A (2) MAN CREW ON-SITE TO ACCOMPLISH THIS TASK.</p> <p>I suggest that a separate consulting contract should be set-up ASAP to accomplish this task. We may need to hire a door company like The Rayhaven Group if they are available and willing to do so.</p>	25-Apr-22	28-Apr-22
004	20-Apr-22	Michael Woodhouse	Matthew Hoener	sliding glass window at Room 101	Need specification and details for sliding glass window at Room 101	25-Apr-22	28-Apr-22
005	20-Apr-22	Michael Woodhouse	Matthew Hoener	Room 106 - concrete floor patching	Need details for Room 106 concrete floor patching. Are dowels needed? If so please provide details	25-Apr-22	28-Apr-22
006	20-Apr-22	Michael Woodhouse	Matthew Hoener	floor drain at Room 106	The floor drain at Room 106 is currently installed at the location as shown on the construction documents. Also the construction documents do not call for a sloped concrete floor. Why is the scope of work calling for sloping the floor? If this work is required, please provide details for the new location of the drain and the required floor slope.	25-Apr-22	28-Apr-22



REQUEST FOR INFORMATION LOG - OUTSTANDING ITEMS ONLY

RFI No	RFI Date	Issued By	Issued To	Brief Description	RFI	Date Needed	Response Date
021	10-Aug-22	Michael Woodhouse	Raymond Cleveland	receptacles and data outlets to service wall mounted monitors and TV's	<p>As we discussed today, myself and Wade's Electric foreman have reviewed the construction documents drawing E102 Power Floor Plan dated 12/08/21 and we have confirmed that the drawings do not call for installation of receptacles and data outlets to service wall mounted monitors and TV's in the Phase 2 area.</p> <p>If you would like to install these services as part of Phase 2 work, please provide a drawing showing required locations, mounting heights and type of boxes required. We will then provide a quote for your approval to complete the work</p>	11-Aug-22	

1





5.1 SUBMITTAL LOG

type

action

5.2 DELIVERY STATUS

delivery status

5.3 MEETING MINUTES

item status

5.4 RFI

5.5 MEMO

ID	Memo Date	Job Name	Memo No	Issued By	Issued To	Brief Description	Memo	CC 1	CC 2
8	23-Jun-22	SAMPLE PROJECT	001	Michael Woodhouse	Matthew Hoener	sliding glass window detail 6/A503	As we discussed today, we will change the dimension of the sliding glass window detail 6/A503 to 4'-0" wide and 3'-8" high (in lieu of 4'-8" high) in order to line up the top of the window with the top of the door frames.	Raymond Cleveland	
9	28-Jun-22	SAMPLE PROJECT	002	Michael Woodhouse	Katonya Jones	move the North wall of the Business Office 130 to the north	As we discussed today, you approved moving the North wall of the Business Office 130 to the north in order to move the wall framing away from the window. See attached sketch	Raymond Cleveland	
10	18-Jul-22	SAMPLE PROJECT	003	Michael Woodhouse	Matthew Hoener	Clarification of WALL TYPE 5 shown on drawing A 101.	As discussed with you and the Owner Rep Raymond Cleveland today regarding WALL TYPE 5 shown on drawing A 101. The existing walls from Phase 1 do not have drywall installed to the "underside of drywall wall ceiling or roof deck". Currently the drywall stops at approximately 10 ft above finish floor because the building was changed to Duane	Raymond Cleveland	
11	25-Jul-22	SAMPLE PROJECT	004	Michael Woodhouse	Duane Liquia	rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140,)	As we discussed today, you want the rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140,) added by Bulletin No. 5 to be framed as follows:	Raymond Cleveland	
12	02-Aug-22	SAMPLE PROJECT	005	Michael Woodhouse	Marietta Cleveland	Request for Notice of Commencement	We are a contractor on the above project. The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The Notice of Commencement must be recorded and posted by the owner. In addition, the contractor must provide this Notice of Commencement to those	Katonya Jones	
13	03-Aug-22	SAMPLE PROJECT	006	Michael Woodhouse	Raymond Cleveland	Phase 2 Painting Work clarifications	As discussed today, NECCI, TD Painting and United Consulting Services have agreed to the following scope of work clarification for Phase 2 Painting Work 1. Per the request of NECCI – Raymond Cleveland, Terri Lipset of TD Painting agreed to use a cashmere egg shell paint for the 2nd finish coat in order to provide a more washable wall surface in the Phase 2 rooms. This change will be	Terri Lipset	
14	25-Aug-22	SAMPLE PROJECT	007	Michael Woodhouse	Ed Sullivan	sliding glass window at Secretary Office 132	As discussed with your site foreman on 8/25/2022, the Owner Rep Raymond Cleveland Approved anodized dark bronze aluminum frame for the sliding glass	Raymond Cleveland	

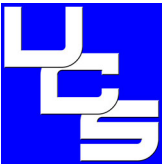
Record: 8 of 8

HOME

MEMO LOG

MEMO





FROM:

United Consulting Services, LLC
Michael Woodhouse
313-283-4633
michael.woodhouse 58@gmail.com

TO:

New Latin Baptist Church
Marietta Cleveland
248-425-5496
mmccleveland@comcast.net

RE:

SAMPLE PROJECT

Request for Notice of Commencement

We are a contractor on the above project.

The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The Notice of Commencement must be recorded and posted by the owner. In addition, the contractor must provide this Notice of Commencement to those who are performing work on this project that request a Notice of Commencement.

Please forward a copy of this completed Notice of Commencement to this office within 10 days after the date of this request. Under the Lien Law, failure to provide the Notice of Commencement may result in postponing the time for providing a Notice of Furnishing.

CC: Katonya Jones



**SAMPLE PROJECT
MEMORANDUM LOG**

Thursday, February 13, 2025

Memo No	Memo Date	Issued By	Issued To	Brief Description	Memo	CC 1
001	23-Jun-22	Michael Woodhouse	Matthew Hoener	sliding glass window detail 6/A503	As we discussed today, we will change the dimension of the sliding glass window detail 6/A503 to 4'-0" wide and 3'-8" high (in lieu of 4'-8" high) in order to line up the top of the window with the top of the door frames.	Raymond Cleveland
002	28-Jun-22	Michael Woodhouse	Katonya Jones	move the North wall of the Business Office 130 to the north	As we discussed today, you approved moving the North wall of the Business Office 130 to the north in order to move the wall framing away from the window. See attached sketch	Raymond Cleveland
003	18-Jul-22	Michael Woodhouse	Matthew Hoener	Clarification of WALL TYPE 5 shown on drawing A 101.	As discussed with you and the Owner Rep Raymond Cleveland today regarding WALL TYPE 5 shown on drawing A 101. The existing walls from Phase 1 do not have drywall installed to the "underside of drywall wall ceiling or roof deck". Currently the drywall stops at approximately 10 ft above finish floor because the building was changed to fully sprinkled. Per your approval today, the Phase 2 side of the wall will be installed with the same detail as the existing Phase 1 wall.	Raymond Cleveland
004	25-Jul-22	Michael Woodhouse	Duane Liquia	rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140,)	Duane As we discussed today, you want the rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140,) added by Bulletin No. 5 to be framed as follows: 74 ¼" wide x 84 7/8" high	Raymond Cleveland
005	02-Aug-22	Michael Woodhouse	Marietta Cleveland	Request for Notice of Commencement	We are a contractor on the above project. The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The Notice of Commencement must be recorded and posted by the owner. In addition, the contractor must provide this Notice of Commencement to those who are performing work on this project that request a Notice of Commencement. Please forward a copy of this completed Notice of Commencement to this office within 10 days after the date of this request. Under the Lien Law, failure to provide the Notice of Commencement may result in postponing the time for providing a Notice of Furnishing.	Katonya Jones



JOB SAMPLE PROJECT

5.6 TRANSMITTAL



ID	Transmtl Date	Job No	Job Name	Tranmtl No	Item Sent	Quan	Sent By	Company From	From	Company To	To
7	6/16/2022	008	SAMPLE PROJECT	001	Submittal 16000.01 light fixtures and controls	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
8	6/16/2022	AA008	SAMPLE PROJECT	002	Submittal 16000.02 receptcles	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
9	6/16/2022	AA008	SAMPLE PROJECT	003	Submittal 9300.01 ProMar® 200 Zero V.O.C. Interior Latex Primer	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
10	6/16/2022	AA008	SAMPLE PROJECT	004	Submittal 9300.02 water based epoxy	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
11	6/16/2022	AA008	SAMPLE PROJECT	005	Submittal 9300.03 low gloss egg shell	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
12	6/16/2022	AA008	SAMPLE PROJECT	006	Submittal 9100.01 20 GA metal stud product data sheet	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
13	6/16/2022	AA008	SAMPLE PROJECT	007	Submittal 9100.02 CPT3 - Patcraft Approach	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
14	6/16/2022	AA008	SAMPLE PROJECT	008	Submittal 9100.03 VB1 - Johnsonite 4 Inch Vinyl Cove Base	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
15	6/16/2022	AA008	SAMPLE PROJECT	009	Submittal 9100.04 Floor Transition	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
16	6/16/2022	AA008	SAMPLE PROJECT	010	Submittal 9100.05 CT1 - Patcraft Aggregate	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
17	6/16/2022	AA008	SAMPLE PROJECT	011	Submittal 9100.06 CT2 - American Olean Color Story	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
18	6/20/2022	AA008	SAMPLE PROJECT	012	Submittal 15000.01 Plumbing Fixture	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
19	6/21/2022	AA008	SAMPLE PROJECT	013	Submittal 8000.01 Doors, Frames and Hardware	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
20	6/22/2022	AA008	SAMPLE PROJECT	014	Submittal 9100.07 LVT1 - Patcraft Metallix - color sample	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
21	6/22/2022	AA008	SAMPLE PROJECT	015	Submittal 9100.08 CPT3 - Patcraft Approach - color sample	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener

Record: 1 of 50

HOME

TRANSMITTAL

TRANSMITTAL LOG

5.6 TRANSMITTAL

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5.7 DAILY REPORT

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5.8 FIELD DIRECTIVE

5.9 SAFETY MANUAL

5.10 FORM LETTERS

5.11 TASK LIST

category



TRANSMITTAL DELIVERY



ID	Sent By	
1	Email	
2	Hand Delivery	
3	UPS	
4	FedEx	
5	US Mail	
6	Courier Service	
7	Client Pickup	
* (New)		

HOME

5.6 TRANSMITTAL

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5.7 DAILY REPORT

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5.8 FIELD DIRECTIVE

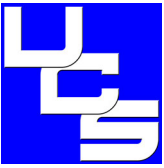
5.9 SAFETY MANUAL

5.10 FORM LETTERS

5.11 TASK LIST

category





TRANSMITTAL NO. 050

SAMPLE PROJECT

Tuesday, August 16, 2022

FROM:

United Consulting Services, LLC
Michael Woodhouse

TO:

TDG ARCHITECTS
Matthew Hoener

ITEMS SENT:

ID	Description	Quan	Sent By
56	Submittal 15200.05 - HVAC Zoning map	1	Email



**SAMPLE PROJECT
TRANSMITTAL LOG**

Thursday, February 13, 2025

No.	Date	From	To	Item Sent	Quan	Sent By
001	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 16000.01 light fixtures and controls	1	Email
002	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 16000.02 receptcles	1	Email
003	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9300.01 ProMar® 200 Zero V.O.C. Interior Latex Primer	1	Email
004	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9300.02 water based epoxy	1	Email
005	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9300.03 low gloss egg shell	1	Email
006	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.01 20 GA metal stud product data sheet	1	Email
007	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.02 CPT3 - Patcraft Approach	1	Email
008	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.03 VB1 - Johnsonite 4 Inch Vinyl Cove Base	1	Email
009	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.04 Floor Transition	1	Email
010	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.05 CT1 - Patcraft Aggregate	1	Email
011	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.06 CT2 - American Olean Color Story	1	Email
012	6/20/2022	Michael Woodhouse	Matthew Hoener	Submittal 15000.01 Plumbing Fixture	1	Email
013	6/21/2022	Michael Woodhouse	Matthew Hoener	Submittal 8000.01 Doors, Frames and Hardware	1	Email
014	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.07 LVT1 - Patcraft Metallix - color sample	1	Email
015	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.08 CPT3 - Patcraft Approach - color sample	1	Email
016	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.09 VB1 - Johnsonite 4 Inch Vinyl Cove Base - color sample	1	Email
017	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.10 CT1 - Patcraft Aggregate - color sample	1	Email
018	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.01 - 20 GA metal studs	1	Email
019	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.02 - type-x-gypsum-data-sheet-e-2201ctg	1	Email
020	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.03 - National ProForm light mud	1	Email
021	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.04 - Acoustical Suspension System	1	Email
022	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.05 - USG Radar Basic Acoustical Panels	1	Email
023	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.06 - CertainTeed Mineral Fiber Ceilings	1	Email
024	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.07 - Building-Insulation-Submittal-Form	1	Email
025	6/23/2022	Michael Woodhouse	Matthew Hoener	Submittal 8100.01 - Sliding glass window shop drawing - EPCO track Assembly	1	Email
026	6/23/2022	Michael Woodhouse	Matthew Hoener	Submittal 8100.02 - Vitro Monolithic Glass - door glass tech data	1	Email
027	6/23/2022	Michael Woodhouse	Matthew Hoener	Submittal 8100.03 - Miscellaneous Glazing Schedule	1	Email





5.6 TRANSMITTAL

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5.7 DAILY REPORT

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5.8 FIELD DIRECTIVE

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category

Job Name	Report No	Report Date	ID	Weather	Company	Trade	Manpower	Description of Work
SAMPLE PROJECT	016	Friday, July 8, 2022	26	Sunny/Clear	Wade's Electrical Contracting, Inc.	Electrician	5	Install electrical rough-in - rough electrical inspection is scheduled for Monday, July 11, 2022
SAMPLE PROJECT	016	Friday, July 8, 2022	27	Sunny/Clear	DMC Contracting LLC	Carpenter	1	Install backing for toilet partitions and toilet accessories - rough framing inspection is scheduled for Monday, July 11, 2022
SAMPLE PROJECT	016	Friday, July 8, 2022	28	Sunny/Clear	Air Handlers Corporation	Sheet Metal Workers	3	Install ductwork at office area
SAMPLE PROJECT	016	Friday, July 8, 2022	29	Sunny/Clear	New Latin Baptist Church	Owner Rep	1	Requested \$500 check from Katinya Jones for USA Insulation in order to schedule the insulation of the mold remediation areas
SAMPLE PROJECT	016	Friday, July 8, 2022	30	Sunny/Clear	New Latin Baptist Church	Owner Rep	1	Requested keyway manufacturer information from Raymond Cleveland in order for Rayhaven Group to order locksets for the job
SAMPLE PROJECT	017	Monday, July 11, 2022	31	Sunny/Clear	DMC Contracting LLC	Carpenter	1	complete wood backing installation at Ladies Room 107
SAMPLE PROJECT	017	Monday, July 11, 2022	33	Sunny/Clear	City of Walled Lake	Inspector	1	Building Inspector - passed rough frame inspection
SAMPLE PROJECT	017	Monday, July 11, 2022	34	Sunny/Clear	City of Walled Lake	Inspector	1	Electrical Inspector - passed rough electrical inspection
SAMPLE PROJECT	017	Monday, July 11, 2022	35	Sunny/Clear	New Latin Baptist Church	Owner Rep	2	Meet with Raymond and Marietta Cleveland - review color selections and Change Order 2 and 5 - Final approvals are still needed - Owner to give final approvals after the Tuesday Owner meeting tomorrow
SAMPLE PROJECT	018	Tuesday, July 12, 2022	36	Sunny/Clear	City of Walled Lake	Inspector	1	Electrical Inspector - passed rough electrical low voltage inspection
SAMPLE PROJECT	018	Tuesday, July 12, 2022	37	Sunny/Clear	R.E. Leggette Co.		1	dropped off color selection chart for toilet partitions
SAMPLE PROJECT	019	Wednesday, July 13, 2022	38	Rain	United Consulting Services, LLC	Project Manager	0	NO WORK ON-SITE TODAY
SAMPLE PROJECT	020	Thursday, July 14, 2022	39	Sunny/Clear	Air Handlers Corporation	Sheet Metal Workers	1	Reviewing quantity of grilles and diffusers on-site, also mark location of drywall removal at toilet rooms where exhaust fans are being replaced, pickup exhaust fan parts
SAMPLE PROJECT	020	Thursday, July 14, 2022	40	Sunny/Clear	Ben Washington & Sons	Plumber	1	Install plumbing rough-in at Lavatory 127 and install floor drain at Womens Room 107
SAMPLE PROJECT	021	Friday, July 15, 2022	41	Sunny/Clear	Kitchen Top Shop, Inc	Carpenter	1	Field measure countertop at Secretary Office, and Ladies Room 106 and field measur Cabinet at Lavatory 127
SAMPLE PROJECT	021	Friday, July 15, 2022	42	Sunny/Clear	Ben Washington & Sons	Plumber	2	Repair leak at rough-in at Lavarory 127 - finish grading of the subgrade fill material at Ladies Room 106

Record: 1 of 187

HOME

DAILY REPORT



WEATHER



- 5.6 TRANSMITTAL
 - method
- 5.7 DAILY REPORT
 - weather
 - trades
- 5.8 FIELD DIRECTIVE
- 5.9 SAFETY MANUAL
- 5.10 FORM LETTERS
- 5.11 TASK LIST
 - category

ID	Weather Type	
1	Sunny/Clear	
2	Partly cloudy	
3	Cloudy	
4	Overcast	
5	Rain	
6	Drizzle	
7	Snow	
8	Stormy	
9	Fog	
* (New)		

Record: 1 of 9 | No Filter | Search

HOME



4.11 TRADES AND RATES



- 5.6 TRANSMITTAL
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ID	Trade	Hourly Rate
1	Consultant 1	\$75.00
2	Consultant 2	\$90.00
3	Laborer 1	\$30.00
4	Plumber	\$0.00
5	Electrician	\$0.00
6	Carpenter	\$35.00
7	CASH PM Rate	\$63.75
8	CASH Carpenter Rate	\$34.00
9	Laborer 2	\$20.00
10	Laborer 3	\$50.00
11	Consultant 3	\$100.00
12	Sheet Metal Workers	\$0.00
13	Owner Rep	\$0.00
14	Inspector	\$0.00
15	Project Manager	\$0.00
16	architect	\$0.00

Record: 1 of 29 | No Filter | Search

HOME



SAMPLE PROJECT

Friday, July 8, 2022

Weather Sunny/Clear

ID	Company	Trade	Men	Description of Work
29	New Latin Baptist Church	Owner Rep	1	Requested \$500 check from Katinya Jones for USA Insulation in order to schedule the insulation of the mold remediation areas
30	New Latin Baptist Church	Owner Rep	1	Requested keyway manufacturer information from Raymond Cleveland in order for Rayhaven Group to order locksets for the job
27	DMC Contracting LLC	Carpenter	1	Install backing for toilet partitions and toilet accessories - rough framing inspection is scheduled for Monday, July 11, 2022
28	Air Handlers Corporation	Sheet Metal Workers	3	Install ductwork at office area
26	Wade's Electrical Contracting, Inc.	Electrician	5	Install electrical rough-in - rough electrical inspection is scheduled for Monday, July 11, 2022

Prepared By:





001 Remove and replace all locksets

ID	Job No	Directive No	Date Issued	From	To	Directive	Cost Not-To-Ex	Cost	Select 2	Select 3	Select 4	CC1	CC2
6	AA008	001	6/7/2024	Michael Woodhouse	Cody Bryan	Remove and replace all locksets	<input checked="" type="checkbox"/>	\$2,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Raymond Cleveland	Marietta Cleveland
(New)							<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Record: 1 of 1

HOME

FIELD DIRECTIVE

5.6 TRANSMITTAL

method

5.7 DAILY REPORT

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5.8 FIELD DIRECTIVE

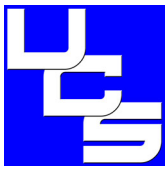
5.9 SAFETY MANUAL

5.10 FORM LETTERS

5.11 TASK LIST

category





FROM:
AGI Construction LLC
Luis Ali

TO:
Power Lighting & Technical Services
Martin Paris

RE:
First Latin American Baptist Church - Phase 2

It is hereby agreed that the following field change(s) in the work required by the contract documents will be made:
Install stone backfill at electrical trenches

Required Action by the Contractor:

Proceed with the work at a cost Not-To-Exceed \$1,000.00

Proceed with the work on a Time and Material Basis. Submit daily time sheets signed by the Owner's Authorized Agent.

Proceed immediately with the work with NO CHANGE in the contract price.

Provide a cost proposal for Approval by the Owner BEFORE proceeding with the work

This Field Directive is only valid with the signatures of the Owner and Contractor Authorized Agents.

Owner Signature: _____ Contractor Signature: _____

Architect Signature: _____



5.9 SAFETY MANUAL



5.6 TRANSMITTAL

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5.8 FIELD DIRECTIVE

5.9 SAFETY MANUAL

5.10 FORM LETTERS

5.11 TASK LIST

category

Hospital for Medical Emergencies

Henry Ford Hospital -- Emergency Room -- 3139162600

Clinic for Non-Emergency Injuries

[Redacted]

Insurance Company Contact Information

[Redacted]

Emergency Phone Contacts (contractor)

United Consulting Services, LLC -- Michael Woodhouse -- 3132834633

United Consulting Services, LLC -- Mike Woodhouse II -- 2488951517

[Redacted]

Emergency Phone Contacts (owner)

First Latin American Baptist Church -- Joseph Gutierrez -- 2489104172

[Redacted]

[Redacted]

Emergency Phone Contacts (subcontractor)

Martin Paris -- Martin Paris -- 3133638686

Ben Washington & Sons -- Ed Quinn -- 5862915119

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

HOME

REPORT



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

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A. SAFETY POLICY

It is our policy to prevent injury to our employees, our customers and the public. It is our responsibility, both as a Company and as individuals, to ensure a safe working environment. We see this as a moral, imperative and economic necessity. Our vision is driven by the achievement of an injury free workplace - the "zero injury concept" We will implement accident prevention through its superintendents, engineers and project managers. Ultimately, every member of our Company is accountable for the practice of safety; and is responsible, not only for their own safety, but also for that of their colleagues. They are expected to work conscientiously in regard to everything that surrounds them. In fact, the concern for safety is inherently related to doing the work itself and a portion of what wages are received for.

We assert that there is an undeniable relationship between safety, quality workmanship and production; this makes competitive sense and is advertising in its own right. It is the policy of the management of this Company to dedicate itself to providing safe working conditions and to protect our employees from hazardous encounters. Conversely, it is expected of all employees to work in a manner that will prevent injury and undue exposure to themselves and to their fellow employees.

All injuries or incidents, regardless of how small, must be reported immediately and treated at once. An incident report will be submitted to the main office promptly. All violations of common safety guidelines are violations of Federal and State Laws; and also those of this Company. Failure to comply will result in disciplinary action and the possible discharge of any employee not complying with them.

Our safety and health concerns will include:

1. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices. An inspection checklist will be used.
2. Training all employees in good safety and health practices, providing necessary personal protective equipment and instruction and developing and enforcing safety and health rules and regulations.
3. Investigating, promptly and thoroughly, every accident using the Incident Report.
4. Encouraging suggestions and vigilance to aid in safety concerns.
5. First aid kits will be kept on all Jobsites.
6. The attendance at safety seminars and first aid classes will be encouraged of all employees.
7. Tool-box talks relevant to work will be discussed weekly and logged.
8. Relevant issues will be given additional attention monthly.



B. EMERGENCY PROCEDURES FOR ACCIDENTS

PROVIDE A PREPARED LIST OF MEDICAL & EMERGENCY ASSISTANCE TELEPHONE NUMBERS (POSTED ON JOBSITE).

SPECIFIC DIRECTIONS TO THE JOBSITE IS TO BE CALLED INTO 911 IN CASE OF EMERGENCY.

THE SUBCONTRACTOR SHALL PROVIDE ALL INJURED PERSONNEL PROPER FIRST AID ATTENTION OR SEND THEM TO A RECOGNIZED MEDICAL FACILITY.

ACCIDENTS WHICH RESULT IN INJURIES REQUIRING HOSPITALIZATION, OR A FATALITY, SHALL BE REPORTED IMMEDIATELY TO THE OFFICE.

WRITTEN ACCIDENT REPORTS ARE TO BE FILED AT THE OFFICE WITHIN TWENTY-FOUR (24) HOURS AFTER ACCIDENT.



C. HAZARDS AND SOLUTIONS

Scaffolding

Hazard: When scaffolds are not erected or used properly, fall hazards can occur.

Solutions:

1. Scaffold must be sound, rigid and sufficient to carry its own weight plus four times the maximum intended load without settling or displacement. It must be erected on solid footing.
2. Unstable objects, such as barrels, boxes, loose bricks or concrete blocks must not be used to support scaffolds or planks.
3. Scaffold must not be erected, moved, dismantled or altered except under the supervision of a competent person.
4. Scaffold must be equipped with guardrails, midrails and toeboards.
5. Scaffold accessories such as braces, brackets, trusses, screw legs or ladders that are damaged or weakened from any cause must be immediately repaired or replaced.
6. Scaffold platforms must be tightly planked with scaffold plank grade material or equivalent.
7. A “competent person” must inspect the scaffolding and, at designated intervals, re-inspect it.
8. Rigging on suspension scaffolds must be inspected by a competent person before each shift and after any occurrence that could affect structural integrity to ensure that all connections are tight and that no damage to the rigging has occurred since its last use.
9. Synthetic and natural rope used in suspension scaffolding must be protected from heat-producing
10. Our employees must be instructed about the hazards of using diagonal braces as fall protection.
11. Scaffold can be accessed by using ladders and stairwells.
12. Scaffolds should be set on sound footing.
13. Damaged parts that affect the strength of the scaffold are taken out of service.
14. Scaffolds are not altered.
15. All scaffolds should be fully planked.
16. Scaffolds are not moved horizontally while workers are on them unless they are designed to be mobile and workers have been trained in the proper procedures.
17. Employees are not permitted to work on scaffolds when covered with snow, ice, or other slippery materials.
18. Scaffolds are not erected or moved within 10 feet of power lines.
19. Employees are not permitted to work on scaffolds in bad weather or high winds unless a competent person has determined that it is safe to do so.
20. Ladders, boxes, barrels, buckets or other makeshift platforms are not used to raise work height.
21. Extra material is not allowed to build up on scaffold platforms.
22. Scaffolds should not be loaded with more weight than they were designed to support.
23. All scaffold work platforms and walkways shall be designed, constructed and maintained to support four times the maximum weight they are expected to support when in use.



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

24. All scaffold platforms and walkways shall have top railings, mid-railings and toe boards in conformance with required Federal and State standards.
25. All work platforms and walkways shall be fully planked at all times work is in progress.
26. Adequate overhead protection shall be provided for men working on scaffolds if work is being carried on above them.
27. Scaffolds shall be free of ice, snow, oil and other slipping materials before being used.
28. Fixed scaffolds shall be secured to the building structure at 25-foot intervals both vertically and horizontally.



C. HAZARDS AND SOLUTIONS

Fall Protection

Hazard:

Each year falls consistently account for the greatest number of fatalities in the construction industry. A number of factors are often involved in falls, including unstable working surfaces, misuse or failure to use fall protection equipment and human error. Studies have shown that using guardrails, fall arrest systems, safety nets, covers and restraint systems can prevent many deaths and injuries from falls.

Solutions:

1. Consider using aerial lifts or elevated platforms to provide safer elevated working surfaces;
2. Erect guardrail systems with toeboards and warning lines or install control line systems to protect workers near the edges of floors and roofs;
3. Cover floor holes; and/or
4. Use safety net systems or personal fall arrest systems (body harnesses).
5. Floor openings (12 inches or more) are guarded by a secured cover, a guardrail or equivalent on all sides (except at entrances to stairways).
6. Elevated Surfaces
 - a. Signs are posted, when appropriate, showing the elevated surface load capacity.
 - b. Surfaces elevated more than 48 inches above the floor or ground have standard guardrails.
 - c. All elevated surfaces (beneath which people or machinery could be exposed to falling objects) have standard 4-inch toeboards.
 - d. A permanent means of entry and exit with handrails is provided to elevated storage and work surfaces.
 - e. Material is piled, stacked or racked in a way that prevents it from tipping, falling, collapsing, rolling or spreading.



C. HAZARDS AND SOLUTIONS

Ladders

Hazard:

Ladders and stairways are another source of injuries and fatalities among construction workers. OSHA estimates that there are 24,882 injuries and as many as 36 fatalities per year due to falls on stairways and ladders used in construction. Nearly half of these injuries were serious enough to require time off the job.

Solutions:

1. Use the correct ladder for the task.
2. Have a competent person visually inspect a ladder before use for any defects such as:
 - a. Structural damage, split/bent side rails, broken or missing rungs/steps/cleats and missing or damaged safety devices;
 - b. Grease, dirt or other contaminants that could cause slips or falls;
 - c. Paint or stickers (except warning labels) that could hide possible defects.
3. Make sure that ladders are long enough to safely reach the work area.
4. Mark or tag (“Do Not Use”) damaged or defective ladders for repair or replacement, or destroy them immediately.
5. Never load ladders beyond the maximum intended load or beyond the manufacturer's rated capacity.
6. Be sure the load rating can support the weight of the user, including materials and tools.
7. Avoid using ladders with metallic components near electrical work and overhead power lines.
8. Only ladders in good condition, which meet approved standards, shall be used on the jobsites.
9. All straight and extension ladders shall be equipped with proper feet and secured to prevent slipping.
10. Only wood, fiber glass, or other non-electrical conducting ladders shall be used.
11. Ladders shall be inspected on a regular basis. All ladders that do not meet approved standards shall be immediately removed from the jobsite.
12. All ladders shall be used in a safe manner in compliance with all approved Federal, State and Local standards.



C. HAZARDS AND SOLUTIONS

Stairways

Hazard:

Slips, trips and falls on stairways are a major source of injuries and fatalities among construction workers.

Solutions:

1. Stairway treads and walkways must be free of dangerous objects, debris and materials.
2. Slippery conditions on stairways and walkways must be corrected immediately.
3. Make sure that treads cover the entire step and landing.
4. Stairways having four or more risers or rising more than 30 inches must have at least one handrail.
5. Temporary treads must be securely fastened and are not movable or raised to prevent trip hazards.



C. HAZARDS AND SOLUTIONS

Trenching

Hazard:

Trench collapses cause dozens of fatalities and hundreds of injuries each year.

Solutions:

1. Never enter an unprotected trench.
2. Always use a protective system for trenches feet deep or greater.
3. Employ a registered professional engineer to design a protective system for trenches 20 feet deep or greater.
4. Protective Systems:
 - a. Sloping to protect workers by cutting back the trench wall at an angle inclined away from the excavation not steeper than a height/depth ratio of 1-1/2 :1, according to the sloping requirements for the type of soil.
 - b. Shoring to protect workers by installing supports to prevent soil movement for trenches that do not exceed 20 feet in depth.
 - c. Shielding to protect workers by using trench boxes or other types of supports to prevent soil cave-ins.
 - d. Subcontractor shall provide temporary substantial guardrails, signals, pennants, flagmen or other appropriate warning devices to protect personnel and traffic from any hazardous operation or excavation.
5. Always provide a way to exit a trench--such as a ladder, stairway or ramp--no more than 25 feet of lateral travel for employees in the trench.
6. Keep spoils at least two feet back from the edge of a trench.
7. Make sure that trenches are inspected by a competent person prior to entry and after any hazard increasing event such as a rainstorm, vibrations or excessive surcharge loads.
8. Before excavations, trenching and penetrations of the earth are begun, call MISS DIG.
9. When any underground interference is encountered, whether shown on drawings or not excavation shall cease immediately and shall not resume until the interference is identified and the necessary precautions are taken.
10. Hand excavating or probing to verify the location of underground lines shall be required.
11. Open trenches, excavations, floor openings etc., shall be covered when barriers do not provide effective protection.
12. Barriers shall be so marked as to be visible day and night.

SLOPING. Maximum allowable slopes for excavations less than 20 ft. (6.09 m) based on soil type and angle to the horizontal are as follows:

C. HAZARDS AND SOLUTIONS

Cranes



Hazard:

Significant and serious injuries may occur if cranes are not inspected before use and if they are not used properly. Often these injuries occur when a worker is struck by an overhead load or caught within the crane's swing radius. Many crane fatalities occur when the boom of a crane or its load line contact an overhead power line.

Solutions:

1. Check all crane controls to insure proper operation before use.
2. Inspect wire rope, chains and hook for any damage.
3. Know the weight of the load that the crane is to lift.
4. Ensure that the load does not exceed the crane's rated capacity.
5. Raise the load a few inches to verify balance and the effectiveness of the brake system.
6. Check all rigging prior to use; do not wrap hoist ropes or chains around the load.
7. Fully extend outriggers.
8. Do not move a load over workers.
9. Barricade accessible areas within the crane's swing radius.
10. Watch for overhead electrical distribution and transmission lines and maintain a safe working clearance of at least 10 feet from energized electrical lines.
11. Cranes and derricks are restricted from operating within 10 feet of any electrical power line.
12. The upper rotating structure supporting the boom and materials being handled is provided with an electrical ground while working near energized transmitter towers.
13. Rated load capacities, operating speed and instructions are posted and visible to the operator.
14. Cranes are equipped with a load chart.
15. The operator understands and uses the load chart.
16. The operator can determine the angle and length of the crane boom at all times.
17. Crane machinery and other rigging equipment is inspected daily prior to use to make sure that it is in good condition.
18. Accessible areas within the crane's swing radius are barricaded.
19. Tag lines are used to prevent dangerous swing or spin of materials when raised or lowered by a crane or derrick.
20. Illustrations of hand signals to crane and derrick operators are posted on the job site.
21. The signal person uses correct signals for the crane operator to follow.
22. Crane outriggers are extended when required.
23. Crane platforms and walkways have antiskid surfaces.
24. Broken, worn or damaged wire rope is removed from service.
25. Guardrails, hand holds and steps are provided for safe and easy access to and from all areas of the crane.



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

26. Load testing reports/certifications are available.
27. Tower crane mast bolts are properly torqued to the manufacturer's specifications.
28. Overload limits are tested and correctly set.
29. The maximum acceptable load and the last test results are posted on the crane.
30. Initial and annual inspections of all hoisting and rigging equipment are performed and reports are maintained.
31. Only properly trained and qualified operators are allowed to work with hoisting and rigging equipment.



C. HAZARDS AND SOLUTIONS

Forklifts

Hazard:

Approximately 100 employees are fatally injured and approximately 95,000 employees are injured every year while operating powered industrial trucks. Forklift turnover accounts for a significant number of these fatalities.

Solutions:

1. Train and certify all operators to ensure that they operate forklifts safely.
2. Do not allow any employee under 18 years old to operate a forklift.
3. Properly maintain haulage equipment, including tires.
4. Do not modify or make attachments that affect the capacity and safe operation of the forklift without written approval from the forklift's manufacturer.
5. Examine forklift truck for defects before using.
6. Follow safe operating procedures for picking up, moving, putting down and stacking loads.
7. Drive safely--never exceed 5 mph and slow down in congested or slippery surface areas.
8. Prohibit stunt driving and horseplay.
9. Do not handle loads that are heavier than the capacity of the industrial truck.
10. Remove unsafe or defective forklift trucks from service.
11. Operators shall always wear seatbelts.
12. Avoid traveling with elevated loads.
13. Assure that rollover protective structure is in place.
14. Make certain that the reverse signal alarm is operational and audible above the surrounding noise
15. Forklift truck operators are competent to operate these vehicles safely as demonstrated by their successful completion of training and evaluation.
16. No employee under 18 years old is allowed to operate a forklift.
17. Forklifts are inspected daily for proper condition of brakes, horns, steering, forks and tires.
18. Powered industrial trucks (forklifts) meet the design and construction requirements established in American National Standards Institute (ANSI) for Powered Industrial Trucks, Part II ANSI B56.1-1969.
19. Written approval from the truck manufacturer is obtained for any modification or additions which affect capacity and safe operation of the vehicle.
20. Capacity, operation and maintenance instruction plates, tags or decals are changed to indicate any modifications or additions to the vehicle.
21. Battery charging is conducted in areas specifically designated for that purpose.



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

22. Material handling equipment is provided for handling batteries, including conveyors, overhead hoists or equivalent devices.
23. Reinstalled batteries are properly positioned and secured in the truck.
24. Smoking is prohibited in battery charging areas.
25. Precautions are taken to prevent open flames, sparks or electric arcs in battery charging areas.
26. Refresher training is provided and an evaluation is conducted whenever a forklift operator has been observed operating the vehicle in an unsafe manner and when an operator is assigned to drive a different type of truck.
27. Load and forks are fully lowered, controls neutralized, power shut off and brakes set when a powered industrial truck is left unattended.
28. There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.
29. Overhead guards are in place to protect the operator against falling objects.
30. Trucks are operated at a safe speed.
31. All loads are kept stable, safely arranged and fit within the rated capacity of the truck.
32. Unsafe and defective trucks are removed from service.



C. HAZARDS AND SOLUTIONS

Personal Protective Equipment

The following checklists may help you take steps to avoid hazards that cause injuries, illnesses and fatalities. As always, be cautious and seek help if you are concerned about a potential hazard.

Personal Protective Equipment (PPE)

1. Eye and Face Protection

- a. Safety glasses or face shields are worn anytime work operations can cause foreign objects getting into the eye such as during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles).
- b. Eye and face protectors are selected based on anticipated hazards.
- c. Safety glasses or face shields are worn when exposed to any electrical hazards including work on energized electrical systems.

2. Foot Protection

- a. Construction workers should wear work shoes or boots with slip-resistant and puncture resistant soles.
- b. Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

3. Hand Protection

- a. Gloves should fit snugly.
- b. Workers wear the right gloves for the job (for example, heavy-duty rubber gloves for concrete work, welding gloves for welding, insulated gloves and sleeves when exposed to electrical hazards).

4. Head Protection

- a. Workers shall wear hard hats where there is a potential for objects falling from above, bumps to their heads from fixed objects, or of accidental head contact with electrical hazards.
- b. Hard hats are routinely inspected for dents, cracks or deterioration.
- c. Hard hats are replaced after a heavy blow or electrical shock.
- d. Hard hats are maintained in good condition.
- e. Toeboards are installed around the edges of permanent floor openings (where persons may pass below the opening).
- f. Floor openings (12 inches or more) are guarded by a secured cover, a guardrail or equivalent on all sides (except at entrances to stairways).



C. HAZARDS AND SOLUTIONS

Confined Space

1. GENERAL SAFETY CONCERNS

- a. Be able to recognize a confined space. If you are unsure, do not enter until you find out.
- b. Obtain permission before entry. Never enter any confined space without the permission of an individual responsible for field enforcement.
- c. Understand hazards before entry Every confined space is different Make sure you know the hazards and are properly protected before entry
- d. Lockout upstream utilities. Tags or locks on upstream utilities are necessary to prevent someone from accidentally opening a valve on a line you are working on
- e. Insure adequate ventilation. If natural ventilation is not enough, make sure you use mechanical ventilation to avoid bad air.
- f. Standby person must be available it something happens in the confined space, you will not be able to help yourself. Have a standby person on top and in contact with you-.
- g. Understand the rescue plan. Accidents happen and you must know what to do when the worst happens. By then it is too late to learn.
- h. Be aware of changing condition. Air conditions can change rapidly. Pay attention to the signs that can save your life.

2. CONFINED SPACE DEFINITION

A typical confined space may have one or more of the following characteristics which may pose serious hazards to personnel required to work within such spaces and may also deter rescue operations.

- a. The space has limited or restricted openings for entry or exit, making it difficult for an individual to enter with lifesaving equipment, or to rescue an individual in case of emergency.
- b. The space is not designed for continuous worker occupancy.
- c. The space may contain known or potentially hazardous atmospheres - oxygen deficiency or oxygen enrichment, presence of flammable/explosive, toxic or otherwise injurious, asphyxiating or incapacitating substances.
- d. A space where conditions of engulfment or entrapment, or any other recognized serious safety or health hazard may exist or develop Common confined spaces include silos, tanks, vats, vessels, boilers, compartments, ducts, sewers, pipelines, utility manholes, vaults, bins, tubs, pits, degreasers, tunnels, crawl spaces, incinerators, scrubbers, air exhaust plenums, rooms with improper size openings with or without natural or mechanical ventilation and other similar spaces.

3. TRAINING EMPLOYEES

All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken and in the use of protective and emergency equipment required. We shall comply with any specific regulations that apply to work in dangerous areas.



4. TESTING AIR QUALITY

- a. Thorough and careful testing of the confined space atmosphere must be conducted before any entry can be planned. Monitoring of the atmosphere inside the space must be performed by a qualified person using properly calibrated instruments.
- b. The atmosphere of the confined or enclosed space to be entered will be tested for oxygen deficiency and gaseous conditions which are possible in the excavation. The results of the testing will be recorded and meet the guidelines set up by the Michigan Department of Public Health, Division of Occupational Health. In testing the air quality in a confined space the minimally acceptable respiration atmosphere will be as follows: oxygen - 19.5%, combustible gas - 5% of the lower explosive limit (L.E.L.) for each gas; chemicals - the airborne concentration of Occupational Health limits.
- c. Consideration of physical or mechanical hazards around the confined space is another element involved in preparing to enter. Precautions must be taken to ensure that liquids, gases or solids (including granular materials and dust) cannot enter the space during activities. All connecting pipes should be blanked off, physically separated, capped, sealed or otherwise secured.
- d. This is accomplished by turning off all hazardous energy sources (electrical, pneumatic, hydraulic or mechanical), disconnecting valves, and locking or tagging out (if lockout is feasible) equipment to prevent accidental start-up during confined space activities.
- e. Mechanical ventilation and purging are also important considerations in preparing to enter a confined space. If pre-entry monitoring indicates oxygen deficiency, or presence of flammable or toxic materials, the space must not be entered until air is purged with forced mechanical ventilation, or clean-up renders the space free of identifiable hazards, as indicated by continuous air monitoring inside.

5. VENTILATION

To assure safe conditions, proper ventilation will be put into effect to allow entry into the confined space or enclosure to allow for safe entry. Ventilation equipment will be used to maintain acceptable respiration atmosphere in the confined space during the time employees are inside.

6. SAFETY AND EMERGENCY EQUIPMENT

Safety and emergency equipment will be on site and ready to use at the confined space or enclosure which is occupied by personnel, and will be ready and easily accessible to personnel to rescue.



C. HAZARDS AND SOLUTIONS

Electrical Safety

1. Work on new and existing energized (hot) electrical circuits is prohibited until all power is shut off and grounds are attached.
2. An effective Lockout/Tagout system is in place.
3. Frayed, damaged or worn electrical cords or cables are promptly replaced.
4. All extension cords have grounding prongs.
5. Protect flexible cords and cables from damage. Sharp corners and projections should be avoided.
6. Use extension cord sets used with portable electric tools and appliances that are the three-wire type and designed for hard or extra-hard service. (Look for some of the following letters imprinted on the casing: S, ST, SO, STO.)
7. All electrical tools and equipment are maintained in safe condition and checked regularly for defects and taken out of service if a defect is found.
8. Do not bypass any protective system or device designed to protect employees from contact with electrical energy.
9. Overhead electrical power lines are located and identified.
10. Ensure that ladders, scaffolds, equipment or materials never come within 10 feet of electrical power lines.
11. All electrical tools must be properly grounded unless they are of the double insulated type.
12. Multiple plug adapters are prohibited.



C. HAZARDS AND SOLUTIONS

Demolition

1. Before a demolition job is begun, a survey of the structure, any adjacent structures, and the immediate vicinity to determine potential dangers and the precautions which may be taken.
2. All Federal, State, and Local safety regulations shall be adhered to.
3. All electric, gas, steam, sewer, and other service lines shall be shut-off, capped or otherwise controlled outside the building line before demolition work is started.
4. The subcontractor shall ascertain that all lines are cleaned or purged and properly cleared and tagged for safe removal.
5. Subcontractors shall comply with all Federal & State standards regarding asbestos.
6. During demolition, continuing safety inspections shall be made as work progresses to detect hazards, resulting from weakened or deteriorated floors, walls or loosened materials.
7. Where it may apply, special precautions shall be taken to protect the public.
8. All necessary safety precautions shall be taken to protect occupants when renovation work is done in an occupied building.



C. HAZARDS AND SOLUTIONS

Fire Prevention

1. A high standard of housekeeping shall be maintained on all jobsites.
2. Accumulation of trash (oily rags, combustible material) is prohibited.
3. Smoking is prohibited in hazardous areas.
4. Area around welding operations shall be kept free of flammable or combustible material at all times.
5. There shall always be an unrestricted passage to, and an adequate clear area around, fire hydrants, extinguishers fire hose, control valves, and other emergency equipment to permit quick and easy access.
6. All stairways, walkways and elevator approaches shall be kept clear.
7. Portable heating equipment used during construction shall comply with II safety requirements and shall be in good operating condition.
8. Heating devices used indoors for offices, trailers, lunchrooms, etc., must be specifically equipped and approved for this purpose.
9. If a heating device is fueled by propane or other gas, tanks holding such fuel shall be installed and secured outside the structure.
10. All gas lines and connections between the heating device and its fuel tank(s) shall be regularly checked for leaks.
11. Reserve fuel supplies shall be kept to a minimum and shall be safely stored and secured.
12. Empty tanks shall be promptly removed from the site.
13. Solid fuel salamanders are prohibited for any use whatsoever.
14. Flammable liquids (such as gasoline, oil, paint and solvents) shall be clearly identified and stored separately away from work areas.
15. Appropriate warning signs, such as flammable and no smoking, shall be provided in storage areas.
16. All portable containers used for transporting or dispensing gasoline or other flammable liquids shall be properly identified.



D. HOW MISS DIG WORKS

1. MISS DIG is a utility communication system that helps contractors comply with State Law (Public Act 53) which requires them to notify utilities before they excavate, tunnel or discharge explosives three (3) working days before starting a project.
2. MISS DIG can assist the contractor in fulfilling the responsibilities under Public Act 53 by calling the MISS DIG number, 1-800-482-7171.
3. The call will be received by a trained operator at our Call Center in Pontiac, Michigan, who will ask for the following information:
 - a. Phone Number
 - b. Name of Caller
 - c. Name of Contractor
 - d. County
 - e. Township or City or Village
 - f. Town, Range and Section Numbers
 - g. Type of Work
4. Location of Work - Street address, lot number, subdivision, exact location where digging will be done (front, back or sides), cross streets.
5. Starting Date of Work
6. Overhead Question - Will you be able to maintain a minimum of 10 ft. clearance from overhead electric lines with the equipment you will be using on the job?'
7. If the caller is requesting information about overhead electric lines, the MISS DIG operator will arrange a meeting between the caller and the electric company representative to discuss the overhead lines in the area. State and federal standards have established protective measurements to assure adequate clearance between wires and equipment.
8. When the operator has taken all the information needed to complete the staking request, the caller will then be provided with a MISS DIG ticket number which should be kept for future reference.
9. All calls are voice tape recorded. The information received is entered into a computer, which documents the time and date of the call and then transmitted over telephone lines to MISS DIG participating utilities.
10. The MISS DIG toll-free number is staffed from 6 am to 7 pm, Monday through Friday, except national holidays. However, if there is a need for immediate emergency response by utilities to locate underground facilities because of gas leaks, water main breaks, cable cuts, etc., the MISS DIG toll-free number can be called any time, day or night. For this purpose, MISS DIG operates 24 hours a day.
11. PARTICIPATING PRIVATE, PUBLIC AND MUNICIPAL UTILITIES WITH UNDERGROUND CABLES OR PIPES IN THE AREA WILL SEND REPRESENTATIVES TO LOCATE AND STAKE ITS FACILITIES WITH COLOR-CODED STAKES, MARKERS AND/OR PAINT USING THE COLOR-CODE REQUIRED BY STATE LAW AS FOLLOWS:
 - Electric power distribution and transmission - Safety red
 - Municipal electric systems - Safety red
 - Gas distribution & trans. - High visibility safety yellow



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

Oil distribution & trans. - High visibility safety yellow

Dangerous materials, product lines - High visibility safety yellow

Telephone & telegraph systems - Safety alert orange

Police & fire communications - Safety alert orange

Cable television - Safety brown

Water systems - Safety precaution blue

Sewer systems - Safety green

Storm drains - Safety green

12. Documentation of all staking requests received and transmitted are kept in a separate file for future reference for four years. Should a caller need to refer to a recent MISS DIG order (e.g. to change information given on the order) they need only to dial the MISS DIG toll-free number and give the operator the MISS DIG ticket number. THE OPERATOR CANNOT CHECK THE ORDER WITHOUT THE MISS DIG TICKET NUMBER.
13. For a nominal fee, MISS DIG provides a research service of orders that have been place within the last four years. For more information regarding MISS DIG, please call our administration office at the number listed below.

MISS DIG Utility Communication System

1030 Featherstone Road

Pontiac, Michigan 48342-1830

(313) 332-3422



E. BASIC JOBSITE SAFETY RULES

1. Wearing of proper protective clothing and/or equipment is mandatory (hard hats, approved eye protection) No shorts, cutoffs, or sneakers are allowed.
2. Proper storage and protection of materials and supplies stored on the jobsite. All material damaged on the jobsite due to improper storage and protection is strictly the responsibility of the trade involved.
3. All power tools used on the job are to be three (3) wire type and properly grounded. Temporary exposed wiring connections will not be permitted.
4. The location of the subcontractor's first-aid equipment must be clearly marked.
5. Emergency telephone numbers must be conspicuously posted (ambulance, police, rescue squad, fire department, etc.).
6. Positively no high velocity power actuated tools to be used on the job. Low velocity tools may be used by a trained operator whose name has been registered with United Consulting Services, LLC.
7. Anyone, regardless of position or trade, who threatens or actually takes part in any physical action endangering the safety or well-being of others will be discharged or removed from the job site immediately.
8. No hoisting of materials through open shafts will be permitted at any time without the expressed permission of the Company. This will be contingent upon proper planking above and below hoisting area and proper guardrails and toeboards at intermediate floors between hoisting area.
9. No open fires are permitted in the building and/or the jobsite at any time.
10. The subcontractor will be required to meet or exceed all safety requirements established by current federal, state, city and local authorities including but not limited to MIOSHA and any other governing authority or agency.
11. When working with hazardous or toxic material, all subcontractors' workmen must use the proper approved equipment and protection.
12. Acetylene and oxygen bottles are to be stored and used in an upright position and securely lashed together to a fixed structure.
13. The subcontractor shall comply with all applicable federal, state, city and local safety and sanitary laws, regulation and ordinances, as well as the established safety rules and practices of the Company
14. The subcontractor shall, at his own expense properly protect the owner's and adjoining property from injury and shall make good any damage to same without delay.
15. The subcontractor shall provide and properly maintain warning signs and lights, barricades, railings and other safeguards for the protection of workmen and others on, about, or adjacent to the work, as required by the conditions and progress of the work and as directed by the Company
16. The Construction Manager will conduct monthly safety meetings. It is a requirement that the job Superintendent attend these meetings. The subcontractor's superintendents will be required to attend these meetings also.
17. The subcontractor will schedule and hold weekly Tool-Box' Safety Meetings for all their employees.



F. HAZARD COMMUNICATION PROGRAM

1. POLICY STATEMENT

The Company in its daily activities uses numerous and varied materials. Some of these materials are classified as hazardous. The Michigan Right to Know Law is designed to provide information to employees who may be exposed in the course of their employment to these hazardous materials.

The major components of the Right to Know Law are:

- Identifying Hazardous Chemicals

- Labeling of Hazardous Chemicals

- Maintaining Material Safety Data Sheets (MSDS) provided by the Supplier of the Chemical

- Training of Employees in their Rights and Obligations under the Right to Know Law

The Law became effective February 25, 1987. The Michigan Departments of Public Health and labor jointly possess authority to administer and enforce the provisions of the Law. The Company has adopted this Hazard Communication Program to make its employees aware of the procedure for identifying, labeling, and obtaining information about hazardous substances in the workplace.

2. IDENTIFYING HAZARDOUS CHEMICALS

The Company does not have the ability to ascertain by analysis the hazardous quality of chemicals that may be purchased for use in its construction activities. For hazardous substance identification, it will rely on the Material Safety Data Sheets (MSDS) provided by the material supplier, and on hazardous warning labels found on containers.

3. LABELING

The Receiving Supervisor and/or Superintendent will be responsible for seeing that all containers of hazardous substances received by the Company are properly labeled. The labels shall be checked for the identity of the substance, nature of the hazard, warning, and name and address of the responsible party.

The Receiving Supervisor and/or Superintendent will request warning labels from the supplier for all shipments arriving without labels. A file of such letters shall be maintained. Each jobsite Superintendent shall be responsible for seeing that portable containers of hazardous chemicals used in his work area are labeled with an identity and hazard warning. Hose and piping systems shall be color coded at access points.

4. MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS'S for all hazardous chemicals to which employees may be exposed will be kept in a binder in the Superintendent's Office.

Copies of MSDS'S from subcontractors will be filed under each subcontractor's name at the job site office and at United Consulting Services, LLC Main Office.

MSDS 'S will be available for review to all employees during each work shift.

The Estimator, Project Manager or Superintendent shall make request for MSDS's on all contracts. A file of follow-up letters shall be maintained for all shipments received without MSDS's

The Purchasing Supervisor shall provide Superintendents with the required MIOSHA Right to Know poster and postings, notifying employees of new or revised MSDS 's within (5) days of receipt of a new or revised MSDS.

Post Form #2 105 (Poster on where MSDS's are located) and Form #2 106 (New or Revised MSDS) at the jobsite.



5. HAZARDOUS NON-ROUTINE TASKS

Periodically, our employees are required to work in confined spaces. Prior to starting work in such a place, each employee will be given information by his foreman about hazards involved when working in confined spaces. This information will include:

- a. Specific chemical hazards;
- b. Protective/safety measures the employees must take; and,
- c. Measures the company has taken to lessen the hazards, such as ventilation, respirators, the presence of another employee and emergency procedures.

It is company policy that no employee will begin work on any hazardous non-routine task, including work in a confined space, without first receiving a safety briefing.

6. EMPLOYEE INFORMATION AND TRAINING

The Superintendent and the Main Office shall coordinate and maintain records of training conducted by the Company

Before starting work, each new employee will attend a safety meeting and be given a copy of the Company Written Hazard Communication Program. Training will cover the following:

- Chemical & their hazards which may be found in construction
- How to lessen or prevent exposure to these hazardous chemicals
- What the company has done to lessen or prevent worker's exposure to these chemicals
- Procedures to follow if they are exposed to these chemicals
- How to read and interpret labels and MSDS'S used

After attending the meeting each employee will sign a form stating that they received the written materials outlined above and received the safety training.

Before any new hazardous chemical is introduced into the job, each employee will be given information in the same manner as during the safety meeting. The Superintendent will be responsible for seeing that MSDS'S on the new chemical are available.

7. INFORMING CONTRACTORS

It/s the responsibility of the superintendents to inform subcontractors of their responsibilities on the Michigan Right to Know Law, and to inform them of the following information:

Hazardous chemicals to which they may be exposed while on the job site



8. LIST OF HAZARDOUS CHEMICALS

The following is a partial list of Hazardous Chemicals used on most construction jobs. Further information on each hazardous chemical noted can be obtained by reviewing Material Safety Data Sheets in the job site office.

(Partial) List of Hazardous Chemicals

- Concrete Release Agent (React 5)
- Concrete Release Agent (Form Free)
- Propane
- Acetylene
- Oxygen
- Barium Lithol, Mineral Oil
- Quaker State HD Motor Oil
- Motor Oil, All SAE Grades
- WD-40 Bulk
- Kendall Hyken Golden
- Hydraulic Oil
- Kendall Super-D III
- Kendall SR- 12X Open Gear Compound
- Full Force Antifreeze
- Quaker State Engine Starting Fluid
- Lubriplate Gear Shield Extra Heavy
- Kendall Super Blu-Grease L-427
- Methanol
- Souter Premium H-300
- Kendall Three Star
- Kendall Dexron II
- Unocal 76 Unleaded Gasoline
- Unocal 76 Leaded Regular
- Unocal Diesel #2
- Spirit Multi-Purpose Lithium
- Methyl Alcohol
- Go-Jo Hand Cleaner
- Montmorillonite Clay
- Asphalt Plastic
- Silicone Rubber Sealant
- Ultramarine Pigment
- Markal Paintstik
- Spray Paint
- Tin Solder
- Silver Solder
- Chromium Steel (welding rods)
- Lead Based Paint
- Galvanized Steel
- Metal Cleaner (De greaser)
- Acetylene Gas
- Carbon Monoxide



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

NOTE: This is the procedure for filing your MSDS'S by category from the specifications. The Company Library on MSDS's will be filed as indicated below:

Division 1 - General Requirements

Division 2 - Site Work

Division 3 - Concrete

Division 4 - Masonry

Division 5 - Metals

Division 6 - Wood & Plastics

Division 7 - Thermal & Moisture Protection

Division 8 - Doors & Windows

Division 9 - Finishes

Division 10 – Specialties

Division 11 – Equipment

Division 12 – Furnishings

Division 13 – Special Construction

Division 14 – Conveying Systems

Division 15 - Mechanical

Division 16 – Electrical



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

HAZARD COMMUNICATION PROGRAM

_____ has received training and a copy of the
Company Name

Hazard Communication Program on The Michigan Right to Know Law on _____
Date

The training class was instructed by _____
Name

I thoroughly understand my rights under the Michigan Right to Know Law and also understand I am to be trained once, regardless of any job site transfers while employed with the Company

Signature

Position



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

HAZARD COMMUNICATION PROGRAM

TO: CHEMICAL MANUFACTURER, IMPORTER, OR DISTRIBUTOR

As you are aware, MIOSHA requires employers to provide training to their employees concerning the hazards of chemicals or other hazardous materials.

To properly train our employees, we need a Material Safety Data Sheet (MSDS) for one of your products,

_____.

Your prompt attention is necessary to maintain a proper level of safety for our employees. Please send the MSDS for _____ no later than

Sincerely,



G. RECORD KEEPING

ALL CONTRACTORS/SUBCONTRACTORS/SUPPLIERS WILL:

1. Meet the requirements of the MIOSHA/OSHA Recordkeeping Requirements.
2. Maintain the standard Daily Log & Summary of Occupational Injury & Illness - Form #200.
3. Maintain the Standard Employers Basic Report of Injury or the MIOSHA Form 101 Supplementary Record of Occupational Injuries & Illness.
4. Classify work-related injuries or illnesses according to the instruction on the reverse side of the Daily Log.
5. Maintain the MIOSHA Poster - Job Safety & Health Protection



H. Incident/Accident Report Writing

Incident/accident investigation reports must be well written, as they are the basis for implementing corrective action and preventing similar events from happening again.

1) MIOSHA Recordkeeping Requirements

- a) Injuries/illnesses must be recorded if they result in any of the following:
 - i) Death
 - ii) One or more lost workdays
 - iii) Restriction of motion or work
 - iv) Loss of consciousness
 - v) Transfer to another job
 - vi) Medical treatment beyond first aid
- b) Specific reporting requirements relating to a mishap:
 - i) Obtain a report on every injury requiring medical treatment
 - ii) Record each injury on the organization's accident report form
 - iii) Prepare a supplemental occupational injuries and illnesses record on the MIOSHA Form BWC-100, or on the workers compensation report
 - iv) Prepare an annual MIOSHA Form 200 (keeping the names of the injured private) and post this form for the entire month of February
 - v) Maintain the records in the organization's file for five years

2) How to Collect and Write the Report

- a) Facts
 - i) Present the facts in a logical sequence
 - ii) Also include information that appears factual but cannot be proven
 - iii) Eliminate the unsupported hypotheses
- b) Analysis
 - i) Weigh all the facts, conditions, circumstances, and inferences to develop a conclusion
 - ii) Information is not added in this section of the report
- c) Conclusion
 - i) Only information that can be supported by the analysis step is included in this section of the report
 - ii) The conclusion is written based on the available information — what is known and what is not known
- d) Recommendations
 - i) This section is the reason for the entire investigation process
 - ii) Specific recommendations are the basis for specific corrective actions, which prevent additional incidents



PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

iii) Do not combine recommendations — specific recommendations permit individual assignments for corrective actions

e) Records

i) Maintain a file on each incident

ii) Keep all records, purchase orders, and work orders associated with each recommendation in the file

iii) A file is closed out only when all of the corrective actions have occurred

iv) Keep the number of copies of the incident report restricted — three at most — circulate the report on need-to-know basis, not to curiosity seekers

3) Report Writing Hints

a) Write the summary after the rest of the report is completed

b) Back up the summary with facts in the body of the report

c) Use drawings

d) Avoid using jargon unless it is needed to understand what happened

e) Record the information as you receive it — do not let it pile up



I. Project - Emergency Medical and Contact List

Hospital for Medical Emergencies

Henry Ford Hospital

Emergency Room, 3139162600

Clinic for Non-Emergency Injuries

Insurance Company Contact Information

Emergency Phone Contacts (contractor)

1) United Consulting Services, LLC

Michael Woodhouse, 3132834633

2) United Consulting Services, LLC

Mike Woodhouse II, 2488951517

Emergency Phone Contacts (owner)

1) First Latin American Baptist Church

Joseph Gutierrez, 2489104172

Emergency Phone Contacts (subcontractors)

1) Martin Paris

Martin Paris, 3133638686

2) Ben Washington & Sons

Ed Quinn, 5862915119



5.10 FORM LETTERS



- 5.6 TRANSMITTAL
method
- 5.7 DAILY REPORT
weather
trades
- 5.8 FIELD DIRECTIVE
- 5.9 SAFETY MANUAL
- 5.10 FORM LETTERS
- 5.11 TASK LIST
category

ID	Description	Letter Contents
1	Request For Notice of Commencement	<p>We are a contractor on the above project.</p> <p>The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The Notice of Commencement must be recorded and posted by the owner. In addition, the contractor must provide this Notice of Commencement to those who are performing work on this project that request a Notice of Commencement.</p> <p>Please forward a copy of this completed Notice of Commencement to this office within 10 days after the date of this request. Under the Lien Law, failure to provide the Notice of Commencement may result in postponing the time for providing a Notice of Furnishing.</p>
2	Notice of Furnishing	<p>We are on this project. As required by the Lien Law, we are enclosing a Notice of Furnishing to protect our rights.</p> <p>This Notice should not be interpreted as any intent on our part to lien this project. This notice is being sent only to provide the required notification of who we are and our relationship to this project.</p> <p>Furnishing of this notice is a standard procedure followed by our company on all construction projects and is not in any way intended to be a reflection on anyone's credit standing or their ability to pay.</p>
3	Status Report	<p>The attached PROJECT STATUS REPORT dated August 2, 2022 is intended to update all parties on the outstanding work activities that need to be completed by each party.</p> <p>Please review the report and update me on the status of your outstanding items. Please send comments by email.</p> <p>Thanks,</p>
4	PRELIMINARY Construction Schedule	<p>The attached PRELIMINARY Construction Schedule dated 5/19/2022 is issued for review and comment by all parties involved with the project including the Owner, Architect, Subcontractors, Suppliers.</p> <p>Please review all activities associated with your work category and provide comments on the durations, and the start and finish dates for your activities. Also, please review and comment on the submittal dates, fabrication and delivery dates associated with your work category.</p> <p>UCS will review all comments and make appropriate schedule adjustments and a FINAL schedule will be issued prior to the BID DUE</p>
5	Notice To Proceed	<p>This is your NOTICE TO PROCEED with your scope of work for the New Embassy Covenant Church International. Please sign and return the attached subcontract by email ASAP.</p> <p>Please submit all required shop drawings and product data as outlined in the attached submittal report dated June 15, 2022 and as outlined in the PROJECT SCHEDULE.</p> <p>Demolition is scheduled to proceed on June 20, 2022</p>
6	Check Distribution	<p>Attached is a PARTIAL CONDITIONAL WAIVER OF LIEN for the New Embassy Covenant Church.</p> <p>Please sign and email this Waiver back to: michael.woodhouse58@gmail.com also please mail an original SIGNED hard copy to:</p>



SECTION 6

JOB CLOSEOUT

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6.1 CLOSEOUT REQUIREMENT LETTER



JOB First Latin American Baptist Church - Phase 2

ITEM DESCRIPTION

Date Issued Closeout Item

Closeout Category

Item Description

Comments-Status

REQUESTED BY

Issued By

RESPONSIBLE CONTRACTOR

Issued To

Line Item

ID	Date Issued	From	To	Line Item	Closeout Item	Comments-Status	Item Description	Job No	Job Name	Company To	Closeout Category	Cor
1	11/24/2020	Luis Ali	Nicholas J. Lawhead	330	2		As-builts (1) copy and PDF file	GC002	First Latin American Baptist Church - Phase 2	Olympia Steel Buildings	As-Built	AGI C
2	11/24/2020	Luis Ali	Nicholas J. Lawhead	330	1	Need signed copy	Final Pay Application (signed & notarized)	GC002	First Latin American Baptist Church - Phase 2	Olympia Steel Buildings	Financial Items	AGI C
* (New)												

Record: 1 of 2

- HOME
- CLOSEOUT LETTER
- CATEGORY
- CLOSEOUT ITEMS

6.1 CLOSEOUT LETTER

category

closeout items

6.2 PUNCHLIST

6.3 OWNER TRAINING

6.4 GUARANTEE FORM



CLOSEOUT CATEGORY X

6.1 CLOSEOUT LETTER

category

closeout items

6.2 PUNCHLIST

6.3 OWNER TRAINING

6.4 GUARANTEE FORM

ID	Category
1	Financial Items
2	As-Builts
3	Record Submittals
4	O & M Manuals
5	Project Guarantee
6	Manufacturer Warranty
7	System Start-up, Inspection
8	Tags and Labeling
9	Turn-Over Tools
10	Turn-Over Stock Material
11	Miscellaneous Items
* (New)	

Record: 1 of 11 | No Filter | Search

HOME



CLOSEOUT ITEM LIST



6.1 CLOSEOUT LETTER

category

closeout items

6.2 PUNCHLIST

6.3 OWNER TRAINING

6.4 GUARANTEE FORM

ID	Category	Item Description
1	Financial Items	Final Pay Application (signed & notarized)
2	Financial Items	Final Sworn Statement (signed & notarized)
3	Financial Items	Final Waiver of Lien (signed)
4	Financial Items	Backcharges Resolved
5	Financial Items	Claims Resolved
6	Financial Items	Signed-Off All Change Orders
7	Financial Items	Current Insurance Certificate
8	As-Builts	As-builts (1) copy and PDF file
9	Record Submittals	Shop drawings (1) copy and PDF file
10	Record Submittals	Product Data (1) copy and PDF file
11	Record Submittals	Product Samples
12	Record Submittals	Color Samples
13	O & M Manuals	Operation & Maintenance Manuals
14	O & M Manuals	Parts Lists
15	Project Guarantee	Project Guarantee (signed)
16	Manufacturer Warranty	Warranties
17	Manufacturer Warranty	Maintenance Agreements
18	System Start-up, Inspection	Complete startup & testing of systems
19	System Start-up, Inspection	Start-up performance reports
20	System Start-up, Inspection	Instruct Owner's Personnel & Sign-off
21	System Start-up, Inspection	Test/adjust/balance reports

Record: 1 of 43 | No Filter | Search

HOME





SUBCONTRACTOR CLOSEOUT REQUIREMENTS

First Latin American Baptist Church - Phase 2

Tuesday, November 24, 2020

FROM:
AGI Construction LLC
Luis Ali

TO SUBCONTRACTOR:
Olympia Steel Buildings
Nicholas J. Lawhead

SUBCONTRACTOR SCOPE OF WORK:	
Line Item	Scope of Work
330	Steel Bldg - fab
<p>In order to expedite receipt of final payment the following list of contract close-out items must be completed by your office. This list is meant to assist you in closing out your contract. All items turned over to the Owner must include a signed receipt. You are ultimately responsible to review all contract documents in order to determine your complete contract close out requirements.</p>	

ID	Closeout Item	Closeout Category	Item Description	Comments-Status
2	1	Financial Items	Final Pay Application (signed & notarized)	Need signed copy
1	2	As-Builts	As-builts (1) copy and PDF file	



6. JOB CLOSEOUT

6.1 CLOSEOUT LETTER

category

closeout items

6.2 PUNCHLIST

6.3 OWNER TRAINING

6.4 GUARANTEE FORM

JOB Kimble Park Plaza - Phase One

6.2 PUNCHLIST



ID	Job No	Item No	Item Date	Area	Room No	Item Description	Company	Responsible Party	Projected Completion	Status	Comments
1	GC006	14	06-Feb-20	Building Exterior		Fire Department Knox Box – (1) set of keys is provided for the Knox Box - Need (1) additional set of keys for Tri-Stone to access the Pearson View Suite	Tri-Stone Management	Sheri Moates	30-Nov-20	COMPLETE	
2	GC006	16	06-Feb-20	Site		Lower manhole cover and repair bird bath in asphalt paving at SW corner of Park Road and Park and Plaza per request of Scio County - only asphalt matching needs to be completed - D & H Asphalt to complete in Scio Township - OHM Record Plan Revisions – need to resubmit As-builts per OHM letter dated 9/23/19	Vanston Obrien Inc.	David Hughes		COMPLETE	
3	GC006	79	06-Feb-20	Closeout Documents			Vanston Obrien Inc.	David Hughes		COMPLETE	
4	GC006	83	06-Feb-20	Site		Replacement of (2) dead evergreen plantings - Vanston Obrien has posted a (2) year bond with Scio County ineffect until May 9, 2021- Vanston will monitor and replace dead plantings - TO COMPLETE SPRING	Vanston Obrien Inc.	David Hughes		COMPLETE	
5	GC006	84	06-Feb-20	Site		Remove excess soil ,debris and mulch from the site - Mulch and masonry materials to remain on site for future use - Vanston/Obrien to remove debris pile when weather permits	Vanston Obrien Inc.	David Hughes		COMPLETE	
6	GC006	87	06-Feb-20	Site		Need to adjust grade at the KOI Pond to level out area that is ponding water - to complete in PHASE 2 - SPRING 2020	Vanston Obrien Inc.	David Hughes		COMPLETE	
7	GC006	91	06-Feb-20	2nd Floor	C202	C202 Supply Room - Finish drywall sanding and painting around light switch. Install missing light switch cover plate. - WORK IS IN PROGRESS	Vanston Obrien Inc.	David Hughes		COMPLETE	
8	GC006	92	06-Feb-20	1st Floor	S101	repair cracked drywall and repaint wall above door S-5 at the Main Entry leading into the stairway - Need painting	Vanston Obrien Inc.	David Hughes		COMPLETE	
9	GC006	97	25-Oct-20	Closeout Documents		signed copy of Scio Township Development Agreement - Stephon to send email to Jack Knowles of Scio Township requesting the signed document - Dave Hughes can help with this - Stephon to Review this	Law Offices of Stephon Johnson, PLLC	Stephon Johnson			
10	GC006	153	25-Oct-20	2nd Floor		2nd floor - All offices including tenant space - repair foam joints at intersection of exterior windows and gypboard walls - still an issue at James Kimbles office and at the Printer's Office - need to be caulked in	Vanston Obrien Inc.	David Hughes			
11	GC006	152	14-May-20	1st and 2nd Floor	S-104, S-105, S-203, S-204	Mens and Womens Toilet Rooms - Remove and replace malfunctioning and nonfunctioning hand dryers (8 total) - David Hughes of Vanston Obrien agreed to replace all (8) hand dryers	Vanston Obrien Inc.	David Hughes			WARRANTY ITEM
12	GC006	160	25-Nov-20	1st and 2nd Floor	S-104, S-105, S-203, S-204	Need (2) screws for Toilet Room Partition doors - minor item - (2) screws are still needed	Vanston Obrien Inc.	David Hughes			WARRANTY ITEM
13	GC006	163	25-Nov-20	Building Exterior		Fill gaps at Exterior Masonry Wall - need to caulk remaining gaps at the North end of the West Elevation	Vanston Obrien Inc.	David Hughes			WARRANTY ITEM
14	GC006	200	25-Nov-20	WARRANTY ITEM		David Hughes is ordering extra pieces of floor covering for stock materials - all stock materials need to be marked for easy identification	Vanston Obrien Inc.	David Hughes			WARRANTY ITEM
16	GC006	201	25-Nov-20	WARRANTY ITEM		Stock paint cans need to be labeled for easy identification	Vanston Obrien Inc.	David Hughes			WARRANTY ITEM

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- HOME
- PUNCHLIST - ALL ITEMS - By Room
- PUNCHLIST - ALL ITEMS - By Company
- OUTSTANDING ITEMS - By Room
- OUTSTANDING ITEMS - By Company



PROJECT PUNCHLIST

Item Date	Item No	Item Description	Responsible Party	Projected Completion	Status	Comments
ALL ROOMS						
27-Sep-22	53	FINAL HVAC INSPECTION - need to call for inspection	Air Handlers Corporation		COMPLETE	
27-Sep-22	52	FINAL FIRE PROTECTION SYSTEM INSPECTION - need to call for inspection	Affordable Fire Protection Company		COMPLETE	
27-Sep-22	54	FINAL PLUMBING INSPECTION is scheduled for 10/03/2022	Ben Washington & Sons	03-Oct-22	COMPLETE	
27-Sep-22	51	FINAL ELECTRICAL INSPECTION - scheduled for Monday October 3, 2022	Wade's Electrical Contracting, Inc.	03-Oct-22	COMPLETE	
27-Sep-22	55	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings	United Consulting Services, LLC			
27-Sep-22	48	Need to adjust lighting controls to shut-off in (2) minutes - please review controls at all rooms	Wade's Electrical Contracting, Inc.		COMPLETE	
01-Oct-22	69	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner	Rayhaven Group			
04-Oct-22	76	Fire Alarm System and Intercom System - Training & Demonstration to be held on Friday October 7, 2022 at 9:00 am	All Star Alarm LLC	07-Oct-22	COMPLETE	
04-Oct-22	75	Fire Protection System - Training & Demonstration to be held on Friday October 7, 2022 at 9:30 am	Affordable Fire Protection Company	07-Oct-22	COMPLETE	
04-Oct-22	74	Record drawings ("as built") shall be provided at an approved location. Please show updates from Bulletin No. 5	Affordable Fire Protection Company		COMPLETE	
04-Oct-22	73	Electrical As-built drawings	Wade's Electrical Contracting, Inc.		COMPLETE	
04-Oct-22	72	As-built drawings for ductwork and controls (thermostats)	Air Handlers Corporation		COMPLETE	
04-Oct-22	71	HVAC Zoning Map - Resubmittal	Air Handlers Corporation		COMPLETE	
04-Oct-22	70	907.7.3 Instructions. Operating, testing and maintenance instructions and record drawings ("as built") and equipment specifications shall be provided at an approved location.	All Star Alarm LLC		COMPLETE	
06-Oct-22	77	trim back the vinyl wall base approximately 2 inches @ both sides of (17) new door frames and re-attach the base	SCI Floor Covering, Inc.	21-Oct-22		
13-Oct-22	78	Architect issue As-built drawings per request of the City of Walled Lake	TDG ARCHITECTS	26-Oct-22		
103	FLEX ROOM 1					
20-Sep-22	1	Install lighting control and light switch	Wade's Electrical Contracting, Inc.		COMPLETE	
105	CLOSET					
20-Sep-22	40	bi-fold doors 105A and 105B added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	Rayhaven Group	07-Oct-22	COMPLETE	
28-Sep-22	56	Install blank cover plate at empty box on wall	Wade's Electrical Contracting, Inc.		COMPLETE	
28-Sep-22	57	paint door frame after new frame is installed	TD Painting and Wallcovering Inc.	12-Oct-22	COMPLETE	
106	WOMEN'S ROOM					
20-Sep-22	42	Install full length mirror next to entry door	New Latin Baptist Church			WORK BY OWNER
20-Sep-22	4	Remove towel dispenser adjacent to the door - Owner to install full length mirror in this location	R.E. Leggette Co.		COMPLETE	
20-Sep-22	3	Install baby changing station	R.E. Leggette Co.		COMPLETE	
20-Sep-22	2	Remove (3) mirrors and (2) soap dispensers - install (1) large mirror - detail 1/A702 - SHIP DATE October 28, 2022	R.E. Leggette Co.	04-Nov-22		NEED DELIVERY DATE FOR LARGE MIRROR
120	TEEN ROOM					



PROJECT PUNCHLIST

Item Date	Item No	Room No	Area	Item Description	Projected Completion	Status	Comments
United Consulting Services, LLC							
27-Sep-22	55		ALL ROOMS	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings			
20-Sep-22	25	127	LAVATORY	Install white caulk at cover plate on N wall at ceramic tile		COMPLETE	
Ben Washington & Sons							
27-Sep-22	54		ALL ROOMS	FINAL PLUMBING INSPECTION is scheduled for 10/03/2022	03-Oct-22	COMPLETE	
20-Sep-22	26	127	LAVATORY	Install hot water heater		COMPLETE	EXTRA WORK
20-Sep-22	27	127	LAVATORY	Install cover over existing plastic pipe cover at floor		COMPLETE	EXTRA WORK
Rayhaven Group							
01-Oct-22	69		ALL ROOMS	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner			
20-Sep-22	40	105	CLOSET	bi-fold doors 105A and 105B added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	07-Oct-22	COMPLETE	
20-Sep-22	41	120	TEEN ROOM	bi-fold doors 120A added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	07-Oct-22	COMPLETE	
20-Sep-22	9	120	TEEN ROOM	Install door N120 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	10	121	FLEX ROOM 2	Install door frame, hardware for door E121	07-Oct-22	COMPLETE	
20-Sep-22	15	123	MEDIA ROOM	Install door N123 - frame, door, hardware and glass	07-Oct-22	COMPLETE	Install Type D door N124 in lieu of Type B door N123 at this location
20-Sep-22	18	124	FIRST LADY'S OFFICE	Install door N124 - frame, door, hardware with frosted glass	07-Oct-22	COMPLETE	Install Type B door N123 in lieu of Type D door N124 at this location - Owner to install logo sticker on the glass
27-Sep-22	46	124	FIRST LADY'S OFFICE	Need date for delivery and installation of frosted glass for Door N124			
20-Sep-22	23	126	BISHOP'S OFFICE	Install door N126 - frame, door, hardware with frosted glass	07-Oct-22	COMPLETE	Owner to install logo sticker on the glass
27-Sep-22	47	126	BISHOP'S OFFICE	Need date for delivery and installation of frosted glass for Door N126			
20-Sep-22	29	127	LAVATORY	Install door N127A - frame, door, hardware	07-Oct-22	COMPLETE	
20-Sep-22	30	127	LAVATORY	Install door N127B - frame, door, hardware	07-Oct-22	COMPLETE	
20-Sep-22	32	129	OPEN OFFICE	Install door N129 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	34	130	BUSINESS OFFICE	Install door N130 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	35	131	COPY CENTER	Install door N131 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	36	132	SECRETARY'S OFFICE	Install door N132 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	37	140	HALLWAY	Install door N140 - door, hardware	07-Oct-22	COMPLETE	
20-Sep-22	38	140	HALLWAY	bi-fold doors 140C added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	07-Oct-22	COMPLETE	
20-Sep-22	39	145	CLOSET	Install door N145 - door, hardware	07-Oct-22	COMPLETE	

New Latin Baptist Church



PROJECT PUNCHLIST - OUTSTANDING ITEMS

Item Date	Item No	Item Description	Responsible Party	Projected Completion	Comments
ALL ROOMS					
27-Sep-22	55	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings	United Consulting Services, LLC		
01-Oct-22	69	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner	Rayhaven Group		
06-Oct-22	77	trim back the vinyl wall base approximately 2 inches @ both sides of (17) new door frames and re-attach the base	SCI Floor Covering, Inc.	21-Oct-22	
13-Oct-22	78	Architect issue As-built drawings per request of the City of Walled Lake	TDG ARCHITECTS	26-Oct-22	
106	WOMEN'S ROOM				
20-Sep-22	42	Install full length mirror next to entry door	New Latin Baptist Church		WORK BY OWNER
20-Sep-22	2	Remove (3) mirrors and (2) soap dispensers - install (1) large mirror - detail 1/A702 - SHIP DATE October 28, 2022	R.E. Leggette Co.	04-Nov-22	NEED DELIVERY DATE FOR LARGE MIRROR
120	TEEN ROOM				
28-Sep-22	58	paint touch-up at door frame needs to be re-done. The color does not match	TD Painting and Wallcovering Inc.	21-Oct-22	
124	FIRST LADY'S OFFICE				
20-Sep-22	43	Install logo sticker on door glass after frosted glass is installed	New Latin Baptist Church		WORK BY OWNER
27-Sep-22	46	Need date for delivery and installation of frosted glass for Door N124	Rayhaven Group		
126	BISHOP'S OFFICE				
20-Sep-22	44	Install logo sticker on door glass after frosted glass is installed	New Latin Baptist Church		WORK BY OWNER
27-Sep-22	47	Need date for delivery and installation of frosted glass for Door N126	Rayhaven Group		
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PROJECT PUNCHLIST - OUTSTANDING ITEMS

Item Date	Item No	Room No	Area	Item Description	Projected Completion	Comments
United Consulting Services, LLC						
27-Sep-22	55		ALL ROOMS	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings		
Rayhaven Group						
01-Oct-22	69		ALL ROOMS	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner		
27-Sep-22	46	124	FIRST LADY'S OFFICE	Need date for delivery and installation of frosted glass for Door N124		
27-Sep-22	47	126	BISHOP'S OFFICE	Need date for delivery and installation of frosted glass for Door N126		
New Latin Baptist Church						
20-Sep-22	42	106	WOMEN'S ROOM	Install full length mirror next to entry door		WORK BY OWNER
20-Sep-22	43	124	FIRST LADY'S OFFICE	Install logo sticker on door glass after frosted glass is installed		WORK BY OWNER
20-Sep-22	44	126	BISHOP'S OFFICE	Install logo sticker on door glass after frosted glass is installed		WORK BY OWNER
TDG ARCHITECTS						
13-Oct-22	78		ALL ROOMS	Architect issue As-built drawings per request of the City of Walled Lake	26-Oct-22	
SCI Floor Covering, Inc.						
06-Oct-22	77		ALL ROOMS	trim back the vinyl wall base approximately 2 inches @ both sides of (17) new door frames and re-attach the base	21-Oct-22	
TD Painting and Wallcovering Inc.						
28-Sep-22	58	120	TEEN ROOM	paint touch-up at door frame needs to be re-done. The color does not match	21-Oct-22	
R.E. Leggette Co.						
20-Sep-22	2	106	WOMEN'S ROOM	Remove (3) mirrors and (2) soap dispensers - install (1) large mirror - detail 1/A702 - SHIP DATE October 28, 2022	04-Nov-22	NEED DELIVERY DATE FOR LARGE MIRROR





JOB Kimble Park Plaza - Phase One

ITEM DESCRIPTION	
Doc No	001
Doc Date	12/9/2020
Item 1	HVAC System - Master Control Unit and Thermostats
Item 2	
Item 3	
Item 4	
Item 5	

TRAINING ATTENDEES	
Owner	Tri-Stone Management
Contractor	Vanston Obrien Inc.
Subcontractor	Robertson-Morrison

ID	Job No	Job Name	Doc No	Doc Date	Item 1	Item 2	Item 3	Item 4	Item 5	Owner
1	GC006	Kimble Park Plaza - Phase One	001	12/9/2020	HVAC System - Master Control Unit and Thermostats					Tri-Stone Management
*	(New)									

Record: 1 of 1

HOME

TRAINING

6.1 CLOSEOUT LETTER

category

closeout items

6.2 PUNCHLIST

6.3 OWNER TRAINING

6.4 GUARANTEE FORM



Owner Training and Receipt Sign-off Sheet No. 002

Item 1	Fire Alarm System Training & Documentation
Item 2	Fire Alarm System - As Builts
Item 3	Fire Alarm System - O & M Manuals
Item 4	
Item 5	

Owner Representative:

Signature

Company

New Latin Baptist Church

Contractor Representative:

Signature

Company

United Consulting Services, LLC

Subcontractor Representative:

Signature

Company

Affordable Fire Protection Company



6.4 GUARANTEE FORM X

JOB SAMPLE PROJECT

CONTRACTOR INFORMATION

Company	Glasco Corporation
Sent To	Ed Sullivan
Line Item	8100 Glass & Glazing

REQUESTED BY

Sent By	Michael Woodhouse
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6.1 CLOSEOUT LETTER

category

closeout items

6.2 PUNCHLIST

6.3 OWNER TRAINING

6.4 GUARANTEE FORM

ID	Line Item	Sent By	Sent To	Job Name	Description	Company
4	8100	Michael Woodhouse	Ed Sullivan	SAMPLE PROJECT	Glass & Glazing	Glasco Corporation
5	9000	Michael Woodhouse	Dave Call	SAMPLE PROJECT	Drywall & Acoustical	DMC Contracting LLC
6	9100	Michael Woodhouse	Andy Korytkowski	SAMPLE PROJECT	Flooring and Ceramic Tile	SCI Floor Covering, Inc.
7	10000	Michael Woodhouse	Kip J. Anderson	SAMPLE PROJECT	Toilet Partitions and Accessories	R.E. Leggette Co.
8	15000	Michael Woodhouse	Isaac Washington	SAMPLE PROJECT	Plumbing	Ben Washington & Sons
9	15100	Michael Woodhouse	Dexter Jacques	SAMPLE PROJECT	Fire Protection	Affordable Fire Protection Company
10	15200	Michael Woodhouse	Mark Bruckman	SAMPLE PROJECT	HVAC	Air Handlers Corporation
11	16000	Michael Woodhouse	Richard Wade Williams	SAMPLE PROJECT	Electrical	Wade's Electrical Contracting, Inc.
12	16100	Michael Woodhouse	Laura Kelly	SAMPLE PROJECT	Fire Alarm System	All Star Alarm LLC
13	9300	Michael Woodhouse	Terri Lipset	SAMPLE PROJECT	Painting	TD Painting and Wallcovering Inc.

Record: 1 of 12 | No Filter | Search

HOME

GUARANTEE



SAMPLE PROJECT PROJECT GUARANTEE

In accordance with the Subcontract Agreement between the Contractor and the Subcontractor for the project referenced herein the Subcontractor attest to the fact that they have completed the furnishing and installation of the work referenced below in accordance with the contract documents as amended.

We do hereby agree that, should we be notified that the material and or workmanship have been proven faulty, we will return to the building site within three (3) working days of receipt of such notice and will furnish labor and material to repair such work to the satisfaction of:

Contractor: [United Consulting Services, LLC](#)

Owner: [New Latin Baptist Church](#)

The Guarantee shall remain in effect from:

Guarantee Start Date: [Wednesday, October 12, 2022](#)

Guarantee End Date: [Thursday, October 12, 2023](#)

Subcontractor Information:

Company: [Power Lighting & Technical Services](#)

Address: [60880 Van Dyke, Washington, MI 48094](#)

Contact: [Richard Wade Williams](#)

Phone: [586-677-2019](#)

Scope of Work: [16000](#) [Electrical](#)

Subcontractor Signature: _____

Date Signed: _____

NOTE: Final payment on the contract will not be released until three (3) copies of this form are signed and returned to:

United Consulting Services, LLC

3495 Pine Estates Drive, West Bloomfield, MI 48323

Michael Woodhouse

