



PROJECT ENGINEER JOB (INTERN)

1. SET UP OF PROJECT TRAILER

- Copies of all scopes from bid day
- Copies of all executed contracts
- Post all Addendums to project As-Built Drawings and Specifications

2. RFI'S (FROM SUBCONTRACTORS & ACI)

- Send to the Architect
- Once received from the Architect – Send to Subcontractor, Copy to Superintendent and copy in ACI Office (RFI BINDER)
- Incorporate RFI to As-Built Drawings

3. SUBMITTALS (FROM SUBCONTRACTORS & ACI)

- Make sure that all submittals are submitted in a timely basis.
- Make Phone calls and send Letters (when not submitted, record request dates, provide deadlines)
- Once returned from the Architect (Approved)
 1. Send to Subcontractor
 2. Send to Superintendent
 3. File Copy in ACI Office
- Returned from Architect (Not Approved)
 1. Send to Subcontractor
 2. File Copy in ACI Office
 3. Call Subcontractor to make sure that it will be resubmitted in timely fashion

4. ASI'S

- When received from Owner-Send to Subcontractor for proper pricing
- If not provided by subcontractor within 5 days-Call and send letters
- Incorporate ASI to As-Built Drawings

5. CHANGE ORDER REQUEST TO OWNER

- Compile all information from Subcontractor / ACI
- Give to PM for approval and signature
- File Copy of Change Order Request (With all backup) In ACI Office COR Binder
Make copy of the Subcontractors Proposal and File in ACI Office Accounting

6. CHANGE ORDER TO SUB (UPON APPROVAL FROM OWNER)

- Write Change Order to Subcontractor in Expedition
- Give to PM for approval
- Send to Subcontractor for Signature
- Copy to ACI Office Accounting File

7. PREPARE PUNCH LIST

- Set up in ACI Server
- Make Phone calls and send Letters (when not submitted, record request dates, provide deadlines)
- Once returned from the Architect (Approved)
 - 4. Send to Subcontractor
 - 5. Send to Superintendent
 - 6. File Copy in ACI Office
- Returned from Architect (Not Approved)
 - 4. Send to Subcontractor
 - 5. File Copy in ACI Office
 - 6. Call Subcontractor to make sure that it will be resubmitted in timely fashion

8. SET UP OF PROJECT TRAILER

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