

TRANSCRIPT

EPISODE 10

Schedule School

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3PHASE
RADIO

With Jeffrey Mort



<p>0:00 <i>Jeff Mort</i></p>	<p>Today's audio masterclass: Schedule School! The top 10 ways to use the project schedule to achieve your milestones, create progress, and do it with style today on 3-Phase Radio.</p>
<p>0:28 <i>Music</i></p>	<p><i>[Bluesy rock by CryBaby Creek]</i></p>
<p>0:28 <i>Jeff Mort</i></p>	<p>Welcome my friends to episode number 10! We finally hit double digits here, episode number 10 of 3-Phase Radio, your "Transformation Station," an educational program created to transform careers and lives of skilled electricians just like you. I'm your host, Jeffrey Mort, thank you for joining us today in the 3-Phase Radio community.</p>
<p>0:48 <i>Jeff Mort</i></p>	<p>Thanks as always to my friends and family of CryBaby Creek for the intro music. You can certainly enjoy more of their talent wherever music is found and check out their new music videos on YouTube. Today's masterclass-- schedule school: the top 10 ways to use the project schedule to achieve your milestones, create progress, and do it with style.</p>
<p>1:12 <i>Jeff Mort</i></p>	<p>Just a quick reminder before we get started, too. Please, as always, share, subscribe, and review to help this valuable program grow. Today's program is brought to you by our very own Resource Center created for your convenience. There you'll find awesome tools, reliable gear and apparel, personal and professional development resources. It is not easy to find products and services that you can trust. At the JeffreyMort.com Resource</p>

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<p>2:12 <i>Jeff Mort</i></p>	<p>Today's episode is geared for the commercial and industrial project electrician foreperson or lead person ready to learn and accelerate their career. Not knowing how to plan your work or falling behind schedule on a project is not only embarrassing and frustrating, but it can also hold you back in your career and that's not what we are about here.</p>
<p>2:32 <i>Jeff Mort</i></p>	<p>We're about accelerating your career. For more than a decade, I've used one key piece of information from commercial contract documents that is typically overlooked, disregarded, and sometimes not even used to get the job done. In today's episode, we are going to dive deep into how to use a contract schedule to plan your activities, stay ahead, hold others accountable, and accelerate your career. So the top 10 ways to use the project schedule to achieve your milestones, create progress, and do it with style.</p>
<p>3:01 <i>Jeff Mort</i></p>	<p>The first step is to print the project schedule or place it in its own</p>

	file on your computer so you can work with it individually.
<p>3:11 <i>Jeff Mort</i></p>	<p>The second step is to highlight in one color every direct electrical activity. Some important ones are duct bank, electric room build outs, overhead and in wall rough, installation of light fixtures, permanent power date, all of your inspections, and very important, your substantial completion date.</p>
<p>3:35 <i>Jeff Mort</i></p>	<p>Now we talked about electric room build out and overhead and in wall rough. Those activities may repeat if you have a project with multiple buildings and multiple floors, so you might have a line item for overhead rough and in wall rough for "Building A, Level One," "Building A, Level Two," "Building A, Level Three," "Building B, Level One," so on, so forth. So it could be a lot of highlighting here. So get prepared, folks.</p>
<p>3:58 <i>Jeff Mort</i></p>	<p>Let me give you the definition of a predecessor activity. A predecessor activity is an activity that is necessary to begin electrical work in our case. Such as excavation is needed before duct bank installation. Makes sense, right? You might need stud walls before you can do an in wall rough. So you get the idea. A predecessor activity would be the excavation, or the framing for stud walls, whether it's wood or light gauge metal framing.</p>
<p>4:29 <i>Jeff Mort</i></p>	<p>So step number three is to highlight every predecessor activity in a different color. So you're going to highlight your electrical activities in one color, and then highlight your predecessor activities in a different color. So you can separate those two.</p>

<p>4:45 <i>Jeff Mort</i></p>	<p>So step four is to fill in any electrical activities that may be missing. So if you're working off a printed version of this, you can just pencil in off to the side and put a little arrow saying "I believe this electrical activity needs to be done here in between these two predecessor activities or these other activities."</p>
<p>5:02 <i>Jeff Mort</i></p>	<p>Because a lot of times, believe it or not, the electrical contractor is forgotten about in construction sequence schedules. So, this step can take some time, but it is of the utmost importance. We'll get back to that deeper a little bit later.</p>
<p>5:20 <i>Jeff Mort</i></p>	<p>So step number five is to make note of the activity durations given. If the schedule only allows you five days for in wall rough and you feel as though you might need ten, then this needs to be brought to the construction manager's attention.</p>
<p>5:36 <i>Jeff Mort</i></p>	<p>And not right away. You want to go through this and you want to compile a list of durations that you feel as though might need a little bit more attention. So after taking these five important steps, you need to understand and plan the tasks that you need to accomplish around the other trades. And what am I talking about? Well, number one is foundations. And what kind of work revolves around the foundations? Very important work.</p>
<p>6:01 <i>Jeff Mort</i></p>	<p>I'll give you an A and a B. A is sleeves and B is box outs. Sleeves can be required for anything from site lighting leaving the building to go out to the site where you might have multiple sleeves, could be lightning protection sleeves that need to go from the steel</p>

	<p>columns out to the exterior so you can drive ground rods or hit a grounding ring. Box outs would be in foundation supports for multiple conduit banks that would have to go in and out of the foundation.</p>
<p>6:31 <i>Jeff Mort</i></p>	<p>And, sometimes you have concrete beams underneath the floor to support within the confines of the exterior foundation itself. You would have concrete beams that would support steel beams up above or structural reinforcements within the confines. So if you have a lot of distribution conduits or branch conduits that need the run back and forth within the confines of your foundation, then you would need to plan these box outs with your structural foundation plans. So a very important step in the process.</p>
<p>7:06 <i>Jeff Mort</i></p>	<p>And a lot of times you might find that you're not on the job for this activity, but if you are lucky enough where the foundations are not installed yet, not being poured, that you have the opportunity to submit a shop drawing so that you can get your sleeves and box outs approved and put in before the concrete is poured. Very, very important step.</p>
<p>7:28 <i>Jeff Mort</i></p>	<p>So number two in the list of the top 10 ways to use the project schedule to achieve your milestones, create progress, and do it with style. Number two is site work and excavation as a predecessor activity. So what kind of electrical work revolves around that? Well, duct bank, so any theater, banks of conduit that are outside, whether or not they are concrete in case or not. But for your primary/secondary conduits for your power service</p>

	<p>coming into the building, you might have telecommunications duct banks, you might have secondary or generator duct banks, and distribution duct banks as well. So you want to coordinate that work around the site work and excavation timeframes.</p>
<p>8:09 <i>Jeff Mort</i></p>	<p>Also involved with site work and usually later down the road is site lighting. You'll do a little bit of prep work to get your site lighting conduits out of the foundation of the building and headed in the right direction, and then you'll pick it up later on in the site lighting. So you want to make sure you're looking at the schedule to know when the site lighting is going to be available for work. We'll get into the planning part a little bit later in this episode.</p>
<p>8:32 <i>Jeff Mort</i></p>	<p>Another thing you want to look at is pumping stations. Sometimes these might not be captured on your site power drawing or site lighting drawing. So you may need to go to the plumbing drawings, the mechanical drawings, sometimes the landscape drawings, believe it or not. How often do you look at landscape drawings on a commercial project at the front end? And then you get to the end and you're like, "What do you mean I need a two inch conduit going out to a pumping station or irrigation pump out there?" Then a lot of times not only do you need power, but you also need control conduits going out to those things, too.</p>
<p>9:02 <i>Jeff Mort</i></p>	<p>Pumping stations, lift stations, all that stuff revolves around when the site work and excavation work is going to be done. So that is how you're planning your duct bank, your site lighting and your site power around the site work and excavation portion of the</p>

	<p>schedule.</p>
<p>9:22 <i>Jeff Mort</i></p>	<p>Number three in schedule school are slabs, you want to look at when the slabs are getting poured. So SOG stands for slab on grade and SOD stands for slab on deck. So when you have a deck pan that's going to get concrete slabs or the slab on grade, you want to make sure that you're looking at all of your underground theater and branch conduits in accordance with the slab sequence schedule.</p>
<p>9:48 <i>Jeff Mort</i></p>	<p>And also floor boxes. Floor boxes are another big one in slabs. Sometimes a slab on deck floor boxes are poke-throughs so those can get cord through later on. But a lot of times those are poured and cast in place. So you want to make sure that you've got your floor boxes on site ready for this work. You want to make sure that you have your RFI in place for floor box locations, and you get your answer back for the dimensions--X axis and Y axis for where these floor boxes are going.</p>
<p>10:18 <i>Jeff Mort</i></p>	<p>Number four in schedule school is the light gauge metal framing--LGMF. If you see that on a schedule, that's what that stands for. And that means your stud walls. LGMF, and there's HGMF which is heavy gauge metal framing. That heavy gauge is usually on the exterior of the building, the building envelope. And the LG is light gauge and that's usually your interior walls.</p>
<p>10:42 <i>Jeff Mort</i></p>	<p>While we're on that topic, the exterior envelope is also something you want to look after. Because sometimes you have to get your</p>

	<p>exterior penetrations done before the waterproofer seals the envelope of the building. And the more we go into the future of construction, the more they're looking at the efficiency and the air tightness and weather tightness of the building. So a lot of times if you have to penetrate that building envelope after the waterproofer has gone through, somebody's going to pay for him to come back and properly seal that hole. We're in a day and age where no longer is silicone an accepted practice. It needs to be the specified waterproofing sealer for the building envelope in order for this building to qualify for particular rebates and programs and energy efficiency programs.</p>
<p>11:29 <i>Jeff Mort</i></p>	<p>So that being said, let's get back to number four in schedule school, light gauge metal framing that's going to drive your overhead rough and your in wall rough activities. So you need to look at when is the framing in this area going to be complete? And when can I get started on my in wall rough? There are so many key pieces of information you need to have prior to completing your in wall rough, such as specialty back boxes and layouts for products that may not even have been submitted and approved. And we will dive deeper into that particular subject in a later episode of let's say "10 key pieces of information you need for an in wall rough on a commercial electrical project." That will be an entirely different episode coming your way here on 3-Phase Radio. So number four, light gauge metal framing.</p>
<p>12:18 <i>Jeff Mort</i></p>	<p>Number five, the abbreviation you want to look for is HMF and that stands for hollow metal frame. And what does that mean?</p>

	<p>That simply means a door frame or a BL is a borrowed light frame. So the borrowed light frames usually don't affect you much. The BL bar light is simply a window. The HMF is a hollow metal frame and that is your door frames, and this activity can potentially hold up many electrical systems such as lighting, fire alarm, and other systems that are usually installed adjacent to the door frames.</p>
<p>12:51 <i>Jeff Mort</i></p>	<p>So picture the scenario, if the door frames arrive late or some are missing, the framers are going to leave two or three studs out on either side where that door frame's going to go. And typically that's where you're looking to mount your group mounted devices. That would be your lighting, your lighting control, your speaker strobe, your clock, intercoms, telephone. Any of those systems usually go right next to the door. And how frustrating is it when those door frames are not installed and all that stuff is just hanging in there waiting.</p>
<p>13:20 <i>Jeff Mort</i></p>	<p>Word to the wise. Get those boxes as far as you can go. Right in your rough. Let those things hang down, put the box in the bracket on it and everything. So all you need is a screw gun and some screws later on. All the pieces are there. Because when those door frames finally show up two months late and you're in a different building and you don't have any of those caddy brackets or boxes or rings back in that area, you're going be scrambling around wasting time. So while you're there, rough things as far as you can go.</p>
<p>13:46 <i>Jeff Mort</i></p>	<p>Hollow metal frames, you want to look at that activity on the</p>

	<p>schedule, you want to make sure those things are showing up when they're supposed to. Back to the hollow metal frames--I could do a whole episode on the issues with hollow metal frames and preparation for access control and security in those things. That is a huge industry issue that needs to be fixed, but we won't get into that in this episode. We're talking about schedule school today. So number five hollow metal frames.</p>
<p>14:14 <i>Jeff Mort</i></p>	<p>Number six, gypsum wallboard. GWB. And what do you need before the GWB goes up? Well, you need all your LGMF, you need all your light gauge metal framing. You need HMF, you need your hollow metal frames installed so you can do 100% of your in wall rough before the gypsum wall board or sheet rock gets installed. And that's going to drive--the GWB date is going to drive your rough inspection. So if your schedule does not have a date for a rough inspection for a particular building level area, then you want to look at the GWB date. When does the schedule that they're going to be screwing sheet rock to those studs and you need to make sure that your rough inspection is done prior to that for that area if your municipality or location requires electrical inspections before the walls are covered up and most of them do.</p>
<p>15:06 <i>Jeff Mort</i></p>	<p>So I'd like to add here that it's a double edged sword to allow partial wallboard installations. As the electrical contractor, they almost always get buried trying to be the nice guy here. If you're going to say, "You can install sheet rock on certain walls, but leave these ones out." Or if you say that, "You can install sheet rock on one side so the inspector can see the rough wiring from the</p>

	<p>backside." I'll tell you what, very seldom does that work out in the electrical contractor's favor. I've seen it happen where the sheet rock has just come in and they go. They just hang board and then the inspector comes in and says, "Why is everything covered up? I haven't seen anything yet. I'm mad. Pull all the sheet rock down." So partial inspections that, you know, you tried to be the nice guy and say yeah that's fine...and very seldom does it work out. So a little disclosure there.</p>
<p>15:54 <i>Jeff Mort</i></p>	<p>So what I'm going to recap here on one through six: foundations in your schedule that drives getting your sleeves in and your box outs in. Site work and excavation drives when you're going to be doing your duct bank and your site lighting and your pumping stations. Number three was slabs and that's slab on grade, slab on deck. And that's for your underground theaters and branch circuits and also floor boxes all around the building that you're building. Number four, light gauge metal framing. These are your studs. We're talking about getting your overhead rough in before they're doing all that framing work in there. So you got the wide open floor and then your in wall rough.</p>
<p>16:29 <i>Jeff Mort</i></p>	<p>You want to make sure that you're there after that metal framing is done and that you have enough time. So if those framers are running late or there's a lot of unanswered questions for layout and they can't frame some walls because they have no answers, that's going to delay you and you want to watch out for those little delays, those will trip you up. Loose ends are a killer for productivity and profit on a job. So mitigate those loose ends</p>

	<p>upfront and make sure if they're not framing a wall, go talk to your framer. Go talk to your framer foreman and find out why the heck is that wall missing and get a reference from them. "Oh, it was Proposal Request 78." Now you want to write that number down, PR 78. So when you go into your job meetings, you can say, "Hey, what's up with PR 78? Need an answer on that. I can't finish rough in this area because the frames aren't framed yet. Can we get an answer?" And then they can expedite that answer. And they'll know it's holding you up. But you've got to document those things. Cover your ass, people.</p>
<p>17:22 <i>Jeff Mort</i></p>	<p>Number five hollow metal frames. Door frames can be a huge time killer and a big loose end if those things are lagging behind. Like I said, there's an industry issue with those things, getting them out the door on time and accurately prepping for door security and door hardware in hollow metal frames.</p>
<p>17:39 <i>Jeff Mort</i></p>	<p>And then number six was gypsum wallboard. That's going to be driving your in wall rough date and your rough inspections. And, you know, be leery on allowing partial sheet rock. So there's one through six.</p>
<p>17:50 <i>Jeff Mort</i></p>	<p>We'll get right back to the program in just a minute. If you like what you're hearing each and every week, as always, please review, share, and subscribe. And I'm proud to announce that now you can support 3-Phase Radio on Patreon. I produce and offer this podcast for free to help my fellow electricians out. If you like what you've heard and you'd like to help make more episodes</p>

	<p>possible, please support me on Patreon so that I can continue to bring you quality programming. Supporters will get bonus content including extra episodes. I saved the really good ones for that inner circle. You'll also get worksheets, how-to guides, and direct access to me via a monthly group coaching call. I'd also love to use Patreon as a platform to offer even more coaching, education, and mentorship opportunities. Once I hit my first milestone of \$100 per month in support, I will be able to add tiered membership options that include access to courses, videos, and so much more.</p>
<p>18:56 <i>Jeff Mort</i></p>	<p>So please check it out. The membership link will always be in the show notes, but you can go to 3PhaseRadio.com, and either at the very top or the very bottom you can click on the "Become a Member" or "Patreon" button to show your support. I sincerely thank each and every one of you for your support.</p>
<p>19:14 <i>Jeff Mort</i></p>	<p>So let's get back to the program. So before the break we covered in schedule school: number one, foundations. Number two, site work and excavations. Number three, slabs. Number four, your framing. Number five, your door frames. Number six, your gypsum wallboard/sheet rock.</p>
<p>19:35 <i>Jeff Mort</i></p>	<p>And let's get continuing with number seven. And number seven is the painting activity in the schedule. You want to look at when that is and that way you can plan your finish devices and hopefully after paint you're going to see finish devices on the schedule for electrical work. Hopefully they didn't forget about you there.</p>

<p>19:53 <i>Jeff Mort</i></p>	<p>Number eight is wall finishes. So you want to make sure that you have a line item in your schedule to get your wall finishes in. So sometimes after the paint you'll do your finish devices, you'll do your receptacle outlets, your switches, sometimes fire alarm devices, and then you'll go back later on and after a second coat of paint and you'll put on your finish plates and you'll energize all your circuits. Then you'll do your testing. So paint wall finishes, sometimes all of that can happen at once. Your finish devices, finish plates, and testing. And then sometimes you break it up and just do your devices, and then go back and do your finish plates and your testing and labeling if you need to. A lot of times that's when you do your labeling on each device plate after you put the plates on and test each circuit.</p>
<p>20:37 <i>Jeff Mort</i></p>	<p>So number nine is ceilings and we'll break this up into two different groups. Group A is your ceiling grid. And, at this point when the grid's going up, you should really be buttoned up above the ceiling so you're not pulling MC or trying to run conduit above the ceiling grid. That is such a pain and so counterproductive. So you want to be done piping, you want to be done pulling wires, you want to make sure all your relays are in for lighting control. You want to make sure that your boxes are closed up and labeled and you're ready to install light fixtures when the grid is going up. You can even load your light fixtures close to the area. But, if there's a lot of them and they're in the room, the ceiling guy might be a little upset when he's rolling his Baker staging around and your light fixtures are in the way.</p>

<p>21:20 <i>Jeff Mort</i></p>	<p>So you want to make sure you get your fixtures ready when that grid's there. Sometimes if the grid is late, it's been known that the light fixtures go up anyways. So if you're going to take that approach and hang the lights before the grid because the grid guy's late to the game, do him a favor and hang them higher than the above floor ceiling height so that when he puts his laser on the wall and spins it around, it's not in the way of all the light fixtures. Because then there's going to be some upset people and the GC might just ask you to go raise them all up. If the ceiling guy's going to raise him up, he's probably not going to be too nice to your light fixtures. So if you're going hang your fixtures ahead of the grid, folks, make sure that they're up higher than the above ceiling than the above finished floor ceiling height.</p>
<p>22:03 <i>Jeff Mort</i></p>	<p>So Group B under ceilings is ACT on the schedule and that stands for acoustical ceiling tile in your grid. And then you also want to look for hard ceilings, too. That's very, very important. That's a different activity in the schedule under ceilings. We'll get to that in just a minute. But ACT as far as grid goes, ACT is the tiles themselves and in most areas across the United States of America, you need an above ceiling inspection prior to the ACT going in. So we want to make sure everything's buttoned up there. When the grid's in, your lights are in, you've got them turned on, they're tested, all your temporary wiring is out, and then they can flood the ceiling--or it's also called a whiteout sometimes on the project schedule--and that's when they put the acoustical ceiling tile in. You don't want to be going back up above that ceiling if you don't need to, because let me tell you, there's a lot of finger pointing</p>

	<p>when there's fingerprints and damaged ceiling tiles up there.</p>
<p>22:59 <i>Jeff Mort</i></p>	<p>And here's a tip, folks, in schedule school, here's a tip. If there's a change that requires you to get back above that ceiling, then it's to your best advantage to allow the general contractor to provide the labor to remove and reinstall the ceiling tile so that you can do the change work above the ceiling. And that way you're not getting blamed for damaged tiles or dirty tiles. And that's my tip here for the day. My number one tip for ceilings. So also in ceilings, I'll add a Section C here, and that is for hard ceilings. And a lot of times this will happen along with your light gauge metal framing activity, that they'll do some tops on the wall and then they'll build the hard ceilings and you need to make sure that you have your lighting fixture rough in housings on site in order for that activity to happen, so that when they do their sheet rock that you're not holding up the game because you don't have the right light fixtures for those hard ceilings.</p>
<p>23:55 <i>Jeff Mort</i></p>	<p>So, a good activity on your drawings is to go to the reflected ceiling plan drawing and highlight every hard ceiling in there, and then transfer those ceilings to your electrical drawings so that you know which light fixtures you need to be installed at the time of sheet rock. That's very, very important.</p>
<p>24:16 <i>Jeff Mort</i></p>	<p>So number 10 in schedule school is flooring, and not a lot of electricians consider flooring to be something that you need to consider in the electrical field. But let me tell you, if you haven't finished your overhead work, then this activity can really mess you</p>

	<p>up. Because when the floor guys move in and they put their adhesive down, you're pretty much kicked out of that area. For some reason those guys take precedence, and it's very important for the progress of the job, I understand, but you want to make sure that you're done before the date on the schedule of when the flooring guys going to come into a particular area.</p>
<p>24:51 <i>Jeff Mort</i></p>	<p>So that's a driving factor on scheduling your own work and your crews, and making sure that you have the material and the people in place and the work is available for you. So flooring, you want to look at that date and make sure you get all your overhead worked on. You just want to be out of that area completely. Let the floor guys come and do what they've got to do. And then when you come back in maybe to put on finish wall plates and labels and do some testing, the place looks like a brand new building in there and you're working on the floor. Just be real careful with moving ladders or anything around on that brand new floor, because you might have the finger pointed at you for paying for damages.</p>
<p>25:28 <i>Jeff Mort</i></p>	<p>So we'll also talk about final inspection. We'll give you that as a bonus. So we did numbers one through 10, we'll cover those real quick. Number one was foundations in the schedule. Number two is site work and excavation as a predecessor activity. Number three is slabs--get a lot of work that needs to be done before the slabs are poured. Light gauge metal framing. We have work before and after those guys. Hollow metal frames, we got work in those frames and next to those frames.</p>

<p>25:54 <i>Jeff Mort</i></p>	<p>Gypsum wallboard, you want to be done and out of there before they start stocking that sheet rock, especially before they start bringing it in. That's the key thing. It's not so much when they're screwing it in, it's you want to be done before they haul that stuff in and start leaning up against the walls that you're still trying to rough.</p>
<p>26:10 <i>Jeff Mort</i></p>	<p>And by the way, they're not supposed to lean it up against the wall. So this supposed to stack it flat on the floor per manufacturer and per OSHA. So if you see sheet rock leaning up against the walls, don't touch it, don't try to move it. It's been known for the sheet rock to fall and break arms and break legs and probably even crush people to death. So just be advised of that. Make sure that the stuff's laying on the floor and not leaning up against the walls. And still it's going to be in your way if you're not done roughing in there. And all that activity of bringing in that sheet rock and stacking it up, that's disruptive to you and your workflow. You want to be done before they start hauling that stuff in.</p>
<p>26:45 <i>Jeff Mort</i></p>	<p>Number seven is paint that drives your finish devices. Wall finishes, finish plates, labeling, testing. That's all your work that revolves around the finished walls.</p>
<p>26:57 <i>Jeff Mort</i></p>	<p>Number nine was ceilings, talked about grid, acoustical ceiling tile, sheet rock ceilings, hard ceilings, architectural ceilings too. You gotta look out for those because sometimes those can trip you up and you might need to get some work roughed in before an</p>

	architectural paneled ceiling goes in.
27:12 <i>Jeff Mort</i>	Number 10--flooring, and you want to make sure that you are out of the area before the flooring gets started.
27:19 <i>Jeff Mort</i>	So your final inspection, we can talk about that for a minute, and you want to make sure that you know the date for your final inspection. And the reason being is because you need to back into that date. You need to make sure that you're allowed enough time to schedule your inspector after you're done and tested.
27:38 <i>Jeff Mort</i>	And that leaves enough time for the building inspector to come in. So you want to leave a little bit of fluff in between those two, right? Your final electrical inspection, and your building inspection. In case your electrical inspector has any things that he wants you to take care of, you are not scrambling the day before the building inspector or asking your GC to push off the building inspection because you failed a final inspection. So sometimes maybe a preliminary walkthrough with your wiring inspector, and he can give you a heads up on some of the things he might be looking for on a final.
28:09 <i>Jeff Mort</i>	So a future episode worth mentioning is going to be change management. Schedule school here--it can get tripped up as far as trying to stay on schedule when the job is flooded with changes because of RFIs, proposal requests, errors and omissions, and all of those things. When you inject a job with hundreds or even thousands of hours of changes, that is going to change your

	<p>schedule. So we will do a future episode specifically on handling change management on a commercial construction project.</p>
<p>28:45 <i>Jeff Mort</i></p>	<p>So your call to action, my friends, is to take all these steps. You want to take all these steps here that we're talking about, and what you want to do is you want to notify in writing the construction manager or general contractor about the missing items that you filled in. Remember at the beginning of the episode, we talked about you're filling in items that you feel as though should be line items in that schedule and they weren't in there. So you want to fill those in. But you want to notify in writing the construction manager, you don't just want to bring this information to the meeting and hand in a copy because they can deny that later on. You want to send it to them in writing via email, get an acknowledgement if you can, that they acknowledged that you filled in these line items that you feel as though should be justifiably in the project schedule.</p>
<p>29:31 <i>Jeff Mort</i></p>	<p>Next you want to notify in writing about any activity duration concerns. So again, you know, if the in wall rough line item for your electrical work in a particular area calls for five days and you know you need 10 days, you need to bring that to somebody's attention and get them to change that. And they might offer some solutions like, "Hey, you know, we'll pay you overtime to expedite that and get that done in five days if you work longer hours." So that's usually negotiated on the job. Next is give a written action notice at least 30 days prior for the completion of each predecessor activity with a specific reference to the schedule date.</p>

	<p>So if you know that the light gauge metal framing--the stud framing--is not going to be complete when you're supposed to start your work, you want to give them written notice to say that you expect the light gauge metal framing to be complete so you can complete your rough wiring in a particular area on time.</p>
<p>30:33 <i>Jeff Mort</i></p>	<p>Same thing with ceiling grid. You want to give a notice to say, "We'll be ready for your ceiling grid on January 31st. Please make sure that the ceiling grid's up so we can hang our light fixtures." So you want to give a written action notice, very important that you put this in writing, and make it 30 days prior to the date so it's not forgotten about. It's still close enough where they're going to realize that there's still plenty of time for them to get that ceiling guy in there and get that ceiling grid up so you can hang your lights and stay on schedule. And, this is in the best interest of the job, now. You're not putting anybody on notice. You're just giving a nice, "Hey, I'm giving you a heads up. I need that grid or I need that framing so I can do my work." And that way, if the framing's late, then you can take further action with another notice.</p>
<p>31:20 <i>Jeff Mort</i></p>	<p>So next up is be sure you have all the materials, all the equipment, and all the people lined up and available to perform your work by the scheduled date. If you have those things: if you have material, equipment and people, then you should be all set to get that work done. Unless there's a discrepancy on the duration or unless there's a change work that needs to be done and hours added to that, you should be in good shape at schedule school to know the right steps to take. Running a project without taking all these</p>

	<p>steps, well, it can turn into an absolute stressful nightmare and who wants that?</p>
<p>31:58 <i>Jeff Mort</i></p>	<p>You want work to be enjoyable. However, taking the right steps, covering your ass with written communication, and properly sequencing your activities is certain to make a job run smoother, increase proficiency, gain you respect, and most importantly accelerate your career.</p>
<p>32:17 <i>Jeff Mort</i></p>	<p>Now I have a quick question for you. Remember when you were a kid and you had that magic eight ball that you could ask anything, you'd shake it and you'd get the answer? Imagine if instead of getting one of the same twenty predictable answers every time that you asked a question, that instead you got an informative, purposeful answer backed by decades of experience and knowledge and a call to action to send you in the right direction. Well now you have that very power at your fingertips. Just go to 3PhaseRadio.com and click on the "Ask Jeff" button at the top of the page and you can submit your question and not only will you receive a valuable response, but selected questions and answers will be read at the end of each 3-Phase Radio podcast.</p>
<p>33:00 <i>Jeff Mort</i></p>	<p>Consider this a complimentary and valuable resource and an opportunity to plug into over 30 years of expertise brought to you by 3-Phase Radio and Jeffrey Mort Industries. Well, I hope you enjoyed today's episode. I really sincerely am grateful for all of you people listening. Thank you so much for all your support. I love you guys. I hope that you'll join us again next time, and if you don't</p>

	<p>want to wait that long, sign up to be a member and get all the bonus episodes and content that will help you live your best life and accelerate your career. Until next time, please remember, the best investment that you can make is in yourself. Cheers.</p>
<p>34:11 Music</p>	<p><i>[Bluesy rock by CryBaby Creek].</i></p>