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**ATTACHMENT “G”
PROJECT PROCEDURES MANUAL**

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SECTION 1 PURPOSE & USE OF MANUAL

Items in this manual supplement and expand upon issues addressed in the Subcontract Terms and Conditions and other contract documents, which should be reviewed in conjunction with this manual.

The following should be executed and returned to Harbison-Mahony-Higgins Builders, Inc. (HMH) with the signed Subcontract Agreement:

Exhibit G-1	Subcontractor Action Personnel
Exhibit G-3	Subcontractor Submittal Log
Exhibit G-7	Hourly Labor Cost

Review the procedures outlined in this manual with the applicable "action" personnel in your company. Ensure all concerned understand and comply with the requirements. Any questions should be directed to the corresponding HMH "action" personnel.

Revisions and clarifications to this manual and additional information will be issued periodically and should be inserted in the applicable sections.

Items in this manual are not intended to supercede more strenuous requirements contained elsewhere in the contract documents. Any conflicts between this manual and other contract documents should be immediately brought to the attention of HMH for clarification. In any event, the Subcontractor is responsible to provide for the more stringent requirement.

DEFINITION OF TERMS

"You," "yours," "their," etc., as used in the following sections refer to Subcontractors and is not intended to be gender specific. Further, although feminine and masculine terms may be used throughout this document, it is not intended to be gender specific.

"Day" means calendar day unless specifically noted otherwise.

"Provide" means to furnish and install, complete.

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**SECTION 2
CORRESPONDENCE & ACTION PERSONNEL**

A. CORRESPONDENCE:

All correspondence from Subcontractors/Vendors to Harbison-Mahony-Higgins Builders, Inc. shall be addressed as follows until further notice:

HARBISON-MAHONY-HIGGINS BUILDERS, INC.
15 Business Park Way, Suite 101
Sacramento, CA 95828
Attention: [PROJECT MANAGER'S NAME]
E-mail address:

B. ACTION PERSONNEL:

Action personnel for HMH are as follows:

- | | |
|---------------------------------------|---------------|
| 1. Contracts, Change Orders, Billing: | [NAME or TBD] |
| 2. Submittal and RFIs: | [NAME or TBD] |
| 3. Field Operations: | [NAME or TBD] |
| 4. Scheduling: | [NAME or TBD] |
| 5. Material Procurement: | [NAME or TBD] |
| 6. Accounting: | [NAME or TBD] |
| 7. Safety Program: | [NAME or TBD] |

END OF SECTION 2

SECTION 3 SUBMITTALS

A. GENERAL REQUIREMENTS

1. **Contract Compliance:** Subcontractor is responsible for their submittals' compliance with applicable contract documents and for any delays occasioned by lack of such compliance. (See also Terms and Conditions Section 2(b).)
2. **Subcontractor Submittal Log:** Within one (1) week after notification of award of contract, Subcontractor shall provide a complete list of all items they are required to submit, including closeout documentation, using the attached "Subcontractor Submittal Log" (Exhibit G-3). Subcontractor shall ensure the dates they supply allow for timely review, procurement and delivery of construction materials in relation to the Project Schedule and to dates specified in their Subcontract Agreement.

Cost incurred for delays caused by Subcontractor's failure to submit as scheduled or having to resubmit will be Subcontractor's responsibility.

3. **Contract Document References:** Each shop drawing detail and submittal item is to be cross-referenced to the applicable contract detail(s), specification section(s) and sub-section. Use separate submittals to identify items in your scope from differing specification sections.
4. **Reviews:** Submittals will not be "approved" by the Architect/Engineer or HMH; they will be reviewed for general compliance with the contract documents and stamped according to the provisions of applicable specification sections. Such submittals, once reviewed, shall not supersede or take precedence over the contract documents.

Architect/Engineer's and HMH review of submittals is not to be construed as a complete check nor relief from responsibility for any errors of any sort, or from necessity of furnishing work required by the contract documents which may not have been shown on the submittal.

Subcontractor is responsible for providing correct quantities and dimensions for all materials.

5. **Deviation from Contract Documents:** It is Subcontractor's responsibility to obtain specific approval for deviations from the contract documents by "clouding" details on the shop drawings, and submittal clearly noting them as deviations from the contract, and receiving written verification that the change has been accepted by the Architect.

Any deviation from the contract documents noted on Subcontractor's submittal will be assumed for Subcontractor's convenience. Any costs incurred by HMH or any other Subcontractor that are the results of changes to the contract documents will be Subcontractor's responsibility. If, instead, it is required due to some deficiency in the contract documents, then it is to be brought to HMH's attention as such. Failure to "flag" changes will obligate subcontractor to provide as required by the contract documents.

Subcontractor shall furnish the necessary product or equipment specifications, tests, and other satisfactory evidence as to the quality of a material or piece of equipment or the installation of the same.

6. **Non-Conforming Details:** Non-conforming details that are required for reasons beyond the control of Subcontractor (contract document details that are incorrect, proven to be faulty or not feasible, etc.) and that will result in an increase in Subcontractor's contract value, are to be

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brought to HMH's attention in writing immediately (prior to fabrication and/or installation). Failure to follow this procedure will jeopardize Subcontractor's ability to potentially recover additional incurred costs.

7. Revisions: All revisions must be "clouded", properly indexed and dated. Previously submitted drawings are not to be revised without "clouding" all changes on each sheet. Subcontractor shall specify the origin of any revision.
 - a. Re-submittals must specifically address each marked-up reviewer comment by repeating the comment, describing where the comment was made and explaining how it has been or will be addressed. Cloud, number, and date revisions on resubmitted drawings.
 - b. Subcontractor is responsible for the Contractor's, Architect's, and Consultant's follow-up correspondence, handling and review costs associated with improper submittals, substitution requests, and unnecessary re-submittals.
8. Coordination: Subcontractor shall coordinate the requirements of their work with that of other trades prior to the preparation of shop drawings.

B. SHOP DRAWINGS [Modify to Comply with Contract]

1. Index: All sets of drawings must have an index on the front sheet listing each drawing by sheet number, title, original drawing date, revision number and revision date.
2. Key Plans: Key plans and other references are to be provided showing the locations (in relation to the entire building) of all items shown on the shop drawings. Shop drawing detail numbers are to be shown on the key plans.
3. Internal Shop Drawing References: Shop drawing details must refer to additional sections, elevations, blowups and details within the shop drawings by sheet and detail numbers. Details must refer back to the sheet from where they are taken.
4. Number of Drawings: Shop drawings shall be submitted with one set on reversible sepias and a minimum of three (3) sets of blueline prints. Corrections will be made on the sepias and returned to Subcontractor. Subcontractor shall return one blueline set of reviewed drawings to HMH. After review by Architect, if a record submittal is required, three (3) copies of the shop drawings with corrections are to be made by Subcontractor and sent to HMH. If a resubmittal is required, follow the same guidelines as for a submittal.
5. Coordination: Copies of shop drawings shall be furnished by Subcontractor as required for distribution to other trades.

C. SAMPLES [Modify to Comply with Contract]

Product date and samples are to be submitted in sets of six (6). Subcontractor will receive one set back for their files. Samples must be large enough to meet the specification requirements or minimum size to affix the described label below plus two 2" x 3" labels for the Architect's and Contractor's review stamps.

Each sample submitted is to have an attached description tag or label with the following information:

Project:	[PROJECT NAME & LOCATION]
General Contractor:	Harbison-Mahony-Higgins Builders Inc

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Subcontractor: _____
Specification Section: _____
Item Description: _____
Date: _____

D. ADDITIONAL INFORMATION

See also the following:

Section 4 Coordination of Work:
Section 5B Material Procurement, Expediting & Handling: Expediting

END OF SECTION 3

SECTION 4 COORDINATION OF WORK

A. COORDINATION

Each Subcontractor is responsible to coordinate their work with that of other trades. Subcontractor is expected to review and/or request shop drawings, cut sheets or other data on installation or equipment of other trades that may affect their work so they may properly coordinate their work with others. Failure to do so will prevent HMH from giving Subcontractor assistance, and they will be responsible for any additional costs due to lack of coordination. (See also Terms and Conditions Section 2(c).)

Copies of all shop drawings and submittals are available for review in HMH jobsite office. Copies can be obtained from the relevant Subcontractor. Subcontractor is to include costs for providing coordination copies of submittal data to other subcontractors as needed.

B. COORDINATION DRAWINGS

Preliminary shop drawings suitable for overlayment to coordinate space requirements with other subcontractors shall be prepared by Subcontractor at least 40 days prior to scheduled pour. Provide larger scale if specified or required to do proper coordination. Shop drawings to include all pipe elevations relative to top of floor slab below as well as from bottom of deck above. Also, provide legend noting dimensions from centerline of piping to outside of piping and to outside of coupling or support, whichever is lower. Meetings for the purpose of coordinating space requirements among subcontractors will be conducted by HMH as necessary. Where conflicts arise, HMH will decide which subcontractor's work will have priority. Late submittal of shop drawings may prejudice subcontractor's position in this regard. Minor relocations to eliminate spatial conflicts will be provided at no additional cost.

C. SLEEVES, BLOCK-OUTS, EMBEDS

Within fifteen (15) days of notification of award of contract, unless otherwise specified, Subcontractor is required to submit a complete, detailed listing (or drawings if requested) of all locations Subcontractor is contemplating to install inserts, sleeves, block-outs, cut-outs, or embedded items related to the structure. Subcontractor is responsible for any cost of bracing or supporting structure at penetrations as required. Subcontractor to layout and install all of their own sleeves. Subcontractor must fill extra sleeves installed but not used and/or core and brace for sleeves not installed prior to concrete pour.

D. LAYOUT

Subcontractor shall be responsible for their own layout, including layout of housekeeping pads required for Subcontractor's equipment. Subcontractor will be responsible for additional concrete, drilling and doweling or other costs resulting from missing layout deadline dates established by the Project Schedule or Project Superintendent.

E. CEILING HEIGHTS

Ceiling heights are critical and must be maintained. Subcontractor shall layout and be responsible for installation of the work in such manner that the ceiling elevation relative to the surveyor's elevation benchmarks on each floor, or the distance from the floor to ceiling called for in the architectural drawings, will be maintained. Subcontractor shall maintain adequate clearance above ceiling to allow installation of the ceiling, ceiling framing, light fixtures and other ceiling mounted elements. All dimensions are to be taken from the ceiling height benchmark down and never from the concrete floor.

F. ACCESS PANELS

Subcontractor is responsible for furnishing access panels as required for Subcontractor's work for installation by others. Access panels in architectural sheetrock areas, such as ceilings and soffits, must be of the highest quality, made to receive sheetrock as flush mounted and tapeable. Access panels in tiled walls to be stainless or bronze as selected by the Architect. Subcontractor shall include any access panels required by change proposals affecting their work within their change order pricing.

Locate and dimension all access panels on Subcontractor's shop drawings including those required by contract documents, applicable codes or for the reasonable operation and maintenance of the system. Coordinate access panel locations including field identification and verification with other trade subcontractors who must frame or blockout their work to receive access panels (i.e. drywall, CMU, concrete formwork, etc.)

Subcontractor shall identify the location of removable ceiling panels that will be used to access their work by hanging a ribbon from their work. The Ceiling Subcontractor must provide and install color-coded dots in the tile or other prescribed method of identification at these locations.

G. PENETRATIONS

1. Sleeves for penetrations through beams, walls, foundations and slabs shall be furnished and installed by Subcontractor so as not to delay or impede the work of other trades. Subcontractor shall be responsible for adequately securing such sleeves and verifying their correct location immediately prior to, during and after concrete placement. Locations shall be coordinated by HMH and approved by the Structural Engineer.
2. Openings requiring concrete formwork, metal deck cutting or edging will be provided by and, if shown on the architectural or structural drawings, paid for by others. Subcontractor to identify the locations, quantities and sizes of all such openings.
3. Any additional penetrations through or modifications to structural members beyond what is shown on the structural drawings will be provided by others, subject to the approval of the Structural Engineer and paid for by Subcontractor. Subcontractor must identify the locations, quantities and sizes of such penetrations on their shop drawings. Penetrations and modifications required in the field for Subcontractor's convenience or due to coordination issues with other trades to be provided by others and paid for by Subcontractor.
4. Provide field layout of all penetrations required through walls by the scheduled start date for wall framing in the related area if the penetrating sleeve, duct, pipe, etc. is not already installed.
5. Subcontractor shall provide any concrete coring required for their work. Locations and method to be submitted for approval to HMH and the Structural Engineer.
6. All penetrations through building elements must be located and dimensioned on Subcontractor's shop drawings prepared specifically for that purpose by Subcontractor. These drawings must be submitted to HMH as required by the progress of the work.
7. Subcontractor is responsible for patching any penetrations made for their work. Such patching shall return the penetrated item to its original structural, fire resistant, sound attenuation and air pressurization capacity. Penetration patching method and locations must be approved in advanced by HMH.

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8. Subcontractor shall grout, pack or otherwise suitably prepare their penetrations to receive scheduled waterproofing or roofing. Subcontractor shall also provide any counter flashing, roof jacks, stainless steel draw bands, sleeves, etc., which are required for their roof penetrations, supports, etc., unless specifically shown on the architectural drawings.
9. Subcontractor shall be responsible for waterproofing their penetrations if penetrations are made after scheduled waterproofing or roofing has been applied or if penetrations are made into work not scheduled to receive waterproofing but now requiring it due to Subcontractor's penetrations. Subcontractor to provide any link seals required.
10. Subcontractor shall identify any penetrations or openings required by change order proposals affecting their work or else Subcontractor shall be fully responsible for all reasonable costs plus mark-up to provide them.

H. CAULKING & SEALANT

Subcontractor is responsible for all acoustical, architectural, fire and smoke, and weatherproof caulking and sealant within and adjacent to their work as applicable unless otherwise noted. Subcontractor shall take care so as not to leave unacceptable surface for other trades including painting, escutcheons, electrical trim, etc.

I. FIREPROOFING/INSULATION

All items that are attached to the structural steel and/or metal deck must be in place before the fireproofing and/or insulation is applied. If fireproofing and/or insulation is existing, Subcontractor is to remove only that amount of material as required to properly attach its work to the building's structure. All clean up associated with removal and replacement of fireproofing and/or insulation is to be by Subcontractor. Replacement of fireproofing or insulation materials removed or damaged will be the responsibility of the Subcontractor.

J. SUPPORTS

Subcontractor is responsible for furnishing and installing all inserts, hangers, threaded rod, wires and braces (including seismic) for their work and must spray paint with a distinguishing mark or color so that each subcontractor can differentiate between their work and the work of others.

K. BACKING & BLOCKING

Subcontractor shall provide all backing, blocking and/or concealed framing required for their work and shall install same in a timely manner so as not to delay the work of other trades.

L. CUTTING & PATCHING

Subcontractor shall perform all cutting and patching under jurisdiction of their trade. Additionally, if cutting and patching are required due to the Subcontractor's failure in the performance of the work, the Subcontractor will be responsible for the additional cutting and patching at their expense.

M. DRILLING & TAPPING

Subcontractor shall perform all drilling and tapping necessary for the installation of their work and perform all drilling and tapping of their work required to accommodate the work of other trades.

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N. ADDITIONAL INFORMATION

See also the following:

Attachment "B"	Document List
Section 3	Submittals
Section 7	Field Operations

END OF SECTION 4

SECTION 5 MATERIAL PROCUREMENT, EXPEDITING & HANDLING

A. CRITICAL ITEMS

Materials which are "critical" to the timely completion of the project will be closely monitored by HMH. Every effort must be made to expedite shop drawing submittals and subsequent acquisition of these items. All materials or equipment with a lead time greater than four weeks shall be identified to HMH. Subcontractor shall ensure that submittals are processed within enough time to maintain schedule. (See also Terms and Conditions Section 2(a) item (b).)

B. EXPEDITING

“Subcontractor Submittal Log” (Exhibit G-3) will be referred to in determining items requiring special attention. This log is to be updated as required and submitted to HMH. Subcontractor will be expected to closely coordinate delivery with their suppliers and advise HMH of potential delays due to late delivery and long lead times. Provide copies of purchase orders (with price deleted if desired) and delivery confirmation documents as requested by HMH.

C. DELETED MATERIAL

If materials have been purchased by Subcontractor as part of their work, and it is deleted by an Architect or Owner initiated change prior to installation, one of the following options will be used:

1. Credit is to be given to the Owner for the cost of the material minus any reasonable restocking charge.
2. If the material cannot be returned to the manufacturer or supplier for a reasonable credit, the material is to be turned over to the Owner at the time the building itself is being turned over and accepted by the Owner. Treat the material as follows:
 - a. Subcontractor is to inventory and store the material (offsite if required) and will be responsible for the care and custody of the material until it is to be turned over to the Owner. Information on the inventory list is to include quantities and descriptions of all items and denote the HMH Reference Number for the change. All costs associated with the handling, storage, and turnover of the material are to be included in Subcontractor's change proposal at the time that the material is deleted.
 - b. Subcontractor is to arrange through HMH for the Architect or the Owner's authorized representative to sign the inventory sheet verifying the quantity and Owner's acceptance of the material. An HMH representative is to be present when the material is turned over. A copy of the signed acceptance sheet is to be given to HMH. HMH will not sign for, nor accept responsibility for, the care and custody of material that is to be turned over to the Owner.

If there are any disagreements regarding the turnover of material to the Owner, Subcontractor will be required to produce copies of the signed acceptance sheet(s). If Subcontractor does not have signed copies of the acceptance sheet(s), they will be required to furnish the material in question.

3. Owner, at their option, may elect to have the deleted material disposed of in lieu of having it turned over. Written instructions, issued through HMH, will be given to Subcontractor if this option is to be used. Subcontractor will be liable for replacement cost for any deleted material that is disposed of without proper written instructions.

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D. "LOOSE" MATERIAL

"Loose" material is defined as material that is required by the contract documents to be turned over to the Owner, but is not installed or attached to the building. (Examples: spare parts, attic stock, special tools, chemicals, etc.). Loose material is to be turned over at time of project completion, unless specifically requested otherwise. Loose material is to be inventoried and turned over to the Owner in the same manner as deleted material. (See above Section 5C.2 "Material Procurement, Expediting & Handling: Deleted Material".)

E. MATERIAL DELIVERY & STORAGE

See Section 7G "Field Operations: Material Storage & Field Offices".

F. ADDITIONAL INFORMATION

See also the following:

Attachment "B"	Document List
Attachment "F"	Project Schedule
Attachment "E"	Billing Procedures
Section 3A	Submittals: General Requirements
Section 7	Field Operations
Section 8F	Changes in Work: Deleted Material

END OF SECTION 5

SECTION 6 PROTECTION OF MATERIALS & INSTALLED WORK

A. PROTECTION OF MATERIAL & INSTALLED WORK

Subcontractor shall protect and secure their material, tools and equipment against loss by theft, vandalism or damage. HMH will not accept any claim for alleged theft, vandalism or damage. (See also Terms and Conditions Section 12.)

Subcontractor is responsible for furnishing, installing and maintaining protection measures for their installed work until it is accepted by the Owner. HMH will not accept responsibility for the care, custody and control of material between the time of installation by Subcontractor and acceptance by the Owner.

Subcontractor is responsible to prevent accidental activation of existing smoke detectors and sprinkler heads.

B. REPAIR OR REPLACEMENT OF INSTALLED WORK

Subcontractor shall touch-up, repair, replace, repaint, rehabilitate, etc., at no additional cost as required to bring their work to an acceptable condition (per specifications and/or industry standards) at the time the work is to be turned over and accepted by the Owner. (See also Terms and Conditions Section 2(a) item (d).)

C. DAMAGE TO WORK

Damage to work will not be tolerated. Any person found damaging any work, existing or new, or any materials or equipment shall be promptly removed from the project. Subcontractor employing that person will be charged the cost of repair or replacement.

D. DAMAGE BY ANOTHER SUBCONTRACTOR

If Subcontractor's work is damaged by another Subcontractor, the Subcontractor who caused the damages will be responsible for any repair and/or replacement costs. The work is not to be delayed by disputes regarding cost responsibility for damaged work. If there is a dispute regarding cost responsibility, the repair and/or replacement is to be tracked according to the requirements for Section 8E "Changes in Work: Disputed Work" of this manual. The burden of proof will be on the Subcontractor whose work was damaged.

E. ADDITIONAL INFORMATION

See also the following:

Section 5	Material Procurement, Expediting & Handling
Section 8E	Changes in Work: Disputed Work

END OF SECTION 6

SECTION 7 FIELD OPERATIONS

A. WORK HOURS

Work to be conducted during the standard hours of 7:00 AM to 3:30 PM, Monday through Friday.

B. JOB MEETINGS

Subcontractor Meetings will be held at the jobsite office on a weekly basis or as required by HMH Project Superintendent. Failure by the Subcontractor's Field Supervisor to attend all meetings that occur starting two weeks before and during the time that the Subcontractor is performing work on site, will be cause for withholding that month's progress payment, for one additional week per missed meeting. This requirement can be waived by written permission from the Project Superintendent. Subcontractor's office representatives are invited to attend job meetings and may, upon Contractor's directive, be required to attend.

C. DAILY REPORTS

Subcontractor is to turn in a "Subcontractor Daily Report" (Exhibit G-4) by 9:00 a.m. each day on forms provided by HMH. Information to be provided includes the number of men, location and a brief description of the work performed the previous day. The form is to be dated and signed by Subcontractor's Field Supervisor. Processing of monthly progress payment may be jeopardized if the "Subcontractor Daily Report" is not submitted in a timely manner.

D. SUBCONTRACTOR'S FIELD SUPERVISION

Subcontractor is to have a supervisor on site at anytime work is being performed who has the authority to control all aspects of Subcontractor's work and shall have the authority to receive and act upon directions given to the Subcontractor by HMH. This person will be on site at anytime work is being performed from the first day of mobilization until the last punchlist or work item is signed off. The Subcontractor's Field Supervisor will have the authority to control all aspects of Subcontractor's work, including crew size, scheduling, punchlist, etc. The Subcontractor's Field Supervisor will also focus on adherence to the schedule, trouble shooting, quality assurance, and coordination with HMH and other trades. (See also Terms and Conditions Section 2(a), item (h) and Section 17(b).)

Subcontractor is to provide their field personnel with adequate drawings, specifications and instructions as required to undertake and complete the work in an efficient and timely manner. If Subcontractor's personnel arrive at the jobsite without adequate information and instructions, Subcontractor will be responsible for the cost of any delays incurred per the Terms and conditions of the Subcontract Agreement. Subcontractor shall be fully responsible for the acts or failure to act, and omissions of the Subcontractor's own employees, sub-subcontractors, and vendors.

E. FIELD COMMUNICATIONS

Unless other methods are implemented, field copies of drawings, memorandums, and miscellaneous instructions will be distributed to Subcontractors via a mail routing box in HMH jobsite office. Subcontractor's field personnel will be required to check the mail routing box at least once each day (before 9:00 a.m.) while working on the site. Responsibility for communications given to Subcontractor's Field Supervisor will be the same as if given to Subcontractor's office. Copies will be distributed via regular mail to Subcontractor's office in cases where effected Subcontractor is not mobilized at jobsite.

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F. DIRECTIVES

Subcontractors shall not consult directly with the Owner, Architect or Consultants without specific permission by HMH. HMH will have no obligation to honor verbal instructions given to a Subcontractor by the Owner, Architect or Consultants.

G. MATERIAL STORAGE & FIELD OFFICES

All deliveries of materials to the jobsite are to be cleared with HMH Project Superintendent with respect to date, time of unloading and storage area location at least two (2) days prior to delivery. Subcontractor is responsible for receipt and unloading of all materials delivered. Subcontractor will be responsible for all costs if HMH has to unload materials, or HMH may reject a delivery for which Subcontractor has not made unloading provisions. Any delays and/or costs due to Subcontractor's lack of preparedness will be the Subcontractor's responsibility.

Insofar as space will permit, HMH will cooperate with Subcontractors in assigning areas for material storage and field offices. However, it is understood that during the course of construction, it may become necessary to relocate the storage areas and/or field offices if conditions warrant, in which case Subcontractor shall, at no additional cost, remove materials, clean all debris and vacate the area promptly.

All materials stored on building slabs are to be palletized if possible. By having materials palletized, it will simplify any relocating that Subcontractor may need to do. Pallets must be spray painted with identifying marks or colors so that each Subcontractor can distinguish their pallets from the pallets of others. HMH will remove unmarked pallets and all related costs equally divided among the subcontractors that have not marked their pallets.

H. HOISTING

1. Subcontractors will be required to hoist and stock materials and/or equipment and to remove rubbish/debris from the building before or after normal working hours at their expense.
2. Subcontractors will be responsible for providing their own hoisting, subject to prior approval by HMH of method, location, etc. Subcontractor to pay all costs for hoisting including but not limited to permits, hoisting equipment, special access, flagmen and signalmen, traffic control, temporary barricades, signs, lights and flashers, etc. for public safety. (See also Terms and Conditions Section 2(a) item (c).)
3. Subcontractors to provide temporary access required for completion of work including but not limited to scaffolding, swing stage and covering opening.
4. Subcontractors to include cost for HMH supervision for all overtime work, including hoisting and stocking.

[OPTION "A" – "Freight Elevator"]

5. Freight elevators (when available) will be provided to the Subcontractor, free of charge during normal daytime working hours for personnel, small tools and small material deliveries only. There may be expenses incurred for off-hours freight elevator usage.
6. All hoisting of materials and tools will be done in the freight elevators. Passenger elevators are not to be used by construction personnel.
7. All major material deliveries must be made on an off-hours basis and must be scheduled and

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coordinated through HMH and the Landlord/Building management. All material to be hoisted by freight elevators must be delivered to the loading area. No site storage of material will be permitted outside of the actual premises being constructed.

8. Freight elevator size is approximately ____ h x ____ w x ____ d. The jamb opening is approximately ____ h x ____ w x ____ d. Subcontractor shall familiarize itself as to accessibility, space limitations and loading restrictions.

[OPTION "B" – "Tower Crane & Manlift"]

5. The following equipment will be available for hoisting:

- a. HMH will provide a tower crane and operator for the structural portion of construction, from start of structural steel to the completion of precast (except for personnel/material hoist bay). The crane will be located [LOCATION IN RELATION TO THE BUILDING LINES]. The crane will have [DETAILED INFORMATION ON THE CRANE – CAPACITY, LENGTH OF JIB, ETC. INCLUDE A LOAD CHART AS AN EXHIBIT IF AVAILABLE].

Use of the crane must be coordinated with and approved by HMH Project Superintendent. Hoisting by tower crane to be on off-hours except for structural steel and precast. Subcontractors will be charged for crane equipment, operator and HMH supervision cost. Subcontractors are responsible for signaling, rigging, and other costs associated with hoisting by tower crane.

- b. A personnel/material hoist will be located [LOCATION IN RELATION TO THE BUILDING LINES].
- c. When the freight and/or passenger elevators are turned over for temporary use, the personnel/material hoist will be removed. Construction personnel will not use passenger elevators that are not designated for construction use. Freight elevator will be provided to Subcontractors, free of charge, during normal daytime working hours for personnel, small tools and small material deliveries only.

All major material deliveries must be made on an after hour basis, unless otherwise approved. Subcontractor will be charge for dedicated use of the freight elevator. Freight elevator size is approximately ____ h x ____ w x ____ d. The jamb opening is approximately ____ h x ____ w x ____ d. Subcontractor shall familiarize itself as to accessibility, space limitations and loading restrictions.

6. With HMH approval, Subcontractors may use HMH hoisting equipment. [After normal working hours] Subcontractors will be charged for the use of the hoist or elevator at the following rates that include operator and supervision. If more than one trade is involved, the charges will be prorated. (See also Terms and Conditions Section 13.)

Weekdays (straight time)	\${RATE} per hour
Weekday Overtime & Saturdays	\${RATE} per hour
Sunday	\${RATE} per hour

7. Material deliveries and hoisting are to be scheduled on an hourly basis at least one week in advance with HMH. A sign-up sheet will be used to allocate hoisting times. HMH Project Superintendent will control this sheet.

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8. Subcontractor will be required to stock materials and/or equipment outside of normal working hours at Subcontractor's cost so as not to impede the movement of personnel.
9. Subcontractors will be responsible for providing means of unloading and transporting material to and from hoists and elevators.
10. Subcontractors will be responsible for providing any hoisting that cannot be accomplished by the personnel/material hoist, subject to prior approval by HMH of method, location, etc.
11. Subcontractors will be responsible for any damage to building while transporting materials to and from hoists, and inside of elevators.

I. TRAFFIC CONTROL

Each Subcontractor is responsible for providing any flagmen, barricades, etc., that may be required for pedestrian or vehicular traffic control related to the delivery, unloading and stocking of their materials and equipment. (See also Terms and Conditions Section 2(a), item (c).)

If circumstances occur where Subcontractor is not providing adequate traffic control, HMH may do so at its discretion, without prior notice, in which case Subcontractor shall be responsible for HMH direct costs, plus mark up.

All delivery and stocking methods and schedules are to be approved in advance by HMH Project Superintendent.

J. TEMPORARY UTILITIES

[Modify for Specific Project Requirements]

Temporary Power: Two (2) "Tempower" boxes (110V and 220V) per floor will be available during construction. Extension of power to point of use is Subcontractor's responsibility. All temporary power cords must be heavy-duty construction grade. Power available will be adequate for motors 1/2hp and under. If disconnects at the bus ducts are required for Subcontractor's work, the disconnects are to be furnished by Subcontractor and installed by the Electrical Subcontractor at Subcontractor's expense. The material must be compatible with the Electrical Subcontractor's equipment. Additionally, the following dedicated service will be provided:

ITEM	LOCATION	SIZE OF CIRCUIT	480 V/3 PHASE	220 V/3 PHASE
Personnel/material hoist	Between lines – and – at --	(2) 100 AMP	X	
Structural Steel	Between lines – and – at -- Jump every 4 th floor	600 AMP	X	
Metal Deck	Between lines – and – at -- Jump every 4 th floor	300 AMP	X	
Precast/GFRC	Between lines – and – at -- Jump every 4 th floor	100 AMP	X	
Stairs/ Misc. Metal	Between lines – and – at -- Jump every 4 th floor	50 AMP	X	
Temporary H2O Pump	Central Location Ground Floor	30 AMP		X
Temporary Elevators	Elevator Machine Room	(3) 100 AMP	X	

Job Name
 Job Location
 HMH Job No.

Cooling Unit for Elevators	Elevator Machine Room	(3) 30AMP		X
Fireproofing Pumps	Ground Floor	(2) 30 AMP		X
Tower Crane	Between lines – and – at – Ground Floor	300 AMP	X	

General lighting will be provided by Electric Subcontractor to satisfy safety requirements; however, Subcontractor shall be responsible for any additional "task" lighting required for their work.

Temporary Water: One (1) hose bib will be available on every floor. No leaking hoses will be allowed.

Temporary utilities will be available during normal working hours.

Subcontractor is to provide any special heating, cooling or electrical beyond that described above.

K. PERMITS, LICENSES, INSPECTIONS & TESTING

Subcontractor is responsible to obtain and pay for all permits and licenses required for their work except for the main building permit paid for by the Owner. (See also Terms and Conditions Section 2(a) item (g).) Subcontractor shall also be responsible for any additional testing and inspection costs due to their failure to maintain adequate progress in their work or necessitated by their failure to pass initial test or inspection.

The M.E.P. Subcontractors shall secure and pay for all required permits and licenses and shall give notices, coordinate and pay for inspections necessary to comply with all the applicable laws, ordinances, rules and regulations and other requirements of public authorities and agencies having jurisdiction over the work. Architectural trades shall coordinate, schedule and execute all required inspections. Inspections performed by HMH for trades shall be done at cost to the Subcontractor.

L. CLEANUP

Subcontractor is to include all costs to collect, hoist, and remove from the jobsite all debris resulting from Subcontractor's operations on a daily basis no matter how incidental. If such work is not performed within 24 hours of written notice, HMH reserves the right to perform this cleanup and charge Subcontractor for direct cost, plus mark-up. Subcontractor is to dispose of mixing or cleanup water only in a manner designated by HMH (See also Terms and Conditions Section 11 and Invitation to Bidders letter.)

If HMH establishes debris boxes on-site, and Subcontractor wishes to use them, then a reasonable allocation of debris box cost will be established by HMH Project Superintendent.

M. WASTE REDUCTION & RECYCLING AND UTILIZATION OF RECYCLED CONTENT MATERIALS

As a project participant, Subcontractor shall commit itself to complying with the project's waste reduction and recycling requirements, as well as the principles of source reduction and reuse, and the utilization of recycled content construction materials.

Prior to beginning work, Subcontractor shall assist in the identification of all potential debris and waste materials. Subcontractor shall source segregate all debris and waste materials, including packaging materials, as directed by HMH field personnel. Debris and waste materials shall be segregated, as applicable and appropriate into the following general categories: general mixed debris, mineral debris (excavation materials, concrete and asphalt, etc.) metals, wood, drywall, and

Job Name
Job Location
HMH Job No.

cardboard. Debris and waste materials may be segregated into additional categories as necessary and/or as required by regulatory agencies. Segregation of debris and waste materials for purposes of distribution to salvage/reuse facilities may also be required. Cleanup and source segregation of debris may be required on overtime/swing shift.

Subcontractors shall participate in the project's general waste reduction and recycling program, including working towards the achievement of the project's waste reduction and recovery goals. Subcontractors who maintain on-site field office facilities shall also participate in the project's office waste reduction and recycling program. Subcontractors shall be responsible for providing required information (quantitative and qualitative) documenting the amount of debris recovered, the processing of the recovered debris, and the intended application of the recovered materials. Subcontractor is encouraged to propose alternate methodologies for improving the project's waste reduction and recycling program.

Subcontractor shall educate employees concerning the project's waste reduction and recycling program.

Should Subcontractor provide its own debris boxes/hauling services, Subcontractor shall still be responsible for participating in the project's waste reduction and recycling program as described above and shall provide adequate debris boxes and select an appropriate hauling service so that the program's waste reduction and recycling requirements can be met.

Subcontractor shall submit products with recycled content materials in accordance with the project specifications. When appropriate, Subcontractor shall identify and submit to HMH for approval alternate products, which contain recycled content materials. When applicable, Subcontractor shall investigate energy use of specified equipment/products and shall propose alternate energy efficient equipment/products to HMH for approval.

N. OVERTIME WORK

When work occurs in an occupied building, all underfloor work, noise generating work, chipping, coring, spray painting and Proposition 65 work must be performed on overtime as required. Subcontractor to include cost for HMH supervision for all off-hours work.

O. WORKER PARKING FACILITIES

Parking facilities for workers may be allowed only in areas designated by Owner, if at all. Subcontractor is responsible for parking costs of all of their employees and vendors.

P. TELEPHONES

No telephone will be provided for Subcontractors' use. Pay telephones are located nearby.

Q. DRINKING WATER

Subcontractor is responsible for providing drinking water for their personnel.

R. RADIOS

No personal radios or headphones will be allowed on site. Any radio heard or found will be confiscated and discarded by HMH Project Superintendent.

Job Name
Job Location
HMH Job No.

S. FOOD TRASH

Food is not to be consumed on floors where “finishes” have begun. Food trash should always be properly disposed of regardless of location on the jobsite. Workers who are unable to comply with this condition shall be promptly removed from the project.

T. GRAFITTI

Graffiti will not be tolerated. Any person found placing graffiti on any portion of the Work or any materials, equipment, portable toilets, etc. shall be promptly removed from the project. Further, HMH will charge the Subcontractor the costs of graffiti removal.

U. HMH FIELD OFFICE

The HMH field office, storage container, and the equipment and supplies contained therein are for the sole use of HMH employees.

V. BEHAVIOR

Subcontractor’s field personnel will be expected to treat all other field workers, management and visitors with respect and courtesy. Individuals exhibiting behavior less than that expectation from a working professional will be asked to leave immediately. (See also Terms and Conditions Section 17(b).)

W. TEMPORARY FACILITIES

Portable toilets will be provided for Subcontractors’ use. Permanent toilets constructed in the building are not to be used by anyone.

X. INTERIOR WORK

No smoking, eating, chewing, spitting, etc. will be allowed once interior work commences and/or building is enclosed.

Y. ADDITIONAL INFORMATION

See also the following:

Attachment “F”	Project Schedule
Section 4	Coordination of Work
Attachment “I”	Subcontractor Safety, Health and Environmental Minimum Performance Standard

END OF SECTION 7

SECTION 8 CHANGES IN WORK

A. NOTIFICATION OF CHANGE IN SCOPE

From time to time Subcontractor may be requested to submit a proposal for revisions to the scope of their work. Exhibit G-5, "Request for Quotation," will be used to notify Subcontractor of such changes and to request Subcontractor's response.

If Subcontractor does not submit a response in the time requested it will be understood the change in question has no impact on Subcontractor's compensation or the time required for the performance of their work. (See also Terms and Conditions Section 5(c).) Further, if Subcontractor does not submit a response in the time requested, HMH may, at its option, estimate Subcontractor's work on their behalf and Owner, a HMH Change Order (either additive or deductive) will be issued to the Subcontractor.

Subcontractor shall make no changes in the work nor shall they be entitled to any additional compensation unless first authorized in writing by HMH. (See also Terms and Conditions Section 5(b).) Subcontractor Change Orders will be issued upon receipt of Change Order from the Owner.

B. REFERENCE NUMBERS

HMH will assign Reference Numbers to issues that have the potential to change the subcontract scope, amount or duration. These numbers will be assigned regardless of the source of the issue. All correspondence, quotations or other documentation generated in relation to such issues must be identified with the correct Reference Number to insure proper disposition.

C. CHANGE ORDER REQUEST

Subcontractor's change order requests must include the following:

1. HMH Reference Number.
2. Detailed breakdown listing of materials, labor and mark-up cost. (See also Terms and Conditions Sections 9(b) and 18(b).)
3. Schedule impact (understood to be none if not addressed).
4. Back-up from all sub-subcontractors, material and equipment suppliers.
5. All impacts related to the Reference Number documentation quoted.
6. Time and Material documentation where applicable.
7. Maintenance of record documents required by Section 9F of this manual.
8. Compliance with Owner change order pricing requirements and restrictions.

D. TIME AND MATERIAL WORK (T&M)

If Subcontractor is instructed to perform work on a "Time and Material" (T&M) basis, including overtime, the cost of the work is to be documented as follows:

1. T&M slips are to be signed on the day the work is performed by HMH Project Superintendent or other HMH employee authorized to do so. One copy of the signed slip is to be given to the Project Superintendent. Information on the daily slips is to include:
 - a. HMH Change Order Number.
 - b. Date work was performed.
 - c. Subcontractor Company Name.
 - d. Complete description of the work including type, location, extent, quantities, etc.
 - e. Number of men involved, broken down by trade, classification (e.g., apprentice, journeyman, and foreman) and the number of hours worked by each.

Job Name
Job Location
HMH Job No.

- f. Detailed list of material used.
 - g. Equipment used.
 - h. Description of work left to complete and, if applicable, notification of work completion.
2. Daily T&M slips that do not have the proper HMH Reference Number, Project Superintendent's signature and other required information will be considered "VOID".
 3. Quotations for time and material work are to be submitted within five (5) working days of the completion of the work. Copies of the signed daily slips are to be submitted as backup. Change Orders will not be processed unless signed time and material slips are submitted daily.
 4. Notify HMH Project Superintendent prior to starting or resuming T&M work. Failure to do so may result in a dispute over time and material amounts.

E. DISPUTED WORK

If Subcontractor is instructed to perform work they feel is not within the scope of their contract, they are to notify HMH in writing within three (3) days and state their reasons. In the meantime, the disputed work is NOT to be delayed. (See Sections 5(a), 14, and 15 of the Subcontract Terms and Conditions). A HMH Reference Number will be assigned to track the work, and the cost responsibility will be determined by the Project Managers for HMH and Subcontractor.

The procedure used to document and track the work is to be the same as that used for "Time and Material" work (see above Section 8). The signature of HMH Project Superintendent on time and material daily slips is only to verify that the work was performed and is NOT an acceptance of responsibility for the cost of the work, nor an affirmation that the work is to be considered as "extra."

If the disputed work is later acknowledged by HMH as a valid change, signed daily time and material slips will be used to determine the change amount. Failure by the Subcontractor to provide signed slips in accordance with Section 8D above will assure a waiver of their right to additional compensation for that disputed work.

F. DELETED MATERIAL

If the material cannot be returned to the manufacturer or supplier for a reasonable credit, the material is to be turned over to the Owner at the time that the building is being turned over and accepted by the Owner. All costs associated with the handling, storage, and turnover of the material are to be included in Subcontractor's change proposal at the time that the material is deleted. See Section 5C "Material Procurement, Expediting & Handling: Deleted Material" for handling instructions.

G. BILLING OF CHANGES

All Subcontractor billings for base contract work and all change order work will be paid as progress payments only. There will be no payments for change order work of any type without a signed HMH Subcontractor Change Order (Exhibit G-6).

H. HOURLY LABOR COST BREAKDOWN

Each Subcontractor is to submit to HMH a breakdown by trade and classification (e.g., foreman, journeyman, apprentice, etc.) of their direct labor costs per hour. (Use Exhibit G-7 "Hourly Labor Cost" Form.) These amounts are not to be exceeded for change order work.

Job Name
Job Location
HMH Job No.

I. OVERHEAD AND PROFIT MARK-UP

Subcontractor's combined overhead and profit mark-up on direct costs for change order work shall not exceed a total of _____ percent (_____%) for work performed by Subcontractor and _____ percent (_____%) for work performed by second tier subcontractor(s)/vendor. (Percentages to be established with each Specific Project Pursuant to the HMH Master Subcontract Agreement).

J. ADDITIONAL INFORMATION

See also the following:

Attachment "E"	Billing Procedures
Exhibit G-5	Request for Quotation

END OF SECTION 8

SECTION 9 RECORD DOCUMENTS & PROJECT CLOSEOUT

A. MAINTENANCE OF RECORD DOCUMENTS AT JOBSITE

A complete set of drawings and specifications will be set aside as "RECORD" documents and maintained in HMH job site office. This set of documents will be used for no other purpose. Drawings and specifications are to be corrected and updated weekly in a neat, legible manner by Subcontractor's authorized representative.

1. Each entry on the documents is to be initialed and dated by Subcontractor's authorized representative.
2. All changes from the original drawings and specifications are to be shown.

B. AS-BUILT DRAWINGS

Subcontractor will be responsible to procure and pay for all documents required to maintain and turnover at project completion all as-built documents. Subcontractor shall be responsible to produce as-built drawings in CAD format unless deviation is specifically approved in advance by HMH. As a minimum, Subcontractor shall provide one reproducible and three bluelines of all as-built drawings. These drawings shall indicate exact installed locations of concealed work, including conduit, piping, ducts, mechanical and electrical equipment, etc. Depths, sizes and dimension plan locations are to be indicated for all piping below grade or under floor slabs. All changes to architectural and structural work are to be similarly shown.

C. RECORD SPECIFICATIONS

Specification sections are to be clearly marked to indicate products incorporated into the work. Where alternates or more than one supplier are specified, it is to be indicated which product was used. If a substitution to the specific item is approved by the Architect, it is to be noted as such. If required, Subcontractor is to supply narrative descriptions of changes.

D. CHANGES SHOWN ON SHOP DRAWINGS

Changes to the contract documents that are shown on Subcontractor's shop drawings are to be incorporated into the as-built document with the shop drawing detail and drawing number noted.

E. APPROVAL OF PROGRESS PAYMENT REQUESTS

If requested by the Owner or by HMH, Subcontractor must show evidence of up-to-date as-built documents as part of the monthly progress payment process. All corrections or changes that have occurred in the work prior to the date of the payment request are to be shown before the payment request will be approved. Failure to show such evidence will be cause for rejection of Subcontractor's application for payment, or payment may be delayed until as-built documents are brought up to date. Approval of Subcontractor's payment request shall not relieve Subcontractor of any responsibility for record documents.

F. OWNER DIRECTED CHANGES IN SCOPE OF WORK

For all "Owner Directed Changes in Scope of Work," Subcontractor is to include the cost of changing and maintaining the record documents as required in their change proposal at the time the change is made. (See also Section 8 of this manual and Terms and Conditions Section 5.)

Job Name
Job Location
HMH Job No.

G. COMPLETION

Upon completion of the work, and before final payment is made, Subcontractor is to certify in writing that all changes have been noted and the final record documents are complete and accurate with respect to Subcontractor's work.

H. CLOSEOUT DOCUMENTS

Closeout documentation is due no later than thirty (30) days prior to scheduled completion date or earlier if so specified in the contract documents. Failure to submit all closeout documentation by this date will be cause to backcharge Subcontractor for cost of delay.

Closeout documentation includes:

1. As-Built Drawings and Specifications.
2. Operating & Maintenance Manuals (as specified).
3. Maintenance and Cleaning Instructions (required for all architectural items).
4. Guarantee/Warranty Forms.
5. Balancing Reports (due within ten (10) days of substantial completion).
6. Service and Maintenance Contracts (as specified).
7. Tool, Keys, Key Cabinets, and Testing Equipment.
8. Transmittal of Attic Stock and "Loose" Materials.

J. ADDITIONAL INFORMATION

See also the following:

Attachment "B"	Document List
Attachment "E"	Billing Procedures
Section 8	Changes in Work

END OF SECTION 9

Job Name
Job Location
HMH Job No.

SECTION 10
SITE RULES AND REGULATIONS/MISC PROJECT PROCEDURES

[INSERT ANY BUILDING RULES AND REGULATIONS]

NOTE: This section is to be utilized to capture project specific site and operations information not addressed in the other sections of Attachment G or other contract Attachments. Other Sections of this attachment should not be modified for site-specific information except where provided for with “fill-in” blanks.

Examples of things that may be typically addressed within this Section include:

1. “Green” trash management programs
2. Bidcom project management system
3. Special City site restrictions or parking
4. Site specific laydown or offsite warehousing requirements
5. Site specific security or “badging” requirements
6. Incentive programs
7. etc. etc. etc.

END OF SECTION 10

Job Name
Job Location
HMH Job No.

**SECTION 11
GENERAL CONTRACT REFERENCES**

[Note:
To be used only when required.

Excerpts from the Agreement between the Owner and the Contractor (Harbison-Mahony-Higgins Builders, Inc.) should be inserted, as either required by the contract (a common feature or as determined these days) as appropriate by HMH due to the risk.

The Corporate Legal Department should be consulted to insure this does not create any special legal problems. A disclaimer must also be developed to clarify the references are intended to represent only a portion of the contract and does not limit the subcontractor's responsibility.]

END OF SECTION 11

Job Name
Job Location
HMH Job No.

SECTION 12 EXHIBITS

- G-1 Subcontractor Action Personnel**
- G-2 Request for Information (RFI) Form**
- G-3 Subcontractor Submittal Log**
- G-4 Subcontractor Daily Report**
- G-5 Request for Quotation**
- G-6 Subcontract Change Order**
- G-7 Hourly Labor cost**
- G-8 Notice of Completion & Quality Assurance Form**

Job Name
 Job Location
 HMH Job No.

SUBCONTRACTOR ACTION PERSONNEL

Subcontractor: _____

Trade: _____

Job Name: _____

HMH Job No.: _____

Date: _____

Listed below are the action personnel who will be responsible for the respective categories:

	Name	Phone/Fax/Cell Phone	E-mail
Contracts, Change Orders & Billings			
Submittals			
Field Operations			
Scheduling			
Material Procurement			
Accounting			
Safety Programs			

EMERGENCY/ON-CALL AFTER BUSINESS HOURS
Name
Phone
Pager

EXHIBIT G-1

Job Name
Job Location
HMH Job No.

SUBCONTRACTOR DAILY REPORT

SUBCONTRACTOR: _____ DATE: _____

JOB NAME: _____ TRADE: _____

HMH JOB NO. _____ FLOOR(S): _____

MANPOWER COUNT:

	<u>NON MINORITY</u>	<u>AFRICAN AMERICAN</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>AMERICAN INDIAN</u>	<u>WOMEN</u>	<u>TOTAL</u>
GENERAL FOREMAN	_____	_____	_____	_____	_____	_____	_____
FOREMAN	_____	_____	_____	_____	_____	_____	_____
JOURNEYMAN	_____	_____	_____	_____	_____	_____	_____
APPRENTICE	_____	_____	_____	_____	_____	_____	_____
TOTAL COUNT	_____	_____	_____	_____	_____	_____	_____

WORK DONE & LOCATION: (USE SEPARATE SHEET OR BACK SIDE OF THIS SHEET IF NEEDED.)

DELIVERIES:

INSPECTIONS CALLED FOR / INSPECTIONS RECEIVED:

SAFETY MEETINGS / ACCIDENTS:

COMMENTS:

THIS REPORT IS TO BE COMPLETED AND SUBMITTED TO THE PROJECT SUPERINTENDENT AT THE END OF EACH WORKDAY.

THIS REPORT IS NOT TO BE USED TO DENOTE ANY IMPACTS TO THE SCHEDULE OR COST OF THE SUBCONTRACTOR'S WORK. ANY SUCH IMPACTS SHOULD BE BROUGHT EXPRESSLY TO THE ATTENTION OF HMH THROUGH THE APPROPRIATE FORMAT (RFI'S, PROPOSAL REQUEST, ETC.)

BY: _____
NAME

TITLE: _____

Exhibit G-4

Job Name
Job Location
HMH Job No.

October 1, 2001

To: ABC Hardware

Subject: **Request for Quotation – Reference 0009**
Job No.: **Job # – Job Name**

Gentlemen:

We are forwarding the revision as described in the documents listed:

<u>DOC. NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>
0009	10-01-01	Bulletin B-1 dated 10/01/01

All quotations MUST be itemized with a detailed breakdown of quantities, unit costs, and schedule impact. Quotations received without a breakdown will be returned. All correspondence is to be identified with our Reference Number 0009. Pursuant to Article 5 of the Subcontract Terms and Conditions, we request your quotation (add, deduct, or no change) by October 8, 2001. No increase in compensation will be allowed if you fail to submit your quotation within four (4) days of the date of this transmittal. If a credit is due and we have not received your quotation, we will estimate the credit and forward a deductive change order for your signature.

No change. Sign here and return _____
Name Date

Company

_____ Clarification only. Notify us immediately if cost or schedule impact is involved.

_____ You shall not proceed with revised work until your quotation for cost of same has been approved.

_____ You are directed to proceed with revised work. If work already in place is affected, you are to notify us before any work begins. Payment for revised work will be based on contractual unit prices or an agreed upon amount for work not covered by unit prices. A quantity breakdown is required.

Sincerely,

HARBISON-MAHONY-HIGGINS BUILDERS, INC.

Project Manager

cc: Ref. File
Job File

Exhibit G-5

Job Name
Job Location
HMH Job No.

SUBCONTRACT CHANGE ORDER

SUBCONTRACTOR
ADDRESS

Date: June 5, 2009
Job No.: 09071000
Change Order No.: 125783-001
Cost Account No.: 01253

Job Name
Job Location

You are directed to make the following changes in accordance with the terms of your Subcontract Agreement, Material and/or Rental Agreement or Purchase Order:

Description of Work

REF NO.	OWNER C/O NO.	DESCRIPTION	SUBQUOTE XREF	AMOUNT
0023	4665	Brief description of work	060509	35,900.00
		Total This Change Order:		35,900.00
		Previous Total:		125,000.00
		Total to Date:		160,900.00

To the extent, if any, that the terms, conditions and/or scope of work contained in this Change Order differ or conflict with the terms, conditions, and/or scope of work contained in the Subcontractor Quote referenced herein, this Change Order shall prevail.

Accepted, all other conditions of Contract to remain unchanged.

SUBCONTRACTOR

Harbison-Mahony-Higgins Builders, Inc.

By: _____

By: _____

Date: _____

Date: _____

PLEASE SIGN AND RETURN 2 COPIES

Distribution: Subcontractor ()
Office ()

Field ()
Accounting ()

Exhibit G-6

Job Name
 Job Location
 HMH Job No.

HOURLY LABOR COST

Subcontractor: _____

Trade: _____

Job Name: _____

HMH Job No.: _____

Union Affiliation(s) / Local(s): _____

Date: _____

Submit separate sheet for each trade.

Classification	Regular Time	Premium Portion of 1-1/2 Time (if applicable to trade)	Premium Portion of Double Time (if applicable to trade)
Foreman Field Labor			
Journeyman Field Labor			
Apprentice Field Labor			
Foreman Shop Labor			
Journeyman Shop Labor			
Apprentice Shop Labor			
Others:			
Detailed Breakdown of Hourly Rate (regular time)	Foreman Field Labor	Journeyman Field Labor	Apprentice Field Labor
Base Wage Rate			
Union Fringes			
Insurance			
Taxes			
Vacation			
Other (explain)			
Subtotal			
Overhead & Profit			
TOTAL HOURLY BILLING RATE			

*Define when these rates apply.

Time and One Half: _____

Double Time: _____

Exhibit G-7

Job Name
Job Location
HMH Job No.

**NOTICE OF COMPLETION &
QUALITY ASSURANCE FORM**

Please print or type.

Trade: _____

Company: _____

Project Manager's Name: _____

Foreman's Name: _____

Area(s) of Work: _____

As the designated project team (Project Manager and Foreman) for the aforementioned trade and company, we give our personal assurance and professional guarantee that all work for the above stated area(s) is complete and meets or exceeds industry standards and the requirements of the contract documents. This work is a finished product and as such represents the quality of our work and that of our company. We have personally reviewed each room in the entire area of work and are satisfied that all work is complete and will meet the quality standards of Harbison-Mahony-Higgins Builders, Inc., [ARCHITECT] and [OWNER].

SIGNATURES:

Project Manager: _____

Foreman: _____

Date: _____