**Construction Process Exposure**

- Drawing details (general understanding)
- RFI process (writing, sending, sketching)
- Submittal process (start to finish)
- Product vs. specification review (MSDS, warranty, etc)
- Shop drawing review process
- Project management software interface
- As-built posting (hard line, CAD)
- Subcontract and purchase order processing
- Conflict resolution (subcontractors, details, etc.)
- Labor tracking (cost codes, budget, if applicable)
- Subcontractor coordination with fieldwork
- Subcontractor due dates and schedule tracking
- Electronic filing (if applicable)
- Project file organization
- Pre-installation conference
- Weekly subcontractor meeting
- Quality control (work in place, contract documents)

**Communication and Efficiency**

- Prioritization and time management
- Verbal communication skills
- Written communication skills
- Problem solving
- Interface with design team
- Interface with superintendent

**Metals**

- Steel decking
- Structural details (steel, block, wood, renovations)
- Structural steel framing
- Design-build stairs

**Contracts**

- Prime contract document review
- Subcontract document review
- Change orders (process explained)

**Site Work**

- Earthwork/utilities (work plan, risks)
- Erosion control
- Drainage, utility issues with city
- Traffic plans

**Estimating**

- Quantity survey
- Change order pricing
- Estimating software

**Concrete**

- Mix designs, process of tracking purchases
- Structural details (concrete tilt-up, cast in place, post tension)
- Formwork systems (erection, removal, re-use)
- Placement and finishing techniques

**Masonry**

- Concrete masonry unit
- Brick
- Related waterproof details
### Doors and Windows
- Doors and hardware (coordination, installation support)
- Door and window schedules
- Curtain wall systems

### Mechanical
- Mechanical details
- Plumbing systems
- HVAC systems

### Electrical
- Power systems
- Lighting systems
- Low voltage systems

### Finishes
- Finishes (coordination, installation support)
- Drywall and framing
- Floor coverings (carpet and vinyl)
- Painting and floor covering
- Acoustical ceiling systems

### Specialties
- Loading docks (power requirements)
- Fire extinguishers and cabinets
- Toilet accessories
- Metal toilet compartments

### Equipment
- Major equipment (coordination, installation support)

### Furnishings
- Site furniture
- Window shades

### Conveying Systems
- Elevators
- Escalators

### Fire Protection
- Fire protection systems

### Thermal & Moisture Protection
- Field review of work (quality control, placement, etc.)
- Waterproofing details (Material interface)
- Damp-proofing
- Sealants and joint issues
- Roofing systems and flashing
- Stucco and other siding systems

### Other
- ____________________________
- ____________________________
- ____________________________

### Comments:

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**Student name:** ____________________________

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