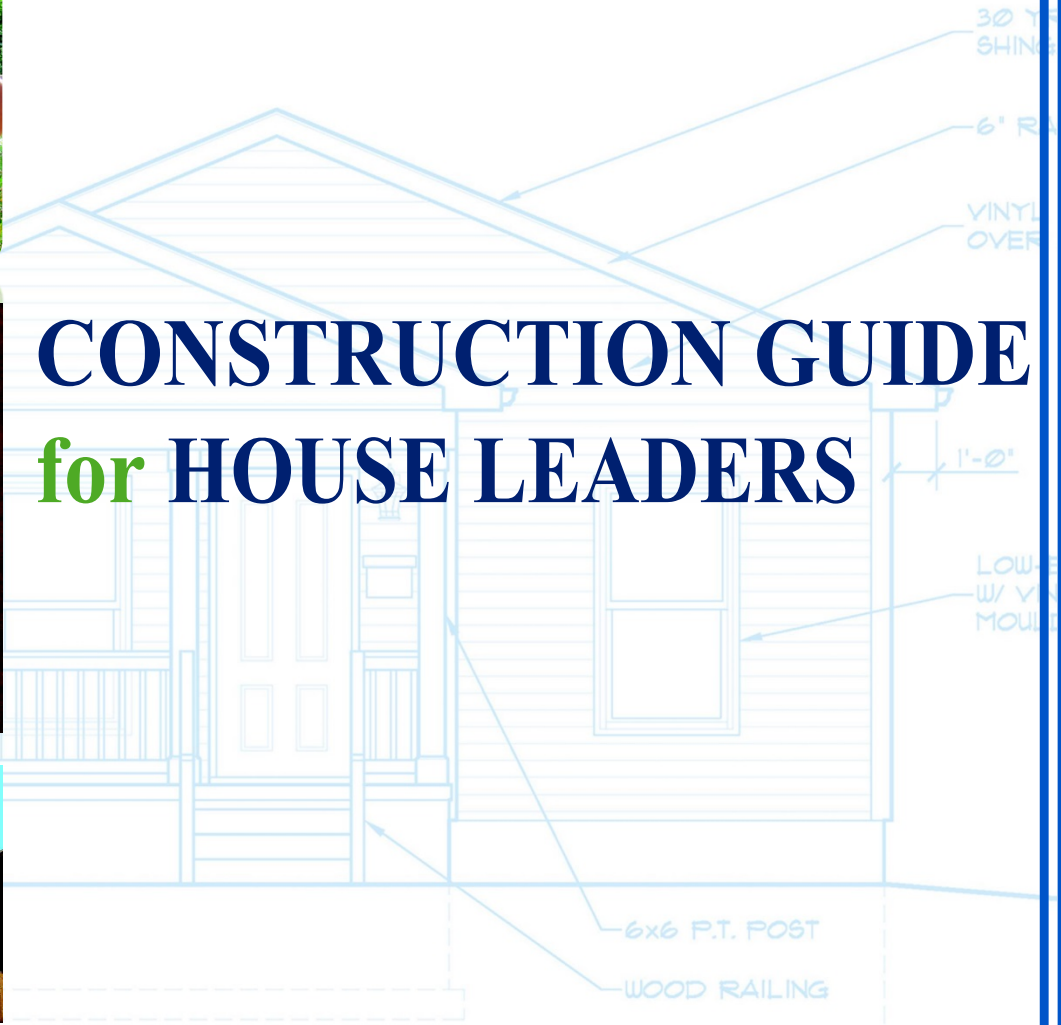


CONSTRUCTION GUIDE for HOUSE LEADERS



Habitat for Humanity[®]

MidOhio

FR

SCALE: 1/4" = 1'-0"

House Construction Guide

©

Overview & Safety

This manual has been prepared as an aid to the House and Project Leaders of the Habitat for Humanity MidOhio. *It does not deal with any of the work being done prior to the beginning of construction by volunteers.* It also does not detail work which is done by the contractors. Each phase is laid out in a similar fashion beginning with what your site should look like at the start of the phase; what materials you should have on your site; what tools you will need to complete the tasks in that specific phase; a list of the tasks; and an explanation of each task. *This manual does not make any assumptions concerning how many volunteers you have or their skill level. It does assume you have some prior experience with Habitat for Humanity's building methods.*

Focus on quality and doing things right!



Safety

As always, you should be stressing safety first and quality construction while being respectful of your volunteers and neighbors.

Safety Audits

Before starting work, perform a site audit; noting safety issues and corrections to be made on the audit report. Create a new audit each day using the form “Daily Site Audit Form/Safety Huddle Report” located in Procore under the Inspection tab.

Safety Huddles

Start each day with a safety huddle to explain the tasks for the day and safety processes to be used. The Safety Huddle Booklet provides a guide for each session. Include in the safety huddle issues identified by the safety audit.

Stress:

- the requirement for safety glasses and hard hats
- the need for hydration, gloves and sunscreen
- The need for the buddy system
- Awareness of activities around you and your surroundings

Stress safety throughout the day.

Site Safety

- Continue observing work throughout the day; coaching on safe working techniques.
- **Stop unsafe practices immediately.**
- **If safety equipment is not available, STOP WORK until it is.**



Project Management

“Plans are nothing; planning is everything.” Dwight D. Eisenhower

Resources

This manual is not intended to be used alone. To manage your project, you will also need:

- Plans (Proposed Schedule & Projected Costs)
- Prints with detail sheets
- Home Owner Selection form
- Project Schedule
- Safety Manual
- Safety Huddle Booklet
- Sign-up sheets
- Waivers
- Other building documents can be found in Procore

Project Planning

- The initial project schedule, projected costs, building plans, and Home Owner selections will be prepared by Habitat Construction Management. You will receive these documents at the Pre-Construction Planning meeting. Begin the project with a thorough review of these plans.

Weekly Planning

- Each week prepare a weekly plan for the upcoming week.
 - Ensure the plan identifies Clear and Achievable Objectives.



It is difficult to hit the target if you don't know where the target is!

- Ensure the plan identifies Requirements, Resources, Tools, & Materials Needed. Include in the plan:
 - Planned Work Days
 - Tasks to be accomplished
 - Volunteers Needed
 - Materials Needed

- Tools Needed
 - Items to be Removed
 - Subcontractors or Inspections to be Scheduled
- To help with the planning, each phase of the build is covered in this manual with a suggested list of tools and materials needed.
 - Submit the plan through Procore/Forms. The Habitat Construction Support team will deliver the items requested per your request.



Project Monitoring and Control

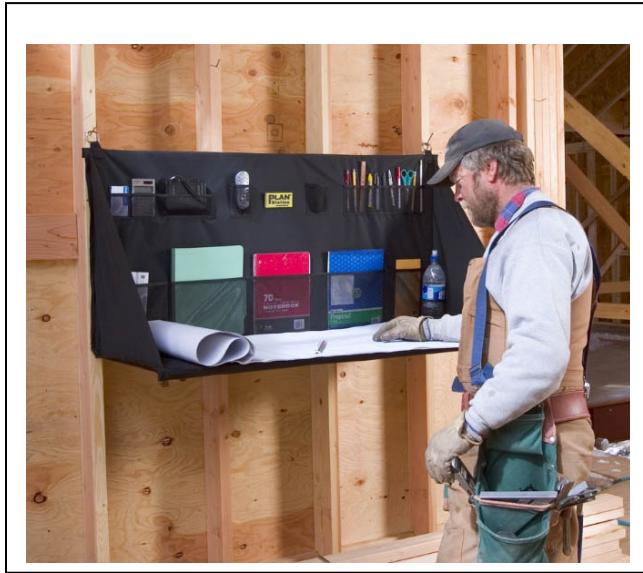
Project Reporting

- At the end of each work day, prepare a summary of the accomplishments for that day on the Daily Logs form found in Procore/Forms
- At the end of each phase, track your progress against the Project Schedule. Review schedule changes needed with the Habitat Construction team.

Site Operations

- At the start of each day:
 - Ensure the volunteers have signed the Volunteer Sign-in form and have a current Volunteer Waiver on file.
 - Ensure the volunteers are physically ready for the day and have the right clothing.
- If during the work day problems arise, additional materials are needed, or special situations which need the Construction Superintendent's attention, report them through My To-Do's in Procore.
- For new tasks which need assistance from Habitat Construction team, submit a request through My To-Do's in Procore.
- For problems with the construction of the home, document the problems with photos and comments and submit them through Daily Logs in Procore. Plan documents in Procore can also be red line/ to track changes to the plan.
 - *Photo problems and submit!*

Plan Station



Each site will be provided with a plan station to be used for organizing sign-in, site binder and project plans.

Tools

If volunteers wish to bring their own tools, they should be told to bring only the tools listed in the “general tools” and should have them well labeled. The House Leaders are also responsible to ensure the remaining tools are on-site for use. Habitat will supply all tools needed. Any tools supplied by the volunteers must be in good working order. Volunteers who are not proficient in the use of a tool should be instructed in its use before they begin work.

Storage

A Mini Mobile storage unit may be supplied or a lockable tool box will be placed in the basement.

Lockable Tool Box

A large lockable tool box will be provided. At the end of the day, the power tools should be stored in the tool box and the box locked and secured.

Temporary Lighting

Work lights will be suspended from the ceiling joists and held in place with zip ties. An extension cord will be run from the temporary power pole into the house to power the lights.

Temporary Power Pole

Until the electrical service is installed in the house, power for the tools and lights will be provided from a power pole. This pole will be installed in the yard at a location defined by the Habitat Supervisor.

1. Either an electrical contractor or volunteers will install the temporary power pole and grounding rod.
2. The electrical contractor will finish the electrical installation and prepare the pole for inspection.
3. After the city approves the temporary electrical pole, AEP will connect up the power.
4. Once power is connected, run an extension cord to the sump pump. Ensure the sump pump remains plugged in to prevent flooding. Check at the beginning and end of each work day.

Green Building

All Habitat homes built in the City of Columbus and Franklin County will be built to the AWARE standards, published by Franklin County. These standards will make the homes “greener” and meet accessibility standards.