

# CMP 435 Residential Capstone Checklist

Students wishing to substitute this internship for the capstone course program requirement are required to gain experiences similar to those included in the capstone course. Based on the nature of the student's company, students must fill out either the residential or commercial capstone course checklist prior to the onsite visit by the internship coordinator. If you are working for a subcontractor then the commercial capstone list probably will fit your needs best.

During the site visit, the intern and internship coordinator will discuss the student's progress toward these activities. Based on the student's job assignments, it is likely that the intern's day to day activities may not match the list. In those instances, it is expected that the intern will gain exposure to these activities outside of their normal job duties. Examples could be interviewing individuals within the firm or in other departments, visiting planning commission meetings or sales open houses. Please indicate if your company develops land as well as develops subdivisions.

## Business Organizational Phase

- Understand company core business functions (i.e., land developer, scatter-lot builder etc.).
- Review and understand company vision and mission statements.
- Review and understand company organizational structure-understand departmental structure and role of key department personnel.
- Describe company facilities and equipment (i.e., warehouse, offices, cranes).
- Company procedures and documents.
- Review and understand employee handbook/procedures manual.
- Review and understand standard correspondence formats.
- Review and understand company evaluation and promotion procedures and policies.
- How is coordination between departments achieved?
- Describe company computerization and information systems used.
- Is your company ISO certified? How does it impact your company?
- Review corporate ethics policies and practices.

## Marketing

- Does your company have marketing materials? Have you reviewed them?

## Land Development

- If your company develops land for subdivisions or other projects, be familiar with the following items.
- Have you reviewed a market analysis and feasibility study from your company?
- What government regulations impacted the development?
- Review site development utility plans and costs.
- Describe the governmental approval process.
- Describe any community political concerns regarding the project.
- Was any value engineering innovation employed for the project? Describe?
- Review the project comprehensive budget and cash flow analysis.
- Review post project review practices.

- Review detailed estimates for infrastructure and units.
- Review development and owner financing.
- Review closing procedures.
- Have you visited a company sales open house? How are the units marketed?
- Review warranty programs and procedures.
- Review delivery practices for transferring completed home to buyer.
- Review buy/sell agreement.

### **Estimating Services**

- Review a company quantity takeoff and estimate. Describe the typical procedures used. Interview estimator.
- How are general conditions items included?
- How are profit and overhead determined?
- Are there any contingencies.

### **Project Contract Requirements**

- Review project contract documents.
- Review a trade or subcontract work scope.
- Review a subcontractor proposal form.
- Review bidding processes and bid packages.
- Review a subcontractor quotation.
- Review the certificates of insurance.
- Have you reviewed the project comprehensive schedule?
- Is there a safety plan? Have you reviewed it?
- Is there a quality assurance plan? Have you reviewed it?
- Is there a site logistics and mobilization plan? Have you reviewed it?
- Review a schedule of values.
- Have you attended a project meeting and familiarized yourself with the agenda and coordination?
- Who is responsible for maintaining the minutes? How are they distributed?

### **Construction Phase and Reporting**

- Review a daily construction log.
- Review a daily construction diary if maintained.
- Review and process RFI's.
- Review a change order and learn about change order practices.
- Review a testing report.
- Review an application for payment and lien waivers and sworn statements.
- Review and process shop drawing and data submittals.
- Learn about the permit process.
- Learn about local code Inspection process.

### **Project Closeout**

- Review a Certificate of substantial completion.
- Review the certificate of occupancy.
- Review a Punch list.
- Review As-built and record documents.
- Review closeout procedures.