

Distribution	SUBJECT	Date
	SUPPLIES AT JOB SITE	09-01-2014

The Superintendent is responsible for keeping an adequate supply of the following at each job site:

Current Construction Manual	Date Stamp
OSHA First Aid Kit	Standard two-hole punch clipboards for FPO's and Debit Memos
Field Purchase Orders	Equal Opportunity Employment Poster
Debit Memos	Equal Opportunity Housing Poster
Payroll Change Notices (P-3)	Notice of Commencement
Pre-Start Daily Report Forms	Building Permits
Construction Log Forms	2 ft. and 4 ft. <u>digital</u> levels
Time Sheet (Employee Attendance Record)	25 ft. tape
Weekly Schedules	100 ft. tape
W-4 Forms	Expense Reports
Office Addressed and Stamped Envelopes	Calendar
Petty Cash (if authorized)	Office Employees Listing
Petty Cash Receipts	Local Telephone Book
Project Schedule Prepared by CM	Calculator
Telephone Quotation Forms	Magic Markers (to update schedule)
Manila File Folders	List of Important Phone Numbers
Legal Pads	Telephone/Address Book
Stapler and Staple Remover	Injury Report Forms
Two-Hole Punch	Speed Letters
Coffee Maker and Supplies	Copy Paper (8-1/2 x 11)
Shovel and Broom	Spare Copier Toner Cartridge
Architect Scale	Digital Camera
Engineer Scale	
Approved Plans and Specs	
Material receipt stamp	
Bill Approval Stamp	