

Distribution	SUBJECT	Date
	PROJECT SCHEDULES	09-01-2014

MASTER SCHEDULE

At the beginning of each job, the CM and Project Manager will prepare a master schedule covering the entire job. The CM will keep one copy and one copy will be placed on the wall at the job site in the office. THE PROJECT MANAGER WILL MARK THE JOB SITE COPY DAILY.

WEEKLY SCHEDULE

Every Friday, the Project Manager will prepare the weekly schedule for the upcoming week. The Project Manager will FAX one copy Friday afternoon to the main office. The Project Manager will post one copy in a prominent place near the entrance to the construction office for the subcontractors to see.

EXAMPLE

Rolling Hills Apartments
Dunnellon, FL

Construction Schedule

	2013	2014							
	Complete	December	January	February	March	April	May	June	July
Mobilization	X								
Replace Roofs	X								
Air Conditioning		X	X						
Pour Porches		X	X						
Soffit and Fascia			X	X	X				
Exterior Doors		X	X						
Windows			X	X					
Siding			X						
Framing			X						
Cabinets			X	X	X				
Electrical			X	X	X				
Plumbing			X	X	X				
Interior Trim				X	X	X			
Flooring				X	X				
Appliances					X				
Paint				X	X	X	X		
Camera System					X				
Grading						X			
Concrete and Walks						X	X		
Paving							X	X	
Playground						X	X		
Fencing						X	X		
Mail Box/Car Care						X	X		
Gutters and Downspouts						X	X		
Irrigation System						X	X		
Community Room Set up							X	X	
Permanent Signage							X		
Landscaping						X			
Final Inspections								X	

Estimated Completion date _____ Jun-14

Prepared by _____ Date _____

FLYNN DEVELOPMENT CORPORATION

EXAMPLE

Project 26 File 442
 Page 1 of 2

Fax to 727-447-5516
 By 3:00 PM on Friday

Date 2-28-2014

Prepared by Robert Wiley

WEEKLY SCHEDULE
 ROLLING HILLS APARTMENTS-PHASE 1

DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Grading, Utilities						
Roads						
Walks, Curbs, Porches						
Bldg. 1 Apt. 1,2,3,4	Finish Soffit					
Bldg. 2 Apt. 5,6,7,8		Start Soffit				
Bldg. 3 Apt. 9,10,11, 12	Finish Windows inspection		Finish Soffit			
Bldg. 4 Apt. 13,14,15, 16	Finish Windows inspection			Start Soffit		
Bldg. 5 Apt. 17,18,19, 20		Finish windows			Finish Soffit	
Bldg. 6 Apt. 21,22,23 24			Finish windows			
Bldg. 7 Apt. 25,26,27 28,29				Start & Finish Windows		
Bldg. 8 Apt. 30,31,32, 33,34						
Bldg. 9-Office Apt. 35				INSTALL NEW A/C IN OFFICE		
Other						
Other						