

# **NSC**

North Star Contracting, l.l.c

## **PROCEDURES MANUAL**

### **PRELIMINARY DATA REQUEST**

#### **STRUCTURAL**

1. Engineer's Frame, Specs & Schedule
2. Roof and Floor Truss Layout, Bearing Point loads for Beams & Girder Locations
3. Architects Final Set "City Approval"
4. Manufacture's Specs on Following:
  - A. Cabinet Drawings
  - B. Fire Place Specs
  - C. Window & S.G.D. "RO's"
  - D. Doors – ext, Bi-fold, bi-pass, RO's"
  - E. HVAC – Access Panel "RO" & Layout
  - F. Medicine Cabinets
  - G. Tubs and/or Shower "RO's" & Curb Heights
  - H. Hot Water Heater Platform height
  - I. Garage Doors "IA"
5. Blocking & Stair Tower Elevations / Ballooning Handicap Specs
6. Club House Special Blocking Requirements, R.O. Structural, etc in advance
7. Bar Wall Heights – for Plywood or Blocking
8. Meter Bank Locations
9. Cornice Backing, Handrail Blocks / Shutters
10. Production Schedule / Truss Schedule
11. Diesel Tank / Nail Room Location
12. Stair Contractor, Specs on Landings
13. Trimmer Heights
14. Lumber Uses

## **PRELIMINARY**

1. Design Completion / Submittals by Truss Co – Components / Floors / Roofs
  - A. Need Copy of MEP for Air-return / Damper locations / Truss Design for Duct
  - B. Adjust for Plumbing / Tubs / Toilets only
  - C. R.O. for Window / Doors
  - D. Beams verified with Structural – see purchase History
  - E. Wall Heights
2. Changes from Original Plan
3. Red Lined all Prints / Structural
4. Production Schedule for All
5. Stair Man Onsite Spec's
6. Specifics Answered on All Variable Details & Manufacturer Specs

## **PROCEDURE**

### **HOUSE-KEEPING**

1. All un-banded material always moved forward
2. Bracing pulled after floor & roof deck
3. Upon cornice completion, all usable siding, trim moved forward
4. After roof deck, all balconies & breezeways cleaned for water proof & flash procedures
5. Daily monitoring of buildings with end of the day effort to spruce up outside of buildings – stack separate & move forward – notify lift operators
6. Forklifts are a necessity to all clean jobs, efforts must be made to team up Laborers with lift operators – (Interactive with Subcontractors)
7. Hangers, rails, clips, poly (flashing), etc to be returned to one central location when found left over – NO EXECPTIONS
8. Any Floor Trusses found inside of completed buildings should be brought out to central truss yard – NO EXECPTIONS
9. No one to work under roof or around building while decking roof
10. Responsible for all hand-railing to be done after Gyp completion of each floor
11. Never stack lumber or material of any kind in front of Breezeway Entrance – NO EXECPTIONS
12. Report all abusive behavior of lumber use by any Sub-Contractor

## **PROCEDURES**

### **LAYOUT INSPECTION NOTES**

1. Center party walls
2. Check breezeways for stair locations & openings
3. All bearing points & bearing walls verified
4. All doors for Handicap where required
5. Doors for stacking situations (storage SGD), reveals always checked
6. Windows stacking / Alternate Windows
7. Handicap blocking
8. Bar heights – Medicine Cabinets “RO” & height
9. Beams for roofs & floors – correct height & location
10. Check all walls associated with vaulted trusses
11. Check perimeter of building for any possible non stacking problems & fix before stocking material
12. Check floor deck, nail off at this point
13. Lay out for all stair tower & landings - VERIFY
14. Check for cornice trim studs for backing & hand rail blocks as needed / doors / windows; any other alternate stud locations
15. Check all bath tub / shower openings
16. Garage doors – openings, overhead & entry
17. All unit types in unit

## **PROCEDURES**

### **WALL FRAME INSPECTION**

1. Inspector to watch crew Plumb “ALL WALLS’
2. Check all door opening; \*sliding glass, \*storage, \*garage, \*handicap, \*entry, etc
3. Window will be Plumb on Jambs, level on sill & header & taped dimensions
4. Verify all bearing points & nailing on studs
5. Check all double, triple & so on studs for nails
6. Blocks for \*shear wall & \*meter bank, \*shutters, & \*handrails & \*cornice  
\*backing at freezes, etc
7. Line party walls through breezeways with (string), studs culled before gyp
8. Line all \*beams - \*\*\*roof & floor & level, check point loads – 1 extra below
9. Frame all balloon \*walls - \*columns, etc
10. Bearing headers & walls checked for location
11. Double check wall common with \*\*vaults, \*\*tubs, \*kitchens, \*bathrooms for  
“plumb” & line
12. No braces sticking out of wall or above Top Plate – (NO HOLES IN GYP)
13. Check double trimmers where needed
14. 1x4 / 2x4 across all door (\*exterior) location, also \*stair wells interior
15. Check \*bar wall heights & \*medicine cabinets
16. Toe nail all 3” door bottom plates
17. Check all concrete nailing
18. Diagonal party wall bracing complete & not above plumbing
19. Top plates all nailed at 16” intervals & intersection 16 nails
20. Walk through at ALL Party Walls
21. Anchor bolts first floor completed before gyp
22. Shim all Bearing Headers – All Headers nailed “both sides” W/W pattern

## **PROCEDURE**

### **TRUSS INSPECTION**

#### **FLOORS**

1. Plumb all exterior corners
2. Check all deadwood on balconies, breeze & interior for sheetrock
3. All blocking for;
  - A. Bearing points carried through to transfer the load
  - B. Block above window & door kings studs – squash block
  - C. Block all inside corners for gyp
  - D. Strong back locations – 5 nails each truss
  - E. Shear walls complete with panels & nailing
4. List all missing, broken or cracked trusses
5. Check all toilets & tubs for location problems
6. Check for correct beam locations & hangers, install with all nailing complete
7. Check breezeway stair beams for dimensions
8. All draft-stops break in center of trusses, block at ends & no holes ANYWHERE in system
9. Check for all ledgers to be nailed with 3 nails per stud

#### **ROOFS**

1. All gables braced & plumb – 3 locations & tied in with lateral bracing correctly
2. All lateral bracing to have diagonal bracing on opposite side – Only exception; party wall opposite off draft-stop, no diagonals to be cut, only cut laterals & scab piece 4' minimum across diagonal
3. All roof truss to have layout checked plumb & lined at ridge & valleys & hips
4. Rakes to be lined
5. L brace all gables as needed
6. Hangers installed & girders nailed as scheduled
7. Vaults to hit above wall / edge, no variance
8. Panels installed & plumb
9. Start facia crew / decking crew / get cut-ins complete before crew leaves

#### **NOTE**

\*\* The 3 crews must interact with each other closely in order to achieve a fast & profitable completion

## **PROCEDURE**

### **STAIR TOWERS INSTALLATION**

1. Always frame stair-towers with walls at “same time”
2. Level across breezeway, stem walls & back toward building
3. Check stair well openings for correctness
4. Assemble landings with second frame
5. Assemble remaining columns & beams with 3<sup>rd</sup> floor frame before rood system
6. Check all post, columns, landings for dimensions, plumb & level
7. Complete any missing plywood or gyp & facia for stairs before starting another building
8. Insure framers are leaving beam pockets

### **NOTE**

**\*\*ALL TOWERS CRITICAL PATHS ARE TO:**

- A. Keep stairway installation as soon as possible for access to building for inspection
- B. No building can be completed on a roof system unless these towers are installed “fast” with buildings schedule
- C. Run stair facia ASAP!

## **PROCEDURE**

### **ROOF COMPLETION STRATEGY**

1. Facia to start when truss crew is 50%
2. Deck all areas for cut ins
3. Cut in immediately after deck
4. Deck cut ins immediately
5. Nail off inspection & clear off
6. Chimney installation
7. Side gable after flashing & trim chimneys
8. Check for gyp on gables & penetrations
9. Call for dry in

### **NOTE**

\*\* The key to completion is getting the subcontractors working together as on team  
(Instant Response)

## **PROCEDURE**

### **CORNICE INSPECTION**

1. Call for flashing in breezeways & balconies
2. Set doors & windows – (plumb openings first)
3. Door inspection as / procedure sheet immediately after installation
4. Windows need to lock – (sliding doors same)
5. Plastic & bithethene at windows & freezes
6. Window flashing
7. Facia all balconies
8. Trim held up from concrete, down from soffit
9. Siding level & level from side to side of breezeways
10. Soffit at overhangs with vent location checked
11. All stucco bands, vents or gables, chimneys – complete
12. Return back for 1x2 trim at soffits
13. Thresholds glued & screwed
14. Walk with General Contractor

### **NOTE**

1. Watch for tempered windows 24” form door openings
2. List all door, window back-orders & keep track of progress
3. Note any broken windows or mull bars
4. Window & door schedule needed & close monitoring of flashing
5. Check that enough caulk is being used – Do not get it on any finished surface

## PROCEDURE

### SETTING EXTERIOR WOOD FRAME DOORS IN WOOD STUD FRAMING

1. Verify that both rough jambs are on the same plane – This is to assure correct fit of the door to the stop
2. Verify that the hinge side of the rough framing is plumb
3. Verify which side of the floor at the threshold is higher
4. If the lock side of the floor is higher, place a shim of equal height where the hinge jamb will set
5. If the floor is level or the hinge side is higher, no shim will be required at the floor
6. If the door has a threshold, mastic or sealant should be installed on the floor to provide a good seal with the threshold
7. With one man on the inside of the opening and one on the outside, set the pre-hung door in the opening
8. Push the hinge side of the jamb tight to the studs on this side of the jamb
9. Verify that the door jamb is plumb and that no nails, chips or other debris interferes with a tight fit to the rough framing
10. Nail two 16D galvanized casing nails through the face trim on the hinge side of the exterior face of the door
11. The person inside should direct the outside man to get a consistent margin on all edges of the door
12. When the margin is correct, the lock side of the jamb should be nailed with two 16D galvanized casing nails to temporarily hold the door in place – These two nails (placed near the top & near the bottom of the trim) should be left out approximately ½” in order that they may be removed if necessary
13. The door should then be opened and closed to assure proper clearance
14. With the door open, one screw should be removed from each hinge & replaced with a 3” screw through the hinge into the rough 2x4 jamb – This should connect the jamb tight to the framing
15. The lock side of the jamb will be away from the framing & will require shims for a secure connection
16. The cedar shims should be installed on at least 4 locations on the lock side of the jamb
  - A. Just below the lock mortises
  - B. Just above the lock mortises
  - C. Within 6” from the top of the jamb
  - D. Within 6” of the bottom of the jamb
17. These shims should be installed tightly & two 16D galvanized casing nails should be driven through the jamb, through these shims & into the rough stuff framing
18. The door should again be checked for the proper operation & final nailing of the exterior trim completed, (that would include 2 nails in the head & 2 additional nails in the jamb) – The 2 original nails in the lock side of the trim can be set & all the shims should be cut flush with the 2x4 framing inside

## **PROCEDURE**

### **FRAMING INSPECTION PREPERATION**

1. All penetrations in draft-stop sealed in scope
2. Bearing points checked
3. Studs nailed together, double, triple, (trimmers) – 12 nails each side
4. Furr downs complete
5. Attic access & detailed lid in place
6. Check for additional frame in roof draft-stop, possibly needed for sheet rocker
7. Hangers nailed with Teco nails
8. Hilti pins completed per specifications
9. Roof truss repairs, bracing girder nailed – repair paperwork nailed to repair in plastic bag
10. Shear wall blocking in place & nailed
11. Air return openings & A/C unit access door size
12. Replace missing studs
13. \*\*\*\*Walk with Inspector\*\*\*\* - REQUIRED
14. Fire damper located

## **SAFETY PROGRAM**

All North Star Managers and Sub Contractors should be experts in Trade, Safety / Fall Protection Plan

**\*\*Safety is a mandatory part of your job**

- A. Inspections
- B. Enforcement
- C. Warnings
- D. Continuing education
- E. Weekly meetings documented and send to main office – by Supervisor
- F. Daily Safety meetings Mandatory

**\*\*Any violation will result in possible removal of the individual or entire crew**