LOWE’S PROJECT 51

DAY TEAM – DAILY PROCEDURES

ARRIVAL

- 5:45 AM – ARRIVE ONSITE AND CHECK-IN WITH POWERHOUSE DAY MANAGER
  - MUST HAVE ALL CREW MEMBERS ONSITE AND PROVIDE COUNT TO DAY MANAGER.
- 5:50AM – SIGN IN ON LILO AND CHECK-IN WITH DAYSIDE ASM – PROJECT CAPTAIN
- 6:00AM – WALK WITH NIGHT SIDE TEAM AND LOWE'S PROJECT CAPTAIN TO DETERMINE PUNCH ITEMS AND INCOMPLETE ITEMS.
  - PROCURE ZEBRA PHONES AT THIS TIME – YOU WILL NEED 1 TO 2

DURING SHIFT

- 6:15AM – SEND BEGINNING OF SHIFT REPORT TO DAYSIDE POWERHOUSE MANAGER STATING WHAT PUNCH ITEMS WE HAVE AND GAMEPLAN FOR THE DAY.
  - NOTATE WHAT TIME YOU RECEIVED ZEBRA PHONE, MET WITH MANAGER, ETC. SO WE CAN HAVE AN ACCURATE REPRESENTATION.
- CONTACT DAYSIDE PM FOR ANY NEEDS AND QUESTIONS
- ALWAYS REFER TO DRAWINGS AND PLANNOGRAMS (POG) FOR INFORMATION ON HOW TO PERFORM WORK
- ENSURE TEAM MEMBERS STAY ON-TRACK AND ARE FOLLOWING LOWE’S RULES (PROVIDED ON SEPARATE FORMS)

END OF SHIFT

- 2:00PM – BEGIN CLEANING UP WORK AREA
- 3:00PM – PEFORM WALK THROUGH WITH LOWE'S PROJECT CAPTAIN AND GET BAYS SIGNED OFF.
  - SEND A COUNT OF ALL BAYS SIGNED OFF THAT DAY, AND THE NIGHT BEFORE BY THE TEAM.
  - INCLUDE ALL INFORMATION REQUIRED ON DAILY SIGNOFF.
  - UPON COMPLETION, NOTIFY LOWE'S TEAM THAT YOU'RE LEAVING AND UPLOAD DOCUMENTATION TO PHOTO APP AND WAIT TO BE RELEASED.