

The Work Package Process >>

achieving operational EXCELLENCE

PHASE 1: INITIAL WORK PACKAGE REVIEW

Our Production and QC teams define the specific scope of work and confirm that the following critical project information is included in the Work Package.

Contract Documents Production and QC teams compile all the information required to install the work.

Project Schedule The scope of work is reviewed with the Client, confirming that sequencing and durations meet construction schedule requirements.

Risk Assessment The scope is reviewed for possible issues that could pose a potential risk to completing the task (for example: long lead items, weather, trade sequencing issues).

Design Errors/Omissions A detailed review of the system and verification that all RFIs have been issued for any missing information.

Material Assessment Specified materials are crosschecked with each system to confirm a “Best Fit” solution.

Equipment Assessment Specified equipment is reviewed for inherent impacts (for example: long lead time, size or weight issues, maintenance access). Each piece of equipment is crosschecked with the specifications to confirm a “Best Fit” solution.

Tools Our Production and QC teams confirm the availability of special tools or that required installer training is in place.

Safety Draft AHA templates are completed for the proposed Work Package scope.

PHASE 2: PREPARATORY REVIEW MEETING

Our Production and QC teams prepare the scope-specific required information and select the installation team best suited for the installation.

Submittal Data Submittal data is compiled and forwarded for review and approval using the MacMiller QC Checklist process. Any proposed “Variance” to specified materials or equipment is documented.

Labor Team A foreman is selected and crew mix defined for the scope of the Work Package.

Risk Assessment Our production and QC teams perform a second Risk Assessment of the Work Package scope

with the Foreman – reviewing any potential issues that could cause a delay, QC issues, or safety hazards.

RFI Response The teams review responses to RFI’s and incorporates this information into the final Work Package scope.

MEP Coordination Our teams review MEP coordination process, confirming all updates have been included in the specific Work Package.

PHASE 3: FINAL SIGN-OFF AND SITE REVIEW MEETING

Based on our Lean construction approach, this phase of planning occurs just prior to the actual field installation of any Work Package.

Submittal Data Review comments are confirmed and “accepted,” and revisions are incorporated.

RFI Responses Final confirmation that all RFI responses have been received.

Shop Drawings Field shop drawings are reviewed and signed off by the team members prior to installation.

Materials A QC review of materials is completed during this phase of final planning to confirm material type, completeness of the order, and, most importantly in healthcare applications, the packaging and cleanliness of the order.

Equipment A QC review of equipment is completed final planning phase documenting product data, labeling and access requirements.

Tools The QC team reviews the tools supplied to our field staff, confirming they are on site and in good working order.

Site Conditions A final review of the site conditions is performed just prior to mobilization, confirming that the area of work is ready and any field conflicts are resolved.



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