



Pepper Construction is building a culture of quality where our project teams and trade partners take ownership of the work and build it right the first time. Planning for quality has proven to be an effective method. This document is a guide to help the Subcontractor create their own **job-specific “Subcontractor Quality Plan.”** Do not use this as the actual plan. When drafting a plan, subcontractors are encouraged to add or modify the suggestions below as part of their plan and to include items from their scope of work specific to the job.

PLANS ARE TO BE SUBMITTED TWO WEEKS BEFORE THE START OF WORK.

Please contact the Quality Department if anyone has any questions or suggestions regarding these important documents.

The Job Specific Quality Plan should include the following (as your scope of work requires)

TYPICAL ITEMS TO INCLUDE:

1. Project name, address, and date
2. Detailed Scope of Work by Subcontractor
3. Identify key personnel, including the Quality Champion for the project (Responsibility, Position, Phone #, & e-mail address)
4. Identify any special training as required for the work
5. List of Sub-Contractors and their information (include, at a minimum, notes #1-#3 min)
6. Storage procedures of materials (Covered, on dunnage, etc.)
7. Clean-up
8. Roofing, Masonry, etc. End-of-Day Seal
9. Protection of materials
10. Roof Protection Plan, Floor Protection Plan
11. Protection of materials after construction (materials and responsibility, etc.)
12. Discuss off-site storage and protection
13. Exterior & Interior environment guidelines and ventilation requirements
14. Verification of materials delivered and their expiration date
15. Fire Stopping – installed per approved tested assembly, location to be confirmed and complies with tested assembly, and installed by trained labor as per specifications or trained by the Manufacturer minimum.
16. Confirm installation requirements & provide all installation instructions (i.e.: Prepress piping, damper installation, etc.)
17. Calibration of equipment certification
18. Verification procedure that the most updated drawings/specifications are being used on site and for the submittals
19. Confirm approved submittals are on site
20. Confirm preparation procedures before the work-in-place – what is required before the work starts?
21. Provide Company Quality Manual as an attachment (the company manual shall not be used as the Job Specific Quality Plan)
22. What mock-ups are being provided, and approximate schedule
23. Provide manufacturer contact information as applicable
24. Provide work review procedures
25. Provide daily inspection form & submit weekly
26. RFI Procedures
27. First work-in-place procedures
28. Provide non-conformance sample log and tracking procedures
29. Provide plan for taking photos
30. Testing of work – testing schedule
31. Commissioning procedures
32. Job specific Warranty Review and procedures

