



ELEVATE
CONSTRUCTION LLC

SUPERINTENDENT COMMANDMENTS

There are certain principles and actions that every role must carry-out to effectively succeed. These are summarized and listed below as the Superintendent Commandments. Following these Commandments will ensure that you will be successful as a superintendent.

- Start your day by **prioritizing** your task list. If you don't have a task list, create one.
- Study the drawings for **30 minutes** every day.
- **Review** the schedule daily and send out assignments to prepare work.
- Take a **reflection walk** daily and send out assignments.
- **Keep the schedule** on your person when in the field. Update schedule notes as you walk the project.
- **Visualize** the plan daily in your mind. Draw sketches.
- Communicate **critical components** of the plan daily to everyone.
- Always keep your **tape measure** on you.
- **Ask questions** as a form of habit, and you will know everything you need to know.
- **Be transparent** about everything. Copy on emails, communicate, and tell the truth.
- Reach out for help from other builders and networks to **be more effective**.
- **Learn monthly** from reading books, training, going to events, and visiting other projects.
- Remove roadblocks as your top priority and keep work **moving forward**.
- Ensure **manpower**, materials, and needed permissions are ready for work.
- Start every day making sure the project is **safe**.
- Always keep workers at a **steady pace** and the project 100% clean.
- Return all emails, texts, phone calls. Show people that you **respect their time**.
- Place **attention** on safety, housekeeping, project flow and energy during all site walks.
- Give and receive daily **positive communication** with your project manager and work with them as your equal accountability partner.
- Don't work **more than 55 hours**.