



HOW TO REDUCE REWORK

With Cam Hill

5 KEY PRINCIPLES



1. DESIGN THE PLAY...



2. DON'T BAND AID...



3. HORSES FOR COURSES...



4. MEASURE & PLAN...

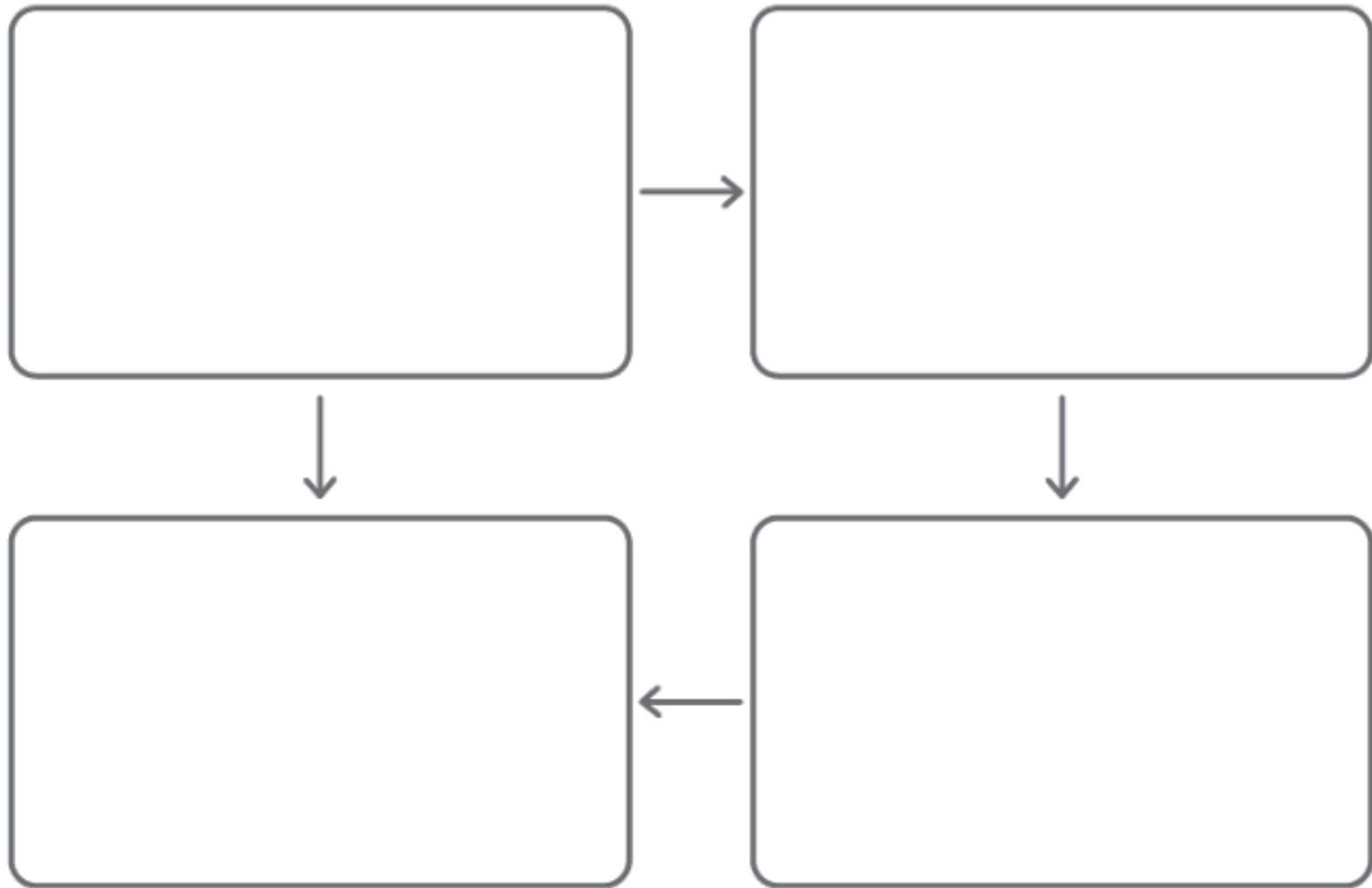


5. PULL THE WEEDS...

Situational Leadership



Accountability Flow Chart



Pre-Job Checklist Example

Pre-Job Checklists

The purpose of this checklist is to ensure that the builder / project is ready for us when they say they are. It costs us a lot of money, time and hassle to have repeat visits to site which are not planned for.

Please ensure that you check with the site manager / project manager / owner (person in charge of the project) at least two days prior to our start date. It is vital that you ask the site manager all the questions on the checklist as missing even one small item can cause repeat visits at our end.

Here is the script to use:

"Hi (site manager). (Your name) from XYZ Electrical here. How's it going? Just calling about the job at (address of project). We've got the (Project stage) scheduled for (date and time). I wanted to check in and make sure everything is good to go at your end? Can I run through our pre-job checklist with you?

Run through the appropriate checklist...

"Cool (site manager). That's all good. We'll see you on (date and project site)."

Or

"Ok (site manager), we need the (name the items to be completed) finished before we come. When do you plan to have (name the items to be completed) finished? Cool. We'll reschedule for then. I'll give you a bell on (name the day) to check in and confirm the date."

Pre Wire, 2nd Visit and Fit off Checklist

Project:	Date work to be completed:
Date checklist completed:	Completed by:

	Pre-Wire	Ready	Not Ready	Notes
1	Have all ceiling battens been installed?			
2	Are the windows in?(lockable)			
3	What's the location of the Gas Infinity?			
4	Are the kitchen plans available?			
5	Do you know the vanity location and sizes			
6	Is the property manager, builder or home owner available for a walk around (day of or day before) "first thing"			
	2nd Visit. Not always (for cutting downlight Fan Grills etc)			
	Is the Gib up?			

Notes, comments:

	Fit off	Ready	Not Ready	Notes
1	Have the kitchen and laundry been installed 100%? (Basins in etc.)			
2	Have all the vanities been installed?			
3	Has all the tiling and/or vinyl laying been complete 100%			
4	Has all the painting been completed?			
5	What date is the carpet installation booked for (all fit off electrical must be completed before this date)			
6	Hobb + Oven onsite			
7	HWC Installed (if electric)			
8	Any/all client supplied materials on site (eg. Towel rails, alarms, feature lights etc.)			

QA Checklist Example

Quality Control

Date:	Project:	Completed by:
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A	UNDERFLOOR CHECKLIST	<u>Pass</u>	<u>Fail</u>	<u>N/A</u>	<u>Date</u>
1	Revise plan before starting work				
2	Checked have the right amount of fall needed				
3	Checked all pipes that have been put in the right places (stand back look at plan and floor to see if the pipes line up with everything)				
4	Checked all pipes are lagged with right lagging (felt or all proof pipe sleeve)				
5	Pipes taped off and 100mm PVC caps are on toilets or stacks				
6	If island sink, water pipes are in				
7	Drainage plan has been marked to where the pipes come out and measurements from outside walls to center of pipes have been written down on the plan				
8	Site has been back filled and made level to how it was before we started, unless they want dirt left in				
9	Signs on all sites				
10	Ensure waste pipes are securely staked in place				
11	Check all measurements are correct				
12	Stacks have x2 45degree bends at base. Provisions for terminal vent.				
13	Any back vents required				
14	Waste pipes under test for inspection				
15	T.A inspection passed				
16	Any variations to charge				
17	Remove all left over fittings and material from site				

Notes, comments:

Quality Control

Date:	Project:	Completed by:
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B	PRE LINE CHECKLIST	<u>Pass</u>	<u>Fail</u>	<u>N/A</u>	<u>Date</u>
1	Revise plan before starting work: <ul style="list-style-type: none"> • Have you got the latest version of plans • Complete fixture list received • Shower mixer depth (appropriate for lining/tile) • Basin Waste strapped • Vanity waste- In wall if wall hung • Check length of hot supply to kitchen (2L) • Bath mixer height and spout position • WC Water inlet position • HWC drain 				
2	T.A inspection completed				
3	All pipes are siliconed where they go through timber or when touching other pipes				
4	All pipes are clipped				
5	Checked pipes aren't running over manholes or any lights e.g. not running through middle of rooms, bathrooms and hallways				
6	Checked hose taps aren't in the way of down pipes				
7	Gone through house checked all pipes hot and cold are going to the right places				
8	Cut WC's pipes down to floor level and recap them with the 100mm cap- check in right position				
9	Job has been pumped up to 1500 kpa and left for 15min or until you have cleaned up the job				
10	Swept up all our mess e.g. Bathrooms, HWC area and kitchen				
11	Checked all wingbacks for leaks				
12	All Vents through the roof and straight				
13	All shower wastes installed				
14	Flashing on roof water tight				
15	All waste pipes are in correct position including WC				
16	Mark Limiting Valve position on plan (Measurements)				
17	Job Cards Filled in correctly				
18	Sleeves of pipes to be cut off at concrete level				
19	All penetration through building wraps to be sealed				
20	Are mixer faceplates and handles in storage area and labeled				
21	Remove all leftover fittings and materials from site				
22	Any variations to charge				

Situational Leadership

Staff Member _____

Task _____

Commitment Level

2	D2	D3	D4
1	D1	D2	D3
0	D0	D1	D2
	0	1	2

Skill Level

Training Plan

Name _____ Completion Date _____

	Objective	3-May	10-May	17-May	24-May	31-May	7-Jun	14-Jun	21-Jun	Completed?
1										
2										
3										
4										
5										
6										

Impact:

A large grid of 20 columns and 15 rows of small dots for writing notes.

