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2017 Construction Team at Training

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# Introduction

The construction team is responsible for **planning**, **purchasing**, and **teaching** volunteers how to complete the construction projects at your site. If that seems like a lot, don't worry! Now is the time to ask questions.

## Why is online training so important?

Because staff training in June moves so quickly, arriving with some background in our processes and procedures will help you to complete a successful summer. All of the pieces of training have been put together by people who have lived through multiple summers on construction teams, so we know the ins and outs! We are confident that the information provided will prepare you.



Safety Presentation Spokane 2018

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# Introduction

There are three construction jobs at SSP: **Construction Coordinator (CC)**, **Supply Coordinator (SC)** and **Home Repair Coordinator (HRC)**. This means that there are two options for team structures: either three or four CCs work together, or two SCs work with one HRC. Job descriptions for each of these roles can be found at the beginning of your Construction Manual.



Chiloquin Team 2018




Smith River Team 2018

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# Introduction

**Communication** and **organization** are crucial to a successful summer. Your construction team will have daily meetings and regular check-ins to make sure that you're all updated on projects, daily plans, emails from Central Office, etc.

Something that has changed since last year is your daily time schedule. Instead of checking in with teams throughout the day, you will only be out on work sites until 12:00 or 1:00. After that point, all of your team members will meet and plan for the next day, help with meal prep, and enter information into SiteManager.



2/4ths of the Tsile 2018 Team



San Diego Team 2018

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# Material and Tool Care

Each team has access to a SSP **tool trailer** that is stocked with the appropriate tools for the summer. It's important for all team members to understand what all of the different tools are and where they're kept.



Outdoor lumberyard and tool trailer



Tool trailer

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# Material and Tool Care

Each site needs to create extra storage space in a secure location to create a **small lumberyard**. This lumberyard is crucial to keep covered with tarps; it's a shame when we waste materials like concrete because they get wet!



Outdoor lumberyard and tool trailer



Indoor storage

©2018 Sierra Service Project

# Material and Tool Care

When you arrive to your site, familiarize yourself with the placement of tools and materials by creating Standardized Tool Buckets.

An inventory of all the tools in your trailer is required at the end of the summer to ensure that Central Office can restock the trailers for the next summer. Keep your tools in good condition so we don't have to keep replacing stolen or broken equipment.



Well organized trailers!!




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# Intakes

An **intake** is the process of visiting a homeowner or community organization to evaluate the repair work that they have requested. This is the first step to ensure that the project is doable, safe, and within our budget for volunteers.

It is absolutely necessary to fill out the entire **intake form** with meticulous measurements, notes, and photographs. You will be drawing plans based on your notes!



Ryan Forletta on an Intake in 2018

©2018 Sierra Service Project

# Intakes

At least two Construction Team members will visit all work requests to meet applicant(s), take measurements and photographs of the project site, and gather other information crucial to making a decision about our ability to complete a project.

Notice that in the pictures, both Tommy and Johnny are wearing their SSP polo shirts. These make a huge difference in how we present ourselves in the community.

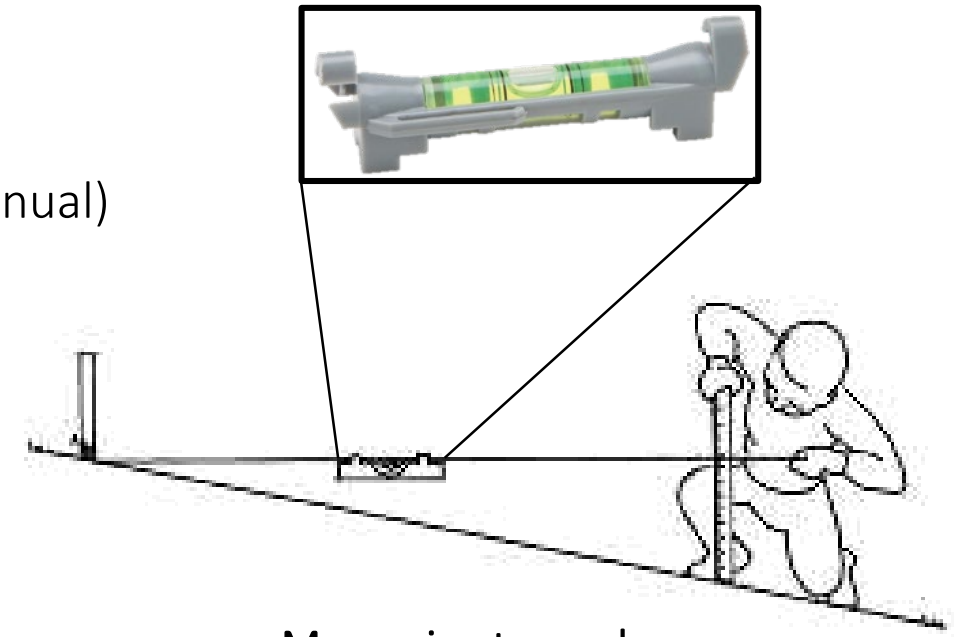


Tsaile 2016

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# What do you need to bring on an Intake?

- Construction manual,
- 2 measuring tapes,
- String line and level,
- Shovel,
- Camera,
- the Intake Checklist (see Chapter 20 in your Construction Manual) and graph paper
- (suggested: a standardized tool bucket)



Measuring to grade

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# Financial Responsibilities

Again, **organization** and **communication** is especially necessary amongst construction team members to maintain the budget. This means reviewing the budget regularly and making decisions together to ensure that your team is staying on track. **It is the responsibility of every member of the team to be accountable for the budget**.



Smith River 2017

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# Financial Responsibilities

Each site must find a balance between expensive and less expensive projects. See the chart for below 2018's project averages:

**Lower Cost Projects**

**Higher Cost Projects**

| Type | Number of 2018 projects | Avg. cost/person/day |
|---|---|---|
| Paint - Interior | 4 | $5.12 |
| Paint - Exterior | 13 | $7.10 |
| Deck | 5 | $12.39 |
| Roof | 4 | $10.92 |
| Awning | 3 | $11.48 |
| Average | --- | $11.80 |
| Shed | 4 | $12.07 |
| Fence | 10 | $12.14 |
| Stair | 12 | $15.32 |
| Ramp | 11 | $15.48 (high priority!) |
| Floor | 2 | $17.78 |

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# Get Creative!

Sometimes outside groups will pay for or provide materials; this is a great trade-off where SSP provides the labor that would otherwise cost someone much more than just the materials alone. In the past, SSP has also done work at **host schools**; this is a way that we can give back to the communities that so graciously invite us to share their facilities!




Chiloquin 2018 Volunteers




San Diego 2018 Volunteers

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# SiteManager

SiteManager provides SSP with live data about how a Construction Team is managing their costs and where money is being spent. It is updated **daily** by your team and is constantly reviewed by headquarters.



Pop quiz: according to this picture, how many PT 2x6x12s were delivered to Norma's Garden Boxes?



How many DF 2x4s were delivered to Monroe's Shed?

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# SiteManager

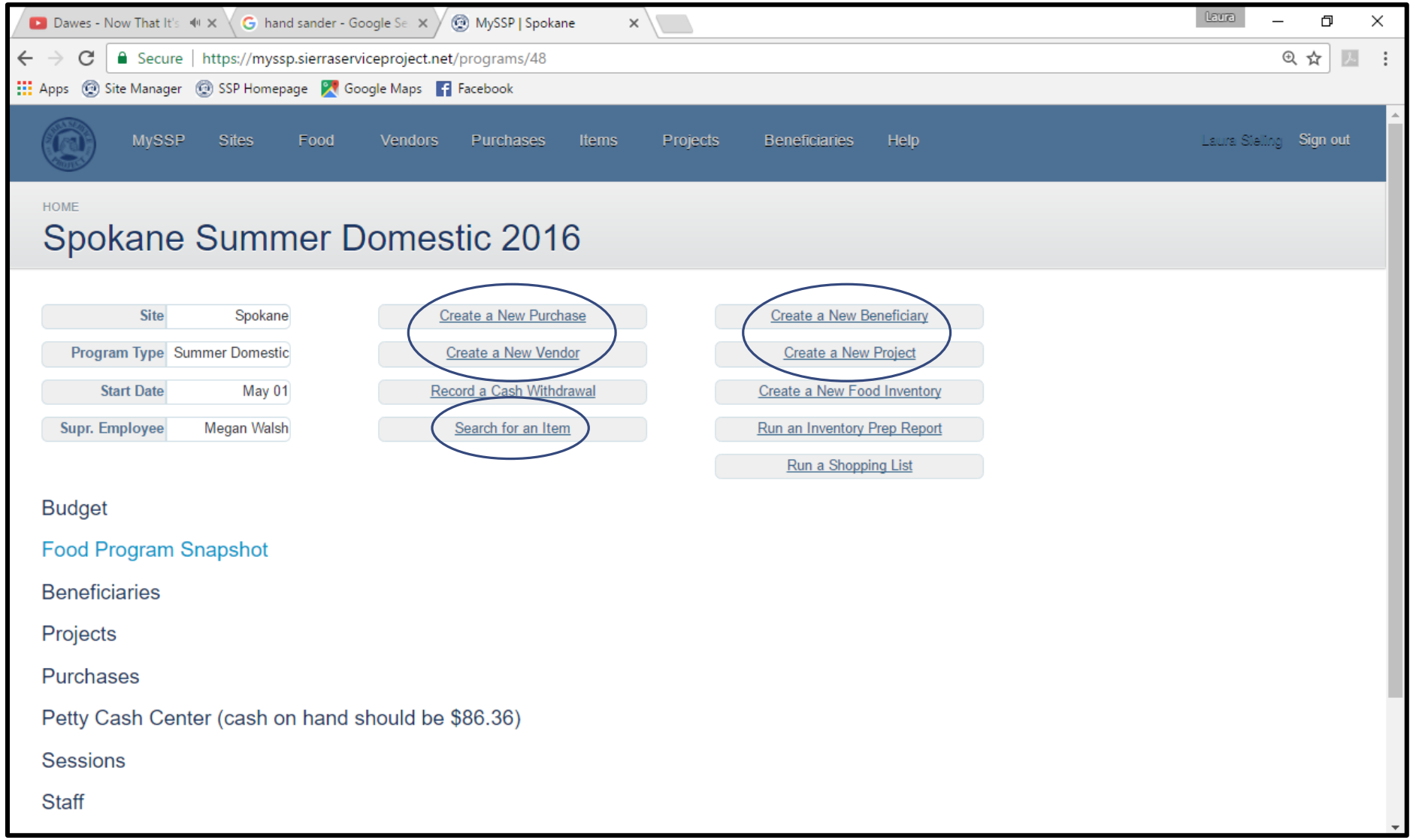
This list and the following slides will introduce you to some of the functions that you will be responsible for over the summer:

- Entering and updating **beneficiary information** (i.e. about homeowners or community contacts)
- **Planning** and **estimating** project costs
- Entering and balancing **receipts**
- Recording **deliveries** and **returns** of materials to and from work sites
- Tracking **volunteer days**
- Monitoring your **overall budget** throughout the six weeks of volunteers
- Creating **work teams**

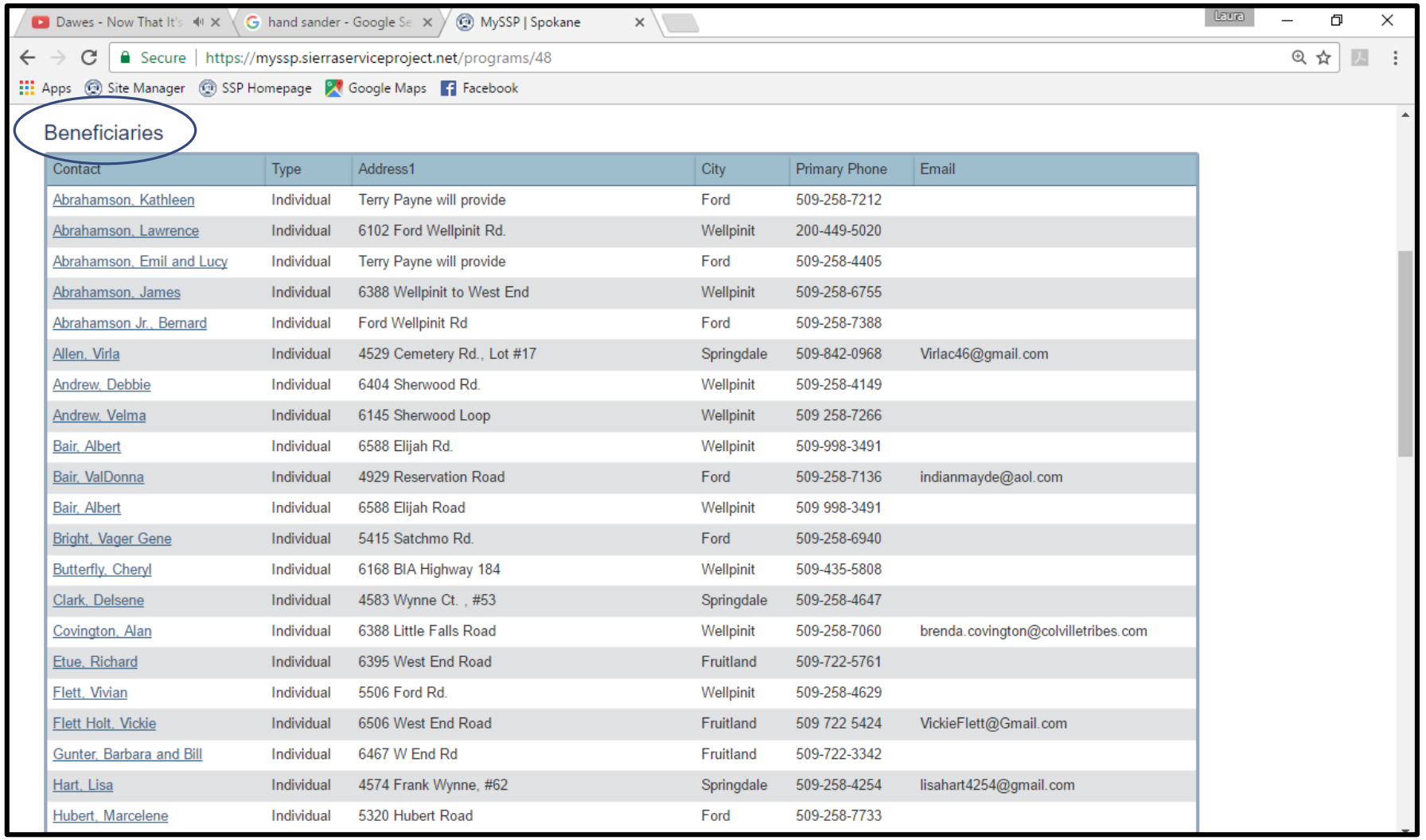



Rick teaches 2016 Site Directors how to use a new function on SiteManager

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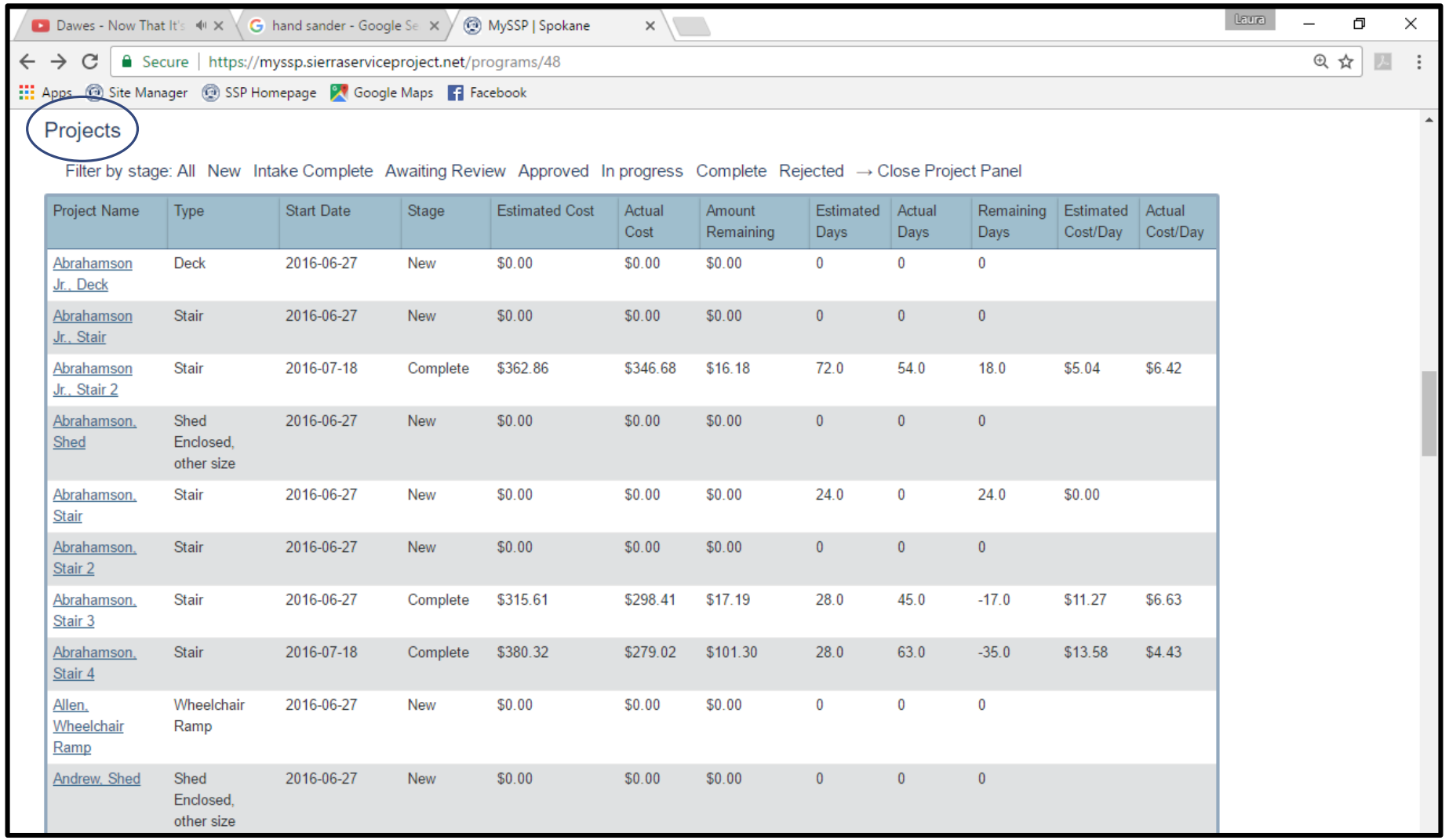

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## Beneficiaries

| Contact | Type | Address1 | City | Primary Phone | Email |
|---|---|---|---|---|---|
| Abrahamson, Kathleen | Individual | Terry Payne will provide | Ford | 509-258-7212 | |
| Abrahamson, Lawrence | Individual | 6102 Ford Wellpinit Rd. | Wellpinit | 200-449-5020 | |
| Abrahamson, Emil and Lucy | Individual | Terry Payne will provide | Ford | 509-258-4405 | |
| Abrahamson, James | Individual | 6388 Wellpinit to West End | Wellpinit | 509-258-6755 | |
| Abrahamson Jr., Bernard | Individual | Ford Wellpinit Rd | Ford | 509-258-7388 | |
| Allen, Virla | Individual | 4529 Cemetery Rd., Lot #17 | Springdale | 509-842-0968 | Virlac46@gmail.com |
| Andrew, Debbie | Individual | 6404 Sherwood Rd. | Wellpinit | 509-258-4149 | |
| Andrew, Velma | Individual | 6145 Sherwood Loop | Wellpinit | 509 258-7266 | |
| Bair, Albert | Individual | 6588 Elijah Rd. | Wellpinit | 509-998-3491 | |
| Bair, ValDonna | Individual | 4929 Reservation Road | Ford | 509-258-7136 | indianmayde@aol.com |
| Bair, Albert | Individual | 6588 Elijah Road | Wellpinit | 509 998-3491 | |
| Bright, Vager Gene | Individual | 5415 Satchmo Rd. | Ford | 509-258-6940 | |
| Butterfly, Cheryl | Individual | 6168 BIA Highway 184 | Wellpinit | 509-435-5808 | |
| Clark, Delsene | Individual | 4583 Wynne Ct. , #53 | Springdale | 509-258-4647 | |
| Covington, Alan | Individual | 6388 Little Falls Road | Wellpinit | 509-258-7060 | brenda.covington@colvilletribes.com |
| Etue, Richard | Individual | 6395 West End Road | Fruitland | 509-722-5761 | |
| Flett, Vivian | Individual | 5506 Ford Rd. | Wellpinit | 509-258-4629 | |
| Flett Holt, Vickie | Individual | 6506 West End Road | Fruitland | 509 722 5424 | VickieFlett@Gmail.com |
| Gunter, Barbara and Bill | Individual | 6467 W End Rd | Fruitland | 509-722-3342 | |
| Hart, Lisa | Individual | 4574 Frank Wynne, #62 | Springdale | 509-258-4254 | lisahart4254@gmail.com |
| Hubert, Marcelene | Individual | 5320 Hubert Road | Ford | 509-258-7733 | |

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| Project Name | Type | Start Date | Stage | Estimated Cost | Actual Cost | Amount Remaining | Estimated Days | Actual Days | Remaining Days | Estimated Cost/Day | Actual Cost/Day |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Abrahamson Jr., Deck | Deck | 2016-06-27 | New | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | | |
| Abrahamson Jr., Stair | Stair | 2016-06-27 | New | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | | |
| Abrahamson Jr., Stair 2 | Stair | 2016-07-18 | Complete | $362.86 | $346.68 | $16.18 | 72.0 | 54.0 | 18.0 | $5.04 | $6.42 |
| Abrahamson, Shed | Shed Enclosed, other size | 2016-06-27 | New | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | | |
| Abrahamson, Stair | Stair | 2016-06-27 | New | $0.00 | $0.00 | $0.00 | 24.0 | 0 | 24.0 | $0.00 | |
| Abrahamson, Stair 2 | Stair | 2016-06-27 | New | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | | |
| Abrahamson, Stair 3 | Stair | 2016-06-27 | Complete | $315.61 | $298.41 | $17.19 | 28.0 | 45.0 | -17.0 | $11.27 | $6.63 |
| Abrahamson, Stair 4 | Stair | 2016-07-18 | Complete | $380.32 | $279.02 | $101.30 | 28.0 | 63.0 | -35.0 | $13.58 | $4.43 |
| Allen, Wheelchair Ramp | Wheelchair Ramp | 2016-06-27 | New | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | | |
| Andrew, Shed | Shed Enclosed, other size | 2016-06-27 | New | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | | |

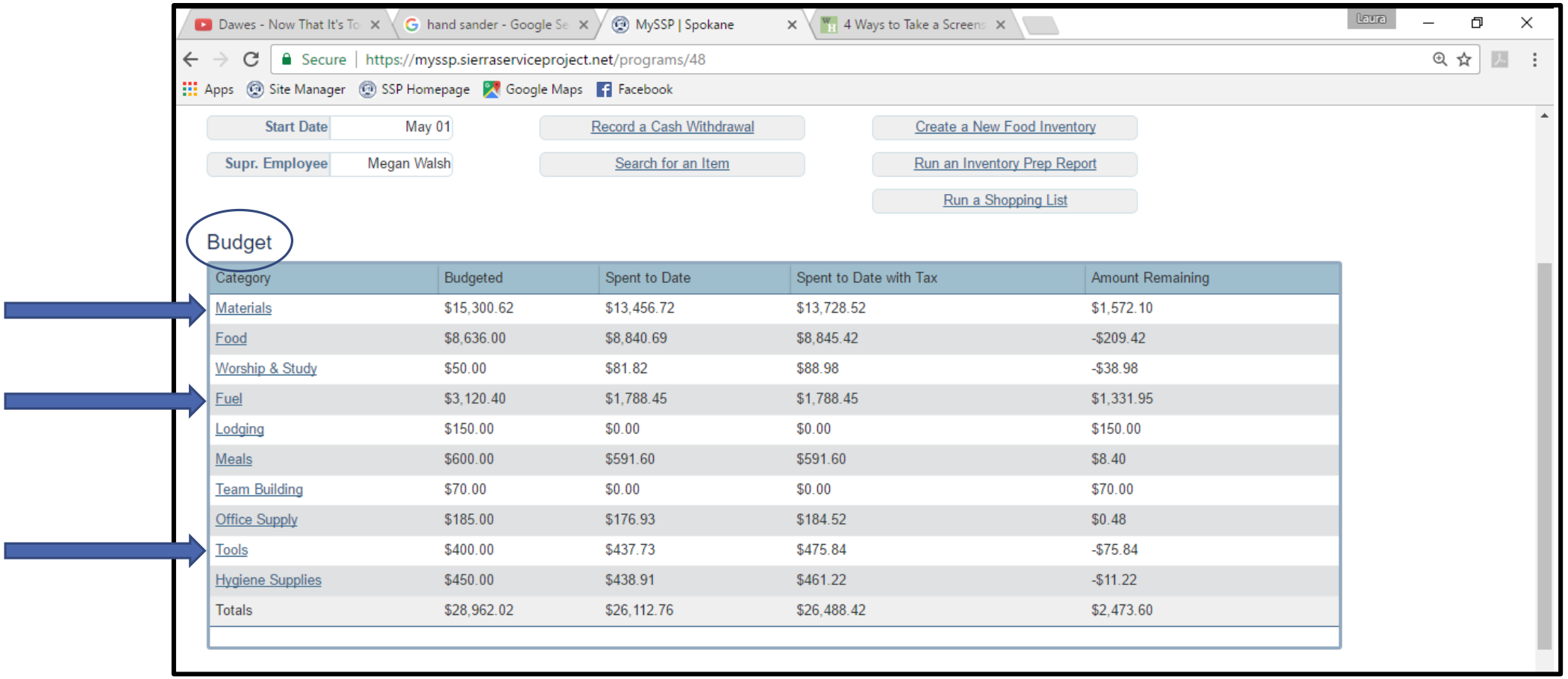
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# Site Manager

**Financial Responsibilities**: each team is given a strict **budget** that needs to be closely tracked throughout the summer. To do this, receipts from all purchases, deliveries and returns of materials to work sites, and beneficiary information are entered into our online tracking system called SiteManager.

A specific amount of volunteer fees go toward building materials, adjusted each year by data gathered during the previous summer. The budgeted material cost per volunteer changes drastically between sites, due to grants and enrollment. This means that you have to check your site's budget to determine whether or not you're on track for the summer (with help from Central Office).

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# Safety

There are many aspects of SSP safety. Most importantly, staff members are responsible for setting a good example. If volunteers see you using a tool, vehicle, or material incorrectly, they'll think it's okay or "cool" to circumvent the rules. The more in-depth rules that you will be teaching to volunteers can be found in Chapter 1, Section 5, as well as in *Chapter 3: Tools* of this Online Training.





These are examples of poorly loaded vehicles. Utilize delivery services when you can!

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# At the end of the summer…

Construction Teams should have all projects completed by the final volunteer day of the summer. This occasionally doesn't happen, meaning that you will have to be completed by the staff during Clean Up Week. This is very difficult to coordinate along with the rest of your responsibilities. Combat this by foreseeing if a project will not be completed on time and setting up staff work days to speed up the progress.



Planning ahead in Tsaile 2016!

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# Reach Out!

Please keep in mind that this is just the beginning of your training – the **construction manual** is much more thorough. Plus, in-person, hands-on Training will give you a better idea for how building materials come together to form all of SSP's projects.

"When in doubt, give a shout!" Megan and McKenna are excited to help you with any problems that need solving! (If you can tell us apart)

- megan.walsh@sierraserviceproject.org
- mckenna.culbertson@sierraserviceproject.org
- Office: 916-488-6441



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