

## **Internship with Lawler Construction**

Mayfield, Ohio (greater Cleveland area)

Work in the submittal process. This area of work requires familiarity with reading and understanding commercial construction documents such as plans and specifications. Efforts will include

- o SUBMITTALS

- § Receive and log submittals
- § Review Submittals and mark prior to submission to reviewing professional
- § Prepare Cover and Issue Documents to reviewing professional
- § Receive reviewed submittals back and log
- § Take appropriate action(s) with reviewed submittals
  - Request revisions when appropriate
  - File
  - Forward to related parties
  - Print and prepare for field use
- § Solicit submittals from vendors
- § Track and monitor outstanding submittals at all stages of the process

- o DOCUMENT MANAGEMENT

- § Order plans and specifications as directed
- § Track and receive documents, both hard copy and electronic
- § Identify, title and disseminate/save documents following appropriate protocols and so that they are easily located and retrieved
- § Receive, manage and distribute document updates for projects including
  - Bulletins
  - Sketches
  - Requests for Information
  - Change order Requests
  - Requests for Proposal
  - Etc

- o MEETING MINUTES

- § Work in conjunction with the project manager to prepare and distribute minutes from project meetings

- o REQUESTS FOR INFORMATION

- § Receive, organize, research, forward with cover, respond to, log and generally manage the RFI process with strong input and direction from the project manager

- o CHANGE ORDER PROCESS

- § Under the direction of the project manager, aid in the entire change order process
  - Sort, organize and file pertinent information in anticipation of the preparation of a change order request
  - Prepare and issue requests for proposals to vendors as related to changes in the work

- Log information as pertinent
- Work with the project manager to assemble pricing information and organize it into an approved format
- Solicit and manager internal work orders from field personnel for identification of costs related changes
- Seek pertinent material cost backup related to changes
- Review vendor documentation for compliance with contract requirements, completeness and clarity
- Aid the project manager in the upkeep of the change order log document

For more information contact:

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