

- External
 - Wooden porches and stairs (Super)
 - Stone or concrete leading to the trailer (Super)
 - Jobsite sign: (Super)
 - Place in prominent location where it will not be knocked over
 - Hang up Project Manager/Superintendent name riders on outside of trailer or on deck
 - Place Safety Hank PPE sign near construction entrance of jobsite. (Super)
 - Hang up Hard Hat sign and Construction Entrance Sign where appropriate (Super)
 - Place Owner/Architect/CF Evans logo sign on outside of trailer or on deck (Super)
 - Boot brushes must be present by door to trailer (Super)
 - Set up water to clean off boots, porches, stairs etc. (dependent on water access) (Super)
- Internal
 - Permit drawings should be in Superintendent's office (PM/Super)
 - Set up four 6' tables as a rectangle with chairs for main conference area (Super)
 - 3x2' table at entrance of trailer with business cards and sign in sheet (Super)
 - Place power strip or other device in the center of the conference table for ease of access (IT)
 - TV near conference table with plan table beneath the TV (IT/Super)
 - Plans (APM/Super)
 - Keep paper drawings in the offices (APM/Super)
 - Signage (PM)
 - Visit www.cfevans.com/project-setup to order signage
 - Customer Service and Core Values sign should be prominently displayed in main room of trailer
 - Site Plan
 - 3 week look ahead and inspection board displayed and visible during meetings
 - White board (optional)
 - Calendar (optional)
 - Hardhats and vests displayed (Super)
 - Owner's hardhat and vest should have name on it and should be stored in the Superintendent's office (Super)
 - Any fridge, coffee maker, other appliances should be in side offices (Super)