



# Construction Superintendent Operations Manual

*Sidney Levy*

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## **Complete Any Construction Job On Time, within Budget, and According to Specifications**

Turn to the updated Second Edition of *Construction Superintendent's Operations Manual* for step-by-step guidance on managing every aspect of complex construction jobs. From handling construction contracts to managing construction components and technology, this hands-on resource will help you ensure that projects are completed on time, within budget, and according to specifications.

Packed with over 100 forms, sample letters, and checklists, this easy-to-use reference shows readers how to organize a project, work with subcontractors, rehabilitate old buildings, establish safety procedures at the jobsite, achieve quality control and quality assurance, write effective business letters, and much more. The Second Edition of *Construction Superintendent's Operations Manual* now features:

- A wealth of construction methods, strategies, and tactics
- Dealing with difficult issues at the site, coordination, subsurface conditions
- Time and material pitfalls to avoid
- Tips on working with subcontractors and completing jobs successfully
- Over 100 forms, letters, and checklists, both in the book and on the CD-ROM
- SI units where applicable
- NEW to this edition: more details on construction contract documents, including design-build; new information on bonds and insurance; updated coverage of site safety, with OSHA citations

### **Inside This Cutting-Edge Construction Management Guide**

• Introduction to the Construction Industry • Construction Contracts • General Conditions • Organizing the Project • Organizing in the Field • Working with Subcontractors • Rehabilitation of Old Buildings • Safety at the Jobsite • Quality Control and Quality Assurance • The Legal World We Live In • Effective Letter Writing

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