

not be there. Also, make sure the site is quiet enough so the workers can communicate freely. Any equipment being used must be inspected on a routine basis with documented results, and routine safety meetings must be done. Above all, do not put someone uncomfortable with heights on a job that is high up; the worker will not be efficient and might have an accident. Rigging work should never be performed while the public is in the venue.

Independent contractors need to be hired under individual written

contracts; verbal contracts will not hold up in court. Independent contractors should also carry their own workers compensation insurance and liability insurance. In most states the contractor is required to carry a valid contractor's license. The same is true for subcontractors.

Once work is underway, you

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might need to make some on-site modifications. Make very clear notes on the modification, and make sure the changes are authorized in writing

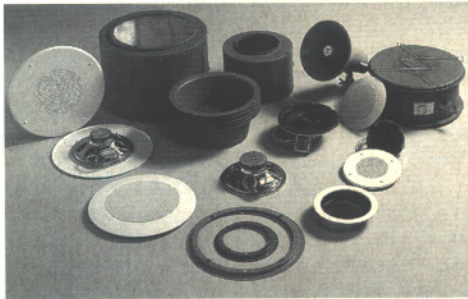
by the manufacturer of the hardware or by the project's structural engineer. These steps are critical to reducing the liability associated with the installing contractor. If the modifications were required because of misinformation or products not up to specification, the notes will help to collect reimbursement. As always, send copies of the notes to the general project manager and the general contractor, and keep the set of as-built blueprints and structural certifications current throughout the installation. At the end of the installation, make a copy and keep it in the job file. Turn the other in to the general contractor if requested.

As work progresses, make daily job and safety reports; they're an excellent way to keep the general project manager and the general contractor informed about the installation. Each day, have the installation manager complete a brief explanation of what was achieved that day. Also, put a place on the form that allows the manager to note problems, such as safety issues and job delays.

Once the project is complete, have the general project manager conduct an installation inspection. The purpose of the inspection is to confirm that the work contracted has been completed. This can be an important point if another contractor comes in later and changes something or causes an accident.

Follow-up — long-term protection

Maintain a complete job file organized in chronological order. The job file should include all pertinent information, such as correspondence, job prints, certifications, contracts and contact names. The job file is the contractor's only resource should anything go wrong in the future. The job file should be kept for the lifetime of the installation. **SVCC**



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