

Resortments + Gerardo Execution SOP (v1)

1) Project Overview

This SOP defines execution responsibilities across NWA, Little Rock, and Texarkana for civil/site work, permitting, material flow, subcontractor management, and field supervision.

2) Site Scope Matrix

| Site | Civil/Utility Scope | Grading/Pads | Streets | Notes |

|---|---|---|---|---|

| NWA | Limited excavation/utility work expected | [Confirm] | [Confirm] | Validate as-built utility proximity |

| Little Rock | Limited excavation/utility work expected | [Confirm] | [Confirm] | Validate tie-in points |

| Texarkana | Full streets/utilities expected | Required | Required | Include pad prep and sequencing |

3) Roles & Responsibilities (RACI)

• Resortments

- Pull building permits
- Maintain all subcontracts and insurance in Resortments name
- Order primary materials to job sites
- Final approval authority for change orders and budget exceptions

• Gerardo

- Coordinate all subcontractors and daily workflow
- Schedule inspections through permit access granted by Resortments
- Manage deliveries, unloading, and on-site material flow
- Order and schedule all concrete and pumps
- Ensure a ground supervisor is present on each active site at all times
- Manage required subcontractor compliance package and tracking

4) Permit & Inspection Workflow

1. Resortments pulls permit and grants inspection scheduling access.
2. Gerardo submits inspection requests per milestone.
3. Inspector outcomes logged same day.
4. Failed inspections trigger correction + re-inspection within SLA.

5) Schedule & Milestones

Required milestones by site:

- M1: Site mobilization complete
- M2: Utility rough-in complete
- M3: Grading/building pads complete
- M4: Streets/civil complete (Texarkana)
- M5: Foundation/flatwork complete
- M6: Vertical start ready

Control Rule: No work advances past hold-point milestones without signoff.

6) Procurement, Delivery, and Material Control

- Resortments issues purchase decisions for main materials.
- Gerardo schedules deliveries and unloading windows.
- All deliveries require receiving confirmation (date/time/condition/quantity).
- Damaged/short shipments documented within 24 hours.
- Material staging map maintained by site.

7) Concrete & Pump Management Standards

- Gerardo controls vendor schedule and pour timing.
- Each pour requires:
 - mix design confirmation,
 - weather check,
 - pump logistics confirmation,
 - QA test plan (slump/cylinders where required).
- Pour signoff logged same day.

8) Subcontractor Compliance Requirements

All subs must have before mobilization:

- Executed subcontract in Resortments name
- COI meeting required limits
- Active license where required
- Safety acknowledgement and site rules signoff

9) Ground Supervision Requirement

- Each active site must have designated ground supervisor at all times.
- Supervisor daily duties:
 - safety walk,

- workforce coordination,
- material readiness check,
- schedule status update,
- issue escalation.

10) Reporting Cadence

Daily Site Report (by Gerardo)

- Work completed
- Headcount by trade
- Deliveries received
- Inspection status
- Safety incidents/near misses
- Blockers + next-day plan

Weekly Executive Summary (to Resortments)

- Milestone status by site
- Budget variance highlights
- Change orders pending/approved
- Critical risks and required decisions

11) Budget & Change Control

- All change orders must be written and approved before execution (except emergency safety work).
- Change order package includes:
 - scope delta,
 - cost impact,
 - schedule impact,
 - backup documentation.
- Invoice approval path:
 - Gerardo validates field completion,
 - Resortments final payment approval.

12) Escalation SLAs

- Safety-critical issue: immediate notification
- Inspection failure: same-day notification + 24h correction plan
- Material shortage: notify within 2 hours of discovery
- Schedule slip >2 days: escalate with recovery plan within 24 hours

13) Checklists

Mobilization Checklist

- Permit active
- Site supervisor assigned
- Subcontracts executed
- COIs verified
- Material staging area marked

Daily Close Checklist

- Daily report sent
- Inspection outcomes logged
- Delivery log updated
- Safety log updated
- Next-day priorities confirmed

14) Approval Block

- Resortments Executive: _____ Date: _____
- Gerardo (Field Lead): _____ Date: _____
- Project Controls: _____ Date: _____