

HANDBOOK 04

Land Division Construction

BOS Master Loop Division Manual
Modular Plant + Multifamily Communities

1. Division Mission & Scope

Land Division Construction ensures every site is permit-ready, utility-ready, access-ready, and install-ready before modular delivery is released.

- No dispatch to a non-ready site.
- No install start without a signed readiness checklist.
- All field blockers must have an owner and closure ETA.

2. Site Readiness Architecture

Five sequential gates govern readiness. No gate may be skipped.

Gate	Milestone
A	Entitlement / permit readiness
B	Civil + grading complete
C	Utility stubs + inspections scheduled
D	Access, staging, crane path approved
E	Install window confirmed (Dispatch + Site Super)

Readiness Confidence Score

Color	Score	Action
Green	90 – 100	Dispatch approved
Yellow	70 – 89	Conditional – escalate blockers
Red	< 70	No dispatch

3. Weekly Field Rhythm

- **Monday:** Review active site readiness + upcoming module arrivals
- **Wednesday:** Midweek site walk + blocker closure review
- **Friday:** Close week status; publish next-week install windows

4. Construction Sequence Rules

- Site prep must be complete before module movement finalization.
- Utility and inspection constraints override schedule push pressure.
- Trade handoff schedule must be signed before set-day confirmation.

5. Pre-Dispatch Readiness SOP

Step	Action
1	Verify permit packet + legal clearances
2	Confirm grading, pad, and access lane condition
3	Validate utility stubs and inspection timeline
4	Approve crane/staging and traffic control plan
5	Site Super + Dispatch sign final release

Output: Signed Site Readiness Release Form (same-day archived).

6. Field Risk Escalation

Level	Owner	Timeline
1	Site Super	Same day
2	Construction Director + Dispatch	Within 24h
3	COO decision gate	Within 48h

Escalation Triggers

- Utility delay impacts planned install date
- Inspection hold threatens module arrival
- Site access or crane path unsafe/blocked
- Civil readiness below minimum threshold

7. KPI Dashboard & Targets

KPI	Target
Site Readiness on Planned Date	≥ 90%
Delivery-to-Set Lag	< 48 hours
Site-Caused Delay Days	< 10% of schedule variance
Install Inspection First-Pass	≥ 95%
Blocked Install Events	0 critical / month

8. Required Forms & Controls

- Site Readiness Release Form
- Field Blocker Register
- Install Window Confirmation Sheet
- Utility / Inspection Tracker
- Daily Field Progress Log

9. 30/60/90 Onboarding

Day	Milestone
30	Learn gate model, readiness scoring, and forms
60	Run weekly field rhythm; publish reliable install windows
90	Independently control multi-site readiness and escalation closure

10. Certification & Sign-Off

Competency Areas

- Readiness gate mastery
- Field sequencing and trade coordination
- Escalation discipline
- KPI reporting accuracy

Result	☐ Pass	☐ Conditional	☐ Fail
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Construction Director: _____ Date: _____