

Commercial Project Management & Documentation






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Presenter




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Disclaimer


This presentation is not intended to be a comprehensive program covering all aspects of this topic. All technicians are encouraged to read and follow all applicable standards, codes and regulations related to this topic.

- ✓ It is the responsibility of each individual contractor to follow local building codes and licensing requirements and to work safely in accordance with OSHA guidelines.
- ✓ It is the contractor's responsibility to take proper precautions on each project to prevent cross contamination. Always take the health and safety of the building occupants into consideration before you conduct any cleaning procedures.
- ✓ All of the following tips are only general tips. They do not cover every situation and it is your responsibility to adapt these tips to the individual system you are working on.
- ✓ The Instructor is not responsible in any way for the work you perform after viewing this slide show. You are responsible for your own work.
- ✓ The views and opinions following are the instructors opinions and not necessarily the official position of the National Air Duct Cleaners Association.


 TECHNICAL
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ACR
The NADCA
Standard
2013

**The Standard for the Assessment, Cleaning
and Restoration of HVAC Systems**




2013
NADCA
ACR
The Standard for the Assessment, Cleaning and Restoration of HVAC Systems

 TECHNICAL
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What We'll
Learn

- COMMERCIAL PROJECTS
- - Management
- - Documentation

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What We'll
Learn

- TIME MANAGEMENT
- PROJECT & CREW
- ENGINEERING CONTROLS
- WORKING W/OTHER TRADES


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What We'll Learn

- RESTORATION PROCESS
 - Performing & Documenting
- DEALING W/THE UNEXPECTED
 - On the Jobsite

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RESIDENTIAL & COMMERCIAL PROJECTS

- **Similar Systems**
 - Cleaning HVAC System
 - Keep it simple

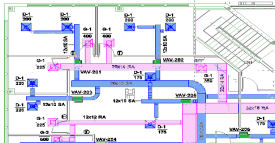


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RESIDENTIAL & COMMERCIAL PROJECTS

- **Basic Difference**
 - There's more to clean
 - Bigger Ducts, Units



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PROJECT MANAGEMENT

- **ACR 2013**
- **Section 2 – Work Plans**
 - **2.0 Overview:**
 - A written work plan is a document that communicates responsibilities and specific tasks associated with the cleaning and restoration project. The work plan is created using information gathered from the HVAC inspection and system assessment.

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PROJECT MANAGEMENT

- **What is Project Management?**
- **Definition**
Project Management is the application of processes, methods, knowledge, skills and experience to achieve the project objectives.

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PROJECT MANAGEMENT

- Project Management Triad

```
graph TD; Time[Time] --- Scope[Scope]; Scope --- Quality[Quality]; Scope --- Cost[Cost]; Quality --- Cost;
```

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TIME MANAGEMENT

A golden figure stands on the left, holding several round analog clocks. To its right is a grey wire mesh trash can filled with red 3D blocks, symbolizing time management and discarding inefficiencies.

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TIME MANAGEMENT

- Project Length
- Crew Assignments
 - Lead Tech, etc.
- Daily Reports
 - Daily Expectations

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TIME MANAGEMENT

- **Project Length**
 - **2.5 Project Schedule:**
 - When appropriate, it is *recommended* that the work plan include the dates and times the work will take place and an overall timeframe for completion.

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TIME MANAGEMENT

- **Project Length**
 - **Time is Money**

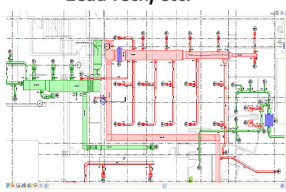


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TIME MANAGEMENT

- **Crew Assignments**
 - **Lead Tech, etc.**






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TIME MANAGEMENT


- Daily Record Keeping
 - Daily Reports
 - Daily Expectations
 - Checklist
 - Daily Job Sign in sheets
 - Daily Safety meetings



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TIME MANAGEMENT





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ENGINEERING CONTROLS

ACR 2013

Section 3 - Engineering Controls for HVAC Cleaning and Restoration Projects

- **3.0 Overview** says,
- "Engineering controls *shall* be used to ensure?"
 - 1st Worker Safety and Health
 - 2nd To prevent cross contamination



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ENGINEERING CONTROLS

- **ACR 2013**
- **3.0 Overview:**
- ...Engineering controls *may* include, but are not limited to source control, isolation barriers, pressure differentials, dust suppression methods, HEPA vacuuming and filtration, detailed cleaning, temperature and humidity control, and a sanitary approach.



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ENGINEERING CONTROLS

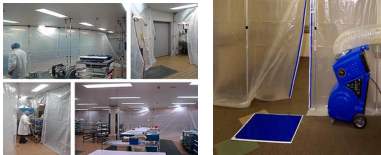




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ENGINEERING CONTROLS

- **Source Control**
- **Isolation Barriers**




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WORKING W/OTHER TRADES

- Challenges
 - Working after hours



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THE RESTORATION PROCESS



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THE RESTORATION PROCESS

- Performing the Cleaning




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THE RESTORATION PROCESS

- Documentation
 - Most important Part
 - If you did not document it you did not do it!



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DEALING WITH THE UNEXPECTED

- On the Job Site
- Managing the risk
- Issues that arise
- Changes on the project
 - Time Frame Reduction
- Employee illness
 - Employment leasing

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SUMMARY

- TIME MANAGEMENT
- ENGINEERING CONTROLS
- WORKING W/OTHER TRADES
- DEALING W/THE UNEXPECTED
- RESTORATION PROCESS



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Thank You
For
Participating



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