

Construction Company Construction Manager

Today you are responsible for planning and completing quality building projects for your business customers. It is important that you and your team do high quality construction that will result in excellently built items that meet the needs of your business customers and will last through years of use.

1. Attend any Meeting Called by the CEO or Architect

2. Door & Window Project

After the Pledge of Allegiance, you can begin your first project. Your first project is the **Door & Window Replacement Project**.

- a. Locate and read the directions on the counter in the Construction Company.
- b. Review the Measurement Form with the Architect on the clipboard.
- c. Working as a team, use the measuring tape and complete the measurement worksheet.
- d. Let your CEO know when the Door and Window Replacement Project is completed.

3. Construction Project

Meet with the CEO, Architect and Volunteer in your business to learn about disassembling the park bench in the town square (in front of Construction and GameTown) that the Mayor would like to have replaced. **At the beginning of the lunch breaks**, begin the disassembling project:

- a. Set up a safe construction zone in Town Square.
- b. Carefully follow the **Directions/Manual** to begin disassembling the park bench that needs to be removed from the town square.
- c. Please make sure when you take the parts out of the bench that you put them in the correct compartment of the “parts” box.
- d. If you need help, ask for it! You will have an adult nearby at all times to provide support, information, and direction should you need it. Keep safety as your first priority - for yourselves and for the citizens of JA BizTown.
- e. When the disassembly project is completed, let the Architect know. You will now be ready to assemble the **NEW** park bench for the town square. Pick up the new bench and parts at the Distribution & Delivery Center. Bring the Park Bench Pick Up Form from your yellow folder and drop it off with the old park bench and parts. They will store them in their shop. Follow the **Directions/Manual** just as you did before to assemble the new park bench.
- f. When you have completed the **NEW** park bench, let your CEO and Architect know.

4. Clean Up Work Area

Clean up the work area in Town Square and return all the equipment to the proper place in your shop when you are finished.

5. Kitting Project

When the work area is cleaned up, go to the Distribution & Delivery Center, and ask the CEO for the **kitting cart and Kitting Work Order**. Push the cart back to your business and follow the directions on the work order. Return the cart and kitting items back to the Distribution & Delivery Center when finished.

6. Recycling Project

If time permits, during the afternoon shopping breaks take the large recycling container from your business and collect papers from other businesses to be recycled. Leave the container in your business and a JA staff person will recycle it once your school has left for the day.

7. Clean Up

Assist with business clean up at the end of the day.