

Materials Management Guidelines

1. Can materials be ordered in smaller quantities to reduce exposure time?
2. Can the supplier load materials so those used first will be on the top instead of the bottom of the load? (Because of the time saved, builders may be able to afford to pay extra for this service, especially if they use their own crews or can negotiate with trade contractors to recover some of the time savings.)
3. Can the superintendent do anything else to improve planning, load composition, size, or delivery spotting to avoid extra handling?
4. Can temporary cover, such as plastic, be used? (Provide shelter but do not make a sweat box by covering materials too tightly.)
5. Can the load be banded in several batches, rather than in one large load?
6. Is a spot by the foundation prepared for the load? Does it provide drainage? Are skids provided to keep the load off the ground? (Ideally it should be 6 in. off the ground, and in bad weather polyethylene should be placed underneath to prevent moisture intrusion.)
7. Are asphalt roofing materials stored flat? (Curved and buckled shingles create an unsightly roof.)
8. Can any delivery locations be covered with stone or paved? (In multifamily projects paving or stone is desirable because it facilitates using lift trucks for subsequent materials handling.)
9. Are siding materials stored so they will not be scratched or damaged?
10. Can scheduling be changed to prevent deliveries from being exposed to weather for more than a day or two?
11. Can theft of site materials be reduced? Can materials be nailed down or locked up before dark? Will reducing deliveries to one-day requirements help? Can materials be banded, wired, nailed together, or marked to help recover or identify them to help apprehend and prosecute thieves? Can superintendents and builders cooperate to offer rewards for information about stolen materials?
12. What can be done to prevent vandalism?
13. Can superintendents train in-house labor and trade contractor workers to better care for materials? (Stacks that are broken down and scattered deteriorate rapidly.)
14. Is too much material ordered for a particular unit or building, resulting in waste, downgrading, or rehandling?
15. Is a temporary storage location prepared to handle trim and similar materials so that they remain dry, straight, and undisturbed?
16. Is each unit dried-in quickly enough? Is siding applied soon enough to prevent water from entering the house?
17. Is temporary drainage provided and directed away from the house?
18. Can some deliveries and phases of construction be rescheduled so that workers do not damage materials? (For example, lay flooring materials late in the process. Don't deliver doors, door frames, and windows until the unit is ready for installation. Workers can cause damage to these items when they have to move them.)

19. Can protective coverings be provided for items such as bathtubs, flooring materials, plastic laminate tops, and appliances?
20. Can temporary furnace heat be provided to help dry out the house and to prevent moisture buildup in flooring materials, trim, and paneling?