

Lumber Procedure (OEM-HOUSE with MAP)

DATE: July 18, 2003
 TO: All CFT Members
 FROM: General Manager

Today's Date: _____

Job Number: _____

DO NOT COMPOMISE ANY PART OF THE PROCEDURE WITHOUT CONSULTATION

| Lead Time | Date | Process Name | Process Detail | Responsibility |
|-----------|------|------------------------|--|--|
| Day 1 | | MAP Order | <ul style="list-style-type: none"> - customer sends floor plans and elevation with spec sheet - drafting begins MAP | Drafting |
| Day 6 | | Prelim | <ul style="list-style-type: none"> - drafting draws floor and elevation plans and checks dimensions for accuracy - drafting prints out prelim for customer | Drafting Marketing |
| Day 7 | | Changed-Prelim | <ul style="list-style-type: none"> - marketing confirms customer receipt of prelim - marketing receives prelim with changes from customer - marketing hands changed-prelim to drafting | Marketing Drafting |
| Day 19 | | Structural Engineering | <ul style="list-style-type: none"> - drafting continues on with structural drawings - drafting makes notes on EVERY change that was made from original - drafting notifies all changes to marketing - drafting sends plan to outsource engineer for structural engineering - marketing forwards customer all changes - drafting turns over MAP and spec sheet to estimating - structural engineers to locate all straps and hold-downs on MAP | Drafting Marketing Estimating |
| P-Day 0 | | Redlines | <ul style="list-style-type: none"> - office superintendent / marketing goes over all changes with customer for final redline changes - drafting implements all changes into MAP - drafting draws in strap and hold-down locations on MAP | Superintendent / Marketing Drafting |
| Day 15 | | Estimating (OEM only) | <ul style="list-style-type: none"> - estimating creates contract - marketing checks for accuracy of | Estimating |

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|-------------------|--|---------------------------------|--|---|
| | | | contract; marketing's approval signature required | Marketing |
| Day 15 | | Contract Faxing (OEM only) | <ul style="list-style-type: none"> - marketing faxes contract to customer - marketing phones customer - marketing receives any changes to contract (COC) over phone, fax or e-mail (verbal changes are accepted only for COC at closing) - marketing records and lists COC in written format (e-mail or fax) and sends to customer as acknowledgment | Marketing |
| Day 16 P-Day 1 | | Closing (OEM only) | <ul style="list-style-type: none"> - marketing receives signed contract by fax - marketing confirms receipt of written record of COC with customer by phone - marketing gives a copy of signed contract to management - marketing writes invoice per original contract - marketing gives a copy of invoice to treasury - marketing sends invoice to customer | Marketing |
| P-Day 1 | | Order-In | <ul style="list-style-type: none"> - office superintendent / marketing meets with PM - office superintendent turns MAP, Engineering, Material Breakdown Sheet, and Spec Sheet into PM - PM draws in strap and hold-down locations on foundation plan | Superintendent / Marketing Management |
| P-Day 3 | | Turnover-Ready Loading Document | <ul style="list-style-type: none"> - estimating turns Material Breakdown Sheet into Turnover-LD - estimating hands Turnover-LD to management | Estimating Management |
| P-Day 4 | | First Turnover | <ul style="list-style-type: none"> - first turnover is held - MAP, Turnover-LD, Spec Sheet and ETD are needed - every structural detail is discussed before engineering begins its work - marketing checks for accuracy of MAP-LD - PM approves MAP-LD accuracy and vendor detail accuracy - PM fills out 1st Turnover Checklist | Everyone |
| P-Day 10 | | Foundation Measurements | <ul style="list-style-type: none"> - office superintendent / marketing brings Foundation-Drop Help-Sheet to PM - PM hands over measurements to engineers | Superintendent / Marketing Management |

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|----------|--|-----------------|---|----------|
| | | | <ul style="list-style-type: none"> - if Help-Sheet is not provided at this point, Lumber can opt to produce per pre-determined strap and hold-down locations, or delay shipment to next availability | Drafting |
| P-Day 10 | | Second Turnover | <ul style="list-style-type: none"> - second turnover is held - MAP is now crossed-checked with all mitek plans - all P.O.'s (quantity, size, packaging and lead-time) are reviewed against vendor acknowledgments for accuracy - any red-flags are noted and discussed - marketing notifies customer of potential red flags - PM fills out 2nd Turnover Checklist and after all signatures are collected, PM turns it over to GM for production approval | Everyone |
| P-Day 19 | | Pick-Up | <ul style="list-style-type: none"> - any backorders at this point that can be avoided by shopping local stores, go get them | Shipping |
| P-Day 20 | | Delivery | <ul style="list-style-type: none"> - all documents now stamped FINAL for the first time - all documents go into container or truck | Shipping |