



Is the scheduled trade partner on the jobsite?

- **Yes** - Update the task to **On The Job**
- **No** – Enter appropriate **Quick Note** and attempt to contact the trade partner.

Has the work from the previous trade partner been completed to Minto standards?

- **Yes** – Mark the task **Complete**
- **No** – Enter appropriate **Quick Note – Incomplete Work** and attempt to contact the trade partner.



Will the trade partner complete the job by the end of the day?

- **Yes** – No Quick Note needed
- **No** – Enter **Quick Note – Vendor Not Meeting Task Duration**.

QUICK NOTE GUIDE

Quick Note Type	Job Scenario	Additional Free Text
Vendor No Show	Trade is scheduled but has not arrived	Not always necessary unless superintendent knows when the trade will arrive. At that point, superintendent would enter date in free text.
Previous Task Incomplete	Task cannot be completed because another task was not completed first	This is important to notate when the previous task that is not complete is not obvious to the scheduler.
Weather Delay	Task is scheduled for today and cannot be completed due to weather.	Sometimes additional information would be required here. It may not be raining but the ground is too wet for the plumbing u/g to be completed. This would still fall under 'weather delay'
Failed Inspection	Inspection is scheduled and has failed	Superintendent would notate what caused the failed inspection and when they have rescheduled the re-inspection if that information is available.
Incomplete Vendor Task	Task is scheduled and started but has not been completed	The superintendent should notate if the task is complete enough to proceed with other tasks or if the schedule needs to be adjusted.
Land Development Issue	Task is affected by Land Development not being complete with their tasks. i.e. access to lots for start, lift station not up and running, etc.	Superintendent needs to notate which land development task is affecting the rest of the schedule from moving forward



Quick Note Type	Job Scenario	Additional Free Text
Material Issue	Back ordered material, reselection needed by homeowner, defect in installed material	Superintendent will indicate what the issue is with the material and if that issue effect the remainder of the scheduler (if not obvious by the indication in material issue)
Permitting Issue	Permit is either not issued or there is an issue with paperwork at the inspection.	Superintendent will indicate what the issue is with the permit and any updates if available
Quality Not Meeting Standards	Install is complete but is not up to Minto Standards	Superintendent needs to notate the issue with the quality of the install and indicate if the schedule can proceed or not.
Safety Issue	Trade is doing something in the home that is against Minto's Safety Standards	Superintendent notates that violation in Quick Notes, informs the trade at the time of the infraction and how to correct the safety violation.
Task NA	Task is in the schedule and not a part of the home options	Superintendent notates that the home does not get this option
Vendor Early	Task is scheduled for a later date, but trade showed up early	Sometimes additional information is needed if this is part of a task batch that was approved by superintendents. If not, there is no need for additional notes
Vendor Not Meeting Task Duration	Trade has started task but has not completed within the allotted duration.	Superintendent needs to notate if this delay in completion is going to affect other trades or if enough of the task is done for the remainder of the schedule to continue to flow.
Plan Issue	This is rarely used and should be discussed with a PM or ACM. This would be used if a trade or a superintendent notices an issue with a plan.	Detailed description of this issue is required along with notes on any effect the plan issue would have with the remainder of the schedule.

SUPPLIER NOTES & COMMUNICATING WITH TRADE PARTNERS

Remember to check your Supplier Notes daily in BuildPro.

Add a **Quick Note** into the Schedule/Task to inform the scheduling coordinator of any required schedule updates based on notes received from the Trade Partner.

If the Trade Partner communicates with you directly, relay the information to the scheduling coordinator by adding a **Quick Note** if there is an update needed.

Important!

If you **MISS** the 3PM deadline **YOU MUST** Put in the Quick Note & **EMAIL** or **CALL** the Centralized Scheduler!

