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# DRYWALL CONSTRUCTION PROJECT PLAN

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

(Your Project Description)

**CONTRACT NO. XXXXXXXXXXXX**

Under the Supervision of

**(Your Customer Name)**

Abstract:

This document describes the project plan for xxxxxx.

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### REVISION LOG

Issue	Date	Comment	Author
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Issue	Item	Reason for Change

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## 1.0 SCOPE

The Company's quality system has been fully documented and implemented and is maintained as needed to meet the requirements of the Company vision and governing policies.

The Company has adopted a process-oriented method of management. This approach emphasizes the importance of:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]

The sequence and interaction of processes has been determined and are controlled by

[REDACTED]

## 2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to request corrective or preventive action to prevent the occurrence of nonconformities relating to the construction process or the Quality Management System. The QC Systems manager oversees this effort and makes sure that

[REDACTED]

### Project Manager

The Project Manager oversees all aspects of the job - responsibilities include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Project Manager has the authority to

[REDACTED]

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**Project Superintendent/QC Systems Manager**

The Company's Superintendent/Quality Control Systems Manager (QC) verifies conformance to all Plans and Specifications - responsibilities include but are not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Project Superintendent/QC Systems Manager has the authority to [REDACTED]  
[REDACTED]

**Alternative Company Quality Control Representative**

In the event the QC Systems Manager is not present at the jobsite, the Alternative QC Systems Manager assumes [REDACTED]

**3.0 SUBMITTALS**

**Contractor Prepared Submittal Register**

The Submittal Register is tailored to meet project schedules and is used as a checklist to [REDACTED]  
[REDACTED]

**General Submittal Procedure**

Prior to submittal, all items shall be checked and approved by the QC representative and each item shall be [REDACTED]  
[REDACTED]

The Submittal Register may not be all-inclusive and additional submittals may be required. The approved submittal register will become [REDACTED]

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[Redacted]

**Scheduling Procedure**

The Company uses software program (your software name) to assure delivery of submittals according to [Redacted]

**4.0 INSPECTION SYSTEM**

The engineering drawing, other technical documentation and identified critical items including key characteristics provides the requirements for all construction work. In all cases, this must include [Redacted]

**Preparatory Inspections**

This inspection will be conducted prior to [Redacted]

Preparatory Inspections may include:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

**Initial Inspections**

This inspection will be held after a representative portion of the work has been accomplished. The Customer/Inspector and other involved personnel will be notified twenty-four (24) hours in advance of this inspection.

Initial Inspections may include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

**Follow-up Inspections**

This inspection will be performed as required. The Customer/Inspector and other involved personnel may arrange with the QC Systems Manager to be present for this inspection.

Follow-up Inspections may include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Documentation and Control**

- [REDACTED]
- [REDACTED]

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- [Redacted]

**Completion Inspection**

Punch-Out Inspection:

The Project Manager and QC Systems Manager shall conduct an inspection of the work and develop a punch list of items that do not conform to the approved drawings and specifications. The Responsible Authorities will [Redacted]

[Redacted]

**Pre-Final Inspection**

The Customer will perform this inspection to verify the construction is complete and ready to be operated. A Customer Pre-Final Punch List may be developed as a result of this inspection. The QC Systems Manager shall [Redacted]

[Redacted]

**Final Acceptance Inspection**

The QC Systems Manager or other primary management personnel and the Customer Representative shall be in attendance at this inspection. The final acceptance inspection will [Redacted]

[Redacted]

**5.0 TESTING**

The Testing Plan for the (your project name) is as follows:

- [Redacted]
- [Redacted]
- [Redacted]

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**6.0 DOCUMENTS AND RECORDS**

Records are controlled to provide evidence of conformity to requirements. Documents are controlled so that the information [REDACTED]

**7.0 CONTROL OF NONCONFORMANCES**

All supplies that are found to be nonconforming against specified requirements are [REDACTED]

**REWORK PROCEDURES**

The Company has a long standing successful Noncompliance Management Program to ensure all deficiencies are recorded, logged and pursued from identification through acceptable corrective action. Upon identification of a construction deficiency, a noncompliance report [REDACTED]

**8.0 DOCUMENTATION**

**Procedure**

All reportable records shall include [REDACTED]

All submittals of records will [REDACTED]

Test Reports will [REDACTED]

The QC Systems Manager will [REDACTED]

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**Registers / Files Maintained at Company Field Offices**

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**9.0 WORKMANSHIP**

The Company plans and carries out construction activities that include workmanship requirements for:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**10.0 LIST OF DEFINABLE FEATURES OF WORK**

(Tailor this section to address key elements of the project)

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For instance – breakdown each work element from your contract Plans and Specifications:

**General Requirements**

Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips or sheets of shock-absorbing materials to ceilings and walls of buildings to [REDACTED]

[REDACTED]

- 5/8" sheetrock may be used on interior ceilings more prone to movement.
- 54" wide sheetrock is used to reduce the amount of joints in nine foot high rooms.
- A double layer of texture may be added to [REDACTED]
- A specially made sealer may [REDACTED]
- [REDACTED]
- [REDACTED]

**Special Procedures during Production**

- Caulking all corners in all livable areas prior to painting.
- Cutout of areas that have [REDACTED]
- Cutouts are [REDACTED]
- Exposed concrete areas are [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Quality control specialists are assigned to find and eliminate all defects before the final stages of production with emphasis on:

- [REDACTED]
- [REDACTED]
- [REDACTED]

**Customer Care:**

- Closely monitor each individual element of production from start to finish
- Keep in constant contact with [REDACTED]
- Monitor any defects discovered during [REDACTED]
- Respond to all calls within [REDACTED]
- [REDACTED]

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- Work hand-in-hand with [REDACTED]

**Fastening:**

- Adhesive ASTM C 557 when appropriate to [REDACTED]
- Ceilings: [REDACTED]
- J-Molding [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Hanging Drywall:**

- Ceiling first then walls
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Taping the Drywall:**

- Butt-joints need at least [REDACTED]
- Four types of joint compound [REDACTED]
- [REDACTED]
- More sanding and/or coats may [REDACTED]
- Nails/screws require [REDACTED]
- Process:  
All-purpose mud on the joint and the corner bead  
Embed tape then [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Tapered joints can be done with [REDACTED]

**Texture:**

- Applied mechanically or by hand
- [REDACTED]

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**Quality Control:**

- BOCA NATIONAL BUILDING CODE, FIRE RESISTANCE DESIGN MANUAL, INTERNATIONAL BUILDING CODE, STANDARD BUILDING CODE, THE NATIONAL FIRE CODES, UNIFORM BUILDING CODE

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Typical Quantities:**

- Factoring method:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

- Board types:

- [Redacted]
- [Redacted]

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