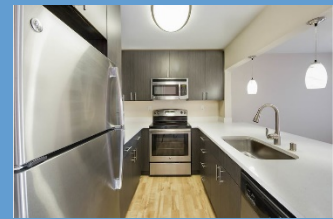# Redevelopment Training Job Aid

Process Overview

Redev Responsibilities

Fall 2018

Step 1: Understand Redevelopment Basics

- **Know your property's budgeted unit turn schedule**
  - Redev PM to send out annual budgeted turn schedule, broken down by month
  - Understand reno business plan

- **Schedule & facilitate pre-con meeting**
  - PM to explain Redevelopment scope & reno business plan
    - Is your property a FUT, KB, QVT, etc.?
    - Are we sticking to budgeted unit turn schedule or taking all units?

Step 2: When Renewals Go Out…

- N/A for Redev Project Manager

Step 3: When Resident Gives Notice…

- **Redev PM to respond to Ops email unit request with approval or denial**
  - No further action can be taken without PM approval

- **PM to add job code in Filemaker once unit is entered by Ops**

Step 4: Pre-Walk

- Redev PM to confirm receipt of initial Pre-Walk form

- Redev PM to approve any other additional work necessary due to a deferred condition or resident damage

Step 5: Resident Move Out

- Redev PM will confirm receipt of vacant unit email notification
  - PM will notify GC to start unit

- PM will confirm receipt of final Pre-Walk form

- PM will confirm all Misc Cap scope items

- PM will check off unit reno start in Filemaker

Step 6: Renovation/Construction Time

- PM to schedule and facilitate production meetings
  - Actively participate in meetings by communicating construction updates (especially delays) and by resolving, with Ops, any production issues
  - Frequency will be dependent on volume, stage of project, and need

- Outside of production meetings, PM to communicate any issues or delays to Ops, and make site visits, as necessary

Step 7: Punch Walk

- PM, or GC, will schedule punch walk w/ Ops

- Depending on volume and need, PM to attend punch walks as necessary

- PM to confirm receipt of punch list form

- PM will follow up w/ Ops (typically within 24 hrs.) to notify when the punch list has been completed

Step 8: Final Walk

- Once punch list is complete, PM, or GC, will notify Ops that the unit is ready for final walk and sign off

- Redev PM will confirm receipt of final sign off form w/ signatures

- PM will check off unit completion in Filemaker

QVT Process

- **Step 1**
  - Set up vendor accounts w/ correct Redev specs with both appliance and flooring vendors
  - Set up order forms w/ appropriate vendors
    - Ensure any billing coding is correct on order forms
- **Step 2 – N/A**
- **Step 3**
  - Add job code in Filemaker once unit is entered by Ops
- **Steps 4 – 8 – N/A**
- **Final Step**
  - PM will check off unit completion in Filemaker
  - PM to ensure upgrade invoice is paid