Project Name _____ Project Location _____

Subcontractor _____ Date _____

Prepared By _____

LEAN Construction practices are mandatory for all Montage Builders – Northern Forest's (MB-NF) projects. MB-NF highly encourages all subcontractors to take advantage of this control plan and implement it on all projects. These practices help with customer satisfaction and maximize profit potential for your project. Practicing LEAN Construction allows you to incorporate more features seamlessly into your work saving you money.

Goals:

- Supply Chain Management
- On Time Delivery
- Improved safety & quality
- Eliminate waste in the areas of:
    - Human effort
    - Space
    - Capital
    - Time
    - Overproduction
    - Under Utilization of employees
    - Movement
    - Rework
    - Inventory
    - Waiting
    - Redundancy
- Improved sequencing promotes efficiency
- Cost Saving
- Practice the 5 S'
    - Sort
    - Straighten
    - Sweep
    - Standardize
    - Sustain

Category	Requirement and Documentation	Initials
Training & Education	All subcontractors are required to demonstrate that they have provided training and education to their employees on LEAN Construction practices. This can be achieved through a LEAN Construction workshop or a specific company training programs.	
Continued Education and Evaluation	Weekly meetings shall be held with employees to continue education and evaluate LEAN Construction practices.	
Resource Management Plan	Subcontractors shall develop a Resource Management Plan for all waste areas as defined above. The plan should demonstrate how it will be implemented and also how, and who will verify compliance. Whenever appropriate, request minimal packaging from suppliers.	
Just in Time Delivery	Subcontractors will develop a plan to coordinate Just in Time Delivery. The plan shall include and define staging areas.	
No Materials Hit the Floor	All materials, where possible, are to be stored on wheeled carts. Pallets are acceptable where appropriate. Resource Recovery cans shall be on carts with lockable wheels and shall be well labeled.	
Designated Cutting and Tool Area	A designated cutting station is to be set up. This helps to keep clean wood separate and easy to recycle. Designated tool storage areas should also be specified and must be inventoried at the beginning and end of each day.	
End of Day Meetings	Hold a meeting at the end of each work day to review previous work, record plan failures and determine why, and plan for the next day. This may include making corrections and/or modifications to the LEAN plan.	
Pre-installation Inspections	All materials are to be inspected for defects upon delivery and before signing the delivery ticket. Subcontractor will be held financially responsible for any damaged materials that have been accepted for delivery. All moisture sensitive materials are to be protected and stored in a dry area.	
Continuous Improvement	A plan shall be developed to ensure continuous improvement. This plan should work to improve the project as a whole and determine strategies to add value at each step of the process.	
Reporting	Subcontractor is required to submit weekly reports on LEAN Construction Plan failures and successes. This report shall also include strategies to mitigate future failures or ensure future successes.	

Signature: _____ Date: _____

Subcontractor LEAN Representative

Reviewed by: _____ Date: _____

Contractor LEAN Representative