

2008 Captain Timeline & Checklist

This timeline lists tasks you need to complete and meeting dates. See the front of binder for important deadlines in a calendar view.

Complete	Due Date	Task	Person Responsible	Where to Get More Info
<input type="checkbox"/>	March 5 5:30-7:30 p.m.	Rebuilding Weekend Kick-Off Golden Gate Disposal - @ 900 7th St.	Project Leaders Construction Coordinators	Not Applicable
<input type="checkbox"/>	March 7 th – 14 th	1) Visit project site and plan scope of work 2) Take “before” photos (digital preferred)	Project Leaders Construction Coordinators	See Tab 3
<input type="checkbox"/>	March 11 th 6:00-7:30 p.m.	New Captain Orientation RTSF Office, Pier 28 (Bryant & Embarcadero)	New Project Leaders & Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	March 26 th 5:30-7:30 p.m.	Open House RTSF Office, Pier 28 (Bryant & Embarcadero)	Project Leaders Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	March 28th	1) Finalize scope of work 2) Determine if a pre-work day is needed, and schedule with homeowner/facility	Project Leaders Construction Coordinators	See Tab 3
<input type="checkbox"/>	April 4 th	1) Meet with paint rep from ICI Dulux (Tab 6) 2) Solicit donations of materials and supplies the RTSF warehouse doesn't carry	Construction Coordinators	1. In-kind donation form in back and at www.rebuildingtogethersf.org , under ‘Captain’ 2. See paint chart
<input type="checkbox"/>	April 8 th 5:30-7:30 p.m.	Open House RTSF Office, Pier 28 (Bryant & Embarcadero)	Project Leaders Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	April 9 th	Create list of materials and supplies needed for project	Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	April 9 th	Training for Large Facility Sites (50+ volunteers) Gensler, 2 Harrison St., 4 th Floor	Project Leaders Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	April 9th	Submit orders for: 1) RTSF warehouse supplies 2) Skilled and prep-day volunteers 3) Dumpsters, ladders, & scaffolding form 4) Appliances, fixtures & flooring form	Project Leaders Construction Coordinators	Forms in back pocket and at www.rebuildingtogethersf.org , under ‘Captain’
<input type="checkbox"/>	April 9 th -11 th	Make appt. to gather <u>supplies for prep day</u> , including extra waiver forms, markers, and masking tape for name tags, pens, t-shirts, sign, etc.	Project Leaders	Email or Call RTSF Office
<input type="checkbox"/>	April 11-18 th	1) Recruit volunteers (unskilled and skilled) 2) Arrange breakfast, lunch, snack, and beverage for workday 3) submit in-kind donation form for donated food	Project Leaders	In-kind donation form in back pocket and at www.rebuildingtogethersf.org , under ‘Captain’

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<input type="checkbox"/>	April 11 th -18 th	Contact homeowner or facility representative for final check-in	Project Leaders Construction Coordinators	Not Applicable
<input type="checkbox"/>	April 11-14	Send confirmation to prep-day volunteers	Project Leaders	Get at www.rebuildingtogethersf.org , under 'Captain' (waiver also in back of binder)
<input type="checkbox"/>	April 14 th -18 th	Pick up t-shirts, sign, first-aid kit, etc. at RTSF office for RW	Project Leaders	Email or Call RTSF Office
<input type="checkbox"/>	April 15 th -24 th	Pick up RTSF warehouse supply order; call 905-1611 to schedule pick-up time	Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	April 16 th 5:30-7:30 p.m.	Open House RTSF Office, Pier 28 (Bryant & Embarcadero)	Project Leaders Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	April 18 th	Order and purchase supplies from an RTSF discount supplier that the RTSF warehouse doesn't carry and you couldn't get donated	Construction Coordinators	See Tab 4
<input type="checkbox"/>	April 18-21	1) Solicit/assign volunteers to be safety captain, runner, trash czar, and supply chief (for large projects) 2) Send confirmation to Rebuilding Weekend volunteers	Project Leaders	1) See role explanations in Tab 5-6 2) Get email template and waiver form at www.rebuildingtogethersf.org , under 'Captain'
<input type="checkbox"/>	April 12 th -13 th April 19 th -20 th	Prep Days (if needed)	Project Leaders Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	April 18-21	Create volunteer instructions to post in different work areas (have Construction Coordinator review)	Project Leaders	Templates at www.rebuildingtogethersf.org , under 'Captain'
<input type="checkbox"/>	April 24-25	Gather supplies for Rebuilding Workday, including extra copies of waiver form, markers and masking tape for name tags, pens, t-shirts, etc.	Project Leaders	Email or Call RTSF Office
<input type="checkbox"/>	April 26-27	Rebuilding Weekend	Project Leaders Construction Coordinators	Not Applicable
<input type="checkbox"/>	April 26-27	Return unused supplies, unopened paint, and extra t-shirts to RTSF office	Project Leaders Construction Coordinators	Email or Call RTSF Office
<input type="checkbox"/>	May 10th	Deliver Accounting Records Envelope with all receipts and in-kind donation forms to RTSF office	Construction Coordinators Project Leaders	Envelope in back pocket
<input type="checkbox"/>	May 10th	Complete Project survey – RTSF will provide	Project Leaders Construction Coordinators	Available www.rebuildingtogethersf.org , under 'Captain' & from RTSF Staff