



## GROUP LEADER NOTES – CONSTRUCTION

1. Notes for Group Leaders
  - a) Familiarize yourself with the plans to get an overview of the entire project
  - b) Review all sheets pertaining to your week's tasks – think through and plan your work
  - c) Pace the work – follow the schedule and don't get ahead of yourself
  - d) Follow the plans. Make sure the right materials are used in the right places.
  - e) Be dynamic during orientation - memorize your orientation material so you are not just 'reading from a script.'
  - f) If you have any questions, CALL THE OFFICE.
  - g) Make sure your work is level, plumb, square and true – remember that you are there to work as unto the Lord
  - h) "Practice what you preach" – do not consume the local food or drinks except what CWE has approved – even if the missionary says it is ok! Remember others are looking at you – don't be a hypocrite and don't get others sick.
  - i) Do not tip the hired national workers - this adds a burden to the missionaries when they have nationals do future work
  - j) Make sure phone logs are correct – check phone log dates and amounts payed for CWE phone use are accurate at end of your week. Return phone log sheet and money payed for phone use for your week to CWE with group leader packet. Volunteers must record all calls – if the phone rings CWE is billed!!!
  - k) Week 1 - Set up trailer – unload all tools from action packers and organize on shelves
  - l) Understand the voltage of what you are plugging into – most countries CWE goes to are 220v. A transformer (not just an adapter) must be used to plug in most items or they will burn up.
  - m) Final week add fuel stabilizer to gas tools – measure and add the appropriate amount of fuel stabilizer to final tank of gas tools before running dry
  - n) Inspect what you expect!
2. Block
  - a) Verify building dimensions and check diagonals for square
  - b) Verify corner height with transit
  - c) Verify all opening widths and heights by measuring actual building components (e.g. doors and/or windows)
  - d) Every 2-3 courses check opening measurements and plumb
  - e) Check and recheck to be sure all required cells are rodded and filled according to plans
  - f) Remind masons to strike excess mortar off joints for stucco work
  - g) Inspect what you expect!
3. Doors
  - a) Set door jambs with transit if installing before concrete floor

- b) Jams should be shimmed and screwed, plumb and square
  - c) Label top of door slabs to match frames
  - d) Keep door jams clean from mortar
  - e) Inspect what you expect!
4. Plumbing
- a) Pressurize system to check for leaks and leave on to monitor
  - b) Double check all rough-in measurements before concrete is poured
  - c) Bury or protect all pipes
  - d) Inspect what you expect!
5. Windows
- a) Install after stucco if possible (often the window fabricator will do this)
  - b) If installed before stucco, keep clean from mortar
  - c) Inspect what you expect!
6. Trusses
- a) Know and understand all strapping and bracing diagrams. Strapping and bracing is not a recommendation, it is a required part of the truss installation.
  - b) Be sure men are properly nailing braces and truss plates – too few nails will weaken the structure – too many nails and you may run short.
  - c) It is almost NEVER OK to notch a truss. Call the office if you have any problems.
  - d) Inspect what you expect!
7. Electrical
- a) Check plan for light locations. Center fixtures – equally spaced in openings if not otherwise noted.
  - b) Check with office if there is any question concerning electrical practices in any given country. For every project the codes are researched on the Site Survey.
  - c) We have 100' of temp lights, if needed, in each container
  - d) Please always check for safety issues. Remind the lead electrician often to monitor safety.
  - e) Do not get involved with modifying existing electrical wiring without checking with the CWE office to verify if you can complete the additional work according to code and our budget and liabilities.
  - f) Make sure you “Hot Check” everything on your week – do not leave anything for the next week to hot check
  - g) Inspect what you expect!
8. Roofing
- a) **BE SURE YOU UNDERSTAND THE INSTALLATION PROCESS SO YOU CAN MONITOR THE QUALITY.**
  - b) **IF THERE ARE VALLEYS, KNOW AND UNDERSTAND HOW THEY WILL BE FLASHED.**
  - c) **CORRUGATED CEMENT ROOFS ARE VERY DIFFERENT FROM SHINGLES AND METAL, BE SURE ALL ASPECTS OF INSTALLATION ARE CORRECT.**
  - d) **MAKE SURE ALL ROOF SCREWS ARE INSTALLED PROPERLY**
  - e) **IF USING METAL ROOFING, BE SURE TO SWEEP OFF ALL SHAVINGS**
  - f) **INSTALL RIDGE CAP TO SIT TIGHT ON ROOFING SHEETS**

- g) KEEP ROOF TRAFFIC TO A MINIMUM
- h) Inspect what you expect!

#### 9. Stucco

- a) Wet walls before applying stucco to help slow curing and stop cracking
- b) Have someone constantly on quality control and monitor messy jambs (nationals should keep jambs clean)
- c) Be sure stucco is proper thickness, goes to top and bottom (especially ceiling), and corners are square
- d) Be sure window and door returns look good, with equal reveals (it is hard to get warranty work)
- e) Inspect what you expect!

#### 10. Concrete

- a) Watch your start time to be sure you can finish for dinner and devotions
- b) Chalk wall lines and be sure not to cover with concrete
- c) Use grade stakes in large areas
- d) If doors are already set, pour concrete level to bottom of door jambs (verify they are set level)
- e) Call office if there is any question as to the finished floor height
- f) Inspect what you expect!

#### 11. Painting

- a) Have a demonstration of proper painting techniques before turning men loose
- b) Remind men to clean and take care of God's equipment
- c) DO NOT paint hardware (hinges, locks, closers, etc.)
- d) We use latex paint. If you find oil base paint when you get there, please call the office (Togo is an exception where we use oil paint).
- e) Inspect what you expect!

#### 12. Container Load

- a) Follow container load procedures
- b) Be thorough - make sure ONLY, as well as ALL CWE tools are on the container (this is especially important on domestic trips as other USA brand tools may be on site)
- c) KEEP IT CLEAN!! (customs is very particular about this)
- d) Inspect what you expect!

#### 13. Additional Notes for Leaders

- a) Have strategy meeting or project update every morning before starting work (good time to pray) and/or after devotion time in the evening. Let the men know what is expected each day.
- b) Don't forget to celebrate success – make sure to tell the team of accomplishments made and goals achieved
- c) Assign someone to be responsible for the First-Aid Kit and defibrillator.
- d) Devotion time is a priority! Work must be scheduled so that volunteers will be refreshed by devotion time. This requires good time management by all three leaders. Please be sensitive to the kitchen coordinator and the devotion facilitator when you make schedules.

- e) Finish or subcontract all necessary work for your week (call office first if you need to subcontract any additional work)
- f) Please get approval from office for any change order – Missionaries will often try to get you to do extra work that was not included in our schedule or budget.
- g) Be aware of and make sure we cover any expenses of our guide on the free day (great opportunity to witness!)
- h) Stress daily to the men to keep tools clean and put them back where they belong every night
- i) Be willing to enforce all CWE guidelines (dress code, health standards...) – we should all have the same shared values.
- j) Stay on job site as much as possible (send a volunteer, if possible, with the missionary if you need something from the store)
- k) We will make sure the missionary has the necessary finances for ALL expenses. The money given to you is for emergency only (or airport taxes and/or baggage fees).
- l) If there is any question concerning finances, please call the office.
- m) Mid-week street evangelism – coordinate with Missionary/Pastor when best opportunity to do 2-3 hours of street evangelism one afternoon
- n) Inspect what you expect!

🔴 Make sure that **ONLY** a gas/oil mix is used in the cutoff saws.  
**DO NOT USE STRAIGHT GASOLINE!**

🔴 Please let the office know **ASAP** if replacement tools need to be sent with the next team (e.g. drills, batteries, etc.)