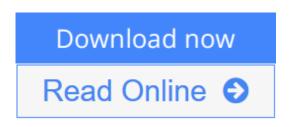# Construction Administration: An Architect's Guide to Surviving Information Overload

By Patrick C. Mays, B. J. Novitski

Construction Administration: An Architect's Guide to Surviving Information Overload By Patrick C. Mays, B. J. Novitski

A flexible, proven method for organizing construction administration paperwork—for architects and those who work with them.

Construction Administration provides a simple, fully integrated system for organizing the complex paper trail that crosses the architect's desk during every construction project. Compatible with computerized or paper-based administrative systems, this time-saving method enables you to improve record-keeping during construction, track the decision-making process, and monitor a project's progress efficiently and effectively.

This self—contained book and disk set comes ready to implement—with the forms, instructions, and detailed cross-referencing and indexing procedures you need to create an easily traceable record of the construction process.

Covers all major construction administration document types—meeting minutes, requests for information, proposal requests, change orders, submittal checklists, field reports, and more.

- Works in tandem with official American Institute of Architects (AIA) forms.
- Includes user-friendly disk versions of all forms in the book.
- Contains extensive examples throughout that demonstrate the system in action.
- Adapts effortlessly to fit the requirements of any project type.

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Editorial Review

From the Publisher
This easy-to-use guide provides an excellent resource for architects typically overwhelmed with this complex responsibility. Step by step explanation of all the documents that architects need when administering a construction project, including official AIA forms and original forms developed by the authors. All forms included on the accompany 3.5" disk.

From the Back Cover
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PATRICK C. MAYS, AIA, is Vice President of Construction, Project Management and CAD at Backen, Arrigoni & Ross, Inc., a prominent San Francisco design firm. B. J. NOVITSKI, a freelance writer and editor for numerous architecture publications, is a regular contributor to Architecture, Computer Solutions, and Editor of Managing CADD.

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