



Contractors Work Guide

Contractors are encouraged to have an action plan in place approximately 30 days prior to the start date of the project. The action plan can then be utilized to help you with expectations by you and Patios For Patriots (“PFP”) and helps both partners to be prepared in meeting the overall vision for the project. When working through this guide, please begin to think about what you’re willing to donate/provide versus what may need to be paid with PFP funds. Also consider contacting other businesses or contractors to see if they would like to be involved on the project in some capacity.

Work Guide Steps:

Step 1: Confirmation that the contractor and PFP understand and agree to expectations.

Step 2: Meet the veteran to confirm the project, begin discussions into needs/wants for the project, and look over the property. Create an action plan.

Step 3: Consider the following items (this is a list of services and items you may need and should consider for drafting the action plan). If you’re unable to provide or secure any of the below items or services, then PFP would like to discuss it with you – we may very well be able to assist you in identifying a resource to assist.

- **Demolition:** reconstruction and preparing the site
- **Concrete:** providing skilled labor, ready mix company secured, drainage and other supplies
- **Construction:** railings, doors, woodworking, carpentry, repairs
- **Electrician:** receptacles, lighting
- **Equipment:** depending on space and layout, ensuring you have the tools/equipment you need
- **Clean up:** location for debris for old materials and ensuring it gets there
- **Landscaping:** sod, plants, flower bed materials, etc.
- **Furniture/Accessories/Decorations:** suggestions include tables, chairs, grill, swing, water feature, fire pit, flags
- **Volunteers:** for daily tasks or physical labor
- **Optional:**
 - **Photographer/videographer:** PFP may not be provide a person for photography/videography for each project (depends on availability). Contractors are encouraged to take pictures and can submit them to be posted on social media.
 - **Meals:** There are times when volunteers and family members would like to provide a meal for those working on the project.

Step 4: Submit action plan with start date and reveal date to PFP.

Step 5: PFP reviews and agrees to the action plan.

Step 6: Maintain a final list of businesses and people who helped work, donate, or contributed materials to the project.

Step 7: Begin and finish the project.

Step 8: Reveal the project.



Project Action Plan

Contractors Name: _____ Project Name: _____

Start Date of Project: _____ Expected Reveal Date: _____

Project Vision:

As the contractor, what are your overall thoughts regarding the project and its design?

Service	Contractor/Provider Name	Phone Number & Email	Description
Demolition			
Concrete			
Construction			
Electrician			
Equipment			
Clean up			
Landscaping			
Furniture / Accessories / Decorations			
Volunteers			
Optional:			
Photographer / videographer			



Meals			
Miscellaneous			

Daily project goals:

- Day 1:
- Day 2:
- Day 3:
- Day 4:
- Day 5:
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