

4 @ 4 SOP

1. Download the Google Keep app onto your mobile device.
2. Ensure you have been added to each active project note as a collaborator. If not as your team lead or manager to ensure you are able to review and edit these notes.

Daily - Morning

3. Open the correct project note that is pinned to the top of the screen.
4. Use the relevant information to ensure you have the needed, equipment, materials, and team members as laid out from the from the previous days 4@4 (if applicable)
5. In your daily site huddle review the items under tomorrows todo's to ensure you have a plan of action to execute the days tasks efficiently (if applicable)

Daily - Afternoon

6. If the projects 4@4 has been filled out previously:
 - a. Open the note and select and delete all the information (excluding the project title)
 - b. Open the note labeled 'BLANK NOTE'
 - c. Copy all the fields (excluding the title)
 - d. Open your projects not and paste the blank information into your projects 4@4
 - e. Fill out the days information as required
7. By 4pm each day ensure all relevant fields have been filled out accurately and completely for the division manager and other team members to review.
8. By 4:30 pm daily all site leads and the division manager will review, comment, and/or add to each project's 4@4 to ensure trucks, equipment, materials, and team members have been effectively coordinated for the following day's work.