



TFG Project – Partner Responsibilities Checklist  
Revised 02/12/08

Responsibilities	Administered by	Financed by	Notes
Obtain all permits, insurance, bonding and permissions required by law and local ordinances to perform work on site			
Supervise and coordinate site preparation			
Work with TFG to select and recruit participants and businesses to contribute labor, materials and services			
Coordinate timely provision and delivery of construction materials and third party service			
Supervise (or engage others to supervise) all work performed by Partner participants to ensure a safe event	TFG	TFG	
Provide first aid kit	TFG	TFG	
Provide Project Administrator			
Work with TFG to create event strategy, budget and schedule for the event			
Provide, manage and supervise all aspects of food and lodging of TFG workshop participants who are not resident within 25 miles of site, including providing 3 meals per day, 7 days per week (including a vegetarian option) during their stay  Arrange for and coordinate separate lodging for TFG leadership team under one roof with adequate meeting space, phone and internet access			
Work with TFG to inspect and sign-off on work prior to departure of TFG Project Manager			
Work with TFG to provide suitable hand-off to contractors following TFG			
Work with TFG to determine parts of timber framing project that can be performed by non-timber framer volunteers			
Coordinate use of volunteers on the project including signed Waiver of Liability (provided by TFG)	TFG	TFG	
Take appropriate measures to protect and secure site, construction materials, tools, equipment and other personal property during the project			



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Provide on-site lockable storage (details in Contract) for tools and implements			
Provide potable water taps or coolers, hand washing station			
Provide sanitary facilities, one of which is to be handicapped-accessible, on site with pumping of facilities scheduled a minimum of once per week, or equivalent access to existing facilities Scheduling of pumping should be based on the person day usage			
Provide all materials and third-party services required for work to be performed in the construction of the project, including timbers, fixings (fasteners) for temporary support, steel brackets and fixing for base connections, mobile tower scaffolds, ladders, lightweight staging boards, hoisting machines and cranes, in a timely manner			
Provide mobile tower scaffolds, ladders, lightweight staging boards, hoisting machines and cranes, in a timely manner			
Provide all fasteners specified by the Project Manager			
Provide rental equipment, that is, timber handling equipment including forklift and crane, barricades, as necessary			
Provide lighting for night work			
Provide shelter against elements, for example, tents, tarpaulins, or shelter			
Provide miscellaneous items: extension cords, slide projector/flip charts and pads, picnic or folding tables, cribbing/sleepers, stakes and stickers for wood, vehicle access controlled, rigging, signage, ladders			
Provide sawhorses – 2 per participant (40 required)			



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Provide all timber material cut to meet or exceed all specifications and be square within ¼" and stacked neatly onsite			
Provide electric power supply onsite and ready to use			
Provide foundation, footings and piers poured and ready according to plans (level ± ¼ inch, square ± ¼ inch), cured a minimum of 7 days prior to Project start, any plates and connectors installed per plan			
Assure that site is back-filled, drained and graded with slope away per local professional practice			
Provide gravel or mulch for activity area for mud control			
Control vehicle access to area during workshop			
Partner is responsible for all debris disposal and cleanup that is not part of TFG work scope			



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