As the Architect for the Construction Company, you are responsible for making sure that today’s building projects are completed safely and that they are built by following the plans and instructions carefully. You are responsible for making sure that the building site is prepared so that citizens are not put in danger nor have their pathways blocked. You will be working closely with the Construction Managers ensuring that they understand the directions and plans for the design project as well as creating a blueprint for the redesign of the Construction Business by following the CAD software/manual. Encourage your team to work together today.

1. Remain in your business until after the Pledge of Allegiance to help with the business start-up. Your business needs everyone’s help before it opens.

2. Call a meeting of your Construction Managers to discuss today’s projects. Talk about the following:
   a. Talk about your projects for today. Your company will be completing several projects:
      1) A Door and Window Replacement project
      2) Disassembly of an old Park bench in the Town Square
      3) Assembly of the NEW park bench
      4) A JA BizTown item to replenish the inventory for Junior Achievement.
   b. Make sure your employees realize that the products your business produces today will not be sold directly to consumers.
   c. Remind your team that safety is an important goal for today’s projects. With your volunteer, go over the safety rules for today’s project, hanging on the wall.

3. **After the Pledge of Allegiance**, work with the Construction Managers to complete the Door and Window Project. Review the Measurement Form with them on your clip board. Measure the height and width of each door and window and record the information on the Measurement Form.

4. Supervise your construction crew and work closely with your Volunteer today.

5. **After the Opening Town Meeting**, working with the Construction Managers, set up the work site for disassembling the old park bench in the grass area of town square. Use the cones and construction tape provided to secure a safe working area.

6. Review the directions for the building project with the Construction Managers. Help with taking the bench apart, if needed, or fill in when a Construction Manager is on break.

7. Once the Managers have started the project, begin creating the redesign CAD blueprint for the Construction Business. Read the Autodesk’s Revit Architecture Building Design Instructional
Manual. Follow the directions for projects 1, 2, and 3 to redesign the Construction Business by moving walls, adding doors, windows and a closet. Have the Volunteer assist you, if needed.

8. When you have completed the redesign blueprint, print a copy and give it to a JA Staff person to review. You may take the blueprint home with you at the end of the *JA BizTown* day.

9. When the Construction Managers have completed the new bench project, inspect it and inform the CEO, the project is complete.

10. If additional projects are given to the Construction Managers by the JA staff, oversee that the Construction Managers are following the production instructions given for making the item(s) needed for the Distribution & Delivery Center. Ask a *JA BizTown* staff member to demonstrate the proper use of any equipment being used, if needed.

11. Assist with business clean up at the end of the day.