

PREPARATION CHECKLIST

_____ Contact your homeowners' insurance agent and follow his/her recommendations on updating your policy to include your remodeling project.

_____ Designate one family member to communicate with the production supervisor and your project manager/estimator.

_____ Designate an area for a message center to be used for communication between the production supervisor and yourself. Please write down any questions and selections in this area. The supervisor may also leave questions for you in this area. Please check daily.

_____ For the convenience of yourself and the crews, please have an extra key to the residence available to be placed in a lock box.

_____ Clear all walls, shelves, cabinets and counters near construction area to avoid any damage.

_____ Move all furnishings and accessories from construction area(s).

_____ Clear traffic area(s) to allow access to the work area for tools and materials.

_____ Clear access to secondary construction areas, such as electrical service, ductwork, plumbing, etc.

_____ Clear exterior areas to allow adequate room for construction activities, as well as access for storage of materials and equipment. This may also include your garage and driveway.

_____ Remove any shrubbery, flowers, etc. that you want to save.

_____ All waste and salvageable materials will be removed/recycled. Please identify and clearly label any salvageable items you wish to retain.

_____ We take precautionary measures to confine dust and debris to construction areas. However, it is impossible to totally contain dust, therefore you may wish to:

_____ Cover furnishings, etc. that are to remain in the construction and adjoining areas.

_____ Close doors to other rooms and vacuum often to help control dust from spreading.

Your project will be scheduled to be completed as quickly as possible. However, factors such as change orders, code requirements, weather, material availability, labor delays, special order items, etc. may affect scheduling.

Be assured that your project will be completed in the most efficient and professional manner. Your complete satisfaction is our goal. Thank you, again for the confidence you have placed in us. It is our pleasure to serve you.

Craig and Judy Plekkenpol