

## SITE PREPARATION CHECKLIST

Careful site preparation will allow construction to proceed smoothly and efficiently with the least amount of confusion, disruption or delays.

- For everyone's safety, please inform your family and guests to enter the construction area cautiously and only when necessary.
- Keep children and pets clear of the construction area and away from materials and tools.
- Contact your homeowners' insurance agent and follow their recommendations for updating your policy to include your remodeling project.
- Have an extra key to the residence available to be placed in a lock box.
- Inform your Production Supervisor how to use security system and turn on/off sprinkler system, if necessary.
- Inform your Production Supervisor which bathroom(s) the staff may use.
- Move all furnishings and accessories from the construction area. Clear all walls, shelves, cabinets and counters and secure any items that have sentimental value or are irreplaceable.
- Provide clear access to the construction area and 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 and replant.
- Identify and clearly label any salvageable items you wish to retain. All other waste and salvageable materials will be removed, re-used, recycled or properly disposed of.

We take precautionary measures to confine dust and debris, but since air is moving throughout your home, it is impossible to totally contain dust. You should:

- Cover or remove furnishings and other possessions from the construction area to protect against dust or other damage.
- Close doors to other rooms and vacuum often to help control dust from spreading.
- Don't forget to take some "before" and "during" photos. It is exciting to look back and to share the transformation with friends and family!