



The Remodeling Process & What to Expect

Remodeling can be very exciting for homeowners as they are looking to make improvements to their homes; but at the same time be very challenging, time consuming, and at times stressful. This brief outline is intended to help you understand the complexity of the home remodeling process before your project begins.

Project Development

- **Site Measuring:** A Project Coordinator will contact you to set up an appointment for site measurements.
- **Submittal of Preliminary Drawings:** At this meeting the Client will be presented with preliminary drawings & design options. Expectations of the project are discussed. The more information that you can provide at this time, the more accurate the **Phase II** budget will be.
- **Product Selection:** After a preliminary design has been approved, you will receive a product selection sheet & guideline referencing those items that need to be decided on for your project. Dependant on the scope of work for your project, some product selections may need to be decided before the Phase II or final contract can be drafted, if required we will provide you with a timeline for those decisions.
- **Phase II Budget:** Based on your selection of the preliminary design & overall scope of the work we may provide you with a Phase II budget (smaller projects may go directly to final contract). Some of the costs in this budget will be allowance based while other costs may be dependant on items or products that have already been selected. Most, if not all of the items we typically subcontract will also be presented as an allowance.
- **Working Drawings & Job Specifications:** After approval of the Phase II budget we will proceed with the working drawings. These, with the specifications will provide the basis for building your project.
- **Final Product Selections:** For most projects it is our goal to have all the product selections finalized prior to having our subcontractors view the project. It is especially important to meet this goal with projects having a construction duration of 2 months or less. Projects with more lengthy durations may allow for some selections to be finalized after construction has begun. Any selection that has not been finalized will be priced as an Allowance in the Construction Agreement and subject to change.
- **Subcontractor Walk-thru:** Upon completion of final drawings and scope of work we will arrange for a walk-thru with our Subcontractors. They will provide us with fixed pricing which will form the basis for their work in the final contract.
- **Construction Agreement:** The Construction Agreement summarizes the job specifications, labor and material costs, all product selections, remaining allowance items, job duration and start date, and the terms and conditions of the Construction Process. The Project Development Agreement is now closed

The Construction Process

- **Scheduling your job:** Depending on your type of project and the time of year, we will schedule an approximate date for your project start up. Although our goal is to start on a specified date, this date may change due to delays beyond our control on other projects nearing completion.
- **Pre-construction conference:** We will convene a meeting at your house with our Project Manager and Lead Carpenter before work begins on site. We will review the contract documents, any allowance items still undecided, and discuss project logistics.
- **Letters to neighbors:** If requested, we will send out letters to your direct neighbors to make them aware of the added traffic and noise that our employees and subcontractors will be making. We will ask them to contact us directly with any questions or concerns they may have.
- **Communication & Important Numbers:** Setting up a mutual “message center”. At the beginning of the job we will give you a clipboard with notepaper that is to be kept in the same location throughout the project. This will be an informal way to communicate with one another regarding questions or instructions that do not need immediate attention. This lessens daily interruptions of our carpenters and allows time for a thorough follow-up.
- **Demolition:** This is the time when your current space is stripped of items no longer needed. There will be TDS employees and possibly some subcontractors at your home during this period. At demolition the insides of your house will be exposed and it is at this time that some “unknown surprises” may occur. We take precautions in protecting your house, its finishes, and your possessions against inadvertent damage with many different types of protective coverings and barriers. However, some dust and dirt will inevitably escape our efforts. Your plumbing and electrical services may be interrupted for periods of time during the workday. A “dumpster” or dumptruck may be situated on your driveway for debris removal.
- **Site Work and Framing:** Concrete site work and rough framing work begins next. If concrete work is required for your project, large machinery will need to be used requiring access to the area of construction as well as use of driveways and walks. When framing begins, you will be able to see the “bones” of your new living quarters evolve. This is the time to discuss locations of towel bars, mirrors, recessed cabinets, etc. Although we don’t encourage changes to the original design at this stage, any changes with window or door openings you wish to make should be made at this point. These types of changes may incur additional expense. However, moving a wall now is much easier than when it is finished with drywall. When the framing is complete, your home will have its first municipal inspection.
- **Subcontractors:** Next come the plumbing, electrical, HVAC and mechanical work. Each subcontractor will have several inspections during this period. This is a critical and sometimes time-consuming process. If required, the Lead Carpenter will arrange a “Pre-Close-In” walk through with you to verify mechanical locations. If changes are needed, now is the time to make them.
- **Drywall, Painting, Floor Coverings, & Fixtures:** When the mechanical installations are in place and have passed inspection, the insulation and drywall will be installed. When drywall is complete, the millwork, interior doors, floor coverings, painting, cabinets, countertops, plumbing fixtures, lighting fixtures are then installed.

- **Substantial Completion:** At this point it may be possible to have limited use of your new space. While work may not be completely done, there will be a noticeable change of pace and traffic in your home. The days that required many people working in your home at once are coming to a close.
- **Punch list:** The Lead Carpenter will formulate a Punch List. This list itemizes small, incidental tasks to fully complete the project. We will then convene a meeting with you to go over the list and add any other items you feel need to be addressed. We schedule this meeting approximately one-two weeks after substantial completion to give you time to adjust, move in to your new space, and make note of these items.
- **Final Completion:** After the Punch List work has been completed to mutual satisfaction the list will be signed and dated by both Owner and TDS and a final invoice will be sent. Any other items that may occur after the punch list will be considered a warranty item.

Other Construction Related Items

- **Sub Contractor Lien Rights:** You may receive a letter from one or more of our subcontractors informing you that they have lien rights on your property if they are not paid for the work they have completed. This is merely a legal formality and as long as payments are made to us as specified on your contract there is no need for concern regarding this issue. Waivers of Lien can be provided to you upon payment if requested.
- **Change Orders:** Changes in a project are to be expected. It is prudent to set aside approximately 6-10% of the contract amount for changes both requested and un-foreseen. Some of these requests will delay the schedule and will also need to be cleared with the Lead Carpenter or Project Manager prior to work resuming and a Change Order form will need to be signed by the Owner. We understand that changes do occur along the way and we do not discourage you from making these changes. We want you to be totally happy with the end result. We recommend that you have a realistic vision of your finished project, make your choices well in advance, and be quick to act when the unexpected arises.
- **Delays:** Please keep in mind that all phases of remodeling can be delayed for a number of reasons and these delays can extend the completion time of your project. Delays may occur due to extreme weather conditions, damaged materials, product delivery schedules, or hidden conditions such as rot or evidence of asbestos. Your ability to meet product choice deadlines also affects the schedule.
- **Warranty:** TDS provides a one-year warranty on our work performed. After the completion of the Punch List our one-year warranty period begins. We will send you a 6-month and 11-month warranty form for you to fill out with any items that may require repair. You should list the items in question, mail the form back to us, and we will then contact you to set up a time to make those repairs.

Ongoing Commitment to Quality and Future Construction Services

We continually strive to improve and meet the demands of our clients. At TDS we are always available to provide ongoing support and services no matter the size of the project. We are driven by the needs of our customers. Thank you for enlisting your trust in TDS Custom Construction, Inc,