



PRE-CONSTRUCTION MEETING			
Date:		Job #	
Name:		Home phone #	
Name:		Cell phone #	
Address:		Work phone #	
City:		Work phone #	
Postal Code:			
e-mail address #1			
e-mail address #2			
Lead hand Contact		Manager Contact	

Discussion items			
<u>General - Customer</u>		<u>General - Communication Type</u>	
Alarm System		Weekly Meeting Summary	
Pets		Clipboard	
Owners Daily Schedule		E-Mail Summary and Any Needs	
Owners Events Affecting Construction		Call You Once Per Week To Review	
Furniture Removal and Wall Hangings			
Insurance Statement (photocopy)		<u>Construction</u>	
		Materials to be Retained by Owners	
<u>General - Internal</u>		Landscape Restoration	
Pre-Construction Pictures		Machinery Access	
Job Sign Location		Removal of Fences, Gates	
		Trees	
<u>Utility Locations</u>		Excess Excavation Dirt	
We call for locates		Dumpster Location	
Rough In Phone/Cable			

<u>Keys</u>		Signature	
Authorize 2 Copies of Keys			
*copies to be returned upon completion			

Color Chart Given <input type="checkbox"/>	Date:	Returned <input type="checkbox"/>	Date:
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Vendor Contact Numbers			

Any Other Relevant Information or Changes/Additions to Specifications

Reality of Renovating - i.e. length of project, unforeseen, disruption or environment, etc.

All changes/additions to the signed specifications will result in re-pricing (+/-) and work will until change order is signed.

Selections not made well in advance could delay the progress of the job.

We may suggest upgrades or changes during construction to save on costs, or to improve the visual appeal, or which might be necessary to proceed, in light of long term planning.

Any items you want saved must be made known to us prior to start of construction. (i.e.. Doors, light fixtures, drapes, etc.)

Alert Neighbors of process.

Times when project is in holding pattern/vacant between trades or phases.

Anything valuable to you must be kept away from our work area.

Trades have scheduling conflicts (sometimes sudden) resulting in re-scheduling.

Any other topics will be gladly reviewed.

Reviewed by		
_____	_____	_____
Project Manager	Owners initials	Date
Weatherby Renovations	_____	_____
A Division of Stephen T Weatherby Homes LLC.	Owners initials	Date