



Material Coordination (Date)	Supplied By	Sample Client Local Address Product/Style information	Ordered/Decided	Lead Time	On Site Date
<b>Items</b>					
<b>Design, Scope Approvals</b>					
<b>Prepare plans for permit</b>	HTR	Confirm no structural changes needed for the header design Adjust floor framing to accept new duct location Finalize interior porch ceiling details			(Date)
<b>Approvals to Order</b>					
Window list	HTR	Confirm no changes to the Marvin Window List	(Date)	6 weeks	(Date)
Exterior door order	HTR	Confirm door swings and hardware selection	(Date)	4 weeks	(Date)
Approve roofing match	HTR	Match the existing roof	(Date)		
Porch trim and finishes	HTR	Trim details finalized and incorporated into the plans	(Date)		
	HTR	Pine beadboard for ceilings and walls?		4 weeks	
	HTR	Decking color to be pebble gray	(Date)	2-4 weeks	(Date)
<b>Materials Selections</b>					
<b>Kitchen</b>					
Appliance List	Owners	Confirm tentative appliance list with the homeowners We will need the appliance rep's contact info	(Date)		
		All mechanical trades to scope their work properly	(Date)		
Cabinets	HTR	All cabinets due in on 10/8			(Date)
Plumbing fixtures	HTR	Marianne Fox Granite Group, Lowell 978 458-3200 mfox@thegrانيتgroup.com Alexa, Ferguson in Burlington, Alexa.Tardif@ferguson.com	(Date)	3 weeks	(Date)
Tile	HTR	Margaret Mennino, Roma Tile 617 926-5800 Kitchen backsplash and grout	(Date)	2-4 weeks?	(Date)
Countertops	HTR	Brian Spellman-Metropolitan Cabinet and Countertop Watertown showroom is OK but Norwood has a better and Brian works out of Norwood			
	HTR	Order date	(Date)	3 weeks	
	HTR	Template date	(Date)	2 weeks	
		Install date			
Hardware, accessories	HTR	Knobs and pulls			(Date)
<b>Interior Paint</b>	HTR	<b>Wall colors for kitchen and living room</b>	(Date)		
<b>Electrical fixtures</b>		Surface mounted to be supplied by owner			(Date)
		Quantities to be verified by HTR's electrician after rough-in			
Pendant lights over the island	KH				
Sconces for porch	KH				
Ceiling fan for porch	KH				