



## PRE-COMPLETION MEETING AGENDA

The purpose of the Completion Meeting is to set and meet expectations for completing the contract

### CONTRACT SUMMARY

**Are there any questions or issues with the current contract price or pending changes to the contract?**

Are there any other questions that need to be answered to agree on the balance due?

Are there any outstanding invoices that will influence the Settling of Allowances?

Are there any open or proposed change orders that have not been accepted into the contract?

### POLICIES AND INFORMATION REGARDING WARRANTY AND PROJECT CLOSEOUT

Review our Warranty Policy

Customer Survey and feedback for improvement

### EXPECTATIONS FOR PROJECT COMPLETION

Our Lead Carpenter (LC) will arrange a meeting with the owners to review the work and create a Completion List of all items and tasks to be completed and close out the contract. If the questions below pose specific challenges, the LC acknowledges them with the owner prior to arranging the meeting.

Are there any specific issues that need to be resolved to complete the project on time?

Is there any work that cannot be completed in the set timeframe for completion?

### PROCESS FOR COMPLETING ALL CONTRACTED WORK

1. The owners make their own Completion List and share it with the LC
2. The Completion List is created by the LC at the meeting and sends it to the owners immediately after the meeting
3. The owners acknowledge the list and agree that it is complete
4. Our LC determines the expected final completion date
5. Each day we recognize and resolve any new or open issues with the owners as needed
6. Our LC is responsible for coordinating contractors, vendors and carpentry to to complete all work on the list
7. Our LC notifies the owners that the list is complete, owners agree that it is complete and the final payment is collected