



CLIENT CONSTRUCTION CHECKLIST PREPARING YOUR HOME FOR THE RENOVATION

By following these guidelines, it will enable us to do the job efficiently and produce the best results that will last. Your home is of great value and importance to us, and we take pride in doing the job right. Thank you in advance for your assistance in preparing your kitchen. [HERE ARE SOME WAYS YOU CAN HELP WITH THE PROJECT](#)

SELECTIONS

- The *Client/Owner* has read the Contractor workmanship & manufacturer's warranty, full estimate agreement, & their selected material care information.
- Have all selections made for paint, tile, flooring, countertops, etc. before work begins.
- Have all selections made for fixtures and appliances with an on-time delivery date or onsite before work begins.
- Materials for your job are ordered to comply with Manufacturer's overage requirements and job layouts. Any leftover material will not be subject to returns, refunds, or adjustments to contracts. These materials should be kept & stored for future needs.
- Special-orders and some other materials may not be returnable or may have a restocking fee. Contact Supplier Sales Representative for information.
- The *Contractor* will not be responsible for missing or broken parts of "FBO" (Furnished by Others) items.
- The *Contractor* will not be expected to go to store for exchanges or returns of FBO item(s)

HOA & PERMITS

- Contact the HOA or Municipalities to confirm anything is needed to complete construction.
- The *Client/Owner* will pay all permit and HOA fees.
- A private inspector can be provided if requested at an additional cost.
- Inspections may add 2 to 3 weeks to the project.

UTILITIES & TEMPERATURE CONTROL

- The *Client/Owner* will pay and provide electricity, gas, and water for the project.
- All flooring jobs require electricity & HVAC to be in working condition prior to installation date.
- All hard surface flooring (wood, vinyl, laminate) jobs require 48 hours prior to delivery of materials & climate controlled.
- All tile & paint jobs also require water.
- Hardwood refinishing jobs require 220 electrical. Hardwood Refinishing jobs can require additional clean up from sanding. Please note refinishing floors are different than pre-finished and can expect minor imperfections, slight swirl marks, etc.
- The *Client/Owner* understands for paint or flooring projects the temperature may need to be set at a specific temperature and/or adjusted throughout the project.
- **Sink & Hose Area:** The sink area will be used for general clean-up, so please make sure the kitchen sink is clear of dishes on our designated working days. If you have a utility sink that we will have access to, we will do our heavy cleaning in there.
- **Bathroom:** designate a bathroom for the workers use. A designated bathroom must be provided, or a portable toilet must be provided.
- A location for the trash bin or area must be provided.
- A location for tools & materials must be provided.
- Choose which entryway the project will be accessed.
- We do our best to care for your home as we work, and we've found it is always best to have the sink and bathroom accessible as we work.
- Water, Electric, Cable, Internet, or HVAC may get shut off for some projects for a period during stages of construction.
- Locate and give access to water shutoff, electric panel, and HVAC for duration of project.



PERSONAL PROPERTY & CLEANING

- **General Items**, make a list of any items that want to be removed & saved.
- Please note some dust & debris will be normal (even for items that are covered with plastic), please move important belongings accordingly.
- Be aware that items left in adjacent rooms to remodel area will have dust residue. Removal of items from closets and cabinets is recommended.
- Remove any shrubbery, flowers, etc. that you want to save (room addition/exterior projects).
- Fumes & dust are inevitable, please cover belongings with plastic, move computers, close doors to other rooms, & vacuum more often to help control dust spread.
- Clear traffic areas to allow access to work areas for tools, materials, and construction activities.
- Remove any cars, weapons, or valuables from the project and/or lock them in a safe.
- Cover and/or protect pool. Turning the filter off during work hours is highly recommended.
- The *Client/Owner* should be aware that occasionally during installation there is minor scuffing or chipping of painted surfaces such as molding, walls, baseboards, etc. Be prepared to do minor "touch ups". The *Contractor* will not be responsible for furniture that might be scratched or broken during installation, unless notified prior to installers leaving the premises.
- **Décor:** If you wish for behind any décor to be painted, please have the appliances removed to enable us to paint in those areas. Any décor (pictures, hooks, computers, TV's, etc.) left in place will be taped, protected, and painted around. (Unless included in the agreement).
- Remove and reset all wall hangings, furniture, computers & valuables in areas surrounding remodeling work.
- The *Contractor* does not move pool tables, aquariums, grandfather clocks, waterbeds, pianos, China or Crystal, electronic equipment, televisions, computers, breakables, or personal items in closets. i.e., shoes & clothing.
- The *Contractor* is not responsible for damage to cable, satellite, or phone wires whether hidden or visible.
- Please have the above items moved prior to your scheduled installation time.
- **During installation** - *Contractor* is not responsible for items breaking or getting damaged.
- The removal of any current ¼ round, shoe molding, base molding, or thresholds can be damaged.
- The removal of any current cabinets or countertops can be damaged.
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- In most circumstances we recommend purchasing new molding, cabinets, countertops.
- In our experience it is typically less expensive to replace most molding with new.
- **Cabinets and Closets:** Remove everything from the counters or shelving and off the top of the upper cabinets and move it to a safe place.
- Empty cabinets, shelves, and clear countertops (cabinet work).
- You can leave items inside your cabinets and drawers, however, please be sure the items are pushed back from the ledge that will be painted, in our experience, it is not recommended.
- If there is anything of value, please remove it/them prior to our arrival.
- If a cabinet is so full that things cannot be pushed back, please remove some of the items.
- **Appliances & Fixtures:** If you wish for hidden end panels or areas around appliances or fixtures to be painted, please have the appliances and fixtures removed to enable us to paint in those areas. Any appliances or fixtures left in place will be taped, protected, and painted around.
- **Flooring Removal & Repairs:** When removal of flooring is performed, we sometimes encounter subfloor issues or unforeseen conditions.
- If this happens & results in additional cost or work to be performed by the *Contractor* will discuss those costs & remedies with the clients. Subfloor damage, joist alignment, multiple subfloors, water damage, particle board subfloors, asbestos tile, adhesive and the existence of any other hidden circumstances, such as unlevel or humps in floors, cannot be determined until removal.
- When this occurs customer fees for additional labor & materials will apply. A change order must be signed before moving forward.



- **Plumbing Or Appliance Work to Complete Other Work:** Toilets, faucets, or sinks will be removed & replaced with a new seal only.
- When moving appliances: disconnect & reconnect icemakers when moving the fridge.
- The *Contractor* will disconnect & reconnect appliances when moving the appliances. damage caused, unless notified in the 3-hour time frame.
- The *Client/Owner* agrees to check for leaks after 1-hour & 3-hours of completion and shut the water off if there is a leak. We are not responsible for leakage or damage caused, unless notified within the 3-hour time frame.
- Previous damage as far as broken parts will not be the responsibility of *Contractor*.

JOB COMMUNICATION

- Email info@ReviveMaxCS.com
- Main number 832-402-7997 text or call
- Office Address 12330 Knigge Cemetery Rd suite i, Cypress TX 77429
- They will assist or assign to the person in charge.
- Please leave a detailed message, so we can find the answer right away.
- We will investigate the details and respond with the best answer within 24 hours, except for weekends and holidays. **"Emergency Situations." Are Handled such as they Emergencies and will be handled accordingly on case-by-case basis.**
- Production - Project Manager
- Accounting/paperwork - Budgeting & Design Manager
- General - Client Manager

PAYMENTS

- Bank Wire Transfers can be made to the information on Invoice.
- QuickPay w/ Zelle can be made to REVIVE@ReviveMaxCS.com
- Checks can be given to the project manager or dropped by our office.
- Credit Card or ACH bank transfer. (w/a small processing fee).
- A discount will be given for payments made on or before progress completion checklists.
- Change Orders/Add-Ons are due/paid when approved and can be paid with the above methods.

JOB SPECIFICS

- Although we try our best to include everything, not all items can be seen until removal has begun. *Contractor* will inform *The Client/Owner* of any dry rot or other deterioration or unanticipated condition which is concealed and is discovered. *Contractor* is not responsible to repair any such discovered deterioration or condition and work done by *Contractor* to remedy such will only be done as extra work in a written change order.
- The *Client/Owner* understands there may be extra work needed and can elect to *Time & Material/Cost of Work* to not delay the project or incur the extra costs to create an estimate for change orders or additional items.
- **Contract Specifications and Drawings**, if required. If it is not on there, it is not included. Drawings/Renderings are for presentation purposes: some measurements and details may not replicate the project exactly.
- Job duration may be extended by certain fabrication time.
- Change Orders or Additional Work Requests policy and procedures. All changes and additional work (even zero cost changes) must be in writing and signed by the client.
- **Matching Existing:** Whenever *Contractor's* work involves matching any existing finishes, materials, and conditions,
- *Contractors* will use their best efforts to do so.
- An exact match is not guaranteed by *Contractor*.
- We adhere to the **NAHB Industry Standards**· We perform high quality work, although we cannot promise perfection.

JOB SAFETY AND ACCESS

- **Access** will be provided from 8AM & 5PM Monday – Friday until the project is completed. A Lockbox, keypad, or a person at location during working hours



- Assign a contact person to the job to be the final decision maker.
- Keep the alarm system off during the day.
- There may be a minimum of \$100 fee assessed to any invoice for rescheduling of a job that isn't prepared or access available on installation date.
- The *Client/Owner* will double check that all windows, doors, gates, overhead doors are shut and locked after workers leave.
- The *Client/Owner* will double check that all appliances are connected if they are moved for construction.
- **Construction Area:** The *Client/Owner* will not enter any contained working area unless supervised by the project manager.
- **Keep Children and Pets Clear of the Construction Area.** Be advised: It is a dangerous place.
- **Pets:** Be sure to place animals in an area that is blocked off so they cannot get into the working area from the day we start the project to a few days after we install the project.
- If you have cats that can jump over the barricades or hide inside walls/ceilings that were open for construction purposes, please make sure to arrange a different area for them to stay while your renovation is taking place.
- Pet hair can travel through the air and settle in the paint.
- In our experience we've found that even when the paint is not fresh, the hairs can imbed in the paint, and it is very difficult to get out without leaving any marks.
- **Children:** Same measure of precautions for pets. Keeping children out of the work area will ensure their safety from things that could cause injury and or suffocation.
- **During The Renovation:** Once the paint preparation has begun (boxes/facing of your cabinets are cleaned), we ask that you refrain from using your kitchen or bathroom during the renovation due to oils, smoke, and dirt that could contaminate your cabinets and act as a resist for the primer and paint.
- If something were to get on the cabinets, it could result in a delay in completion of the kitchen due to extra cleaning and drying time and could add additional cost to your estimate.
- Clean the area if something is to get on the cabinets, but please let us know so we can take the necessary steps for the primer and/or paint to properly adhere.
- The *Contractor* will not be held liable for any injuries or incidents that cause harm. If any taping or masking or is damaged or removed there will be a fee to reinstall and will add additional time to the project timeline.

POST COMPLETION

- Final touch-up list - One list. Our goal is to turn over a completed job without a touch-up list, but sometimes there are items we miss. Client Manager or Project Manager will meet with the assigned decision maker to make one final list. It is best for anyone else that may want to have input also to be there at the same time as the completion checklist meeting.
- The *Client/Owner* is recommended to hire professional ductwork cleaning for interior projects with demolition.
- Change HVAC filters after project completion.
- Final post-construction cleaning is basic clean for remodeling areas.
- Final Clean Expectations: Removal of small debris, wipe down surfaces, & clean floor.
- The *Client/Owner* is recommended to hire a professional cleaning service to provide thorough cleaning after construction.
- The *Client/Owner* is recommended to schedule a pool cleaning after exterior project completion.

Please know that we do appreciate your business and want your installation to go as flawlessly as possible. If there are any questions you have regarding your installation that are not addressed here, please ask our representative. Let us know if you have any concerns. Every project is different and is handled on a case-by-case basis.

**Many clients want to enjoy a turnkey experience. Please review your agreement or contact us to confirm any item(s) on this list is included in the contract. If you would like to add any item(s) not included, ask us to include the item(s).*

***Delays for installation crews associated with waiting for others to move items or FBOs not delivered can cause other jobs scheduled to be delayed or go incomplete.*

****Additional charges may be applied.*