



Pre-construction Meeting Checklist

Development: _____ Homesite #: _____ Date: _____ Berks Homes Rep: _____	Buyer Name: _____ Buyer/Contact Information: _____ _____
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Best method for contacting buyer _____

- Explain what we consider an emergency during construction to help ease concern

Purpose of Meeting

This meeting is **NOT** to make any changes; any changes now or in the future could jeopardize delivery, quality, and accuracy of the home construction

Explain the Purpose of the Meeting

- To review the process and milestones
- To review drawings, options, selections, and plot plan
- Explain that if there are any omissions or errors of paperwork, you'll note it and follow up with the appropriate departments and get back to buyer with a resolution ASAP
- To ensure buyer is comfortable with moving forward and building this new home
- Discuss site visits-- NOT without company representative due to our liability insurance

Explanation of Process and Milestones

All material/labor has been ordered and scheduled for the home (another reason for no changes)

Explain Scheduling Milestones (also explain the dates are tentative at this point)

- Excavate Foundation**
- Frame Start**
- Pre-Drywall Meeting**
 - Give a tentative date and let buyer know you'll confirm about a week prior.
 - Takes place during our normal business hours 7:00am-3:00pm M-F
- Drywall Complete (orientation and settlement dates are locked)**



Pre-construction Meeting Checklist

Explain 3rd Party Twp. Inspections and Stages

- Stakeout
- Footing
- Foundation- Pre-Backfill
- Framing/Mechanical/Plumbing/Electrical
- Underground Utilities- Water/Sewer/Electric/Gas
- Insulation
- Drywall
- Final

Orientation (give current TENTATIVE date) _____

- Explain Settlement Coordinator will set the actual date/time and notify buyer after drywall is hung and the Coordinator has worked through the bank's lead times.
- Explain what the orientation will entail
- Explain buyer will inspect for cosmetic issues on surfaces and learn operations of all home features
- Explain natural products such as: Granite, Stone, Wood Trim and Cabinetry can and will have inconsistencies from their original selection samples
 - This is mentioned during the Selection Gallery appointment as well
 - Explain it's part of the beauty of natural materials
 - Buyer's initials indicate they understand inconsistencies with natural products _____
- Create Expectations for Drywall and Paint Inspection (normal lighting from 6' away)
- Set expectations for number of Orientation items
- Reminder to concentrate on looking for defects in flooring, cabinets, countertops, sinks, railings, siding, stone, roofing, etc. Paint and drywall may stand out too much because the home is not in a "normal" state without window treatments and furniture
- Takes place during our normal business hours 7:00am-3:00pm M-F

Zero Defect Walk (usually day of settlement)

- Explain our goal is to send our buyers to settlement with ZERO items left over from orientation. Only backordered parts may be delayed; e.g. cabinet parts
- Takes place during our normal business hours 7:00am-3:00pm M-F

Explain Settlement and the Transition to Warranty

- All warrantable items will be handled by the Warranty Department going forward
- Explain that some exterior items may not be completed between November and April due to temps
- The Superintendent will still be responsible for any leftover winter items; e.g. rake/seed, driveway exterior painting, sidewalks, septic system (if applicable)
- We try to get exteriors wrapped up by June 15th but it is very weather dependent and explain that new builds take priority as banks won't allow escrow of monies



Pre-construction Meeting Checklist

Explain our Warranty Process and the Professional Warranty Service Booklet

- Review Warranty Binder with buyer
- Calling Warranty is our best way to track issues so things don't get missed
- Briefly explain the Professional Warranty Service Booklet which states the parameters and tolerances we follow
 - 1-Year Warranty Covering Construction of Home and Mechanical Systems
 - 2-Year Warranty Covering Mechanical Systems
 - 10-Year Warranty on any defined Major Structural Element Flaws that exceed the tolerances listed in the Professional Warranty Service Booklet (foundations, load bearing walls, roof trusses, etc)
 - EXAMPLE: Concrete cracks more than 1/8" will be addressed as part of the 1-Year Warranty
 - EXAMPLE: Doors that warp more than 1/4" will be repaired as part of the 1-year Warranty
 - Buyer will receive a book directly from Professional Warranty Service Corporation after settlement
- Buyer will, at minimum, receive (2) scheduled warranty visits
 - 2-Month
 - 11-Month: All drywall issues, because of the drying down/settlement of their home will be addressed/scheduled during this visit
- Show buyer the Emergency Contact List
 - What to do during an emergency
 - Call the Trade first to expedite service
 - Notify Berks Homes Warranty to assist and track the claim
- Explain what IS or is NOT an EMERGENCY
 - Plumbing supply line leak IS an emergency:
 1. Shut off water
 2. Call Plumbing Contractor utilizing info in binder
 3. Notify Berks Homes Warranty Department
 - No Heat IS an emergency
 1. If you smell gas, call gas company immediately
 2. Call Heating/Cooling Contractor utilizing info in binder and on furnace
 3. Notify Berks Homes Warranty Department
 - No Cooling is NOT an emergency but shouldn't wait for a 2 or 11-month appointment
 1. Will be repaired ASAP
 2. Call Heating/Cooling Contractor utilizing info in binder and on furnace
 3. Notify Berks Homes Warranty Department
 - Notify Berks Homes Warranty for all non-emergency items that can't wait until a scheduled meeting (2 or 11-month)



Pre-construction Meeting Checklist

Ask Buyer What Their Expectations of the Process are and Set Expectations for the Following:

Yards and Rake/Seed/Fine Grading Process

- *It takes a lot of time and effort by the buyer*
- *We give buyers a great start by:*
 - Fine Grading/Raking
 - Fertilizing
 - Seeding
 - Straw Mulching or Hydroseed Mulching
- **Proper Watering is key!** *1/4" of watering of the entire seeded area, per day until yard mowed 3 times*
 - Put a dish/foil pan down when watering and stop when filled to 1/4" inch
 - Takes about 20 minutes for 1/4" of watering
- *Allow grass to grow to a minimum of 3" before each mowing*
- *Fertilize/Weed and Feed after 3 mowings*
- *We do not use sifted, rock free topsoil*
 - We use what is onsite (within community) or we put back what we stripped off the lot before excavation
 - Despite machine and hand raking, additional stones will surface as the ground settles. Remove as needed.
 - The grass seed doesn't contain weed seed
 - Weed seeds are in all soils. They can be dormant for over 100 years until exposed to sunlight and water
 - We HIGHLY recommend using a lawn service like Scott's or Tru Green
 - Discuss winter lawn condition if applicable. We aim to rake/seed all winter settled homes by June 15th. Explain spring settlements may get yard installed before winter settled homes.
- *Upon completion of your rake and seed, we will have you sign a Seeding Acknowledgment Form to confirm your acceptance of the seeded areas.*
 - It is your responsibility to properly water and maintain your newly seeded areas
- *Berks Homes does not warrant washouts, as a result of heavy rain, or otherwise*
- *By signing below, you acknowledge that you understand the rake/seed/fine grading process as written above and/or explained by the superintendent*

Buyer Signature



Pre-construction Meeting Checklist

Cleanliness During Construction

- Trades that work multiple days may wait until the last day to clean up
- In the beginning many activities are only 1-3 days so it seems things are moving faster
- Before final roof is installed water may leak into structure. Subfloor is designed to remain stable under wet conditions during construction
- Before electric is energized and final grade completed, there are no sump pump or gutters.
- Basement may experience some water intrusion as a result of the above.
- After insulation, it feels like things are slowing down when they just have longer durations
- Explain later stages like drywall may take 7-10 days and they can be very messy. But they will clean up when they're finished
- Ask for buyer to have patience during these times
- Explain That it Takes Many Hands to Build a Home and Walls/Trim May Get Minor Damage Along the Way
 - Drywall and trim will get installed and painted and then many more activities will take place
 - Explain the drywall and trim WILL get dinged/damaged, it is very normal
 - There are days built into the end of the schedule for drywall and paint touch up
- During final finishes (flooring, cabinets, counters, appliances, etc) the home will be dusty and dirty
 - There may be some minor imperfections or damages to some of these areas
- Near completion there are multiple in-house quality inspections performed
 - At this time the home will be completely detailed
 - The home will also be thoroughly cleaned
- Ask buyer to give us the opportunity to clean and finish the home

If Buyer Sees Something That Isn't What They Purchased, or is Broken, to let You Know

- Chances are we already know about it
- We will strive to communicate these issues if we find them so buyer is in the loop

Construction Documents: Drawings, Options and Plot Plans

Start With the Drawings

Verify House Details

- Verify Type
- Verify Elevation
- Verify Lot Number

Go Through Drawings in Order, in Conjunction With Structural Options

Review Specific Structural Options Such as:

- 9' Foundation Walls



Pre-construction Meeting Checklist

- *Under-slab Plumbing Rough-In*
- *9' First Floor Walls*
- *Fireplaces*
- *Whirlpool Tub*
- *Oak Stairs*
- *Cathedral Ceilings*
- *Dual Zone Heating/Air Conditioning*
- *Walkout Basement*

Review Flooring Breakpoints as Specified on Drawings

Confirm if Buyer has Any Questions About, or Issues With, Their Selections. If Any, Note Them on Page 7 and Let Them Know You Will Address Them and Report Back to the Buyer

Explain the Plot Plan

Show where the house will sit on the lot

- *Explain to buyer how to read the plan*

Show the direction the home will face

Show the driveway layout and rough dimensions

Show intended locations for electric meter, gas meter, and cable/phone entry points (subject to change)

- *If finished basement option is chosen, explain that the electrical panel cover may be visible in finished area.*

Concrete Sidewalks, Porches and Steps

- *Direct buyer to NEVER use salt or any other ice melting materials.*
- *Anything that melts ice WILL damage the concrete through accelerated freeze/thaw cycles*
- *Explain to remove the snow and apply sand, if needed, for traction control*

Explain Building Setbacks and Envelope

Property Corners

- *Show where the pins are on the plan*
- *Verify with buyer on site*

Explain Swales and Water Flow

- *You will see water flowing through swales during a rain event*
- *Per warranty guidelines it is not uncommon and acceptable to see water lay in a swale for 48 hours*
- *Nothing can be planted or placed in a swale as it may interfere with water flow around your foundation*
- *Explain positive drainage*
 - *Explain the importance of maintaining even when doing landscaping*
 - *Make sure downspout extensions remain in place*
 - *This is the single biggest measure to prevent water from getting into the basement*



Pre-construction Meeting Checklist

- Explain Easements if Applicable**
 - Typically nothing can be permanently planted, built or erected in an easement
- Explain Location of Rain Pits and Gardens and How They Work (if applicable)**
- Explain any Other Applicable Property or Lot Features Such as, But Not limited to:**
 - Wetlands
 - Right of ways
 - Walking paths
 - Site triangles
 - Tree removal (within 30' of home)
- Home Buyer Sign / Date Plot Plan**
 - Send copy to office along with preconstruction checklist

Closing Comments and Follow Up

- Ask Buyer if They Have any questions:**

- Visit the Lot (weather permitting)**
 - If staked out, show buyer exactly where the house will sit. If not staked show them the approximate location.
 - Show staked, or approximate, property corners
 - Address any questions or concerns they may have
 - Take picture!
- Follow Up Details**
 - If buyer had questions, let them know when they can expect to hear from you. DATE: _____
 - Let buyer know they should expect to hear from you the following week with their first construction update
 - Explain to buyer that they can expect weekly updates from thereafter
 - Remind buyer you'll be in contact about 1 week prior for the Pre-Drywall/Electrical Walk thru
 - Remind buyer you'll set up the firm orientation date once drywall is hung



Pre-construction Meeting Checklist

I Verify I Have Reviewed and Understand All of the Information on This Checklist

Buyer Signature _____

Buyer Signature _____

Berks Homes Representative Signature _____

I Waive the Preconstruction Meeting and Accept This Blank Copy of the Preconstruction Checklist for my Review
(feel free to contact the superintendent with any questions you may have regarding this checklist)

Buyer Signature _____

Buyer Signature _____

Berks Homes Representative Signature _____