



HOMEWORX

PRE-CONSTRUCTION Checklist

Review, Approve & Pay:

- Set up your BuilderTrend account
- Review Estimate for work specifics
- Approve Change Orders/Selections
- Pay Deposit or Open Invoice
- Review Terms & Conditions
- Review Warranty

Preparing Your Space:

- Give your PM key or access code
- Designate lockbox door
- Designate HomeWorx parking
- Designate bathroom for our team
- Designate trash/dumpster area
- Designate material storage area
- Designate yard sign location
- Notify all neighbors of work
- Move belongings out of area
- Cover all remaining items
- Buy extra furnace filters
- Ask if any moving help needed
- Plan for dusty conditions
- Plan for 'broom swept' daily
- Plan to secure all children
- Plan to secure/board pets

Scheduling & Things to Consider:

- Save your Project Manager's phone #
- Notify your PM of schedule conflicts
- Ask any lingering questions you have
- Expect some reasonable delays
- Code requirements may arise
- Plan for weekly meetings, as needed
- Limit calls to Office Hours
- Check BuilderTrend daily
- Plan for final walkthrough
- Project photos when finished
- Review us on Google!
- We love referrals!

Office Hours: Monday-Friday 8:00am to 4:30pm