



PLAN REVIEW MEETING

Purchaser(s): _____ **Date:** _____

Lot Number: _____ **Community:** _____ **Time:** _____

Builder: _____

The purpose of this meeting is to review the plans and specifications related to the purchase noted above and to stress the importance of good communication throughout the construction process.

The following checklist is an overview of the items to be discussed regarding your home.

Initials

- _____ **1. Introduction**
- Purpose of the meeting is to answer questions, set proper expectations, and start off on the right foot
 - We employ professional sub-contractors and suppliers (industry experts)
- _____ **2. Plot plan review**
- House and driveway placement
 - Front, side, and rear setback requirements
 - Grading and drainage
 - Wooded lot policy (We clear 30' front, 20' on sides, 30' on rear)
Natural areas will remain undisturbed
 - Easements
- _____ **3. Review contract and specifications**
- Standard and included features
- _____ **4. Building plan review and sign off**
- We build by the plans and written specifications
 - Review plan in detail relating to all selected items
 - Foundation plan, floor plan, exterior elevation review
- _____ **5. Construction schedule**
- Foundation
 - Framing
 - Mechanicals
 - Drywall
 - Finish Trades

- _____ **6. Subcontractor locations**
 - Subcontractor list and directions
 - Allowances
 - Time frame for making selections
- _____ **6. Construction changes**
 - After construction begins, all changes are subject to cost of change plus 10%
 - Excessive changes will slow down building process
- _____ **7. Communication during construction**
 - Weekly phone calls
 - Email communication is best for me (Written documentation)
 - All agreements must be in writing. Verbal commitments are not accepted
 - All phone calls will be returned by end of business day
- _____ **8. Visits to job-sites/safety issues**
 - You are welcome to visit any time
 - Be careful during framing stage of construction
 - Please do not allow children to play on site for I am liable for any accidents that occur
 - Purchaser is not allowed to add or do any work themselves to the house without consulting the contractor
- _____ **9. Progress meetings**
 - Plan review meeting
 - Framing walk-through meeting (to review all phone/cable/electrical items location)
 - Pre-drywall meeting (to verify items above are OK)
- _____ **10. Things that may happen during construction**
 - Theft and vandalism (Broken windows)
 - Inspection turn downs
- _____ **11. New Home Presentation/Re-walk/Warranty Program**
 - New Home Presentation will be scheduled approximately 7-10 days before closing
 - Re-walk will be scheduled the day before closing or the day of closing
 - 60 Day Follow up
 - 1 year Walk-through
 - If you choose to hire a home inspector, remember that we build according the plans, specifications, and municipal codes, and not to an inspector's opinion
- _____ **12. Referral program**
 - It is our goal that you refer Chris Watt Bldg. Corp. to your family and friends
 - Discuss \$500 gift card to Home Depot or Lowes
- _____ **13. Phone surveys**
 - Over the course of construction you will receive one or two phone surveys from Guild Quality. Please give honest feedback
 - After closing over the course of one year, you will receive 2 more phone surveys from Guild Quality. Please give honest feedback

