

599DESIGN.COM

CONSTRUCTION BOOK

JOB NUMBER

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SLAB COMPLETION

WORK ORDER

JOB NUMBER: _____ DATE: _____

SUBCONTRACTOR: _____

NAME: _____

ADDRESS: _____

PHONE: _____

SCOPE OF WORK TO BE PERFORMED: _____

STANDARD COST BREAK DOWN & DESCRIPTION: _____

ADDITIONAL COST ABOVE STANDARD: _____

DISCOUNTS AVAILABLE: _____

DETAIL OF WARRANTY OFFERED AND ACCEPTED: _____

TOTAL AMOUNT OWED TO SUBCONTRACTOR:	_____
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PAYMENT CONDITIONS: _____

THIS AUTHORIZATION TO WORK IS VAILD ONLY WITH A SIGNED SUBCONTRACTORS AGREEMENT ON FILE WITH VENTURA HOMES LLC. CHECKS ARE ISSUED ON FRIDAY.

SUBCONTRACTOR

VENTURA HOMES REPRESENTATIVE

TITLE/NAME

TITLE/NAME

CLEARING AND FILLING

Project # _____

Pre-Work Inspection:

- ___ Work order is completed and signed.
- ___ House is scheduled to be plotted.
- ___ Survey has been performed and the Site Superintendent and the Trade Contractor have walked the area to be cleared together.
- ___ All areas to be undisturbed is marked.
- ___ Grade drainage plan has been determined.
- ___ Area to place debris has been designated by the Site Superintendent and the Trade Contractor.

Date: _____ Site Superintendent _____

Trade Contractor _____

Final Inspection:

- ___ Debris has been removed from the lot.
- ___ Lot is rough graded to ensure water drainage.
- ___ House pad has been measured to determine correctness of size.
- ___ House pad is correctly located on the property.
- ___ Driveway is cut and ready.
- ___ Undisturbed natural area is still undisturbed.

Date: _____ Site Superintendent _____

Trade Contractor _____

WORK ORDER

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VENTURA HOMES REPRESENTATIVE

TITLE/NAME

TITLE/NAME

FORMS

Project # _____

Pre-Work Inspection:

- ___ Plans have been picked up and signed for.
- ___ Work order is completed and signed.
- ___ Work area is clean and free of debris.
- ___ House is plotted and correct.
- ___ Materials are on site and ready to be used.
- ___ Area is clear for concrete truck.

Date: _____ Site Superintendent _____

Trade Contractor _____

Final Inspection:

- ___ Boards are correct lengths and are square.
- ___ Under pending is in place if applicable.
- ___ Foundation is level with no ridges or depressions [board to board].
- ___ Openings are the correct size and location [garage=length+3"].
- ___ Brick ledges are in place.
- ___ Foundation walls are not more than 1 inch out of level over the entire surface and do not vary when measured along the diagonal of a 6x8x10-foot triangle at any corner.
- ___ Excess material is stacked and protected from weather.
- ___ Jobsite area is clean and free of debris, and excess concrete has been moved to driveway.
- ___ Form boards have been wrecked and stacked with excess material.
- ___ Field measurements match measurements on plans.

Date: _____ Site Superintendent _____

Trade Contractor _____

CUSTOMER ORIENTATION WALK-THROUGH CHECKLIST

Name:

Date:

Address:

A. KITCHEN

- Appliances plugged in under kitchen sink and explained to homeowner.
- Ice maker instructions.
- Show homeowner where warranties and instructions are for appliances.
- Hardwood floor maintenance.

B. FURNACE ROOM

- Show owners where filters are located.
- Explain that furnace needs to be assembled to work.
- Show owner furnace fuse and additional switch to shut furnace off.
- Show owner pit-cock valve to shut off gas.
- Explain combustion air vents and not to block them.

C. BATHROOMS

- Instruct homeowners about brass fixtures (abrasive & chemical cleaners).
- Turn on all fixtures and flush plumbing.
- Explain G.F.I. plugs in bathrooms, garage and exterior.
- Explain maintenance of grout joints around tubs and shower pans.
- Show owner location of Jacuzzi and how to operate jets and level of water. Make sure it is plugged in.

D. GARAGE

- Make sure water heater is operating.
- Plug in water circulating pump and explain.
- Show homeowner sub-panels and explain.
- Show release and greasing worm drive on garage operators.

CUSTOMER ORIENTATION WALK-THROUGH CHECKLIST

E. OUTSIDE

- o Show owner water meter, gas and electric service locations. Explain P.G.E. breaker function.
- o Show owner main water shut-off valve at house.
- o Explain drainage, importance of keeping chistry boxes clear, not blocking swales, adding boxes in planting areas and maintaining gutters.
- o Tell owner to remind landscapers about 2% fall, first 4' of perimeter of foundation.
- o Explain A.C. fuses and how to check them when A.C. fails. Explain shut-off at breaker box.
- o Make sure property corners are set.

F. GENERAL

- o Explain use of gas log lighter.
- o Explain outside bell boxes and switches.
- o Explain voiding warranty when 3M or solar screens are applied to windows.
- o Explain about maintenance of front doors, garage doors and thresholds.
- o Explain paint policy after move in.
- o Explain dryer vent installation.
- o Explain shut-off valves to washer (shut off when on vacation).

Signature: _____

Homeowner Signature: _____

CUSTOMER INSPECTION

Name: _____ Date: _____

Address: _____ Time: _____

I. Items excluded from warranty (buyer to initial each item as satisfactory, except as listed below in Section III):

- | | |
|---|---|
| _____ All cabinetry (surface damage) | _____ Window and porch screens (damage) |
| _____ All countertops (surface damage) | _____ Mirrors (breakage or surface damage) |
| _____ Plumbing fixtures (surface damage) | _____ Light fixtures (breakage) |
| _____ Ceramic (surface damage) | _____ Concrete (cracks not from natural causes) |
| _____ Vinyl, terrazzo, carpeting (surface damage) | _____ Grade of lot |
| _____ Glass windows and sliding glass doors (surface damage and breakage) | |

II. The following items have been fully explained to the buyer (buyer to initial each item):

- | | |
|---|-------------------------------------|
| _____ Air conditioning and heating | _____ Disposal |
| _____ Ceramic tile grout and caulking | _____ Entrance door locks |
| _____ Garage door and door lock (operation and maintenance) | _____ Location of water shut-off |
| _____ Range, hood and oven | _____ Location of electric shut-off |
| _____ Faucets | _____ Roof |
| _____ Electric panel | _____ Fireplace |
| _____ Water heater | _____ Smoke detector |
| _____ Dishwasher | _____ G.F.I. plugs |

III. The following items are not in satisfactory condition:

	Repaired by	Date repaired
1.		
2.		
3.		
4.		
5.		
6.		
7.		

We have inspected the home and the items above and have found them in good condition except as noted. We realize that cracks in concrete, masonry, and interior walls and ceilings may develop from natural causes beyond the control of the Seller or Builder who, under such circumstances, are not liable for these cracks. The Seller and Builder agree to complete the above exceptions as soon as possible, but in no case later than thirty (30) days from above date (unless otherwise noted).

Owner Acceptance of Completion:

Date:

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SUBCONTRACTOR

VENTURA HOMES REPRESENTATIVE

TITLE/NAME

TITLE/NAME

SUB CHANGE ORDER

Subcontractor _____

Name of Job _____

Address _____ Date _____

You are hereby authorized to perform the following specifically described additional work

ADDITIONAL CHARGE FOR ABOVE WORK IS: \$ _____

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Authorized Signature _____

ACCEPTANCE: We hereby agree to furnish labor and materials - complete in accordance with the above specifications, at above stated price.

Authorized Signature _____ [Sub]

THIS IS CHANGE ORDER # _____ JOB # _____

Note: This revision becomes part of, and in conformance with, the existing contract.

CLIENT CHANGE ORDER

Purchasers _____
Contract dated _____
Address _____

Date _____
Plan _____
Lot # _____

Description of Change

Design/pricing deposit _____
Administrative fee _____
Cost of change _____
Credit (deleted items) _____
Total _____

Expiration date _____
Delivery date adjustment _____ days

Purchasers have requested the change described above, its costs, and the corresponding adjustment in the construction schedule. By signing this change order, Purchasers agree to pay for this change and acknowledge that the estimated delivery date for the home is revised accordingly. Ventura Homes LLC will incorporate the change into the home only when the change order has been approved and signed by Ventura Homes LLC, and paid in full by Purchasers. Ventura Homes LLC has the option of revising the cost, delivery date adjustment, or both if Purchasers have not signed this change order by the expiration date above.

Approved, _____
Ventura Homes LLC [Name/Title]

Purchaser _____
Purchaser _____

Date _____

Date _____

Date payment received _____