

# Bay View Builders

## PRECONSTRUCTION INFORMATION FORM

Bay View Builders  
P.O Box 764 Atwater Ave.  
Manchester MA 01944  
978-526-8161  
Lic. # 022477

Date \_\_\_\_\_

### I. CONSTRUCTION AGREEMENT AND NOTICES

It is acknowledged that Contractor has furnished Owner with the following documents and requests that the Owner carefully review all these documents prior to entering into an Agreement with Contractor:

- A. Detailed Construction Agreement.
- B. Estimate:
- C. Plans and specifications
- D. Other \_\_\_\_\_

### II. JOB-SITE PROCEDURES

No matter how much the Owner and the Contractor prepare for it, remodeling is disruptive in certain ways. However, to help us minimize this disruption, please read our company policies on each item and list the information asked for in the spaces provided. Thank you for helping us carefully consider many of the logistical details of the job site prior to the commencement of our work.

#### A. CHILDREN AND PET SAFETY

Please keep children and pets away from work areas at all times, including construction trenches and the debris pile.

We do \_\_\_\_\_ /do not \_\_\_\_\_ have a dog or cat that must be kept in a specific location. Instructions concerning dog or cat:

#### B. OWNER AND VISITOR SAFETY

Please do not enter work area without proper protective footwear. Due to safety concerns, do not bring friends or neighbors onto the site until the project has been completed unless you are willing to be entirely responsible for their safety. Steps may have been removed, trenches may be open, and other temporary conditions may present safety hazards to the Owner, Owner's family, and any guests.

### **C. SANITATION AND PHONE USE**

It is understood that unless portable sanitation and a job-site phone have been specifically included in the bid amount, Contractor's employees will use the Owner's bathroom and telephone. Any long-distance calls made by Contractor (which are not job-related) will be promptly paid by Contractor upon submission of phone bill to Contractor.

Contractor's employees and Subcontractors may use the bathroom located:

Contractor's employees and Subcontractors may use the telephone located:

### **D. SECURITY**

If a key is to be hidden on site, Owner wants key to be hidden in the following location:

\_\_\_\_\_

Key is to be issued to Contractor to keep during the project: \_\_\_\_\_ Yes \_\_\_\_\_  
No

### **E. NORMAL WORK HOURS**

We normally work from \_\_\_\_7\_\_ a.m. to \_\_\_\_3:30\_\_ p.m. We rarely have crews working on weekends. We want our crews to rest on the weekends and be fresh for a productive work week on Monday morning. The hours above may vary somewhat depending on the need for materials pickups, scheduling of Subcontractors, etc. If you have any special requirements, please let us know by stating them below.

How early may we start work? \_\_\_\_\_ a.m.

By what hour should we be gone? \_\_\_\_\_ p.m.

### **F. PARKING**

Parking arrangements for Contractor's, employees', and Subcontractor's vehicles are as follows:

### **G. LOCATION OF CONTRACTOR'S TOOLS AND EQUIPMENT**

The best on-site location for the Contractor's tools and equipment is:

### **H. CONTRACTOR'S SIGN**

It is understood that Contractor may place a sign at the front of the property for advertising and to help delivery trucks, Subcontractors, and others to easily locate the property.

**I. DUST IN THE WORK AREA/DEBRIS PILE OR DUMPSTER**

1. Remodeling will be dusty at times. Please cover any and all items in your house (e.g., computer equipment, stereo and TV equipment, musical instruments, bookshelves, China cabinets, food, etc.) that are dust-sensitive prior to the commencement of any work by Contractor. Be sure to have the work area cleared of all personal property prior to commencement of work by Contractor.
2. The best place for a debris pile or dumpster is:

**J. INSPECTIONS**

Please inspect our work on a regular basis and let the Contractor know about any changes you would like as early in each phase of the work as possible.

**K. OWNER-SELECTED MATERIALS**

All Owner selections (which are not already specified on plans) regarding finish plumbing and electrical fixtures, cabinetry, medicine chests, towel bars, floor and wall coverings, tile and countertop materials, paint and stain colors, appliances, drywall and stucco texture, door hardware, etc., should be given to Contractor within \_\_\_\_\_ weeks of commencement of work by Contractor in order to avoid schedule delays.

**L. MISCELLANEOUS INFORMATION AND INSTRUCTIONS FOR CONTRACTOR**

Information in this Preconstruction Conference Form has been reviewed, acknowledged, and agreed to by Owner.

\_\_\_\_\_  
Date                      OWNER'S SIGNATURE