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## Construction Checklist

Please note: Each section of this checklist corresponds to an identical detailed section in your Construction Manual.

### Pre-Delivery Guidelines

- A.  Get qualified and pre-approved from a lender who handles construction/permanent loans.
- B.  Place a Contract on a lot and receive zoning, building, or regulatory approvals.

### Order Procedure

- A.  Receive a *Customer Order Form* from us and *Construction Estimate Worksheet* to price out the completed home.
- B.  Submit the following to Order Processing:
  - Preliminary Drawing Request (Form # 200)
  - Selection Sheet (Form # 300)
  - Permit Print Request (Form # 201) You will use these to obtain your building permit
  - Final Print Approval (Form # 202)
  - Delivery Procedure Sheet (Form # 400)
  - Construction Services Contract (Form # 920) if applicable
  - COD acceptance letter (Form # 600)
  - Certified location survey from a licensed land surveyor
  - Production Release Form (Form # 500)
  - Signed Home Purchase Agreement (Form # 800)
- C.  Submit for your building permits and/or required regulatory permits required. Check compliance with local building, electrical, and plumbing codes. If the local codes are different from standard code specifications, advise us. We assume no responsibility from applicable state industrialized building codes unless advised in writing.
- D.  Contact the electric company which services your area, and arrange a meeting to determine point of entry for the service cable. Establish the route the service will take.
- E.  Close on your construction/lot loan.
- F.  Prepare your site.
- G.  Contact set crew, crane, and bulldozer, and coordinate delivery and set dates
- H.  Excavate and install foundation
  - Foundation prints/plans as produced by Manufacturer, are to be used as a guide only. Approved foundation drawings are the responsibility of the Buyer.
  - Steel beams and prepping the foundation for steel is the responsibility of the Buyer.

### Site Preparation Requirements for Delivery

Buyer or Buyer's Representative must inspect shipping route to ensure our carrier(s) can travel the route. The following minimum measurements are required:

- a. Road width 20'
- b. Overhead clearance 16'
- c. Bridge weight limit- 23 tons
- d. Bridge or underpass approaches and exits must be long enough for an 80' long, 16' wide tractor-trailer.
- e. Overhanging limbs, wires, high curbs, ditches, steep grades, etc. on the shipping route must not cause the home to drag or the load to stall before reaching the foundation.
- f. Narrow access road will require a temporary drive at least 30' in width.
- g. Improved driveway and culvert must be installed with sufficient gravel to support trucks and crane.

### Excavation and Foundation Requirements:

Install foundation with due consideration to local codes

1. Length and width must be within ¼” of plan dimensions.
2. Measurements of foundation must be within ¼” of square and 1/8” of level. Sill plates should be shimmed to level and diagonal dimensions checked to ensure that the foundation is square.
3. Excavation and footer/foundation must conform to plans.
  - A. On a crawlspace foundation: All piers shall be built in accordance with the foundation plan and shall be level with foundation’s walls. All foundations must have an opening so erection crews will have access into the crawlspace as per plans.
  - B. On a basement or split-level foundation: All footings for basement columns must be poured and all basement columns (jack posts) must be available at job site.
4. Buyer or General Contractor to install sill plates on the foundation wall and center piers with anchors spaced in accordance with code, starting from corner and flush with top of perimeter plate as per foundation plans. The sill plate is to be secured and ready prior to the day of set.
5. Buyer or General Contractor to install gravel and vapor barrier on crawlspace foundation per foundation plans.
6. Buyer or General Contractor to furnish utilities (gas, electric, and sanitary lines) through foundation walls. If a crawl space, Buyer or licensed subcontractor to make proper connections after house is erected.
7. Buyer or General Contractor to backfill foundation; level and compact front of foundation, crane area, and module park area; and prepare for erection per the Staging Area Guidelines. Prepare lot so that carriers can gain access to foundation. Obstacles at erection site **MUST BE REMOVED**.
8. Buyer or General Contractor to provide, straighten, align, and secure any basement columns.
9. Submit location survey to our office.
10. Notify us of any delay in scheduled delivery at least five days before arrival. Demurrage charges will commence as per our Conditions if proper notification is not given.
11. Notify your lender of scheduled delivery date and time. Bank representative or you **must** have a check at curbside delivery (if units have not been prepaid) to give to the driver. Your lender may also require a copy of the location survey prior to releasing any draws. It is your responsibility to make sure a check for balance of payment in full, made payable to the Manufacturer, is available for the delivery driver. Check must be a **certified or cashier’s check only**. No third-party checks will be accepted. Acceptance of home shall be indicated by signature on manifest. Minor imperfections and/or shortages, correctable during erection or finish, or under warranty program do not constitute basis for withholding payment. Damages or shortages must be noted at time of delivery.

### Prior to Delivery

1. Verify map and route to site; remove any obstacles on property (i.e. terrain, culvert, driveway, trees, and erection area).
2. If access to site is muddy or inaccessible by truck, a bulldozer equipped to pull the home to the foundation must be available with steel mesh or grating for vehicles which may mire in soft earth.
3. Verify crane type and tonnage required to complete erection. Verify delivery and time of set with set crew.
4. Ensure availability of materials required to complete job, including:
  - a. Hold-down plates with nut or anchorage system.
  - b. Sill plate sealer.
  - c. Foundation screen vents, windows, and access door.
  - d. X-bracing split-level basements.
  - e. Lally columns or jack posts (basement).
  - f. Cribbing material.
  - g. Special instructions for split-entry and split-level models using wood kneewalls as follows:

When wooden kneewalls are used in place of masonry walls, the top and bottom plates of the walls must be interlocked. The walls must be braced sufficiently both inside and out to support the building during installation;

Buyer is responsible for the supply and installation of cantilever soffit and insulation;

Kneewalls must be boarded in, nailed off, and securely fastened to the foundation **before the house can be installed**; Matching windows and siding for kneewalls

may be ordered; if ordered, they will be shipped with the house as ship loose items.

5. Confirm date of delivery and exact date and time of erection, and establish contingency plan with *Custom Modular Direct*, subcontractors, and crane operator. NOTE: MANUFACTURER RESERVES THE RIGHT TO REFUSE SHIPMENT OR ERECTION OF HOME IF SITE OR FOUNDATION DOES NOT MEET REQUIREMENTS. IF FOUNDATION IS NOT BUILT TO PLANS AND SPECIFICATIONS, *Custom Modular Direct* and *Manufacturer* WILL NOT ASSUME RESPONSIBILITY AND WILL REQUIRE LIQUIDATED DAMAGES.
6. INSURE YOUR INVESTMENT WITH HOMEOWNERS AND BUILDERS' RISK POLICIES.

#### Upon Delivery

1. Buyer or Buyer's representative shall be present at the delivery of the house
2. Maintain contingency plan for inclement weather.
3. Setting to be accomplished by crane or roller-on equipment provided by Buyer
4. A bulldozer is to be on-site at time of delivery to position units.
5. Buyer or General Contractor shall check shipping list sheet against the material shipped in the house. The driver shall return the signed checklist and report any shortages or damages to manufacturers service department. Shortages or damages cannot be honored if not noted on checklist. Checklist may be faxed to *Custom Modular Direct* on the next business day as well.
6. Buyer or General Contractor is required to stack low-boy carriers for return to manufacturer. Damages by Buyer or Buyer's representative to carrier will be billed to buyer.

#### Erection/Finish Guidelines

1. Check plans for any special on-site requirements.
2. Complete all structural fastening shown on field erection drawings.
3. Provide and install lally columns or jack posts required to complete the house if not done by set crew.
  - a. Lally columns must be installed before any work is started. NOTE: Out-of-level foundations and failure to comply with the above will cause excessive damage and such damage cannot be considered the responsibility of the manufacturer or Custom Modular Direct.
4. Finish shingles and install ridge vent if not done by set crew.
5. Exterior:
  - a. Construct any site-built garages, porches, or any other exterior add-on items that may not be factory attached to the boxes.
  - b. Finish or install fireplaces and chimneys
  - c. Install the skirt board or bottom course of siding on the house and complete the finish under outside doors.
  - d. Install the siding on the house and install last row of siding under the eaves on the unit.
  - e. Install soffit and fascia on the gable ends of building.
  - f. Paint all exterior wood trim and doors.
  - g. Furnish and construct exterior steps, decks, gutters, etc.
6. Interior:
  - a. Connect house plumbing to drains and water lines. (While your home has been tested at the factory for leaks prior to shipment, some minor leaks may occur due to the shock and vibrations encountered during the transportation and installation process. The repair of these minor leaks at the site, should they occur, is the Buyer's responsibility.)
  - b. Install extension on waste vents through roof. Air and water test plumbing systems. Water closets and plumbing traps are factory installed; if on-site conditions require removal for testing, Custom Modular Direct should be notified in advance so that these items can be left off, and it shall be the responsibility of the Buyer to install after testing.
  - c. Connect exhaust fan ducts to roof vents.
  - d. Connect wiring per electrical drawings.  
-Verify that all connections have been made (coils of wiring may not be visible, e.g., under insulation, in eaves, etc.).
  - e. Install interior and exterior lighting fixtures not installed at the factory  
-Exterior walls not having factory-installed siding require installation of electrical boxes at connect siding bevel location.

- f. Conduct final connection, testing, and inspection of panel box to ensure compliance with local power company and municipal electrical codes.
  - g. Adjust windows and doors.
- 7.
  - a. Cut out drywall at door openings and arches on center meeting walls. Remove dead man studs at intermodular clearspan and bolt clearspans together, if applicable.
  - b. Hang sheetrock at clearspan ceilings and walls and at archways, if applicable.
- 8.
  - a. Repair cracks or faults in the drywall.
  - b. Nail or screw popping is an inherent problem in drywall and can be expected during transportation, setup, foundation settling, or addition of heat to the home. Patching material (purchased locally) and touch-up primer (supplied by Manufacturer and not a finish) should be used for repair.
- 9.
  - a. Paint any unpainted inside trim and reworked drywall areas.
  - b. Caulk all inside trim, vanity tops, and countertops.
- 10.
  - a. Install door units and/or cased arches.
  - b. Correct floor squeaks.
  - c. Correct any and all water damage occurring after delivery.
- 11. Install stair nosing, if applicable.
- 12.
  - a. Complete the installation of the baseboard not installed at the factory.
  - b. Caulk all baseboard.
- 13. Install any hardware not installed at the factory.
- 14. Install insulation in floor framing or basement if optional floor insulation is not installed at plant.
- 15. When installing any freestanding appliances, protect floor material from damage.
- 16. Adjust house and cabinet doors to open and close properly.
- 17. Finish exterior primed doors to manufacturer specifications.
- 18. Install flooring.
- 19. Sweep and clean the house.
- 20. Special instructions for raised ranch models:
  - a. A double perimeter beam has been left intact for extra strength during shipment. After the house is properly set, cut the beam flush with the wall surface at the recessed entry area (lally columns must be installed prior to this step).
  - b. The front entrance and door is to be installed and finished as required. The sheathing which covers the top half of the pre-framed rough opening must be cut out as well as framing, insulation, and finish of foyer area below the first floor.
  - c. Install carpeting over the optional entrance platform and stairs.
- 21. Special instructions for two-story models:
  - a. Exterior:
    - Install insulation and sheath electrical wiring stud cavity in exterior wall or gable ends of home.
    - Nail exterior sheathing over seam between first and second floors.
    - Install siding on front and rear of the second floor.
  - b. Interior:
    - Complete plumbing and electrical connections between the first and second floor.
    - Complete stairs between first and second stories using materials supplied by manufacturer.
    - Complete drywall at seam between stories at stairway.
    - Complete drywall work and/or carpeting, and install trim in areas left undone for plumbing and electrical access.
- 22. Special instructions for cape cod models or those models using storage rafter system:
  - a. Install collar ties per set instructions and remove temporary roof supports.
  - b. Locate and verify all electrical and mechanical connections which have been made before installing floor sheathing upstairs.
  - c. Install kneewalls per set instructions.
  - d. Install and finish close-off package if applicable.
  - e. Identify all electrical and plumbing locations for future site finish as applicable.
- 23. Special instructions for split level models:
  - a. Build and finish valley areas as applicable if not done by set crew.
  - b. Make intermodule electrical/mechanical connections before doing finish work.
- 24. After all approvals and inspections, obtain a Certificate of Occupancy from the appropriate regulatory agency.