

## PARKING & ACCESS

If you could provide parking in close proximity to your home for our trucks when possible, we would be most appreciative. And please advise us of any local parking restrictions.

## DUMPSTER

Most remodeling jobs will need a dumpster. The size of the project will determine the size and type of dumpster needed. Since most cities will not allow placement in the street, we may have to place it in your driveway. You can discuss placement of the dumpster at your *Pre-Construction Meeting*.

## ELECTRICITY

We require the use of an electrical outlet to operate our power tools.

## CHILDREN & PETS

We'll be working with heavy, breakable materials, power tools and ladders while on your job. For their safety and well-being, we ask that you keep young children away from our work areas and supplies. And to protect both your pets and the workers, please tie up your pets to keep them away from the area.

## PROTECTIVE MEASURES

Our crews are equipped with the necessary drop clothes and mats to provide normal and

reasonable protection to your flooring and carpeting. If you have a concern, please discuss it during your *Pre-Construction Meeting*. Remember, remodeling can be dusty, especially if plaster or drywall is involved. Although our crews are equipped with protective materials to help contain most of the dust to the work area, some dust should be expected. In these situations, we suggest covering all items of concern. When doing roofing work, any items stored in the attic will have debris fall on them. Please remove these items from your attic or cover them before the project begins.

## CLEAN UP

We will clean up after the project and haul away all debris. It is our intent to leave your home at least as clean as we found it.

## WALK-THROUGH PUNCH LIST

Prior to the completion of your project, your sales representative will walk through your job with you reviewing the project and writing down any punch list items. Unless we are short materials, we will finish up all punch list items before moving to the next job.

## FINAL PAPERWORK & PAYMENT

After all punch list items are completed, we will walk through the job with you one last time to make sure you are completely

satisfied. At your final walk-through with your sales representative, you will receive your invoice. At this time final payment is expected.

## SERVICE

If service is ever required on either the products or workmanship, call our office. On paper, Bloomfield Construction gives a 3-year workmanship warranty, but in most cases, the warranty extends for as long as you own the home.

## THANK YOU

Our desire and goal is to provide high quality products, first rate workmanship, courteous and timely service and the best overall experience available in our industry...what we call **the Bloomfield Construction Difference**.

**Thanks from our entire team for allowing us this opportunity to show the Bloomfield Construction Difference to YOU!**



DESIGN / BUILD • HOME IMPROVEMENTS  
MASTER REMODELERS

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**BLOOMFIELD CONSTRUCTION**

**"One of the Country's TOP 500  
Remodeling Contractors"**

# Preparing For Your Remodel Project

**248.333.3987**

[www.bloomfieldconstruction.com](http://www.bloomfieldconstruction.com)



**C**ongratulations on your decision to improve the appearance and value of your home with a remodeling project by **Bloomfield Construction Company**. From your initial contact with us through the completion of your project, our entire team is committed to providing you with the very best home improvement experience possible. To accomplish this goal and in order to add you to our list of thousands of satisfied customers, we've prepared this booklet to let you know what to expect during the entire process. Please take a few minutes to read this information so that you will be better prepared for your remodeling project.

**Once you've made your final selections and purchasing decision**, our sales representative will record all of the pertinent details in a Purchase Agreement and turn it in to our office for processing. This sets in motion an entire chain of events, with many people involved, designed to get your job reviewed, measured, ordered and installed in a timely and satisfactory manner. It's what we proudly refer to as...**the Bloomfield Construction Difference!**

## PRE-CONSTRUCTION MEETING

After your paperwork is turned in for processing, you will receive a phone call from our office to schedule a *Pre-Construction Meeting*. This usually occurs within a week of your start date but is largely dependent upon your availability to schedule this appointment. A delay in scheduling the *Pre-Construction Meeting* will result in an installation delay. The purpose of this meeting is to review with you your project in detail, taking final measurements and to confirm in writing the exact specifications for your job. It is very important that all persons involved in the purchasing decision are present. In this way, a clear, concise understanding of all aspects of the work to be done can be achieved. In many cases, the final decisions for colors, finishes, directions of operation, etc. will be made at this meeting.

Once the final specifications have been determined, you will be required to approve and sign off on them. A few days later, a copy of the specifications will be sent to you for your final review. Once this occurs, the approved, custom made products will be ordered. No changes can be made after the final approval without additional financial costs being occurred by you. Any changes involving new materials will require a deposit at this time as outlined in your Purchase Agreement.

## CHANGE ORDERS

From time to time, customers may make changes to their original order. If you find yourself wanting to make changes prior to the *Pre-Construction Meeting*, contact your sales representative as soon as possible. In most cases, if the custom materials have already been ordered, you will be unable to make changes without incurring the additional cost for the new materials. All changes must be recorded on a change order form and approved by you, the homeowner, and then accepted by BCCs management. Upon our acceptance, a signed copy with a revised account summary will be given to you. Please note that your failure to sign and return a Change Order in a timely manner will delay your job.

## SCHEDULING YOUR INSTALLATION

Our scheduling department will track the progress of your job including the estimated lead times of your custom materials. Based on this information, we will call you to set up a time for the work to begin. If you have any special scheduling requirements or concerns, we will do our very best to accommodate you. Please keep in mind that from time to time, unanticipated situations or weather delays may require us to revise our schedule. While these situations are rare, they do occur, and we appreciate your understanding.

## PREPARATIONS PRIOR TO YOUR INSTALLATION

Please remove from the interior walls any knick-knacks, delicate or breakable items, electronics and other valuables. If you are having windows replaced, remove all the window treatments prior to the start of the work. On the exterior, please trim back any bushes or shrubs in those areas where we'll be working. In some cases, we may need to walk in flowerbeds to do the work. We will use as much care as possible, but be advised that we may break or crush some plants inadvertently; it may be advisable for you to temporarily move these plants.

## SECURITY SYSTEMS

In accordance with our Security System Policy, the existing security system on any windows or doors that are being replaced should be removed by your security company before we begin our work. When we finish the installation, your security company can return and install new contacts and make sure your system is up and running properly.

## JOB SIGN

With your permission, we would like to put a job sign on your lawn to let neighbors know that Bloomfield Construction Company is doing the work on your home.