

# PRE CONSTRUCTION PROCESS

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**PRE-CONSTRUCTION CHECK LIST**  
**GETTING YOUR PROJECT STARTED RIGHT!**

Thank you for your business. This project represents a very big investment on your part. We genuinely want this to be an enjoyable and successful experience for you. Here is a list of items to review and consider.

**Dust** - Just about everything that we do will generate dust. Every effort will be made to contain the dust. 100% containment is impossible. Dust can get just about everywhere. We recommend you change your furnace filter often. We will cover anything and everything that you direct us to. Please let us know about any family heirlooms, or prized possessions with which we need to be "extra" careful. Better yet box and store them safely away.

**Hours of Work** - Typically 8:00 A.M. to 5:00P.M. Monday through Friday, unless other arrangements are made. The presence of a lead carpenter is dictated by the schedule and workload on your job.

- What is the morning routine like in your household?
- If we show up early, may we come in?
- What time do you leave for work? What time do kids go to school?
- Are there any weekly activities we need to know about?
- What about holidays, vacations, or special occasions?

This way we know that, if we show up a little early, we might be able to catch you before work or stay a few minutes late to discuss an issue.

**Access** - We prefer to keep a key in a lock box on an accessible door. This way the key does not leave the job, and if the lead carpenter happens to be away from the job, another Covenant representative can meet subcontractors etc. This is usually the door through which everyone will enter and exit. Please let us know if you have an alarm system.

**Lunch** - 1/2-hour lunch between 11:30 & 1:00.



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**Breaks** - About 10 minutes in the morning and 10 minutes in the afternoon.

**Restroom** – We include a port-a-john on jobs sites.

**Clean up** - It is our intention to leave your job in a "broom clean" condition at the end of each day and at the end of the project. If you would like us to arrange for a thorough post renovation clean, we are happy to arrange this for you from a local cleaning company that is used to dealing with post renovation dust. (Additional charges apply)

**Health and Safety:** We are committed to our clients and employee's health and safety. We have implemented strict COVID-19 procedures. We provide each job site with a safety box, fire extinguisher and other safety materials that may be needed on site. In addition to standard safety procedures, additional cleaners are on site to disinfect daily, as well as a sign in policy for all staff, subtrades and site visitors to ensure proper contact tracing.

**Sub-contractors** - These people are an important part of your job. They, like material, need to be scheduled well in advance. And, like material, they can be late. Since sub-contractors are not employees, we are not able to exercise as much control as we would like.

**Delays** - Expect a few delays. They come from many sources, all unexpected. Some are due to suppliers (the model you want is out of stock, or the truckers are on strike.) Other delays occur if, once walls are opened, a situation is exposed that causes plans to be redrawn, or something else torn out. Subcontractors provide another source of delay, and the domino effect pops up (a delay on a previous job makes them late on yours.) We do everything we can to keep delays to a minimum.

**Children** - A construction site poses various dangers to children. We ask that children not be allowed on the construction site, especially during work hours. If it is necessary for children to be either in or around work areas at any time, we ask that they be closely supervised.

**Pets** - Remodeling can be a trying experience on your pet. Many new faces will be coming and going. We will try to accommodate your pet as best as possible. Please inform us what to do if your pet "gets out" and any gates/doors that need to be kept closed.

**Parking** - A designated area for Covenant employees to park should accommodate both the homeowner and Covenant Construction. We would like you to let us know any specific concerns



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regarding your neighbors.

**Preparing for Your Job** - We will gladly move the larger items, i.e.: refrigerator, stove, etc. We ask that you clean out all cabinets and small items affected by the work, i.e.: wall hangings, knick-knacks, etc. Let us know where we can move the larger items and we will let you know which walls may be affected that you may not have considered. Dust travels, so please box up any items that you would not want to get dusty.

**Trash Disposal** - We will either set a dumpster or a bagster, which we will co-ordinate regular pick-up and disposal of. A suitable location for trash (or a dumpster) should be established. We recommend keeping your plumbing fixture boxes for at least a month after the project. (Some may keep longer).

**Landscaping** - During the normal course of construction, damage to the driveway, curbs, sidewalks, patios, adjoining plantings and sod may be beyond the control of the contractor. The contractor is not responsible for this damage but will make every effort to avoid or minimize such damage.

**Communication** - We will have a lead carpenter that will run the day-to-day aspect of your job. Jobs run smoothest when all communications are funneled through them, including conversations regarding a subcontractor. Subcontractors take instructions best from our lead carpenters, and it keeps information in the proper channel. The written word will have preference over the spoken word. To ensure your satisfaction, please put all changes and variations in writing. Our lead carpenters will give you their cell number, so that you are able to text about any updates, questions etc. Please respect their hours of operation, texts received after working hours will be answered the next business day.

**Material Storage** - An area, usually one side of the garage, should be selected to store salvaged and newly delivered materials.

**Conduct** - All workers on your job have been asked to keep their shirts on at all times; not to smoke on your property per legal requirements; to play their radios at a low volume; and to clean up after themselves. Please advise your lead carpenter if any of these rules are not followed.

**Code Requirements** - If code or the permit process requires work that was not specified, i.e.: electrical, plumbing, etc., this work will be completed by means of a change order.



**Moonlighting** - is not allowed by our employees or subcontractors for our customers. Unauthorized work for our customers could result in an employee's termination.

**Yard Signs** - We would like your permission to set one of our signs in your yard. The majority of our business comes from "word - of - mouth" advertising. This sign not only helps our company generate business, but it also gives your neighbors our phone number in case they have any problems or concerns regarding our activity in the neighborhood. The sign also serves as a marker for material deliveries and subcontractors.

**Progress Meetings** - At a point near the middle of the project, usually right before drywall starts, and at any other time you request, we would like to set up another meeting to review this checklist, the job schedule, and any other items of interest or concern. Your lead carpenter and Randy McCulloch- one of the owners will be present for this meeting.

**Pictures** - It is our intention to take pictures of each project prior to the start of the job and at its conclusion. If this practice is acceptable with you, we will take our "Before" pictures as soon as possible. Upon completion of the project, the design manager will schedule a time with you for "After" pictures. With your permission, your pictures may show up on our web site or other social media forums. Your name and address will not appear in our marketing materials without your permission.

#### **Post Construction** -

**Interior Framing/Drywall work**- The moisture content in your home can vary from a humidity level of 10% to 100%. This swing in moisture means that all the framing lumber, trim and hardwood floors will expand and contract. Drywall nails or screws may bulge out and new trim may separate - up to 1/4" in some cases. This is normal and we typically wait a full heat/cool cycle before coming to make any repairs as the lumber and trim will continue to expand and contract. If it is a big issue, before this full heat/cool cycle please do not hesitate to reach out to us.

Tile work takes 28 days to cure. Just be mindful, that you should keep the area as dry as possible.

**Renovation Fever** - The term coined for the natural pattern of client's emotions during a typical renovation project. Over the past 25 years we can say this is pretty accurate.



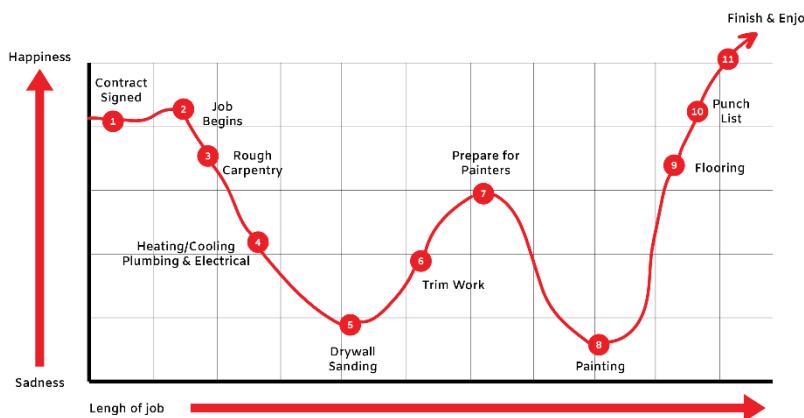
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### Dealing with Renovation Fever

Remember that your home will soon become a worksite. We will work hard to respect your privacy and help minimize any inconvenience. Nonetheless, the train-station atmosphere may lead to renovation fever. You may feel a loss of control because of disrupted routines and the impact on your personal space. The best approach is to...

- prepare for inconvenience and prepare well. *Be sure to set aside a room in your home where you can escape from the chaos and commotion.*
- maintain a sense of humor. You may need it when the weather refuses to cooperate, or a vendor postpones the delivery date for materials; and
- enjoy the renovation process. *Tell the children you are "camping-in" and turn inconvenience into fun. Along the way, celebrate at completion of phases of the project, for example when drywall is finished order in your favorite take-out meal.* With patience, consistent communication, and careful preparation, the process will go smoothly, and you can enjoy the results for years. There is a light at the end of this tunnel.

We hope these tips help prepare you for your renovation.



Sincerely,  
Craig Hardy



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