



## Homeowner Preparation Items

*(These must be completed prior to start of construction on your home.)*

- Remove all curtains or draperies from windows and doors.
- Move furniture away from window and door areas to allow for a minimum of 48 inches of clear working space in front of and on each side of the doors and windows.
- Remove belongings stored in attics and behind second-floor knee walls (the lower walls of pitched-ceiling attic spaces) that are to receive insulation.
- Remove fragile items from all walls or shelves (please store them in a safe place so that vibrations from the construction do not cause them to fall and break.)
- Remove all valuables from the work area to protect them from being damaged during the construction process.
- Remove any electrical door locks.
- Remove any window air conditioning units and/or through-window vents (i.e., dryer vents, window fans, etc.)

**Please note:** *If you're physically unable to perform any of the above requirements and cannot receive assistance from friends or relatives, please contact the QuieterHome Project Office at 831-9092.*

## Also

If you are scheduled to receive new heating, ventilation and air conditioning system (HVAC), your furnace and electrical panels must be made accessible and have a clear work area around them.

## Construction

You will be required to make your home accessible to the contractor during construction on your home. That means you, or your representative (an adult, 18 years or older, who can speak on your behalf), must be present in your home during

the construction phase. Construction hours are typically 8 a.m. to 5 p.m., Monday through Friday, with the exception of holidays.

## Inspection at Substantial Completion

Once all of the doors, windows, insulation, electrical and air conditioning equipment have been installed, your assigned field inspector will create a punch list. Any unsatisfactory or incomplete work items will be identified and immediately communicated to the contractor for resolution.

## Final Inspection and Acceptance

Once the contractor has completed the work items identified in the inspection at substantial completion, your field inspector will check the work again. When the inspector verifies that all work items have been completed, your home will receive a final acceptance letter. If you wish to participate in these inspections, you should advise your inspector.

## What to Expect

As with any construction process in the home, the homeowner can expect some disturbance. Although the contractor will be very careful to perform the work in the least intrusive manner possible, sometimes disturbances cannot be avoided.

We ask that homeowners be patient during construction on the home. This Program is a benefit to the homeowner and allowances should be made for the disruption of normal life for the duration of construction.

At the same time, the contractors will also be instructed to be patient and realize they are working in another person's home.

*Note: We advise you to place valuables or items of personal importance in a safe location during the construction period in order to better protect them from accidents or damage.*

## Warranty Information

Warranty packages will be delivered about two weeks after work is complete. You should review the information in this package thoroughly and contact our office if you have any questions.

## Contacts During Construction

Your primary contact during construction will be your assigned field inspector. Should you be unable to contact your inspector, or wish to speak to the program construction manager, you may call or visit the QuieterHome Project Office.

## QuieterHome Project Office

C&S Engineers

7887 E. Independence St.

(Corner of Memorial and Independence)

831-9092

7:30 a.m. – 4:30 p.m. Monday – Friday



Assigned Field Inspector \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

