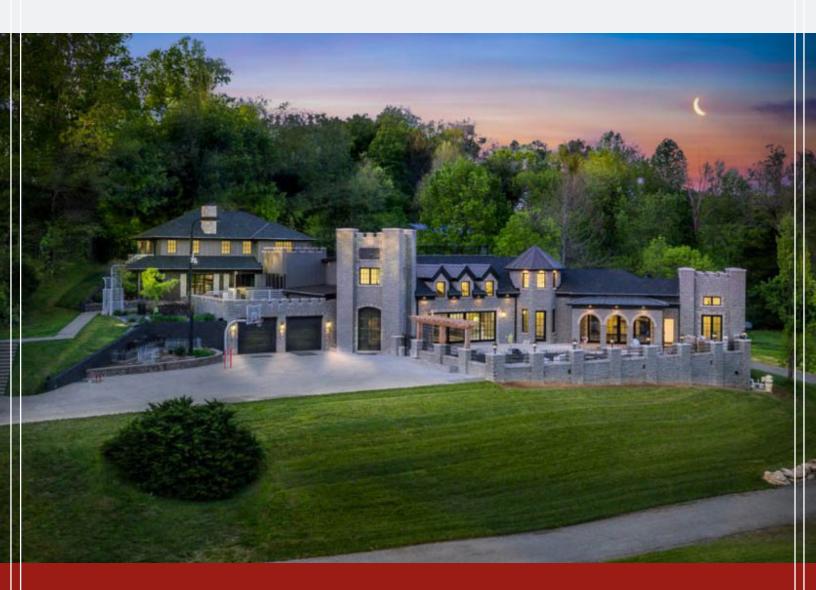
## PLINONS Since 1974 Architectural Duilders



## Custom Home Checklist

Custom building is not for the faint of heart. This is the type of sheet we use to build custom homes.

Job Schedule Sheet	Schedule Dates	Lead Time	Actual Dates	Notes
Research building site information				Plat, deed restrictions, other homes, area
Research market trends				Home inventories, interest rates, timing
Decide on type of house				Ranch, 1½ story, 2 story, walkout, garage type
Plans finalized				With draftsman and/or architect
Blue print copies				12 copies 4- 8½ x 11
Send job out to bid				Prints project planner bid sheet and follows process
Estimate job				Do takeoff and enter hard bids
Plan and price revisions				Meet with customer and make revisions
Blue prints revised (if needed)				Revising plans
Blue print copies				12 copies 2- 8½ x 11
Put master plan on stick file				Stamp final and put master plan with notes and takeoffs
Roll up copies for job bin				Rubberband copies and label spot in job bin
Finalize contract				
Finalize specifications				
Finalize estimate				
Finalize cost analysis				
Meeting with customer to sign docs				Sign two copies of plan, contract, specs, cost analysis, initial pages
Take before picture if applicable				Mainly remodels, rehabs
Create job book				Label spine of book, insert page covers, insert table content
Create field file super				Create list of docs
Create field file for asst.				Create list of docs
Get insurance				Specs, cost analysis, cover letter, 8½ x 11 plan, plat copy
Information to bank				Get with bank, closing attorney
Schedule closing				Determine draw schedules, inspections sheets
Construction loan				Put estimate into Quickbooks
Construction costs to accounting Plot plan designed				
Plot plan marked by us				
Stake house				Verify staking done
Get addresses				
Building permits				See checklist /if MOE see checklist 2
Call in temp electric				
Mail in water meter and app				Makes copies of app and check

Job Schedule Sheet	Schedule Dates	Lead Time	Actual Dates	Notes
Water meter tag				Make copies for files
Order silt fencing				
Order lumber package				With lumber company or salesman
Order steel beam and columns Order Port-a-John				
E-mail HVAC start info				
E-mail plumbing start info				E-mail subdivision, lot # address, permit #
E-mail electric start info				E-mail subdivision, lot # address, permit #
Excavate				E-mail subdivision, lot # address, permit #
Order driveway gravel				
Silt fencing in place				
Pour footings				
Walk-off foundation				
Install drain tile and sump pumps Form foundation				
Pour foundation				
Remove foundation form				
Waterproofing foundation				
Plumbing ground work				
Plumbing drain tile				
Plumbing inspection				
Hook up sewer gas water				
Backfill				
Pour basement floor				
Go over framing				
Order brick and stone				Need confirmation on type
Order address stone				Give brick sales person street address
Order windows and doors				Need confirmation on type
Framing lumber delivered				Call lumber salesman
Steel beam delivered				
Termite treatment				
Frame exterior				
Windows and doors delivered				

buildlouisville.com <u>SSP.L. LYONS</u> (502) 244-0114 —

Job Schedule Sheet	Schedule Dates	Lead Time	Actual Dates	Notes
Set windows and doors				
Order fireplace				
Fireplace install				
Mark cabinets				First on site, then with customer, obtain from cabinet salesman
Framing walk through				
Order cabinets				
Plumbing rough				
Heating rough				
Brick delivered				
Brick				
Order permanent gas and electric				
Plumbing inspection				
Electrical inspection				
HVAC inspection				
Order shingles				
Screw floor				
Dig electric				
Rough security system, theatre, etc.				
Order trim material				
Insulation				
Garage floor				
Drywall				
Rough grade				
Order marble				
Order granite				
Order ceramic tile				
Deck				
Exterior concrete and flatwork				
Clean brick				
Vinyl siding and trim				
Ceiling insulation attic, blown in Gutters				
Garage doors				

buildlouisville.com — <u>P.L. LYONS</u> (502) 244-0114 -

Job Schedule Sheet	Schedule Dates	Lead Time	Actual Dates	Notes
Trim delivered				
Prime paint interior				
Trim interior				
Drywall touch up				
Hardwood installed				
Ceramic tile installed				
Cabinets installed				
Marble installed				
Tops installed				
Cover cabinets, tops				
Pick paint colors				
Record decorating sheets				
Paint trim				
Order light fixtures				
Order hardware				
Order appliances				
Finish grade				
Sod				
Seed and straw				
Landscaping				
Hardwood finish and stain				
Paint walls				
Appliance delivered				
Light fixture delivered				
Window screens delivered				
Plumbing finish				
Electric finish				
HVAC finish				
Final inspections				
Appliance delivered				
Install light fixtures				
Order hardware				
Shower, mirror, shelf measurement				

— buildlouisville.com — <u>&P.L. LYONS</u> — (502) 244-0114 -

Job Schedule Sheet	Schedule Dates	Lead Time	Actual Dates	Notes
Order shower door, mirrors				
Set fireplace logs				
Hardware delivered				
Hardware installed				
Mirrors, shower door, shelves install				
Prep, screw, and paint floors				
Ceramic tile installed				
Carpet installed				
Vinyl installed				
Registers and vents				
Final inspection				
Check for COO				
Final cleaning				
Punch list				
Paint touch-ups				
Drywall touch-ups				
Cleaning				
Run job cost updates				
Determine profit or closing statement				
Closing				
Mailbox				
Finish filing job book				
Take after pictures				Inside and outside shots, wait for landscaping if
Mail customer packet				Customer survery, thank you and referral form
Customer testimonials				Document and waiver form and file
Lot sign on yard for three months				Sold on top and Lot # on bottom rider
Callbacks				
One-year warranty walk through				HBAL One Year Warranty from Contract

This checklist is intended for educational purposes and we assume no liability for you trying to give this a go yourself. It's not all inclusive. We've purposely left out a few proprietary things we do as a company. We have consulted with individuals to build homes in the past. We have only seen a handful build start to finish successfully by themselves.

P.L. Lyons is a licensed Real Estate Broker in the state of Kentucky and we are an equal opportunity employer and equal housing supporter.