

SECTION II

“MODULAR HOUSE PLANS”

At this point you should have an idea of the total square footage you can build, have a design in mind, developed a preliminary timetable for construction and have a financial plan in place.

Now contact your modular representative. Discuss your plans and building schedule. Fax or mail your rough plans to him/her for review and pricing.

Make an appointment to select colors and cabinets.

If you are ready and have a lot in mind, invite your modular representative to review the lot and the roads that approach the lot to insure a modular home can be delivered to your site.

Now sit back and take a break while your modular representative gets a plan drawn, prices out the cost to deliver your home. Builders are responsible for locating and paying for set crews. Set crew will remove your home from the transportation vehicles and place it on your foundation. If you do not have a set crew contact your modular representative for suggestions.

This process usually takes two to three weeks unless your home has some special features that take extra engineering review or your plan arrives during the height of our building season.

Once you have your final plans in hand you will be asked to review factories plans for accuracy. You will be asked to sign off the plans for production. The factory will only be responsible for delivering what is on the signed-off order sheet and plans.

At this time in the process you will be asked to provide a deposit of 10-20% before the house can be built. Financial arrangements must be in place and cleared with corporate head quarters at the factory before the house can be released for production.

“Pre-Order Check List”

By this time you should have selected the style and size of home, purchased or are about to purchase a lot, have a list of your requirements, a plot plan, full knowledge of any deed restrictions concerning the property, a close estimate of the money that you are willing to spend for your new home and financing plan in place. In addition, you should have visited your local building department, noted any special building codes that they require, pulled and filled out a building application and lined up any sub-contractors that you may need to complete your project. Now you are ready to order your home.

PRE-BUILDING REVIEW

Your plans are now back from the factory. Use this guide to make a final check before you place your order. This is your last chance to make any changes, so take your time.

General Issues

Someone has inspected the site and approved delivery.

You have consulted with your factory representative and picked out colors, cabinets, siding, carpets, etc...

You have closed on your loan and have a bank commitment.

A proper size crane has been located and a tentative date established.

The building application is approved and any special requirements that might affect the building of the house has been communicated to the factory representative.

The land has been perked. You have a well and an approved septic design or you have made application to the local utilities for service.

Contact has been made with the telephone, cable, gas and electrical companies.

Your foundation is in or scheduled to be done soon.

Once your well, septic and foundation are in you need to get a plot plan done certifying that you completed these installations per pre-approved plans. Check with your lending institution to see if they provide this service or if you have to hire a civil engineer.

Is the site clear to accept the modular units? Can you place the units on site before the set or do you need to arrange for a special holding area and additional transport? Do you have a minimum of 24 feet opening to drive the units onto the property from the road.

Do you need any special equipment the day of the set to move the modular units or crane around? Lot muddy? Lot uphill?

HOUSE PLAN and CONTRACT REVIEW

Construction Issues

Is the house being built to your specifications? Have you communicated any changes to your client?

Is the electrical drop in the right location? Do you have a confirmation from your electrician or electric company which side of the house the power is coming in?

Are the windows and doors in the right location? Are they the type and style you ordered?

Did you order window and door grills? Are grills external or internal?

Did you order shutters, indicate style and where they are going? The factory will install shutters around windows that are sided otherwise they are shipped loose to be installed on site.

Are the roof shingles the right color and style? If you are building a garage or porch on site, do you need to order extra shingles?

Is the siding and trim the color and style that you wanted? Do they need extra siding?

If you have a garage entrance into the house, is it the right place and have you ordered a fire rated door?

Have you ordered a thermostat pull wire and designated a location? This will help your electrician later. Do you need a furnace shut off switch installed? Have location approved by fire or building inspector?

Have you provided a chase for venting your boiler or furnace or are you going to use a power-venter eliminating the need for a chimney chase?

Have you made provision for any special wiring such as 220 line for your electric stove or dryer or a separate line for future window installed air conditioners?

Have you asked for all doors to be keyed alike or do you prefer different keyed locks on each door?

Kitchen Issues

Verify the location of all major appliances. Will your appliances fit into the space provided?

Is the layout what you expected? Are the cabinets and counter tops the right color and properly laid out?

If you ordered any cabinet accessories such as roll-out shelves or lazy susans, have they been included?

Check out the location of any special items such as a desk area, microwave, built-in oven, garbage disposal, TV and phone locations. Is everything where you want it?

Is the floor covering the style and color that you selected? Does the carpet or vinyl line end in a place that is acceptable?

Are the lights and light switches in the correct spot? Is the kitchen ceiling light in the right place? Did you order fan blocking and switches for a site installed fan/light combination?

Have you made provisions for an electrical stove, microwave and/or wall oven?

Family and Living Room Issues

Have you laid out a plan for your furniture? Do you have enough wall space?

Are the TV and phone jacks in the right location?

Is the fireplace or wood stove in the right location?

Are the light switches in the right location? Are the plugs that are activated by the wall switches in the right location for your furniture layout and end table lamps?

Are there any ceiling lights or fan blocking? Are they in the right location?

Is the floor covering correct?

Dining and Breakfast Room Issues

Will your furniture fit? Do you have wall space for that special hutch?

Is the chandelier light in the dining room centered over your table?

Are these areas convenient to the kitchen?

Is the floor covering correct? Is the area where the vinyl meets the rug acceptable?

Are the light switch locations acceptable?

Do you need a telephone jack in this room or any other special outlets?

Bedroom Issues

Have you laid out a plan for you furniture?

Are the TV and phone jacks in the right location? Have you made any provisions for special phone jacks for computers or fax machines?

Does the light switch activate the correct outlet in the room which goes along with your furniture layout?

Does the room have ceiling lights or fan blocking and are they in the right location?

Do you need insulation between the bedroom walls to reduce sound transmission? This will not make the bedrooms sound proof, but will reduce the transmission of sound.

Is the floor covering correct?

Do you want a light in your closet?

Bathroom Issues

Are all fixtures in the right location?

Are the counter tops and fixture colors correct?

Is the vinyl floor covering correct?

Laundry and Utility Room Issues

Are the washer and dryer in the right location?

Can the dryer be easily vented to an exterior wall?

Do you have room to add a utility sink?

Do you need storage shelves over the washer and dryer area?

Are all electrical plugs in the right location? Have you made provisions for an electric dryer?

Garage and Storage Area Issues

Is it designed to accommodate the number and size of cars or vans that you plan to store plus provide extra room?

If there is a step up from the garage into the house, have you built the garage large enough to accommodate the stairs and landing and still have room to pull the car in?

Is the access door from the house into the garage in the right location and have you ordered a fire rated door?

Do you have space once the cars are in for a workbench, trash cans, recreational or

lawn equipment?

At this point you should have made any correction or changes to your plans. You need to sign and date the plans with your changes and forward the information to your East Coast Group representative. If the changes are extensive you should ask to look at the plans one more time after the corrections have been made and repeat the final review process again from the beginning to make sure nothing has been altered. You are now ready to order the house. You need to sign a production order and give your factory representative a deposit. Your factory representative will get the next available production date and notify you when your home should be delivered. Once you have received this date you need to notify your set crew and crane company to make sure that the date is available with them.