

## **SECTION III**

### **QUICK CHECK**

#### **Modular Home Building Schedule**

The following building schedule is offered as an example of what you should prepare based on the nuances of your new home to guide you smoothly through the building process. This quick reminder sheet should be kept by your side daily. As tasks are completed cross them off. There are too many steps to building a home to keep everything in your head.

**“QUICK CHECK”**

## HOME BUILDING SCHEDULE

Homeowner: \_\_\_\_\_ Location: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Modular Rep.: \_\_\_\_\_

Style of House: \_\_\_\_\_ Size: \_\_\_\_\_

	<u>Responsibility</u>	<u>Completed</u>
1 ) Pricing	_____	_____
a) review site		
2 ) Review contract with buyer	_____	_____
3 ) Signed contract - set up contract file with building office	_____	_____
4 ) Complete house plans	_____	_____
5 ) Site engineering	_____	_____
6 ) Foundation plan	_____	_____
7 ) Signed and accepted proposals for:		
a) excavation	_____	_____
b) foundation	_____	_____
c) water proofing foundation	_____	_____
d) electrical	_____	_____
e) house set	_____	_____
f) plumbing	_____	_____
g) sheetrock	_____	_____
h) taping	_____	_____
i) basement floor	_____	_____
j) deck	_____	_____
k) steps	_____	_____
l) insulation	_____	_____
m) gutters	_____	_____
n) septic	_____	_____
o) well	_____	_____
p) water	_____	_____
q) gas	_____	_____
r) clean up	_____	_____
8 ) Obtain building permit	_____	_____
9 ) Apply for:		
a) water service	_____	_____
b) electrical service	_____	_____
c) gas service	_____	_____
10) Clear lot	_____	_____
11) Engineering for foundation/lot	_____	_____
12) Excavate for:		

- a) foundation(bulkhead/fireplace) \_\_\_\_\_
- b) sewer line to street \_\_\_\_\_
- c) Water line to street \_\_\_\_\_
- d) underground electric \_\_\_\_\_
- e) sewer line to septic \_\_\_\_\_
- f) water line to well \_\_\_\_\_
- g) electrical cable to well \_\_\_\_\_
- h) ramp for cement truck \_\_\_\_\_
- i) prepare site for modular \_\_\_\_\_
- j) grade lot \_\_\_\_\_
- 13) Schedule for foundation:
  - a) install cellar windows \_\_\_\_\_
  - b) break off ties \_\_\_\_\_
- 14) Seal foundation \_\_\_\_\_
- 15) Foundation inspection \_\_\_\_\_
- 16) Backfill foundation \_\_\_\_\_
- 17) Sill plate \_\_\_\_\_
- 18) Order lolly columns for delivery  
or steel center beam \_\_\_\_\_
- 19) Receive house:
  - a) meet boxes \_\_\_\_\_
  - b) conduct inventory to  
inspect house \_\_\_\_\_
  - c) report shortages and potential  
problems to your factory rep. \_\_\_\_\_
  - d) remove all items shipped loose  
for other houses \_\_\_\_\_
  - e) schedule a mover, if needed \_\_\_\_\_
  - f) establish a key location for  
subcontractors \_\_\_\_\_
  - g) post subcontractor clean up signs \_\_\_\_\_
- 20) Set house:
  - a) brace all kneewalls \_\_\_\_\_
  - b) conduct walk through inspection  
of house with homeowner and  
report any shortages or problems  
to your factory rep. You need factory  
approval if you expect to get  
reimbursed for non scheduled work  
done on site. Contact your factory  
rep. first. \_\_\_\_\_
  - c) have homeowner apply for water,  
gas, electric meter \_\_\_\_\_

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|--|-------|-------|
| d) clean up site   | _____ | _____ |
| 21) Button-up house:   |       |       |
| a) complete and shingle roof - make house water tight                      | _____ | _____ |
| b) start sheetrock work as soon as house is set                            | _____ | _____ |
| c) start exterior button-up  | _____ | _____ |
| d) notify plumber and electrician  | _____ | _____ |
| e) begin decks   | _____ | _____ |
| f) schedule pre-cast steps   | _____ | _____ |
| g) schedule gutters and insulation   | _____ | _____ |
| h) driveway  | _____ | _____ |
| i) final grade and landscape   | _____ | _____ |
| j) clean house and site  | _____ | _____ |
| k) conduct walk through of house with subcontractor and prepare punch list | _____ | _____ |
| l) have subcontractors sign-off on punch list when completed               | _____ | _____ |
| m) get all final inspections   | _____ | _____ |
| n) obtain occupancy certificate  | _____ | _____ |

Comments:

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