

PRECONSTRUCTION CONFERENCE FORM

CONTRACTOR'S NAME: THE GALLICK CORPORATION
ADDRESS: 111-C CARPENTER DRIVE, STERLING, VA 20164
PHONE: 703-787-0313
FAX: 703-787-9569
LIC #: STATE A 035908 COUNTY 19911247

DATE:

OWNER'S NAME:
ADDRESS:

PROJECT ADDRESS:

I. CONSTRUCTION AGREEMENT AND NOTICES

It is acknowledged that Contractor has furnished Owner with the following documents and requests that the Owner carefully review all these documents prior to entering into an Agreement with Contractor:

- A. Detailed Construction Agreement.
- B. Other:

II. JOB-SITE PROCEDURES

No matter how much the Owner and the Contractor prepare for it, remodeling is disruptive in certain ways. However, to help us minimize this disruption, please read our company policies on each item and list the information asked for in the spaces provided.

A. CHILDREN AND PET SAFETY

Please keep children and pets away from work areas at all times, including construction trenches and the debris pile.

- 1. We do _____ /do not _____ have a dog or cat that must be kept in a specific location. Instructions concerning dog or cat:

B. OWNER AND VISITOR SAFETY

Please do not enter work area without proper protective footwear. Due to safety concerns, do not bring friends or neighbors onto the site until the project has been completed unless you are willing to be entirely responsible for their safety. Steps may have been removed, trenches may be open, and other temporary conditions may present safety hazards to the Owner, Owner's family, and any guests.

C. SANITATION AND PHONE USE

It is understood that unless portable sanitation and a job-site phone have been specifically included in the bid amount, Contractor's employees will use the Owner's bathroom and telephone. Any long-distance calls made by Contractor (which are not job-related) will be promptly paid by Contractor upon submission of phone bill to Contractor.

Contractor's employees and Subcontractors may use the bathroom located: PORT-A-JOHN WILL BE PROVIDED

Contractor's employees and Subcontractors may use the telephone located:

D. SECURITY

If a key is to be hidden on site, Owner wants key to be hidden in the following location:

Key is to be issued to Contractor to keep during the project: _____ Yes _____ No
_____ Other: A lock box will be placed for employees and Subcontractors use.

E. NORMAL WORK HOURS

We normally work during the winter from 7:00 a.m. to 4:00 p.m. We rarely have crews working on weekends. We want our crews to rest on the weekends and be fresh for a productive work week on Monday morning. The hours above may vary somewhat depending on the need for materials pickups, scheduling of Subcontractors, etc. If you have any special requirements, please let us know by stating them below.

How early may we start work? _____ a.m.

By what hour should we be gone? _____ p.m.

F. MESSAGES AFTER WORK HOURS

A Communications Area will be designated for notes to and from Contractor and Homeowners. You may always leave voice messages at the office 703-787-0313 and notes by email at clients@gallickcorp.com.

Communications Area will be located:

G. PARKING

Parking arrangements for Contractor's, employees', and Subcontractor's vehicles are as follows:

H. LOCATION OF CONTRACTOR'S TOOLS AND EQUIPMENT

The best on-site location for the Contractor's tools and equipment is:

I. CONTRACTOR'S SIGN

It is understood that Contractor may place a sign at the front of the property for advertising and to help delivery trucks, Subcontractors, and others to easily locate the property.

J. DUST IN THE WORK AREA/DEBRIS PILE OR DUMPSTER

1. Remodeling will be dusty at times. Please cover all dust sensitive items in your house that is not directly in work area(e.g., computer equipment, stereo and TV equipment, musical instruments, bookshelves, China cabinets, food, etc.) prior to the commencement of any work by Contractor. Be sure to have the direct work areas cleared of all personal property including window treatments and wall hangings prior to commencement of work by Contractor.
2. The best place for a debris pile or dumpster is:

K. INSPECTIONS

Please inspect our work on a regular basis and let the Contractor know about any changes you would like as early in each phase of the work as possible.

L. OWNER-SELECTED MATERIALS

All Owner selections (which are not already specified on plans) regarding finish plumbing and electrical fixtures, cabinetry, medicine chests, towel bars, floor and wall coverings, tile and countertop materials, paint and stain colors, appliances, drywall and stucco texture, door hardware, etc., should be given to Contractor within two weeks of commencement of work by Contractor in order to avoid schedule delays.

M. EMERGENCY PROCEDURES

As your Contractor we take every precaution to avoid an emergency occurrence, but the word emergency would not exist if such things didn't exist. If you have a water leak you should turn off the water supply line. Your safety is

