

**PRE-PROJECT CHECKLIST**

Thank you for choosing New Prairie Construction! In order to facilitate the construction process, please fill out this form and return it to the New Prairie office. We're looking forward to working with you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Who should be contacted for daily decisions? \_\_\_\_\_

What method of contact should be used? \_\_\_\_\_

Can we work in your home when no one is home? \_\_\_\_\_

May we have a key to access your home? \_\_\_\_\_

If not, how will our workers gain access to your home? \_\_\_\_\_

Does your house have an alarm system? \_\_\_\_\_

If yes, will our workers need to deactivate this system in order to gain access? \_\_\_\_\_

Alarm access code: \_\_\_\_\_

Will bathroom facilities in your home be available to workers? \_\_\_\_\_

(Please be aware that if one is not available there will be an additional charge for rental of an on-site portable toilet.)

Will you allow workers to play their radios at a reasonable volume? \_\_\_\_\_

Please list all areas of your home that are off limits to workers:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Please list available parking spots for our workers: \_\_\_\_\_

Can a company sign be placed on your property? \_\_\_\_\_

Where can building materials be stored? \_\_\_\_\_

If a dumpster is to be used, where would you like it located? \_\_\_\_\_

Are there any health conditions related to this project that we need to be aware of? \_\_\_\_\_

What outside structures, plants, or flower beds should be avoided by our workers? \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ If so, should we be aware of anything regarding these pets? \_\_\_\_\_