

# REMODEL PROJECT CHECKLIST

- **RENOVATION CONTRACTORS AND DEALERS:** (Should the Customer choose to use their own contractor in lieu of a B & H authorized renovation contractor, contact B & H for list of authorized contractors).
  - 1) THE CUSTOMER WILL INSURE THE CONTRACTOR ARRIVES ON THE JOBSITE ON TIME
  - 2) THE CUSTOMER WILL INSURE THE CONTRACTOR HAS BEEN ADVISED OF THE SCOPE OF THEIR RESPONSIBILITIES.
  - 3) THE CUSTOMER WILL INSURE THE CONTRACTOR HAS BEEN ADVISED OF THE JOB SCHEDULE AND MUST COORDINATE WITH FLOORING CREW ACCORDING TO FLOORING INSTALLATION REQUIREMENTS.
  - 4) THE CUSTOMER WILL INSURE THAT THEIR CONTRACTOR HAS BEEN ADVISED OF ANY POSSIBLE ASSESSMENTS. (See Assessments Section of this document).
  
- **SUBSTRATE FLOOR CONDITION:**
  - 1) SUBSTRATE IS TO BE GRADED (SLOPED) AS NECESSARY TO MEET LOCAL HEALTH DEPARTMENT REQUIREMENTS.
  - 2) EXISTING FLOORING MATERIALS ARE TO BE REMOVED, PATCHED OR REPAIRED AS SPECIFIED BY B & H.
  - 3) SUBSTRATE IS TO BE LEVEL EXCEPT FOR DRAIN SLOPE, CLEAN AND CLEARED OF ANY DEBRIS.
  - 4) ALL LOOSE, CRACKED, OR BROKEN TILES MUST BE REMOVED AND PATCHED WITH A PATCHING COMPOUND APPROVED BY B & H.
  - 5) TILE WALL BASE MUST BE REMOVED AND ANY FLOOR AND WALL GAP FILLED WITH A PATCHING COMPOUND APPROVED BY B & H.
  - 6) EPOXY FLOORS MUST BE PREPARED ACCORDING TO B & H SPECIFICATIONS. CONTACT B & H FOR DETAILS.
  
- **DRAINS:**
  - 1) SQUARE, ROUND AND TROUGH FLOOR DRAINS ARE TO BE ADJUSTED TO 1/8" ABOVE SUBSTRATE LEVEL TO ACCOMMODATE FLOORING MATERIAL.
  - 2) A MINIMUM OF 4 SQUARE FEET OF FLOOR TILE AROUND ALL FLOOR DRAINS MUST BE REMOVED AND THE EXPOSED AREA PATCHED WITH A PATCHING COMPOUND APPROVED BY B & H TO ACCOMMODATE THE 1/8" DRAIN HEIGHT AS REQUIRED ABOVE.
  - 3) DRAINS ARE TO BE INSTALLED HORIZONTAL TO SUBSTRATE HEIGHT I.E.: DRAINS SHOULD NOT BE INSTALLED AT AN ANGLE TO THE FLOOR SURFACE.
  - 4) ARE TO BE IN WORKING ORDER AND DRAIN PROPERLY
  - 5) ALL DRAIN COVERS AND ACCOMPANYING HARDWARE ARE TO BE PRESENT AND UNDAMAGED.
  
- **WALL CONDITIONS:**
  - 1) WALLS AND SUPPORTS MUST BE FREE OF DAMAGE, MOISTURE OR ROT AND/OR COMPLETELY REPAIRED PRIOR TO THE ARRIVAL OF THE FLOORING CREW.
  - 2) WALLS MUST BE COMPLETELY ENCLOSED AND FRP OR STAINLESS WALLS FULLY INSTALLED AND SECURED PRIOR TO THE ARRIVAL OF THE FLOORING CREW.
  
- **COOLERS & FREEZERS:** (IF SPECIFIED FOR INSTALLATION)
  - 1) MUST BE SHUT DOWN 48 HOURS IN ADVANCE OF FLOORING INSTALLATION TO ALLOW ADEQUATE CONDENSATION DRY TIME.
  - 2) MUST BE EMPTIED OF ALL CONTENTS, INCLUDING RACKS AND SHELVING, PRIOR TO THE ARRIVAL OF THE INSTALLATION CREW.
  - 3) ALTERNATE REFRIGERATION PROCUREMENT IS THE RESPONSIBILITY OF THE CUSTOMER.
  - 4) UNITS MUST REMAIN OFF DURING FLOOR INSTALLATION AND FOR A MINIMUM OF 12 HOURS AFTER INSTALLATION COMPLETION.
  - 5) WHEELED CONVEYANCES SHOULD NOT BE UTILIZED INSIDE UNIT FOR A MINIMUM OF 72 HOURS AFTER FLOOR INSTALLATION COMPLETION.
  
- **BAR AREA:** CUSTOMER WILL INSURE BARS ARE EMPTIED OF ALL CONTENTS (INCLUDING GLASSWARE, LIQUOR AND SUPPLIES, ETC) AND ARE FREE OF DEBRIS PRIOR TO ARRIVAL OF FLOORING INSTALLATION CREW.
  
- **EQUIPMENT MOVING:**
  - 1) EQUIPMENT (ALL TRADES) MUST BE DISCONNECTED AND REMOVED COMPLETELY FROM AREAS SPECIFIED FOR INSTALL ON A NIGHTLY BASIS.
  - 2) EQUIPMENT MANUFACTURER WARRANTIES ARE THE RESPONSIBILITY OF THE APPROPRIATE EQUIPMENT MANUFACTURER AND NOT WITH B & H.
  - 3) B & H IS NOT RESPONSIBLE FOR PROPER OPERATION OF EQUIPMENT BEFORE, DURING OR AFTER FLOORING INSTALLATION.
  
- **CONNECTIONS:** PLUMBING AND EQUIPMENT PIPE CONNECTIONS ARE TO BE DISCONNECTED AND CAPPED PRIOR TO THE COMMENCEMENT OF FLOORING INSTALLATION.
  
- **PLUMBING CONDITION:** DAMAGED OR CORRODED PLUMBING VALVES, DRAIN COVERS, CONNECTIONS; PIPES ETC ARE TO BE REPLACED BY THE CUSTOMER PRIOR TO THE COMMENCEMENT OF FLOORING INSTALLATION.
  
- **SODA VENDORS:** SHOULD BE SCHEDULED 2-4 WEEKS PRIOR TO FLOORING INSTALLATION.

# REMODEL PROJECT CHECKLIST (CONT.)

- **DOOR ADJUSTMENTS:** THE BACK DOOR & COOLER/FREEZER UNIT DOORS (IF SPECIFIED FOR INSTALLATION) ARE TO BE ADJUSTED A MINIMUM OF 1/2" TO 3/4" TO ACCOMMODATE PROTECT-ALL FLOORING AND/OR DECKING AS REQUIRED FOR COOLER AND STAINLESS TRANSITIONS.
- **WASTE REMOVAL:** CUSTOMER WILL PROVIDE AN ADEQUATE WASTE REMOVAL CONTAINER (DUMPSTER) FOR FLOORING MATERIALS AND DEBRIS REMOVED FROM THE PROJECT SITE.
- **WATER ACCESS:** CUSTOMER WILL INSURE BOTH HOT AND COLD WATER ACCESS WITH STANDARD WATER HOSE CONNECTIONS FOR THE DURATION OF THE FLOORING INSTALLATION.
- **POWER ACCESS:** CUSTOMER WILL INSURE AN ADEQUATE BUILDING POWER SOURCE WITH THREE 20 AMP OUTLETS AND ACCESS TO BREAKER BOX FOR THE DURATION OF THE INSTALLATION. BREAKER BOX IS TO BE LEFT UNLOCKED UNLESS A RESPONSIBLE PARTY IS ON SITE DURING THE INSTALLATION.
- **SITE ACCESS:** CUSTOMER WILL INSURE B & H INSTALLATION CREW HAS UNRESTRICTED ACCESS TO THE JOBSITE FROM THE CLOSE OF EACH BUSINESS DAY UNTIL 8:00AM THE FOLLOWING MORNING UNLESS OTHERWISE SCHEDULED AND ACCEPTED IN ADVANCE WITH B & H.
- **CONTACT LIST:** CUSTOMER WILL SUPPLY B & H WITH A COMPLETE WRITTEN LIST OF CONTACT INFORMATION, INCLUDING CELL PHONE #'S, FOR ALL PARTIES INVOLVED IN THE PROJECT INCLUDING CONTRACTORS, CONSTRUCTION PROJECT MANAGERS AND SUPERINTENDENTS, VENDORS, STORE MANAGEMENT, FACILITIES, MAINTENANCE, BUILDING SECURITY, AND CUSTOMER POC AS REQUIRED FOR CHANGE ORDERS.
- **ASSESSMENTS:** IF CONSTRUCTION CHECKLIST ITEMS HAVE NOT BEEN COMPLETED BY CUSTOMER'S CONTRACTORS UPON ARRIVAL OF THE FLOORING CREW, THE CUSTOMER WILL BE ASSESSED AT A RATE OF \$50.00 PER HOUR PER MAN TO A MAXIMUM OF \$1000.00 PER DAY FOR ANY PROJECT DELAYS. \*\*\* Waived (Excluding Vendor Assessments) If a B & H Authorized Renovation Crew performs renovation & equipment moving.
- **NOTIFICATION:** CUSTOMER WILL ADVISE ALL PARTIES INVOLVED WITH THE PROJECT, (I.E. CONTRACTORS, VENDORS, STORE MANAGEMENT, FACILITIES, MAINTENANCE, BUILDING SECURITY, ETC.) OF THE ITEMS LISTED ON THIS CHECKLIST, SCHEDULING AND THEIR INDIVIDUAL RESPONSIBILITIES AND POSSIBLE PROJECT DELAY ASSESSMENTS.
- **SECURITY:** CUSTOMER WILL CONTRACT FOR SECURITY PERSONNEL IF REQUIRED. THIS SHOULD BE SCHEDULED AND CONFIRMED IN ADVANCE OF THE ARRIVAL OF THE FLOORING CREW.
- **MATERIAL DELIVERY & RECEIPT:**
  - 1) BASED ON START DATE OF INSTALLATION, CUSTOMER MAY BE ASKED TO RECEIVE DELIVERY OF AND UNLOAD ALL FLOORING MATERIALS AND ACCESSORIES AND PROVIDE SECURE STORAGE
  - 2) MATERIALS ARE TO BE LAID FLAT AND STORED IN A DRY, SECURED LOCATION.
  - 3) CUSTOMER IS RESPONSIBLE FOR ANY LOSS OR DAMAGE TO FLOORING MATERIAL AND ACCESSORIES AFTER DELIVERY RECEIPT.

(A weekend starting date may require a coordinated effort between customer and B & H for material delivery).
- **SPECIAL CONSIDERATIONS:** B & H IS TO BE ADVISED IN WRITING OF SPECIAL CONSIDERATIONS OR UNUSUAL REQUIREMENTS ON THE JOBSITE PRIOR TO ARRIVAL OF THE FLOORING INSTALLATION CREW SUCH AS:
  - 1) LABOR UNION CONCERNS
  - 2) FREIGHT DELIVERY & UNLOADING RESTRICTIONS
  - 3) BUILDING SECURITY
  - 4) PARKING RESTRICTIONS
  - 5) SITE ACCESS RESTRICTIONS

(Failure to disclose any of the above special considerations prior to acceptance of proposal by both parties will subject proposal to be null and void requiring a new proposal be submitted for acceptance).

I, the undersigned, fully understand the requirements as stated above and agree to the terms as specified. I also understand that any conditions not met above may cause additional costs to be assessed and borne by the undersigned. My signature below acknowledges that I am authorized to enter into such agreement and accept full responsibility for my actions.

COMPANY: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ (PRINT) POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REMODEL CONSTRUCTION CHECKLIST MUST BE SIGNED AND RETURNED TO B & H COMMERCIAL SERVICES PRIOR TO FULL ACCEPTANCE OF PROPOSAL (QUOTATION) BY B & H AND BEFORE THE FLOORING INSTALLATION CAN BE SCHEDULED AND/OR STARTED.

Attachment A to Proposal