

# Project Plan/Timeline

#	Project Task	Project Phase	Avg. Time to Complete Task	Timeline Variables	Notes/Comments:
Project Phase: <b>PRE-CON</b>					
1	PERMIT ACQUISITION	<b>PRE-CON</b>	3-12 weeks	<p>Several factors affect the timeline for permit acquisition, but the number one factor is the permitting jurisdiction. Some permitting jurisdictions are capable of reviewing projects and issuing permits in 2-3 weeks, others can take 2-3 months.</p> <p>EVERY permitting jurisdiction requires the following information to be provided by the project owner in order to review the feasibility of any construction project:</p> <ol style="list-style-type: none"> <li>1) Water Availability</li> <li>2) Sewer Availability</li> <li>3) Critical Area Impact (proximity to and impact on wetlands, bodies of water, protected habitats, steep slopes, airports, etc.)</li> </ol> <p>To expedite permit acquisition, it is crucial that you provided NW Green Homes this information as soon as possible.</p>	<p>Items that may be required for permit acquisition include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Well Log</li> <li>- Water Availability Notification</li> <li>- Water Samples (Bacteria and/or Nitrate)</li> <li>- Pumper's Report</li> <li>- Septic Design</li> <li>- Septic As-Built</li> <li>- Septic Inspection Report</li> <li>- Site Plan</li> <li>- Wetland Report</li> <li>- Geotechnical Survey</li> <li>- Critical Area Survey</li> </ul>
2	PERMIT ISSUED & POSTED	<b>PRE-CON</b>	1-2 days	<p>Permit documents (in full, and as issued by permitting jurisdiction) must be provided to NW Green Homes prior to Site Prep.</p>	<p>( ) Customer is acquiring permits            ( ) NW Green Homes is acquiring permits</p> <p>Permit Fee Estimate:            \$ _____</p> <p>Permit Fees included in Contract:            ( ) YES            ( ) NO</p> <p>Customer provided checks to JOI:            ( ) YES            ( ) NO</p> <p>Customer to be billed (w/Sales Tax):            ( ) YES            ( ) NO</p>

#	Project Task	Project Phase	Avg. Time to Complete Task	Timeline Variables	Notes/Comments:
Project Phase: <b>SITE PREP</b>					
3	SITE EXCAVATION	<b>SITE PREP</b>	1-2 days	<p>Any obstacles to home delivery and/or placement identified during the site inspection with NW Green Homes must be addressed/removed prior to site prep.</p> <p>Permits must be acquired and placed on site prior to breaking ground. Permits must be posted in a conspicuous location in a clear, protective case that protects the permit documents from moisture and other elements.</p>	Responsible Party: <input type="checkbox"/> NW Green Homes <input type="checkbox"/> Customer
4	FOUNDATION	<b>SITE PREP</b>	7-15 days	<p>For all CONCRETE POURED FOUNDATIONS, the following process applies after site excavation:</p> <ol style="list-style-type: none"> <li>1) Set forms (1-2 days)</li> <li>2) Schedule/complete rebar inspection (2-7 days, depending on jurisdiction)</li> <li>3) Pour concrete (1-2 days, depending on season)</li> <li>4) Cure concrete (3-10 days, depending on season)</li> </ol>	Responsible Party: <input type="checkbox"/> NW Green Homes <input type="checkbox"/> Customer
Project Phase: <b>TRANSPORT</b>					
5	HOME RELEASED FOR SHIPPING	<b>TRANSPORT</b>	1-3 days	<p>Once the home comes out of production, it is held at the factory for 1-3 days before the factory releases it for shipping. During this time, finishing touches are completed and the home is prepped for transport.</p>	

#	Project Task	Project Phase	Avg. Time to Complete Task	Timeline Variables	Notes/Comments:
6	DOT PERMITS ACQUIRED	TRANSPORT	2-5 days	Depending on the season, highway construction schedules, and the efficiency of Oregon and Washington Dept. of Transportation jurisdictional offices, transportation permits are typically approved within 1-2 days for standard over-dimension loads (under 14ft wide) and 3-5 days for superloads (over 14ft wide).	
7	DELIVERY TO SITE	TRANSPORT	1-2 days	Jurisdictional curfews on over-dimension transport may require NW Green to courier home sections to NW Green Homes lot in Chehalis first, then continue to home site location the following day.	
Project Phase: SET UP					
8	HOME SET-UP	SET UP	2-3 days	In most cases, the set up crew will meet delivery crew on site when home arrives and begin perimeter blocking. However, if the home is not scheduled to arrive at the home site until after 12 PM, the set up crew may choose to begin perimeter blocking the following day so that they may utilize time efficiently and have a full work day to set the home.	
9	BLOCKING INSPECTION	SET UP	2-7 days	Depending on the jurisdiction	
10	EXTERIOR CLOSE-UP/TRIM	SET UP	2-3 days	In some cases, home exterior upgrades require additional labor/material (install eye-brow, shake, additional siding, trim, etc.), which can take 2-7 days to complete, depending on the complexity.	
Project Phase: EXTERIOR					

#	Project Task	Project Phase	Avg. Time to Complete Task	Timeline Variables	Notes/Comments:
11	UTILITIES	EXTERIOR	2-3 weeks	If utilities are already on site, water/sewer connection can be completed in 1-2 days. Electrical feeder and crossover connections can be completed within 1 day, however, are subject to both an L&I inspection and the availability of the local PUD to energize the site.	Responsible Party: <input type="checkbox"/> NW Green Homes <input type="checkbox"/> Customer  * Natural Gas or Propane Homes see Notes Section  DO NOT TURN ON THE WATER INSIDE THE HOME Prior to interiors commencing, a factory representative will turn on the water to your home, performing a pressure test and checking the home for water leaks. If the homeowner turns on the water and there is a leak, the homeowner is responsible for any water damage caused.
12	SKIRTING	EXTERIOR	3-5 days	Weather permitting, concrete board skirting typically takes 1-2 days to frame, 1-2 days to install concrete board. Block skirting typically takes 1-2 days to install.	Responsible Party: <input type="checkbox"/> NW Green Homes <input type="checkbox"/> Customer  Skirting Type: <input type="checkbox"/> Split-Face Block <input type="checkbox"/> Concrete Board  Skirting Color: _____
13	BACK-FILL	EXTERIOR	1 day	Weather permitting; cannot back-fill in excessively wet conditions	Responsible Party: <input type="checkbox"/> NW Green Homes <input type="checkbox"/> Customer

#	Project Task	Project Phase	Avg. Time to Complete Task	Timeline Variables	Notes/Comments:
14	DECKS & STEPS	EXTERIOR	1-2 days	Must complete back-fill prior to building decks.	<p>Responsible Party:  <input type="checkbox"/> NW Green Homes  <input type="checkbox"/> Customer</p> <p>Deck-Board Type:  <input type="checkbox"/> Natural Wood  <input type="checkbox"/> Composite</p> <p>If natural wood, customer acknowledges that cedar purchased to build decks is untreated. To protect from weather damage, customer is advised to apply protective coating to cedar to preserve wood and increase durability. If composite, customer acknowledges that composite decking material color does not match the natural wood used by home manufacturer on factory-built porches.</p>
15	GUTTERS	EXTERIOR	1 day	Must complete back-fill prior to installing gutters.	<p>Responsible Party:  <input type="checkbox"/> NW Green Homes  <input type="checkbox"/> Customer</p> <p>Gutter Color: _____</p>
16	HVAC	EXTERIOR	1 day	Can be completed any time after factory walk-through. Typically the last stage of construction completed.	
17	OTHER	EXTERIOR		Please speak to Project Manager for other details.	
Project Phase: INTERIOR					
18	DRYWALL & PAINTING	INTERIOR	1-2 days	Home must be energized - power, water and sewer connected. During cold-weather months, thermostat should be set to 70 degrees and left at a steady temperature to avoid drywall cracking.	

#	Project Task	Project Phase	Avg. Time to Complete Task	Timeline Variables	Notes/Comments:
19	FACTORY WALK-THROUGH	INTERIOR	1 day	Drywall and painting must be completed	Upon completion of factory walk-through and creation of punch list, the customer will be required to contact the factory service department for warranty issues on the home. Customer will be provided with the contact information for the factory service department.
20	CARPET/FLOOR COVERING	INTERIOR	1-2 days	NW Green Homes must receive notification from the factory that home is ready for carpet/flooring.	Responsible Party: <input type="checkbox"/> NW Green Homes <input type="checkbox"/> Customer  Other Flooring:
21	FINAL CLEAN	INTERIOR	1 day	Flooring must be completed	Especially in the wet-weather months, the exterior of the home is prone to collect dirt and mud from transport and construction. We recommend pressure-washing the exterior of the home at the end of the project. NW Green Homes offers pressure-washing services at \$300 - depending on the size of the home and the distance of the site from our office in Chehalis.  Note to Cash Customers: If you choose to move your belongings into the home prior to Final Clean, our cleaning crew will not clean areas occupied by your personal belongings.
Project Phase: CLOSEOUT					
22	FINAL INSPECTION	CLOSEOUT	3-7 days	All permit conditions must be completed prior to scheduling final inspection. Check with project manager to see what permit conditions are HOME-OWNER responsibilities.	
23	CERTIFICATE OF COMPLETION	CLOSEOUT	3-7 days	Must pass final inspection to request certificate of completion/certificate of occupancy.	
24	OCCUPANCY	CLOSEOUT	1-7 days	Homeowner may occupy the new home when NW Green is paid in full.	

#	Project Task	Project Phase	Avg. Time to Complete Task	Timeline Variables	Notes/Comments:
Project Phase: <b>NOTES</b>					
25	GAS OR PROPANE HOMES	<b>NOTES</b>			<p>For homes with gas appliances, they are shipped from the factory to be natural-gas ready. If LP/Propane, then appliance and orifices will need to be converted (orifice conversions supplied with appliances).</p> <p>Weather natural gas or propane, gas piping will also need to be extended to the exterior of the home. Gas piping must be done by a licensed mechanical contractor.</p>
26	DRYWALL CRACKS	<b>NOTES</b>	Complete @ Walk-Through		<p>Drywall cracks will occur over time as a result of the home settling. We guarantee your home to be free of cracks at the time of the factory walk-through. It is the responsibility of the homeowner to note any existing cracks at this time and they will be corrected.</p>
27	WHEN CAN I MOVE IN?	<b>NOTES</b>			<p>Customer acknowledges that they may NOT OCCUPY the home until NW Green Homes is PAID IN FULL. No exceptions.</p> <p>Authorization to move in the home may only be given by Calvin Dahl, Owner/President of NW Green Homes.</p>
28	SIGNATURES	<b>NOTES</b>			<p>I acknowledge that the new home process has been explained to me. I understand the process and my responsibilities as the customer/purchaser.</p> <p>Name: _____</p> <p>Signature(s): _____</p> <p>Date: _____</p>