

Top Ten Tips...

to ensure your architect & builder are in sync:

- 1.) Create a set of desired design goals that is given to both the architect and builder
- 2.) Confirm all references provided by the architect and builder prior to signing contracts
- 3.) Require a complete set of blue prints that both the architect and builder are held accountable to
- 4.) A “Specification Manual” assures that the quality of fixtures meet your goals
- 5.) Meet with the contractor and architect at the job-site at set intervals to review the progress of ongoing construction
- 6.) Have a written contract
- 7.) Require the contractor to pull the required permits – don’t try to “cut corners to save money” by not securing all required permits
- 8.) Before work is started ensure that all communication – especially regarding changes – is required in writing and signed off by both the architect and contractor
- 9.) Visit the job-site regularly to visually confirm that work is being completed to the specifications agreed to
- 10.) Carefully review all invoices from contractors and confirm the appropriate lien-releases are included

Call us for more information on how to ensure a successful building process from beginning to end!