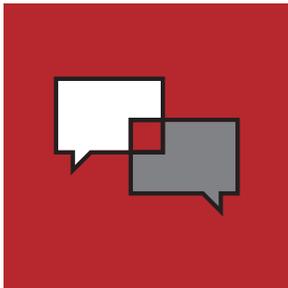


# Our Process

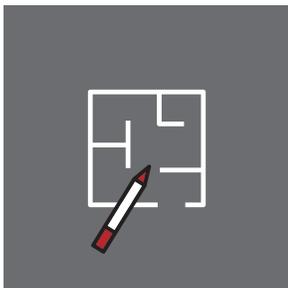
Remodeling is an exciting time for homeowners and this overview is meant to serve as a helpful guide. All projects are unique but most follow this basic time line. We look forward to working with you to create a final product you love.



## Consultation

### 01. – Let's talk

Planning is the key to success! Our very first visit is a conversation to listen to your objectives, provide guidance and gather general project elements. You are encouraged to provide photos of projects you like, a rough outline of your needs, and have some idea of your financial investment in the project. That information forms the basis of our relationship together!



## Design

### 02. – Expectations, scope, and drawings

A great project begins with a great plan, and the TDS Custom Construction in-house design team is recognized for creative excellence. Our professionals utilize years of practical remodeling and design experience to develop custom additions and remodeled spaces that integrate seamlessly with existing structures. Specialists, such as our Certified Kitchen Designer and Universal Design Certified Professional, allow us to fulfill all of your design needs.

#### SITE MEASURING

Upon acceptance of the Project Development/Design Contract, a Project Design Manager will contact you to set up an appointment for measurements to be taken.

#### HOME PERFORMANCE EVALUATION

A Building Performance Analyst will perform a comprehensive, whole house energy assessment to determine any areas of concern regarding insulation and indoor air quality. We will provide a report and suggest solutions that can be incorporated into your project.

#### PRELIMINARY DESIGN MEETING

We will discuss project expectations and scope, and you will be given various drawings and design options for your project. During this meeting we can review the Home Performance Evaluation report, if completed, and weigh the advantages of the proposed solutions and improvements.



## Budget

### 03. – Product selection and target date

Product selection can sometimes be overwhelming. We're here to help you source and make the choices that will match your home's style and personality. Based on those selections we present a budget to ensure you're aware of the costs upfront.

#### PRODUCT SELECTION

After you approve a design, we will work with you on product selection. Pick out key elements like tile, fixtures, cabinets, and counter tops. Timely selections help assure the project moves forward smoothly.

#### BUDGET

Based on the preliminary meeting and the product selection, we present a budget. When you have approved the budget we finalize the drawings and specifications, and provide a target date for construction.

#### SUBCONTRACTOR WALK-THROUGH

We arrange for our subcontractors to visit the site and provide us with fixed pricing. This is also when you get to meet the lead carpenter assigned to your project.

#### CONSTRUCTION AGREEMENT

The Construction Agreement summarizes everything discussed so far, including the specifications, labor and material costs, terms and conditions, and the start date and duration of construction.



## Construction

### 04. – Demolition, framing and finish work

One of the advantages of the design/build process is the relationships our designers, carpenters, and subcontractors have developed over the years. Our project lead carpenters work closely with our customers and with the utmost respect for your personal home environment.

#### SCHEDULING

A time line is created with start and completion dates. Pre-construction conference: We will meet at your house with the Project Design Manager and Lead Carpenter to discuss logistics and finalize any undecided items.

#### COMMUNICATION

During the project, we will stay in touch with you. Some households prefer to do all their decision-making via email, and others prefer to meet regularly in person. Our lead carpenters will work to make sure you are kept up to date in the manner most convenient for you.

#### DEMOLITION

The first step in construction is to strip away everything that is no longer needed, using lead-safe working practices if your house was constructed prior to 1978. As a precaution against inadvertent damage, we install protective coverings in your house to protect your possessions and your home's finishes.

#### SITE WORK AND FRAMING

As required by your project, the foundation is poured and the structure of the project is framed in. Even this early on, we will have our eye on finishing details, and we may need to discuss with you the locations of things like recessed cabinets, mirrors, and towel bars.

#### MECHANICAL INSTALLATIONS

Our subcontractors complete the plumbing, electrical, HVAC and mechanical work. Each subcontractor has several inspections during this period to ensure the project meets all requirements. The Lead Carpenter will arrange a "Pre Close-In" walk-through with you if you would like to verify mechanical locations before the drywall is placed.

#### FINISHING

When the mechanical installations are in place, the insulation and drywall are installed, followed by painting, interior doors, mill work, cabinets, floor coverings, counter tops, plumbing and lighting fixtures.



## Completion

### 05. – Final inspections and client approval

Our job's not finished until you're satisfied! Once your project is complete we will conduct post-construction handoff and gather your feedback on the project.

#### SUBSTANTIAL COMPLETION AND PUNCH LIST

Traffic in your home noticeably decreases and you likely have functional use of your new space with some minor items pending completion. The Lead Carpenter creates a punch list and we have a meeting with you to go over the list and add any other items you feel need to be addressed. This meeting is usually held one to two weeks after substantial completion to give you time to move into and enjoy your new space, and make note of any concerns.

#### FINAL COMPLETION

When the punch list work is completed to mutual satisfaction, the list will be signed and dated by both you and TDS and a final invoice will be sent. Your new space is now ready to use!

## Additional Construction Related Items

#### CHANGES

Changes in a project are to be expected, so it is prudent to set aside 6-10% of the contract amount for changes both requested and unforeseen. Most of these changes will require a Change Order form to be completed and signed. Written acceptance via email expedites any changes essential to continuing the work, and email acceptances are then followed up with a formal Change Order detailing modifications to the price and schedule.

#### DELAYS

Delays may occur due to extreme weather conditions, damaged materials, product delivery schedules, or hidden conditions such as rot or asbestos. Your ability to meet product choice deadlines may also affect the schedule. In all instances, we strive to move forward as quickly as the circumstances allow.

#### WARRANTY

TDS provides a one-year warranty on our work. We will supply a 6-month and an 11-month warranty form for you to fill out with any items that may require attention.

**At TDS we are always available to provide ongoing support and services.**

**Relationships with our clients are the most important things we build.**



1431 Northern Court  
Madison, WI 53703  
608.251.1814

**[TDSCustomConstruction.com](http://TDSCustomConstruction.com)**