

ADELIE CONSTRUCTION

ADELIE Homeowner Project Binder

One place for scope, decisions, selections, progress notes and closeout.

HOMEOWNER PLANNING TOOL

Project name: _____

Property address: _____

Date started: _____ Target start: _____

Use this workbook to organize questions and decisions before they become expensive field changes. It is a planning aid, not project-specific legal, design, engineering or code advice.

Project Snapshot

Project address and primary contacts

What must be different when the project is finished?

Three priorities that cannot be traded away

Known property or access constraints

Scope and Responsibility

Work included in the contract

Owner-supplied items

Work specifically excluded

Who approves field decisions?

Decision Log

Decision or question

Responsible person

Required-by date

Final answer and cost/schedule effect

Closeout

Open punch-list items

Final inspection and permit status

Warranties and care instructions received

Lien releases and final payment records

Project Notes and Questions for ADELIE

Use this space for decisions that require a site visit, drawings, trade input or a written proposal.