

# ALOSI Builders Inc.

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**Welcome to Alosi Builders, Inc.** We are a family-owned and operated company and between our three owners - Andrew, Christopher and Jonathan Alosi - we have more than 50 years of collective experience in residential, commercial, and industrial construction.

Whether it's building your dream home, a remodeling project or specialty concrete work, we are experts equipped to handle jobs of every size and description. We also build relationships. When you work with us, you can trust that our commitment to you is unparalleled service, attention to detail, and competitive prices.

Ready to start your project? It's our privilege to use our skills and knowledge to build you a quality product that exceeds your expectations and brings you lasting satisfaction.

*Alosi Builders, Inc. operates two divisions: Residential Custom Building and Commercial Concrete and Masonry.*

*Our commercial specialties are national franchise restaurants, banks, churches, medical and office projects.*



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[alosibuilders.com](http://alosibuilders.com)

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# Build With Us

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Since 1984, we've been building with superior quality.

For more than 25 years, Alosi Builders Inc. has been more than just a general contractor. We've worked and specialized in almost every division the construction industry has to offer. Our business prides itself on that fact that we are family owned and operated. On every job that we have done, there has been an owner on site at all times. Whether it's our President, Andrew Alosi, our Operations Manager and Supervisor, Christopher Alosi, or our Senior Vice President, Jonathan Alosi, one of us will always be on site.



What sets us apart from our competition is, we offer more than the typical general contractor. We do complete turnkey contracting, design-build, construction management, remodeling, general consulting, project management, estimating, specialty construction and more. All of our employees have worked in almost every trade and field there is. We're not just contractors; we're builders in the purest sense.

## WE'RE CUSTOM BUILDERS.

Whether it's a 1,000 or 12,000 square-foot home, we handle jobs of any size and follow your specifications to the letter to give you a home that is a unique reflection of you.

## WE'RE REMODLERS

Need a new kitchen or bathroom? We can remodel any part of your home that needs updating. Maybe you want a small addition or sunroom. We do that, too. Small jobs can be just as challenging as large jobs. That's why we take extra special care and make sure the job is controlled and performed by all of our owners.



## WE'RE SPECIALTY CONTRACTORS

We have more than 15 years of experience in concrete and masonry work. We've completed work for national chain restaurants, banks, churches, and offices. Jonathan, our Senior VP, has worked and managed multi-million dollar projects for some of the largest masonry contractors in the country. We place thousands of yards of concrete every year, including stunning stamped and polished concrete.



## WE KNOW HOMES

Not only do we build homes, but we sell them too. Our Senior VP has more than five years in the real estate business. In that time, he's sold and listed properties for the Allen Tate Company. He's also property managed numerous properties throughout the Charlotte Metro Area. With his expertise in both building and selling, you can be sure you are in good hands when it comes to your final walk through. The added benefit we give you is more options to choose where you'd like to live. We can help you find that perfect lot and custom build your dream home on it.



## BRING US YOUR PLANS

Now that you know what we're capable of accomplishing, bring us your plans, questions, concerns, ideas and dreams and we'll get to work on turning all that into your perfect, finished product.

Call us today for your free estimate. We'll provide you with a comprehensive cost guide for building your project.



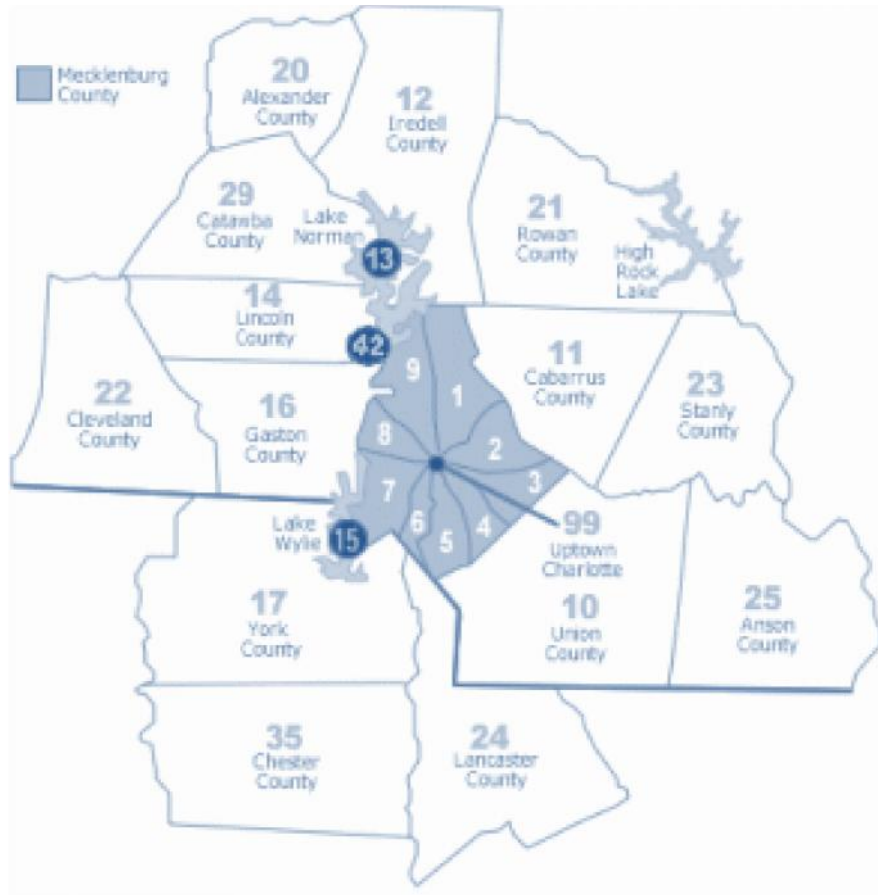
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# Areas of Service

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We'll build **ANYWHERE** in the Charlotte Metro Area. We're licensed in **NORTH & SOUTH CAROLINA**, so you can be sure you'll be able to find the **PERFECT** home site.



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# GO GREEN! – Green Building

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**Green Building** (also known as **green construction** or **sustainable building**) refers to a structure and using process that is environmentally responsible and resource-efficient throughout a building's life-cycle: from siting to design, construction, operation, maintenance, renovation, and demolition. This requires close cooperation of the design team, the architects, the engineers, and the client at all project stages. The Green Building practice expands and complements the classical building design concerns of economy, utility, durability, and comfort.

## Environmental Benefits

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- **Emissions Reduction.** Pollutants released by fossil fuel fired electricity contribute to global climate change, cause air quality issues such as acid rain and smog, and pose risks to human health. Green building techniques like solar powering, daylighting, and facilitation of public transport increase energy efficiency and reduce harmful emissions.
- **Water Conservation.** Recycling rainwater and greywater for purposes like urinal flow and irrigation can preserve potable water and yield significant water savings.
- **Stormwater Management.** Stormwater runoff can cause waterway erosion, flooding, and carry pollutants into water sources. Harvesting and redirecting stormwater, building surfaces with permeable materials, and using green roofs can control and utilize overflow.
- **Temperature Moderation.** The heat retention properties of tall buildings and urban materials such as concrete and asphalt are the primary causes of urban heat island effect. These conditions may be offset by conscientious building design and site selection, as well as planting trees to accompany new developments.
- **Waste Reduction.** Construction and demolition generates a huge portion of solid waste in the United States. Building deconstruction as an alternative to full-scale demolition results in massive decreases of waste production.

## Economic Benefits

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- **Energy and Water Savings.** The resource efficiency provided by green design and technology leads to drastic reductions in operation costs that quickly recoup any additional project costs and continue to offer dramatic long-term savings. Money previously directed toward utility costs may be used for other purposes.
- **Increased Property Values.** With energy costs on the rise, the low operating costs and easy maintenance of green buildings make for lower vacancy rates and higher property values.
- **Decreased Infrastructure Strain.** Efficient buildings exert less demand on the local power grid and water supply, stretching the capacity of local infrastructure.
- **Increased Employee Productivity.** Employee productivity has been positively correlated to indoor environmental conditions, and shows improvements where green principles have been applied.

## Social Benefits

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- **Improved Health.** Poor indoor environmental quality (IEQ) resulting from insufficient air circulation, poor lighting, mold build up, temperature variances, carpeting and furniture materials, pesticides, toxic adhesives and paints, and high concentration of pollutants (typically 10 to 100 times higher than outdoors) contribute widely to respiratory problems, allergies, nausea, headaches, and skin rashes. Green building emphasizes ventilation and non-toxic, low emitting materials that create healthier and more comfortable living and working environments.
- **Improved Schools.** An estimated 40% of schools in the United States are subject to poor environmental conditions that compromise the health and learning of students. The healthier environment and atmosphere in school buildings utilizing green design and construction principles is shown to lead to significant reductions in student absenteeism and improvements in test scores (see statistics).
- **Healthier Lifestyles and Recreation.** A key element of sustainable design is the preservation of natural environments, which afford a variety of recreation and exercise opportunities. Green buildings also seek to facilitate alternatives to driving, such as bicycling and public transport, which eases local traffic while encouraging personal health and fitness.



# Make a New Home Wish List

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## PRIORITIZE OPTIONS

## MUST HAVE

## WOULD PREFER

- |                               |                          |                          |
|-------------------------------|--------------------------|--------------------------|
| • Lot size (at least _____)   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Garage (size _____)         | <input type="checkbox"/> | <input type="checkbox"/> |
| • Number of Bedrooms (_____)  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Number of Bathrooms (_____) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Family room/den             | <input type="checkbox"/> | <input type="checkbox"/> |
| • Formal living room          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Formal dining room          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Eat-in kitchen              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Hardwood floors             | <input type="checkbox"/> | <input type="checkbox"/> |
| • Tile/ceramic/granite        | <input type="checkbox"/> | <input type="checkbox"/> |
| • Fireplace                   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Basement                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • Patio/deck                  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pool                        | <input type="checkbox"/> | <input type="checkbox"/> |
| • View                        | <input type="checkbox"/> | <input type="checkbox"/> |
| • Light (windows)             | <input type="checkbox"/> | <input type="checkbox"/> |
| • Shade                       | <input type="checkbox"/> | <input type="checkbox"/> |

Separating your “Must Haves” from your “Would Prefer” is very important in your home-building process. Please keep in mind that having too many preferences over must haves, could result in a budget shortfall.





# Home Building Process

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This twelve-step home-building process was designed to be short and simple. Building a custom home doesn't have to be complicated, but it is important to understand the steps:

## **Step 1 - Find your dream location.**

We can build on your land or we can help you find the perfect location through our membership in the Charlotte MLS.

## **Step 2 - Find your dream plan.**

We are very flexible with regards to design. We can work directly from your plans, help you customize a new design, or put you in touch with a local architect to come up with an even more unique design.

## **Step 3 - Establish your budget.**

This step is very important. If you we're buying a resale, you would budget for something you know you could afford. The same applies here. You don't want to build a house you ultimately won't be able to afford. Set a realist budget based on your current finances.

## **Step 4 - Decide on the features and finishes of your home.**

Typically this step can make or break your budget. Finishes can range from inexpensive to ultra expensive. We can help you come up with great finishes that still achieve great quality at a reasonable cost.

## **Step 5 - Line up financing.**

It's never too soon to get pre-approval for your project. We work with many local banks and brokerages that specialize in new home construction financing.

## **Step 6 - Meet with us.**

The meeting process will cover a number of topics. We will discuss your budget, design, finishes and financing. Other topics will include lot location and selection.

## **Step 7 - Work on the proposal.**

After we've met, your floor plans are selected and we've come to the meeting of the minds, the proposal process begins. This can take several weeks depending on the project's level of complexity. We'll gather quotes from local building supply stores and lumber yards and compile a complete proposal for your review.

## **Step 8 - Sign a contract.**

Once we've agreed on the proposal, the next step is executing a construction contract or purchase order. This document incorporates the proposal as well as any other construction documents (like the plans) and is the formal agreement governing our relationship during the building process.

## **Step 9 - Obtain financing.**

In a previous step, you began the process of obtaining financing. Now it's time to put that into place. At this point, we will also establish a draw schedule with the bank. Usually there are five to six draws over the course of the project, based on a pre-determined schedule.

## **Step 10 - Build the house.**

Finally, we get to the good part. Construction usually takes six to nine months depending on the size of the project and many other factors (weather, building department, availability of sub-contractors). We suggest you plan on the long end of the range and then you'll be happy if we finish early.

## **Step 11 - Make customer selections.**

Soon after construction starts, we will provide you with a customer selection schedule. The schedule outlines all the selections you need to make and the timing of making those choices. In addition to the schedule, you'll also be provided with a customer selection guide (under construction) that will help describe the selection process, provide supplier information and generally assist you in the selection process.

## **Step 12 - Take occupancy.**

Once the house is done and the Certificate of Occupancy is obtained from the building department, we'll have a final walkthrough, establish a punch list for changes, agree to the final disbursement of funds and then the house is yours.



# Expectations During Construction

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After we've come to a meeting of the minds and have entered into an agreement, there are a number of things that you can expect from us. We'll lay out the whole process for you with a comprehensive construction outline and timeline. Here are a few items we will be going over:

- ❖ **Our Company Role**
- ❖ **Communication**
- ❖ **Availability**
- ❖ **Construction Documents Review**
- ❖ **Site Visits**
- ❖ **Security**
- ❖ **Scheduling**
- ❖ **Unforeseen Circumstances**
- ❖ **Insurance**
- ❖ **Construction Draws**
- ❖ **Customer Selections**
- ❖ **Budget Review**
- ❖ **Change Orders**
- ❖ **Allowances**
- ❖ **Addendums**
- ❖ **Occupancy Procedures**
- ❖ **Miscellaneous Items**
- ❖ **General Notes**



**LIKE WE ALWAYS SAY “EXPECT BETTER”**



# Road to Completion Check List

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From start to finish, we can help you track what has been completed and what still needs to be done.

- |   |   |
|---|---|
| <input type="checkbox"/> Lot and Construction Drawings          | <input type="checkbox"/> Alarm, Phone, Cable Rough-In   |
| <input type="checkbox"/> Proposal/Executed Contract             | <input type="checkbox"/> Concrete Flatwork              |
| <input type="checkbox"/> Financing In Place                     | <input type="checkbox"/> Insulation                     |
| <input type="checkbox"/> Permits In Hand                        | <input type="checkbox"/> Drywall                        |
| <input type="checkbox"/> Survey and Stake-Out                   | <input type="checkbox"/> Garage Doors                   |
| <input type="checkbox"/> Excavation, Rough Grade                | <input type="checkbox"/> Interior Painting/Wallcovering |
| <input type="checkbox"/> Temporary Utilities                    | <input type="checkbox"/> Interior Millwork and Trim     |
| <input type="checkbox"/> Rock Fill (if needed)                  | <input type="checkbox"/> Interior Doors                 |
| <input type="checkbox"/> Footing, Foundation and Piers          | <input type="checkbox"/> Finish Stairs                  |
| <input type="checkbox"/> Waterproofing                          | <input type="checkbox"/> Carpenter Labor Finish         |
| <input type="checkbox"/> Drain Tile and Gravel                  | <input type="checkbox"/> Flooring                       |
| <input type="checkbox"/> Termite Treatment                      | <input type="checkbox"/> Cabinets/Vanities and Tops     |
| <input type="checkbox"/> Sewer Tap/Septic System                | <input type="checkbox"/> Electrical Fixtures            |
| <input type="checkbox"/> Electrical Service/Underground Conduit | <input type="checkbox"/> Plumbing Fixtures              |
| <input type="checkbox"/> Water Tap/Well Allowance               | <input type="checkbox"/> Showers, Doors and Mirrors     |
| <input type="checkbox"/> Steel, I Beam, Columns and Plates      | <input type="checkbox"/> Closet Shelving                |
| <input type="checkbox"/> Lumber Framing Rough                   | <input type="checkbox"/> Appliances                     |
| <input type="checkbox"/> Windows                                | <input type="checkbox"/> Electric Finish                |
| <input type="checkbox"/> Exterior Doors                         | <input type="checkbox"/> Plumbing Finish                |
| <input type="checkbox"/> Trusses and Boom Charges               | <input type="checkbox"/> HVAC Finish                    |
| <input type="checkbox"/> Exterior Millwork and Trim             | <input type="checkbox"/> Gutters and Downspouts         |
| <input type="checkbox"/> Carpenter Labor Rough                  | <input type="checkbox"/> Drive - Asphalt/Concrete       |
| <input type="checkbox"/> Siding/Painting                        | <input type="checkbox"/> Final Cleaning                 |
| <input type="checkbox"/> Roofing and Flashing                   | <input type="checkbox"/> Trash and Debris Removal       |
| <input type="checkbox"/> Brickwork/Masonry                      | <input type="checkbox"/> Sprinkler System               |
| <input type="checkbox"/> Electric Rough-in                      | <input type="checkbox"/> Retaining Walls                |
| <input type="checkbox"/> Plumbing Rough-in                      | <input type="checkbox"/> Finish Grade, Seed/Sod         |
| <input type="checkbox"/> HVAC Rough-in                          | <input type="checkbox"/> Landscaping                    |
| <input type="checkbox"/> Fireplace Prefab/Masonry               | <input type="checkbox"/> Certificate of Occupancy (C.O) |





# I've got my C.O... Now What?

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Now that you have passed your final inspection and the city has issued you the certificate of occupancy, you can start your move in. Here are a few things you should remember to do. Some can be done a few weeks before final completion.

## Eight Weeks Before Your Move:

- **Create Inventory Sheets:** Create an inventory sheet of all that is to be moved.
- **Research Moving Quotes:** Solicit moving quotes from as many moving companies and movers as possible. There can be a large difference between rates and services among moving companies.
- **Discard Unnecessary Items:** Moving is a great time for ridding yourself of unnecessary items. Have a yard sale or donate items to charity.
- **Packing Materials (Boxes, Ect.):** Gather moving boxes and packing materials for your move.
- **Cancel/Transfer Insurance Policy**
- **Seek Employer Benefits:** If your move is work-related and you are relocating to a new geographical area, your employer may provide funding for moving expenses. Your human resources representative should have information on this policy.

## Four Weeks Before Your Move

- **Contact Utility Companies:** Set utility turnoff date, seek refunds and deposits, and notify them of your new address.
- **Obtain Your Medical Records:** Contact your doctors, physicians, dentists, and other medical specialists who currently have any of your family's medical records. Obtain these records or make plans for them to be delivered to your new medical facilities.
- **Note Food Inventory Level:** Check your cupboards, refrigerator, and freezer to use up as much of your perishable food as possible.
- **Small Engines:** Service small engines for your move by extracting gas and oil from the machines. This will reduce the chance to catch fire during your move.
- **Protect Jewlery & Valuables:** Transfer jewelry and valuables to safety deposit box so they are not lost or stolen during your move.
- **Borrowed and Rented Items:** Return items that you borrowed or rented. Collect items borrowed from others.

## One Week Before Your Move

- **Your Change of Address:** Go to the Postal Service and fill out a change of address form. You will also want to notify banks, investment companies, magazines to which you subscribe, family and friends of your new address.
- **Bank Accounts:** Transfer or close bank and financial accounts. Make sure to have a money order for paying the moving company and for your closing expenses on your new home.
- **Service Automobiles:** If automobiles are to be driven long distances, you'll want to have them serviced so you have a trouble-free drive.
- **Cancel Services:** Notify any remaining service providers (newspapers, lawn services etc.) of your move.
- **Start Packing:** Begin packing all things destined for your new home.
- **Travel Items:** Set aside all items you'll need while traveling and those you may need until your new home is established. Make sure these items are not packed on the moving truck.
- **Scan Your Furniture:** Inventory your furniture for scratches and dents. You will want to compare notes with your mover on your moving day.

## Moving Day Checklist

- **Plan Your Itinerary:** Make plans to spend the entire day at the house or at least until the movers have loaded up your belongings. Someone will need to be around to make decisions. Make plans for kids and pets to be under someone else's care for the day.
- **Review the House** Once the house is empty, check the entire house (closets, the attic, basement, etc.) to ensure no items are left or no home issues exist. Once you are satisfied with the mover's packing your items into the truck, sign the Bill of Lading. If possible, accompany your mover while the moving truck is weighed.
- **Double Check with Your Mover** Ensure your mover has the proper new address and all of your most recent contact information should they have any questions during your move.
- **Vacate Your Home** Make sure utilities are off, doors and windows are locked and notify your real estate agent that you have vacated the property.



# Our Warranty Program

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Just like any of the large home builders, when you make a commitment to us, we make one to you too. We give you the same, if not better, Homes Warranty Program. Our Home Warranty Program gives you confidence and peace of mind for 10 years.

## **Our warranty program includes:**

- **One-year wall-to-wall coverage**
- **Two-year electrical, plumbing, heating, cooling and ventilation system coverage**
- **Ten-year major structural defect coverage**

Coverage is limited to defects in materials and workmanship. Refer to the Alosi Builders, Inc. Warranty Services Form for full details and limitations on coverage. Items covered under manufacturer or supplier warranty are not specifically covered by Alosi Builders, Inc. However, for the first year, we'll assist you in obtaining service if you are unable to do so directly with the supplier or manufacturer.



# Commonly Used Terms

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- **ADA** - The Americans with Disabilities Act.
- **Addendum** - (Addenda) Written information adding to, clarifying or modifying the bidding documents. An addendum is generally issued by the owner to the contractor during the bidding process and as such, addenda are intended to become part of the contract documents when the construction contract is executed.
- **Agreement** - An arrangement between the parties regarding a method of action.
- **Alterations** - 1. A term used to describe partial construction work performed within an existing structure or 2. Remodeling without a building addition.
- **Alternate Bid** - Amount stated in the bid to be added or deducted from the base bid amount proposed for alternate materials and/or methods of construction.
- **Application for Payment** - Contractor's written request for payment for completed portions of the work and, for materials delivered or stored and properly labeled for the respective project.
- **Architect** - One who designs and supervises the construction of buildings or other structures.
- **Architectural Drawing** - A line drawing showing plan and/or elevation views of the proposed building for the purpose of showing the overall appearance of the building.
- **As-Built Drawings** (also known as Record Drawings) - Contract drawings marked up to reflect changes made during the construction process. It is good practice to make *As-Built drawings* by marking the changes on reproducible drawings such as sepias for the duplication purposes later.
- **Bid** - 1. An offer or proposal of a price or 2. The amount offered or proposed.
- **Bid Bond** - A written form of security executed by the bidder as principal and by a surety for the purpose of guaranteeing that the bidder will sign the contract, if awarded the contract, for the stated bid amount.
- **Budget (Construction Budget)** - 1. An itemized summary of estimated or intended expenditures for a given period of time or 2. The total sum of money allocated for a specific project.
- **Building** - 1. To form by combining materials or parts or 2. A structure enclosed within a roof and within exterior walls housing, shelter, enclosure and support of individuals, animals, or real property of any kind.
- **Building Code** - The legal requirements set up by the prevailing various governing agencies covering the minimum acceptable requirements for all types of construction. (See Codes)
- **Building Envelope (Sometimes referred to as Building Shell)** - 1. The waterproof elements of a building which enclose conditioned spaces through which thermal energy may be transferred to or from the exterior. Or 2. The outer structure of the building. (See Tenant and Leasehold improvements for building interiors)
- **Building Inspector/Official** - A qualified government representative authorized to inspect construction for compliance with applicable building codes, regulations and ordinances. Courts have ruled that building inspections are exempt from errors and omissions liabilities.
- **Building Permit** - A written document issued by the appropriate governmental authority permitting construction to begin on a specific project in accordance with drawings and specifications approved by the governmental authority.
- **Building Process** - A term used to express every step of a construction project from it's conception to final acceptance and occupancy.
- **Change Order** - A written document between the owner and the contractor signed by the owner and the contractor authorizing a change in the work or an adjustment in the contract sum or the contract time. A change order may be signed by the architect or engineer, provided they have written authority from the owner for such procedure and that a copy of such written authority is furnished to the contractor upon request. The contract sum and the contract time may be changed only by change order. A change order may be in the form of additional compensation or time; or less compensation or time known as a Deduction (from the contract) the amount deducted from the contract sum by change order.
- **Change Order Request** - A written document issued by the owner requesting an adjustment to the contract sum or an extension of the contract time; generally issued by the architect or owners representative.
- **Codes** - Prevailing regulations, ordinances or statutory requirements set forth by governmental agencies associated with building construction practices and owner occupancy, adopted and administered for the protection of public health, life safety and welfare. (see Building Code)
- **Construction Documents** - All drawings, specifications and addenda associated with a specific construction project.



- **Cost Plus Fee Agreement (Cost-Plus)** - A written agreement with the owner under which the contractor or the architect and engineer is reimbursed for his/her direct and indirect costs and, in addition, is paid a fee for his services. The fee is usually stated as a stipulated sum or as a percentage of cost.
- **Contractor** - A properly licensed individual of company that agrees to furnish labor, materials, equipment and associated services to perform the work as specified for a specified price.
- **Critical Path** - The set of activities that must be completed on time for the project completion date to be met. Activities on the critical path have no slack time.
- **Demising Walls** - The boundaries that separate your space from your neighbors' and from the public corridor.
- **Design-Build Construction** - When a Prime or Main contractor bids or negotiates to provide Design and Construction services for the entire construction project.
- **Detail** - 1. An individual part or item or 2. A graphical scale representation (drawing at a larger scale) of construction part(s) or item(s) showing materials, composition and dimensions.
- **Duration** - The length of an activity, excluding holidays and other non-working days.
- **Estimate** - 1. To calculate approximately the amount, extent or value of something or 2. To form an opinion of estimated costs.
- **Field Order** - A written order effecting a minor change or clarification in the work not involving an adjustment to the contract sum or an extension of the contract time.
- **Gantt Chart** - The schedule of activities for a project. A Gantt Chart shows start and finish dates, critical and non-critical activities, slack time, and predecessor relationships.
- **General Contractor** - Properly licensed individual or company having primary (prime) responsibility for the work.
- **Improvements** - 1. A term sometimes used to describe TIS or Tenant Improvements. Or 2. Improvements can be in the form of new construction or remodel work.
- **Indemnification** - 1. The act of indemnifying. Or 2. The condition of being indemnified.
- **Inspection** - 1. The act of inspecting. Or 2. An official examination or review of the work completed or in progress to determine its compliance with contract requirements.
- **Inspection List (punch list)** - A list prepared by the owner or his/her authorized representative of items of work requiring immediate corrective or completion action by the contractor.
- **Interior Finish** - A term used to represent the visible elements, materials and applications applied to a building's interior excluding furniture, fixtures and equipment. (see FF&E)
- **Invoice** - A list sent to a purchaser containing the items and charges of merchandise. (see Statement)
- **Lien, Mechanic's or Material** - The right to take and hold or sell an owner's property to satisfy unpaid debts to a qualified contractor for labor, materials, equipment or services to improve the property. (see Preliminary Lien Notice)
- **Lien Release** - A written document from the contractor to the owner that releases the Lien, Mechanic's or Material following it's satisfaction.
- **Lien Waiver** - 1. An written document from a contractor, subcontractor, material supplier or other construction professional(s), having lien rights against an owner's property, relinquishes all or part of those rights. Or 2. Lien waivers are generally used for processing progress payments to prime or main or subcontractors as follows: Conditional Lien Waiver, Unconditional Lien Waiver, and Final Lien Waiver.
- **Milestone** - An activity with a duration of zero (0) and by which progress of the project is measured. A milestone is an informational marker only; it does not affect scheduling
- **Plan** - 1. A line drawing (by floor) representing the horizontal geometrical section of the walls of a building. The section (a horizontal plane) is taken at an elevation to include the relative positions of the walls, partitions, windows, doors, chimneys, columns, pilasters, etc. or 2. A plan can be thought of as cutting a horizontal section through a building at an eye level elevation.
- **Predecessor** - An activity that must be completed before another activity can begin.
- **Preliminary Drawings** - 1. The drawings that precede the final approved drawings. Or 2. Usually these drawings are stamped or titled "PRELIMINARY"; and the "PRELIMINARY" is removed from the drawings upon being reviewed and approved by the owner.
- **Prime Contractor** - 1. Any contractor having a contract directly with the owner. Or 2. Usually the main (general) contractor for a specific project.
- **Principal** - 1. The leading participant of professional practice.
- **Progress Payment** - A payment from the owner to the contractor determined by calculating the difference between the completed work and materials stored and a predetermined schedule of values or unit costs. (see Schedule of values; Unit Costs).



- **Project Manager (Project Management)** - A qualified individual or firm authorized by the owner to be responsible for coordinating time, equipment, money, tasks and people for all or specified portions of a specific project. (see Construction Manager)
- **Purchase Order** - A written document from a buyer to a seller to purchase materials, services, equipment or supplies with acceptable purchase terms indicated.
- **Punch List** (see Inspection List)
- **RFP** - 1. An abbreviation for Request for Proposal. Or 2. A written request from the requestor (usually the owner or a contractor) to a contractor, design professional or subcontractor for an estimate or cost proposal. The RFP usually contains a specific scope of work
- **Schedule of Values** - A statement furnished by the contractor to the architect or engineer reflecting the portions of the contract sum allotted for the various parts of the work and used as the basis for reviewing the contractor's applications for progress payments. \*455
- **Schematic** - A preliminary sketch or diagram representing the proposed intent of the designer.
- **Scope of Work** - A written range of view or action; outlook; hence, room for the exercise of faculties or function; capacity for achievement; all in connection with a designated project. (See Performance Specifications)
- **Site** - The place where a structure or group of structures was, or is to be located (a construction site).
- **Specifications** - A detailed, exact statement of particulars, especially statements prescribing materials and methods; and quality of work for a specific project. The most common arrangement for specifications substantially parallels the CSI (Construction Specification Institute) format. (see CSI)
- **Special Conditions** - A section of the conditions of the contract, other than the General Conditions and Supplementary Conditions, which may be prepared for a particular project. Specific clauses setting forth conditions or requirements peculiar to the project under consideration, and covering work or materials involved in the proposal and estimate, but not satisfactorily covered by the General Conditions. (See General Conditions)
- **Start Date** - The date that an activity or project begins.
- **Sub** - An abbreviation for Subcontractor.
- **Subcontract** - A written form of agreement between the prime or main contractor and another contractor or supplier for the satisfactory performance of services or delivery of material as set forth in the plans and specifications for a specific project.
- **Subcontractor** - A qualified subordinate contractor to the prime or main contractor.
- **Supplier** - An individual or firm who supplies and/or fabricates materials or equipment for a specific portion of a construction project but does not perform any labor on the project. ( see Vendor)
- **Surety** (see Bonding Company)
- **T&M** - 1. An abbreviation for a contracting method called Time and Materials or ( 2) A written agreement between the owner and the contractor wherein payment is based on the contractor's actual cost for labor, equipment, materials, and services plus a fixed add-on amount to cover the contractor's overhead and profit.
- **Underwriter's Laboratories Label (UL)** - A label on a product or manufactured item showing the material is regularly tested by, and complies with the minimum standards of the Underwriter's Laboratories specification for safety and quality.
- **U. B.C. (Uniform Building Code)** - The Uniform Building Code is one of the family of codes and related publications published by the International Conference of Building Officials (ICBO) and other organizations, such as the International Association of Plumbing and Mechanical Officials (IAPMO) and the National Fire Protection Association (NFPA), which have similar goals as far as code publications are concerned. The Uniform Building Code is designed to be compatible with these other codes, as together they make up the enforcement tools of a jurisdiction.
- **Unit Prices** - A predetermined price for a measurement or quantity of work to be performed within a specific contract. The designated unit price would include all labor materials, equipment or services associated with the measurement or quantity established.
- **Work** - The successful performance of the entire scope of the project being performed for a specific construction project including labor, materials, equipment, and other associated items necessary to fulfill all obligations under the contract.
- **Work Order** - A written order, signed by the owner or his representative, of a contractual status requiring performance by the contractor without negotiation of any sort.
- **Zoning** - Restrictions of areas or regions of land within specific geographical areas based on permitted building size, character, and uses as established by governing urban authorities.
- **Zoning Permit** - A document issued by a governing urban authority permitting land to be used for a specific purpose.

