

INITIAL DESIGN ACCOUNTABILITIES



Your remodel project is a full collaboration: we are working with you to achieve something special! We each have accountabilities to ensure a great remodel project with a great overall experience. Follow this worksheet in order, checking off what you have completed.

KEEP IMPORTANT NOTES ON ANY AND ALL ELEMENTS THAT ARE BEING DISCUSSED, AND MAKE SURE THEY SHOW IN WRITTEN AGREEMENTS IF YOU WANT THEM.

PHASE I

JOINT ACCOUNTABILITIES

1. o Compare & discuss notes from **Initial Meeting**
2. o Agree to move forward with **Initial Design Phase**
3. o Review **Initial Design Agreement**
4. o Review costs for **Initial Design Agreement**
5. o Fill out **Initial Design Agreement**
6. o Discuss **Special Elements** that maybe required in design
7. o Generate a **General Choice Selection** sheet
8. o Discuss timelines for all **Initial Design Agreement** phase
9. o Set a future time for a **Jobsite Measure**

HOMEOWNER ACCOUNTABILITIES

1. o Understand that **Approved Budget Amount** \$_____ & agree that this is an approved budget amount to work towards.o Accurate line-item pricing
2. o Provide an Contact Person _____ Phone _____
3. o Provide an Alternate Contact Person _____ Phone _____
4. o Contact **DBD** within 24 of meeting to revise idea changes needed or **DBD** will proceed with ideas discussed in meeting
5. o Provide access or key and access codes to proposed jobsite to measure existing layout

- o Have job measure area(s) free from all pets, activities etc. during agreed access time(s).

DBD'S ACCOUNTABILITIES FOR \$_____ YOU RECEIVE

- o Plans and specs (see Listing of Initial Design Documents to be included in Initial Design Agreement)
- o Rough estimate line-item pricing
- o Present tentative design timeline for project
- o Tentative timeline for construction
- o One set of plan revisions (if needed) prior to moving to **Full Design Agreement**
- o Revise specifications and **Price Sheet**
- o Rough price on *Special Elements*
- o Print up selections from *General Choice Selections* and estimated price
- o Contact subs for onsite review of job conditions

PHASE II

JOINT ACCOUNTABILITIES

- o Review plans
- o Redline changes needed on plans
- o Review **Price Sheet**
- o Verbal discussion of *Special Elements*
- o Fill out **Plan/Price Modification Sheet**
- o Additions or deletions of *General Choice Selections*
- o Define allowance Items vs. Shopping Items
- o Set up next meeting
- o Agree or disagree to move to **Full Design Phase**

HOMEOWNER ACCOUNTABILITIES

- o 24 hour review of *Redlined* changes to Plans
- o 24 hour review of **Price Sheet**
- o Contact **DBD** within 24 hrs. of meeting to revise changes needed or **DBD** will proceed with changes as discussed in meeting

DBD'S ACCOUNTABILITIES

1. o Revise plans
2. o Revise specifications and ***Price Sheet***
3. o Price out *Special Elements*
4. o Print up selections from modified *General Choice Selections* and estimated price
5. o Confirm meeting times with vendors for **Shopping Meetings**

