

Structural Repair (Restoration) Typical “Build Back” Process

Restoration General Contractor’s

G.C. Project Manager:

1. Estimates any demolition required
2. Request owner to sign “Work Authorization”
3. Writes a build-back Scope
4. Reaches “agreed scope” w/Adjuster
5. Writes estimate from scope
6. Reaches agreed price w/Adjuster
7. Request owner to sign contract
8. Obtains necessary building permits
9. Has owner select materials (carpet, cabinetry, etc.)
10. Orders materials
11. Receives materials
12. Figures each sub-contractor’s begin & end dates
13. Forecast a completion date
14. Orders demolition done
15. Calls owner weekly - status updates
16. Told by owner of possible upgrades desired
17. Creates change orders per owner’s request
18. Orders extra materials
19. Tracks & receives extra materials
20. Revises job schedules & completion date
21. Monitors work-in-progress
22. Request progress payments on larger jobs
23. Notes when job is complete
24. Ask owner to sign Cert. of Completion
25. Issues warranty to owner
26. Writes punch list if applicable
27. Schedules punch list items
28. Completes punch list items
29. Ask owner to sign punch list completion form
30. Provides owner final service invoice

