4 STEPS TO RESTORING OLD BUILDINGS & STRUCTURES

AMERICA'S MASTER CRAFTSMAN IN BUILDING RESTORATION AND PRESERVATION

WESTERN™
SPECIALTY CONTRACTORS
CONFIDENCE THROUGH PERFORMANCE

PROTECT THE LIFE OF YOUR PROPERTY

HOW YOU CAN BENEFIT

It's important for you to read and keep this booklet as a reference because it was written by knowledgeable craftsmen who work for a company that's America's largest specialty contractor in building restoration and preservation — Western Specialty Contractors.

By taking the steps set forth in the pages that follow, it's possible for you to benefit in one or more of the following ways:

1. Avoid costly restoration projects by catching and repairing minor deterioration symptoms before they become serious problems;
2. Avoid costly overruns and time-consuming concerns by working only with experienced contractors who specialize in building restoration;
3. Lower your building's operating expenses by eliminating and protecting it against moisture infiltration;
4. Avoid the high cost of new construction when less costly, properly performed restoration procedures will suffice — giving you a building that's as good as new.

STEP 1

PREVENTION

An ounce of prevention has always been worth a pound of cure. That certainly applies to protecting buildings from the various forces that lead to their gradual deterioration.

Western can help you avoid high restoration bills by assisting you with periodic inspections of your buildings.

Experienced craftsmen are available to accompany building owners and managers during these periodic inspections — showing you what to look for and where to look. That's important because the experienced eye can usually spot telltale signs **before** they become serious, costly problems. It's suggested that you conduct an annual "walk-through" inspection with a Western craftsman from your area. There are over 30 branches in the United States. See the back of this guide for a branch nearest you.

STEP 2

SELECTING RESOURCES

In the event you've already discovered signs of deterioration or should some be spotted during an inspection, then your next step is selecting the right restoration team: architect, engineer, and/or specialty contractor depending on the specific needs of the project.

Otherwise, what you might perceive in the beginning as a routine restoration project could end up becoming an unsatisfactory experience — filled with cost overruns, missed deadlines, business interruptions, legal problems, and/or shoddy workmanship.

To prevent this from happening, here is a checklist for you to use when narrowing your selection of specialty contractors for a specific project:

1. Ask for **references.** Check with those references to determine how well the restoration contractor performed form the building owners' and//or managers' perspectives.

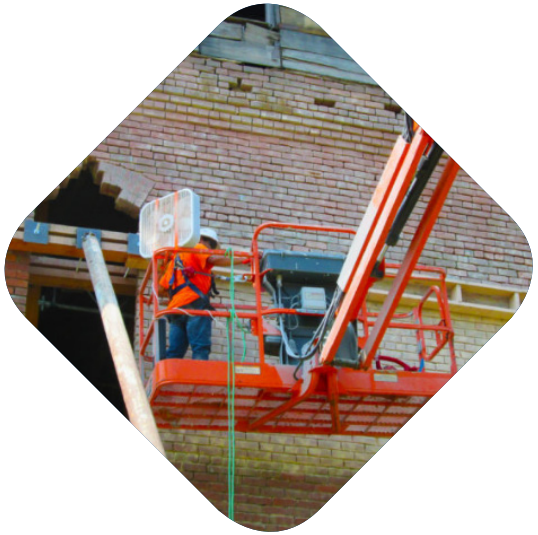
2. **Interview** each potential restoration contractor to determine his ability to perform the intended work.

3. Find out how the contractor expects to complete your project on schedule. Ask about each firm's **scheduling system**.

4. Find out how each contractor plans to schedule **daily work shifts** so that your business isn't going to be interrupted during the restoration process.

5. Ask for a "**walk-through**" on at least one project that each contractor has completed recently. Ask what quality assurances standards were built into the project and how these were carried out.

6. Determine how well each contractor has been able to match projected **budgets** with actual costs.



7 Ask each contractor about it's **bonding capacity**. Then call the bonding companies named to confirm what the contractors have told you.

8 Research each contractor's **financial ability** to perform. Ask for their financial statements and bank references.

9 Learn about each **contractor's experience**, particularly on projects that are relevant to your own with respect to both type and scope of work performed.

10 Ask each contractor if it intends to provide continuous **on-site management**. Find out how each contractor appropriates its staff resources to the work that's currently underway.

11 Get the names of people from each contractor's staff who will make up the team assigned to your project. Request current **resumes and references** for the people who will serve in key positions — particularly the project manager and field supervisor.

12 If subcontractors are to be used, direct the **steps** in which the subcontractor is selected and manged by the prime contractor.

13 Determine how each contractor stands behinds his work. Ask about formal **"walk-through" procedures** at the completion of projects.

STEP 3

WHAT TO LOOK FOR IN PROPOSALS

Once you've selected the contractors that you want to bid or negotiate your restoration project with, here are some of the items you should ask for in their proposals:

1. Summary of work to be accomplished.
2. Scope of work to be performed, which should include the following:

a. A detailed explanation of what is to be done and on what part(s) of the building or structure;
b. Cost(s) for work to be performed;
c. Time frame in which work is to be accomplished;
d. Proposed starting date;
e. Listing of items to be furnished by companies other than the restoration contractor (e.g., utilities, license, insurance, etc.);
f. Exclusions;
g. Payment schedule (i.e. invoicing frequency and when invoices are to be paid);
h. Proposed schedule for work so that is causes the least amount of disruption with the daily operations of building owners/tenants;
i. Work to be performed by the contractor's own work force and work to be performed by subcontractors;
j. Hourly rates or unit prices for additional work;
k. General conditions

STEP 4

BEFORE, DURING, & AFTER

Once you've selected the contractor you want to perform your restoration work, take these three steps:

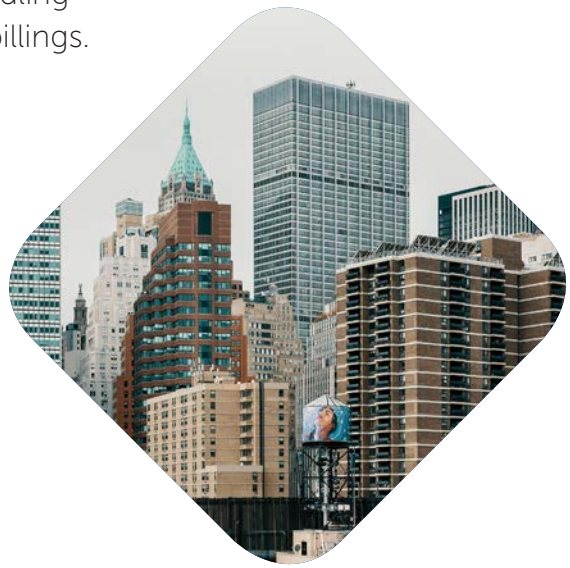
1. Award the written contract.
2. Request samples for approval.
3. Have a pre-construction meeting between the building owner and manager and the restoration team which is responsible for the performance oft he project. At this time, it's important that everyone becomes acquainted, including the project superintendent and foreman.

Among the topics that should be discussed at this meeting are:

a. Access
b. Timing
c. Safety requirements
d. Electrical & water requirements
e. Staging areas
f. Toilet facilities

DURING THE PROJECT, BE ALERT FOR THE FOLLOWING:

1. Adherence to quality workmanship — consistent with the proposal;
2. Use of quality and up-to-date materials that are produced by reputable manufacturers;
3. Clean and orderly job site;
4. Scheduling of routine safety meetings by the contractor and adherence to safety codes by all craftsmen;
5. Promptness in response to requests and/or problems;
6. Scheduling of regular progress meetings (for all projects with extensive time frames) that cover job progress with a written record of what transpired at the meeting;
7. Periodic payment requests covering the work completed during that time interval;
8. Thoroughness and timeliness in handling paperwork relative to contract and billings.



WHEN WORK IS DONE, YOU SHOULD:

1. Final walk-through by all parties;
2. Forwarding of warranties/guarantees to the building owner;
3. Promptness in responding to any future problems that may arise.

WESTERN SPECIALTY CONTRACTORS

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