



## STEP ONE: INITIAL MEETING

This is where we get acquainted and understand each other's expectations.

- We start with a site visit and walkthrough.
- We will discuss your needs and initial choices.
- You will be presented with our process and company profile.
- The project manager will offer basic technical and aesthetic advice.
- The project manager will take site measurements if needed.
- The project manager will provide a preliminary cost estimate for the project.

## STEP TWO: SPECIFICATION AND CONCEPTUAL DESIGN

In this phase, we will delve into the details of your project and finalize the roadmap.

- You will review optional layouts with the project manager.
- The project manager will explore more in-depth choices with you.
- The project manager will create a 2D layout drawing and potentially 3D basic design.
- Together you will develop a detailed specification document.
- You will receive an exact price for your project (for a remodel).
- After approving the layout, specifications and price, we will prepare a contract for you to sign (for a remodel).

## STEP THREE: PLANS AND DESIGN

We will finalize all official structural plans and design decisions.

- Architectural and Engineering plans will be developed if needed.
- If a designer is assigned, they will visit the job site.
- The designer will provide mood boards for the different rooms.
- The designer will provide 3D renderings if applicable.
- You will collaborate with the designer to source all the finished materials.
- You will receive a comprehensive purchase order from the designer.
- For a new construction, you will receive an exact price for your project.
- For a new construction, after approving the plans, specifications and price, we will prepare a contract for you to sign.

## STEP FOUR: CITY APPROVAL AND MATERIALS PURCHASE

In this phase, we secure the city's approval and manage the purchase of all finished materials needed for the project.

- We will submit the plans to the city if applicable.
- We will handle all necessary corrections and revisions.
- You will order all finished materials.
- Finish materials delivered on site and surveyed by superintendent.
- Permit issued by the city.
- The project is ready to start,

## STEP FIVE: CONSTRUCTION

This phase is where the project moves into execution and continues until successful completion.

- We will kick off the project with the project manager, superintendent, and foreman present.
- The job site will be protected and masked to ensure cleanliness.
- The foreman will be onsite daily.
- The superintendent will visit almost every day.
- The Project manager will visit the site at least twice a week.
- You will receive a weekly schedule from the office every Friday.
- Payment requests will be submitted weekly.

- On-site meetings with the project manager and client will be arranged as needed.
- All inspections will be scheduled and attended by AP Remodeling.
- Job site will be cleaned daily.
- we will address all finishing touches until the project meets your satisfaction.
- Upon final inspection, the project will be considered complete.

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