



OUR REMODELING/RENOVATION PROCESS

Whether your home or business is past due for a makeover or you're dreaming about what could be, M. Dinzebach Construction Inc. is here to guide you step by step in your exciting renovation process. Communication is essential during your renovation with us, therefore we have created this outline to best prepare you for what to expect during each step of your remodeling project.

STEP 1: DESIGN

We meet with you in your home in order to get acquainted, and evaluate your remodeling needs and ideas. At this time, our project manager, Mike Dinzebach will visit your remodel site with you and discuss details including (but not limited to):

- Project ideas and your design vision
- Project manager's suggestions and notes
- Preliminary project budget

STEP 2: IMPLEMENT

Our project manager will arrange a preconstruction conference at your remodel site. Key subcontractors who will be working on your remodel will be in attendance. During this meeting, the project manager and construction crew will:

- Take measurements, review design plan, and begin finalizing our construction plans.
- Provide you with project timeframe.
- Select materials and products for your remodel.
- Provide you with an estimate **start date** (this date may vary within a month of receiving signed contract).

STEP 3: CONFER

Upon your approval, we will write up a construction contract for you to sign. Once we have received your signed contract and you have paid the required deposit, we will:

- Obtain building permits, if required.
- Begin ordering project materials (please be advised that some materials you choose may take **several weeks** lead time, especially custom cabinets).
- Discuss access to your project site.

STEP 4: SET-UP

During construction we place particular emphasis on protecting your home and maintaining a pristine work area. In order to do so, we ask that you;

- Remove personal belongings from the work area.
- Remove existing items that you want to keep and inform us on the items to throw out.
- Provide a designated area for crews to put equipment/supplies.

Our work crew will:

- Set up plastic sheeting seals to protect the rest of the work site from dust debris (be aware, we try our best to contain all construction debris, but this does not contain **all** dust)

STEP 5: REBUILD

Typically our work crew starts between 7-8 a.m. and are finished by 5 p.m. (unless otherwise discussed). Our project manager is on site at least 3 days a week to make sure your remodel is running smoothly and on time.

Our project manager and office staff will serve as the point people during the construction phase and can brief you on progress. We make ourselves available (by both phone and email) during normal business hours, or you may email anytime at mdconstruct@charter.net should any questions or problems arise and we will respond within 24 hours. If it is a sincere emergency, please call Mike Dinzebach at 314.727.2121, or Jeanne Dinzebach at 314.398.1615.

STEP 6: FOLLOW THROUGH

When construction is complete, we thoroughly clean the project site (including dusting, sweeping, mopping), and remove any lingering construction debris. After the site is ready, we will:

- Complete a final inspection and check-off items from our preliminary walk-through.
- Discuss warranties.
- Give you an ending informational packet regarding maintenance and upkeep for your new materials.
- Contact you approximately a month after completion to make sure you are satisfied with the completion of your project.

CLOSING NOTE

M. Dinzebach Construction, Inc. prides our self on our outstanding communication with our clients. Through your remodel process, we recommend you to place a contact notebook in a prominent location of your remodel site and review your notebook each day for comments from the crew. We encourage you to include your comments and questions as well.

M. Dinzebach Construction is committed to you, our clients, and your needs. We maintain a lifetime relationship with our clients by caring for your home as we would our own. We strive to exceed your expectations and stand behind everything we do. Thank you for choosing M. Dinzebach Construction Inc.