

CRITICAL REVIEW (CD09)

MODULAR DELIVERY-RECEIVING-SET, CHECK LIST (B05) (111506 PAGES 1-5)

PLEASE FAMILIARIZE YOUR SELF WITH THESE INSTRUCTIONS. THEY ARE MEANT TO HELP AND AVOID DELAYS AND EXTRA COSTS. USE THE ATTACHED CHECK LIST (B05) AS A LAST MINUTE VERIFICATION OF CRITICAL ITEMS.

1. FOUNDATION:

- A. It is critical that your foundation is square, level, properly backfilled, not oversized and the surrounding ground packed firm and level. Your site access needs to be adequate to accommodate the large boxes and equipment and on site storage adequate to park the boxes. The area around the foundation must be clear of obstructions and trash to allow parking and moving of equipment and safe working conditions for the crane and set crews. We suggest that your slab be installed prior to setting of the house and walls braced on the side where the crane will set.
- B. Your sill plate must be properly installed and all bolts cut flush with the top of the sill in order to avoid interference and damage during the set. (Note: we always suggest a double sill plate)
- C. Proper length Lally columns and top plates must be on site for installation by the set crew.
- D. HIGH WIND ZONES: Review comments on form CD12, **FOUNDATION NOTES**.

2. DELIVERY:

- A. Drivers will assist as much as possible to locate the boxes on site as close to the foundation as possible but are NOT responsible for off road delivery and may decline to go off road if the site is not properly prepared or suitable for our vehicles.
- B. **Your site must be readily accessible for the typical large highway trucks used during delivery. In the event that your site is NOT readily accessible by these vehicles, a staging area/hold site must be provided and alternative means of transportation provided from this site to the construction site. The arrangements for and cost of this is the Buyer's total responsibility.**
- C. The Map/Directions you provide should provide directions from the nearest major highway. You should drive the route to give accurate directions, reference points and mileage and assure that there are no obstructions, such as narrow bridges, low overhead (under 13'-6") bridges, wires, etc.
- D. You may need equipment to move your boxes from a hold site to your construction site, from the road on to your site or on the site on day of set to help the crane and set crews. Also see notes below.
- E. Off shore deliveries are to point of departure only.
- F. **EXTRA WIDE BOXES** are boxes that exceed 13'-9" in depth. These boxes are subject to permits beyond the normal "over size" permits, especially going into New England. If such boxes are part of your home, you may experience delays in projected ship dates. Until permits are issued by the States, we cannot ship. We suggest that you allow at least 2 weeks between scheduled delivery and scheduled set dates for such boxes. Question your Representative regarding these issues.

Some things to Ponder:

- **Actual delivery arrival vs. projected schedule,**
- **Crane and set crew flexibility,**
- **Site access for these wide boxes,**
- **May need larger crane to accommodate extra loads,**
- **Combination of "standard" and "extra wide" boxes may cause delivery over more than one day,**
- **Your availability to receive boxes and possible last minute changes. (Boxes may be pulled off the road by DOT/Police IF police escort is not available as promised, traffic problems, weather problems—etc.**

3. CRANE AND SET RESPONSIBILITIES:

- A. **Locate** a qualified Set Crew and forward this information to SUPPLIER for W-9 and insurance information.
- B. **Locate** a qualified Crane company and forward this information to SUPPLIER for W-9 and insurance information. NOTE: if “extra wide” boxes are involved make sure both the set crew and crane companies are informed and remain flexible regarding last minute delivery changes due to permitting. **Make sure the crane company has the necessary rigging to do the job.**
- C. **Locate** a mover truck/tower if the boxes cannot be adjacent to the foundation and require moving. This is usually the case when more than two boxes are involved or if the boxes are at a “hold site”. **EQUIPMENT USUALLY NEEDED: 1) An** over the road vehicle equipped with a pentle hook (hydraulic if possible, otherwise you will need a jack to raise the carriers to the pentle hook), if the boxes are on a “**hold Site**”, 2) A dozer or **LARGE** backhoe with a pentle hook or strong chain, to move the carriers into position. If your site is muddy or has rough terrain, a track machine is suggested. Remember, if you do not have the proper equipment, you may not be able to set the house and incur substantial expenses and delays. Verify ASAP and inform SUPPLIER.
- D. **HOLD AREA:** If you do not have enough room to store the boxes on your construction site **or the site is not readily accessible (see 2A above)** you need another site for overnight or temporary storage. It is YOUR responsibility to secure such a site and so advise us on your delivery instructions (Map form CD04) that delivery is to a hold site, it is also YOUR responsibility to find a local hauler to move the boxes from the hold site to the job site. You may be required to get **new permits** to move the boxes over the road to your property. **IT IS THE RESPONSIBILITY OF THE HAULER TO OBTAIN PERMITS.** Arrangements can be made with us to “hold over” a truck and driver to move the boxes, **PROVIDED THE SET IS ON THE FOLLOWING DAY.** The cost of this service is usually about \$875.00. This would eliminate the need for new permits, as the original permits are usually good for several days. **If you choose to request a “Hold-Over”,** we must be so advised when we price your house, or we will require a separate check. This request must also be specified on form CD04.
- E. You may need a police escort, or flagger, if boxes are on the street. Check with your local police. Any cost is the Buyer’s responsibility. Also-check for seasonal access restrictions in Vacation areas, Islands, etc.
- F. Selection of and the work performed by the Crane and Set Crew remain the full responsibility of the Buyer. **If specifically requested in writing,** Supplier may help to coordinate this work for the Buyer but Supplier accepts no responsibility for the work performed. If, for the convenience of the Buyer, the Crane or Set fees are part of the Purchase Order, the Supplier will EITHER submit direct payment to the Crane/Set crew or reimburse the Buyers for the work performed, not to exceed the shown fee, upon receipt of paid invoices, completed form CD17 and full payment of all outstanding costs by the Buyers to the Supplier. To comply with use tax requirements, a typical fee of **\$1,200.00 must be paid directly** to the set crew. In the event direct payment is made to the crews, the Buyers must notify the Supplier, in writing, within 24 hours of the set, of a problem with the quality of work, or payment may be released. Any problem resolutions remain between the Buyer and the service contractor. Fees in excess of the shown fee are the Buyer’s responsibility, NO refunds. The Supplier is NOT responsible for any set crew/crane delays or re-scheduling.
- G. **ONCE YOUR HOUSE HAS BEEN DELIVERED,** all protection for the property is the total responsibility of the Buyer. **ANY DAMAGE WHATSOEVER** to the boxes after delivery or during delivery on to the Buyer’s site, during or after the set, **IS THE FULL RESPONSIBILITY OF THE BUYER.** In the event of rain on the day of set, the Buyer must decide if to cancel the set understanding that re-scheduling the set may involve postponing the set until the/a crew is again available. Any additional costs are the Buyer’s responsibility.

4. SITE CONDITIONS AND RESPONSIBILITIES:

- A. The site must be **accessible and** adequately prepared to receive, store and set the boxes. Consider the size of the house and equipment necessary to perform these tasks. On site storage will require a clear area no less than **1.5** times the size of your foundation, **per floor!** Additionally, the front of the foundation cannot be blocked since the crane must set up and have room to operate. Allow at least a 20x40 foot clear, flat/level and **FIRM** area for the crane. A maximum 1 in 20 grade is recommended with proper drainage away from the area of activity. If rain is anticipated, it is suggested you cover the ground with large tarps to keep it dry and safe.
- B. Access off the road (driveway) must be wide enough, cleared, packed and level to allow the boxes to turn in, off the road, and continue to the foundation/set area. Driveway or roadway to the site must have a clear width (no tree or rock infringement) of at least the width of the widest box PLUS 10 feet, more if the access road is narrow or the driveway is winding. Rough terrain will result in cosmetic cracks that are not a warranty issue. Entrance into the site may require a wider opening depending on the width of the access road. In the event access to the site (entry) has walls, trees, mounds or fences at the entry area, these openings must be at least twice the width of the boxes. Entering off the road should be as level as possible avoiding large humps or depressions. Firm ground is necessary as a freshly filled site and backfilled foundation will cause potential problems especially if the ground is wet. Fresh fill will compress and cause problems for the crane or trucks trying to negotiate your site.
- C. If you have a septic system in the area of the storage and/or set area, install it **after** the boxes are in place.
- D. **FOUNDATION:** must be **backfilled** and the area **level, packed firm, and free of obstacles (watch for overhead wires, etc.)**. The storage and working area cannot be full of mud, ruts, trees or brush, construction materials or trash, etc. A clear area is needed to safely and expediently perform the necessary tasks. On site delays will cost the crane and set crew extra time. **YOU CANNOT AFFORD THESE UNNECESSARY COSTS WHICH CAN EXCEED \$4,000.00 PER DAY.**
- E. **BACKFILLING:** The preferred method is to have the foundation backfilled and the floor slab in place (plus any bracing) prior to setting the house. If you have a block or other type of foundation which will not allow backfilling prior to weight on the foundation, make sure that you do NOT over dig the hole and that the ground where the equipment will be working is level and firm. An un-back filled foundation will increase the distance that the crane must set from and thus require a larger crane at a greater cost. Also the set activity is now more difficult since the set crew has to work from a trench. This will slow progress and may result in an additional cost.
- F. Once the boxes are delivered, **you** must secure them against damage. If the tarp/covering is damaged during transportation, you must repair it or cover the box with a "blue tarp" readily available in most hardware stores or lumberyards. **START CLOSING IN THE EXTERIOR OF YOUR HOUSE WITHOUT DELAY !**
- G. Special wind or snow loads may require additional on site work, see also **CD12**.
- H. **FOUNDATION PREPARATION:** Your foundation may be constructed employing the various local code approved methods, none of which generally affect the modular as long as the "footprint" provided by the manufacturer is met. We recommend a minimum **DOUBLE, 2x6** top plate properly fastened to the foundation. Unless specified to the contrary, any factory applied siding is set for a double sill. Your sill may be fastened to the foundation according to local approved methods **BUT** if bolts are used **MAKE SURE THEY ARE FLUSH** with the top plate. Nothing may extend above the plate or it will interfere with the set. The **LALLY** column spacings on the manufacturers drawings may be modified per your local code but specific approval must be received from your building inspector. Removal of columns from critical load transfer point (under large opening in the mating wall, etc.) is **NOT** permitted or stress may be introduced resulting in damage to the modular units. You may of course replace any number of columns with a supplemental center beam (steel or wood) as approved by you local inspector and engineer. The supplier assumes no responsibility for your foundation and the above information is given to make sure that your foundation and the modular units are suited and ready on the day of set.

- I. **On day of set** either you or your contractor **MUST** be on site in the event of unforeseen circumstances. If you are in a wooded area or have a difficult site it highly recommended that you have available a chain saw to trim any trees or branches that are in the way. The Buyer or his contractor is urged to start exterior close in of the house immediately. The house is usually closed in by the set crew for normal weather conditions but may get damaged if it remains unsecured/finished during a storm. **As a precaution in the event your house is not adequately closed in you should have available tarps to cover your entire house.**

If your boxes have been stored on a hold site or the boxes are too far removed from the foundation you will need adequate equipment, truck or bulldozer to move the boxes or help with last minute site alterations. Most people underestimate the size of their modular units and the space required to move these units into place. As a precaution, we strongly suggest that you have the crane provider look at your site before the day of set.

NOTE: BUYER must complete Field Installation Check List (**CD17**) on day of set, have the Crew Chief sign and submit to SUPPLIER immediately. Any delay in submitting said form will result in the “assumed acceptance” of the work by the buyer and release of set funds without liability or recourse to the Supplier.

5. WINTER CONDITIONS:

- A. Although the Supplier can usually deliver the house close to schedule, on site conditions may cause problems. If you plan/allow for them, they should not be unexpected, but may still cause minor delays and extra money. It is recommended that you leave yourself some extra time between delivery and set. This may cause a problem if a “Hold Over” is required so other arrangements may have to be made.
- B. Items you should be prepared to deal with which may effect time and cost extra money:
- See 2A above re staging area and additional equipment.
 - The set may have to be delayed/re-scheduled due to inclement weather or other conditions (this can also occur any time)—the Supplier cannot accept any responsibilities for such occurrences or delays,
 - **If** a “set on foundation” payment schedule is in place, payment must still be made **within 4 days after delivery**, (usually enough time to set the house) regardless of terms, or a minimum 5% fee **will** be added, plus carrier delay expenses. You should inform the Bank regarding this requirement, (see **CD08**)
 - The boxes must be kept protected and free of snow built up, the sill free of ice buildup,
 - The site must be plowed and free access provided to the boxes in order to prevent delay on the day of set,
 - Additional equipment may be needed to move the boxes in snow or mud conditions,
 - Be prepared to pay overtime charges for the crane and set crew. Severe conditions and shorter day light hours may require additional time or man-hours, to complete the work.

If requested, Supplier may suggest crane & set contractors available to perform your work. You, (Buyers) have the option to use or reject these contractors or deal directly with them regarding scope of work and cost. If you request the Supplier to make arrangements for you (see 1F above) **your (Buyers) responsibilities are not waived**, including notification of any special local requirements or restrictions and securing a hold site, if necessary. The Supplier will rely on information from the Buyers for scheduling work and any additional expenses incurred resulting from delays, are the Buyers' responsibility. The Supplier does not assume your responsibilities under **any** circumstances. The Supplier does not have any on site responsibilities and limits its responsibility to the delivery of the product.

If you have any questions, clarify them now. The above items are critical, but if planned for, will assure a fast, safe, cost effective set of your Modular home. Problems will arise if you ignore these few and simple steps. These problems **will become costly** if delayed until delivery or day of set. Schedules and permits must all be secured well in advance of delivery. Costs incurred due to last minute cancellations, or site condition delays, are the Buyers' responsibility. **If Supplier assists in the coordination of the above tasks, it is assumed that such assistance is at your request and done so without compensation and these tasks therefore remain the Buyers' sole responsibility and that these tasks are considered and allowed for, in your scheduling, performance, financially and final finish.**

CHECK OFF SHEET (B05)

THE PURPOSE OF THIS SHEET IS TO PROVIDE A QUICK REVIEW OF THE CONDITIONS NECESSARY TO RECEIVE YOUR MODULAR HOME. WE ARE NOT RESPONSIBLE FOR YOUR SITE CONDITIONS NOR ARE WE YOUR CONSULTANT OR CONTRACTOR BUT WE DO WANT TO MAKE THIS DELIVERY AND SET AS EASY AS POSSIBLE. YOU SHOULD ALSO REFER TO THE MORE DETAILED DOCUMENTS THAT ARE PART OF YOUR ORDER PACKAGE.

ITEM	DESCRIPTION	N/A	OK
A	SITE CONDITION		
1	Site must be "road truck" accessible or a hold site must be available.		
2	From street, is the access into site wide enough and street clear of parked cars, etc. opening should be at least 25 feet off a 40 ft road.		
3	No poles, hydrants or overhead obstructions.		
4	Driveway wide enough and straight (box width + 10 ft).		
5	Ground is LEVEL AND FIRM to and around the foundation. (1 in 20 grade)		
6	Foundation properly backfilled** and braced if necessary. **see Para 4E of CD09		
7	Proper clearance for the crane (20x40 area min. plus approach area).		
8	Area clear of obstacles, trees, rocks, piles of dirt, trash, fences, snow/ice etc.		
9	No septic, water service, gas lines, etc. in the staging or set area.		
10	Enough open and flat area to receive and store the boxes. 1.5 x size of foundation PER floor is a suggested minimum.		
11	Is a police escort or traffic director needed during the set.		
B	FOUNDATION		
1	Is the floor slab poured (suggested only) and are the walls braced.		
2	Is the proper sill plate on the foundation (suggest double 2x6 as minimum).		
3	Are the foundation bolts recessed and cut flush with the top of the sill plate.		
4	Are the proper length lally columns placed in the foundation(set crew will usually cut) Some areas allow adjustable columns.		
5	Do you have the proper top plates (suggest min. 1/2"x 6"x 8" w/welded collar)		
6	If you have any part framed, is it complete and braced and squared.		
7	Is the foundation square and level---very important.		
C	RECEIVING THE BOXES		
1	Bank notified re payment per contract terms – check w/Bank for notice time		
2	Some one available to receive the boxes.		
3	Box protection if necessary – tarp, etc. Clear off any snow for day of set.		
4	You must inspect exterior for damage and report to drivers.		
D	DAY OF SET		
1	Proper equipment on hand to move the boxes, if necessary.		
2	Your contractor available to begin to secure the house exterior.		
3	If at a hold site, has transportation been arranged (may delay set & cost extra)		
4	You must complete and get signed the Field Installation Check List, CD17		
5	Properly stack carriers and allow access for pick up, see CD12		
6	Perform required inspections and submit claims form (CD15) if applicable		
7	Plastic cover or tarp in case roof is not fully closed in		