



# Home Tips®



• CHRISTIAN BUILDING INSPECTORS, INC., 1003 STAR COURT, NORCROSS, GEORGIA 30093, 770-925-8518 • AUGUST 2001 •

## Q & A

### House Instruction Books?

*We are in the process of building a house. Do you have any suggestions to help with the process?*

Yes, we do. It is important to keep good records of everything that evolves during construction. Keep records of conversations with the builder, changes to the design, changes to the contract amount and anything no matter how small. Always send the builder a copy by memo or email.

#### NEW OR OLDER HOMES

All homes need a set of records you can refer back to. For instance: I had my septic tank pumped out a few years ago. If



I am selling my house, it would be a great advantage to be able to furnish the buyer with a copy of the receipt showing who did the work and when. It is also good to keep records of all the companies that have serviced different areas of the house. You need the names, addresses and telephone numbers for:

1. Roofers
2. Plumbers
3. Electricians
4. Heating and Air Conditioning Contractors
5. Painters
6. Drywall
7. Wallpaper Hangers
8. Ceramic Tile Installers
9. Appliance Installation and Repair
10. Cabinet and Countertop Installers
11. Interior Designers

12. Remodelers
13. Concrete Finishers
14. Lawn Maintenance
15. Termite Treatment

If you are building a new home, list all of the subcontractors the builder uses with the person to contact and the phone number.

We recommend purchasing a binder that has a section for names & addresses and at least three folder pockets to keep important information. One section can be an alphabetized listing of the contractors, one section can be for warranty papers & owner's manuals and one section can be for receipts for the work already completed. This is a good place to keep a list of what needs to be maintained and what time of year it needs to be maintained.

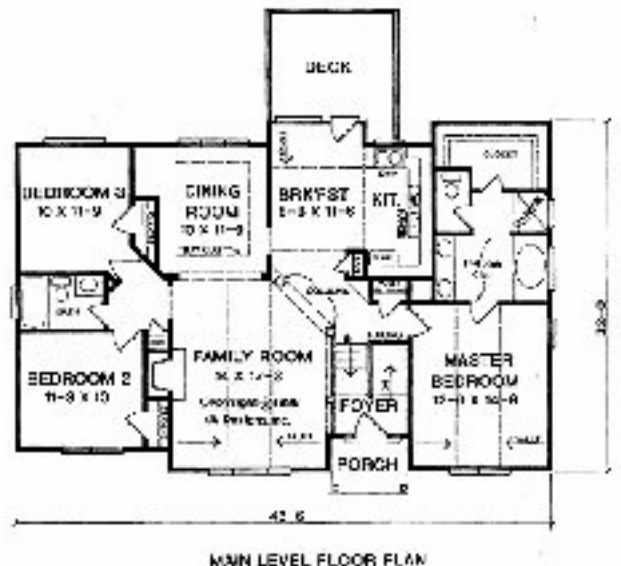
#### AS BUILT FOLDER

If you are building a new home, it is important to make a record of the house as it is being built. Start with the footings and continue through every phase of construction.

You also need a full record of the interior spaces. When all of the framing is finished and all of the wiring, plumbing and heat & air ducts are installed, photograph every section of each wall before the drywall is installed. This will show every wire and pipe that will be hidden in the wall.

For instance, five years from now you may want to cut a door in the center of a wall, but are not sure what is in the wall. Pull out your photos and look inside the wall.

This is not an easy task to perform, but it is worth the effort. Obtain a copy of the floor plan from the builder. Go around the house and photograph each section of the wall. Mark on



the floor plan the photo number as it faces each section. I use

