

# **Fine Woodworkers**

## **Our attention to detail sets us apart**

### **Residential Standards Worksheet**

This document indicates our work standards.

#### **Personal Appearance**

We will maintain a clean, professional appearance at all times.

#### **Cleanliness**

We will strive for a completely clean work location throughout the entire job.  
All floor areas will be covered to prevent scratching where appropriate.  
Materials left overnight will be neatly stacked in an area approved by the homeowner.

#### **Timeliness**

We will be on time for our work.  
Barring emergencies, we will notify the client of any delay at least 24 hours in advance. All phone calls will be returned within one business day.

#### **Documentation**

Each client will be provided with;

Copies of all working drawings and sketches  
Pictures of before / during / after the job will be provided for the client's files ( handy if future work is planned ).  
If desired, the job pictures can be placed on a private web page for viewing.

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### Residential Client Check List

**This list will be reviewed with all clients when first discussing a proposal.**

Pets – Will there be pets in the area? While we love animals, we don't wish to assume the responsibility for them. So we request that the owner find a place to keep them out of the work area.

Electricity – Will we have access to electricity?

Furniture moving – Who will be responsible for clearing the area where work will be done? We strongly recommend that artwork on walls close to the work area be removed so that it will not fall due to construction vibrations.

Some installations require more material than can be utilized in one day. If this is the case, is there a place where we can store the material and associated tools? Note: If this is not possible, there may be a cost impact due to increased time in material handling.

Parking – Is there an area where we can park while the work is being done?

Restroom – will there be a restroom available for our use ?

Allergies – Please make us aware if you or family members are allergic to the dust from some exotic woods and/or some finishing compounds. We will find ways to minimize these.

Client Involvement – Many clients wish work with us, either for cost savings method or simply to be a part of the process. We are more than glad to accommodate this wherever possible.