

## PRE-DELIVERY CHECKLIST

Customer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Prior to the delivery of your materials and the arrival of our construction crew, please look through this list of items that need to be addressed. Fill out the necessary spaces and return to our office as soon as possible. If you prefer, feel free to call the office and go through the checklist with one of our friendly office staff.

## Necessary Information Needed

- Building Information Sheet:** Please read through and be familiar with the contents of the Building Information Sheet we provided in the packet of materials when you originally contacted Vap Construction, Inc. The information it contains about your delivery and site preparation is very important.
- Builder's Risk Policy to Vap Construction, Inc.:** Please make sure that your property insurance agent has provided your builder's risk policy or addendum to Vap Construction, Inc. This insures the materials from the time of delivery until the building is completed and insurable under your standard property insurance policy.
- Site Ready**       **Site Not Ready**  
(Approximate date of site completion: \_\_\_\_\_)
- Please remember that we need a level (within inches), cleared, packed pad that is at least 10' past the perimeter of the building. Also, please stake out the site to make it easier for our builders to orient your building.*
- Soil Type:** Vap Construction, Inc. needs to know the type of soil at your building site.  
 Normal       Sandy       Rocky
- Equipment to Unload:** If your building needs to ship in two or more truckloads, we may need you to provide equipment to unload. If that is the case, someone from Vap Construction, Inc. will contact you prior to delivery.
- Delivery Schedule:** If you have a preference on schedule for delivery, please note them below.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Material Payment:** Please send your material payment, which is 50% of the remaining balance of your building, as soon as materials are delivered.
- Dig Safe:** Although you may have already contacted Dig Safe, we are also required to call in a locate for the post holes. Please be prepared to give detailed information to a representative from our office at the time of your delivery call. Also, please have your site marked with orange or white flags or stakes prior to the locators being on your property.
- Driveway Accessibility:** Our materials come by a semi with a flatbed trailer. Please let us know if your job site is not accessible to our delivery trucks so we can make special arrangements.
- Closure Strips:** Part of your material delivery will be foam closure strips, which come in a lightweight package. Please store these in a safe location and give them to the building crew when they arrive.
- Windows:** Windows should be stored inside standing up. If they come wrapped in plastic, the plastic needs to be removed to avoid warping and condensation. Please thoroughly inspect the windows for any damage. This will help us expedite the timeline of your construction if there are any issues.
- Sakrete/Quikrete in Post Holes:** Our standard construction method in normal soil is to install the posts directly into the soil. However, Vap Construction, Inc. highly recommends and may require, at least (1) 80# bag of Sakrete/Quikrete per posthole depending on specific structural components. If we are installing a split slider, we will need you to provide (4) 80# bags of Sakrete/Quikrete for the center guide. The number of bags you need to provide will be given to you at the time of your final delivery call.
- Inspections:** If your county requires site inspections during the construction process, please communicate the requirements to our office as soon as possible.  
 Posthole       Framing       Final

We love to communicate with our customers! Please feel free to call us anytime during the construction process if you have questions or concerns. Our office number is (785) 626-9400 or (866) 492-1978.



**VAP CONSTRUCTION**<sup>INC.</sup>  
Post Frame & Steel Frame Buildings

[www.vapconstruction.com](http://www.vapconstruction.com)

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