

Project Approach & Methodology

July 17, 2026

Our Philosophy

Our goal is to deliver a high-quality project in a manner that is as safe and efficient as possible. To do so, CF Evans will use a team approach to manage work during the Preconstruction and construction phases of the project. This approach relies on CF Evans' professionals integrating into your project team as early as possible.

The team approach provides several tangible and intangible benefits – the primary benefit is that all team members become thoroughly familiar with your concerns and identify what must be done to exceed your goals and expectations. We have learned that the only way we can be successful is to ensure – to the best of our ability – that this project is successful for you.

Our purpose is to create communities wherever we have an opportunity to build a project. We want to be a part of the existing community through participation in local activities while working to develop a product the locals can embrace and ultimately absorb into the local culture. We work to achieve both operational excellence and to leave a positive impact on the communities in which we build.

Preconstruction Phase: Key Activities

At CF Evans we pride ourselves on how thorough our Preconstruction processes and procedures are as we understand how vital this phase of the project is. In order to provide such in-depth experience during this phase of the project we actually break the Preconstruction Phase down into two parts, the drawing coordination/review process and the preliminary bidding/scheduling process. See below a breakdown of these two parts. Note both parts are equally important as they lay the groundwork for a successful project.

- Drawing Coordination / Review Process
 - Constructability Review
 - Project Safety Review
 - Site Logistics Review
 - Third Party Consultants Review
 - Design Completion / Final Construction Documents
- Preliminary Cost Estimation / Scheduling Process
 - Cost Estimation
 - Subcontractor Prequalification
 - Procurement
 - Scheduling

Drawing Coordination / Review Process

Constructability Review

The constructability review is a critical component of the Preconstruction phase, and CF Evans will apply our knowledge gained from projects with similarity to yours to review drawings for their general constructability. We will perform a detailed Multifamily Constructability Review to identify design issues that may impact constructability and quality as well as schedule and budget. The team will include at a minimum our Framing Specialist, Director of Field Operations, Water Intrusion Specialist, QA/QC team, and an experienced multifamily construction Superintendent. We will provide feedback, recommendations, and suggestions to the design team and Owner on a regular basis to evaluate such issues, identify solutions, and recommend alternative approaches that will keep the project within budget.

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Project Safety Review

To ensure safety throughout the project, our Safety Officer will develop a Site-Specific Safety Plan and determine if any safety items and / or measures will impact the schedule and budget. The Safety Plan will address such items as the following:

- Confined Spaces Safety Measures
- Excavation Requirements & Safety Measures
- Fall Protection
- Hazardous Material Storage
- Ladders
- Onsite Traffic Control
- Safety Measures (Openings, Raised Surfaces, & Elevations)
- Scaffolding
- Surrounding Community Public Safety & Impact Evaluation

In addition, the Site-Specific Safety Plan will correspond with safety requirements, policies, and procedures as set forth in our Safety Manual. CF Evans will also provide an update on safety once construction has started during each monthly OAC meeting.

Site Logistics Review

CF Evans will complete an in-depth review of site logistics and develop a site logistics plan that will be reviewed by all parties. This plan will identify any potential site challenges as well as address how we plan to mitigate them. We will determine site access and security which will include construction gates/fencing, permanent/temporary construction roads, turnaround areas, construction directional signage, etc. We will evaluate the site to determine what will be required to set up an onsite office environment with parking as well as select the perfect placement of the office. We will identify parking requirements and identify appropriate parking areas. We will identify temporary dumpsters and toilets placement to ensure sufficient access for weekly service. We will analyze site logistics to understand material transfer requirements, equipment requirements, and staging requirements. We will determine how deliveries will need to be coordinated as well as identify any associated expenditures with coordination and delivery schedule. We will also coordinate meetings with the local transportation authority and local utility companies to review current utility placements and tie-in procedures, as well as determine the requirements and plans for potential road closures that may be necessary including traffic control coordination.

Third Party Consultants Review (ADA/Fair Housing, Waterproofing/Water Intrusion, Etc.)

We will review plans and continually work with the design team and Client on a regular basis to focus on details and improve quality. Our review team will include at a minimum our Framing Specialist, Superintendent, Safety Director, Water Intrusion Specialists, and QA/QC team which will review the framing and sequencing plans as related to underlying MEP and other building systems.

Customarily, the Client provides third party consultants such as an ADA/Fair Housing Consultant and Waterproofing/Water Intrusion Consultant to ensure the plans are in compliance with ADA/Fair Housing laws and regulations and that designs are adequate to prevent moisture and water intrusion damage. ADA/Fair Housing issues and moisture intrusion damage are some of the most common issues cited as problematic by owners of multifamily

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communities, so we will take a proactive role and great precaution to mitigate risk early by working hand in hand with these consultants.

Design Completion / Final Construction Documents

We will work with our Client, the Architect, and Engineers to complete drawings for permitting to ensure that the proposed construction budget is preserved. We will schedule regular meetings with the design team during the completion of design development and construction document phases to provide feedback, suggestions, and recommendations to properly qualify the following:

- AHJ Requirements
- Building Systems and Equipment
- Client Operations
- Material Specifications
- Phasing & Turnover
- Scheduling Logistics

We will continually review and evaluate systems, materials, and construction methods to ensure the most cost-effective solutions are identified and implemented.

Preliminary Cost Estimation & Scheduling Process

Cost Estimation

Once the design coordination and document reviews are complete, CF Evans will proceed with the cost estimation process in order to be able to provide the Client with a cost estimate and construction budget. We will go through the contract documents with a fine tooth comb again to create detailed purchasing and bid packages for each trade required on the project. We will then ask the Client if there are any subcontractors that they currently use or have used in the past that they would like for CF Evans to contact for the project. We will then create a list of subcontractors per trade (generally 3-5) that we are confident can handle the type, size, and specific requirements/demands of the project as well as meet our subcontractor prequalification requirements. After that is compiled, we will send out bid invites to those subcontractors with the bid package for that scope of work. We will carefully vet each proposal we receive to ensure that these subcontractors have all the required items accounted for in their pricing including specified material, equipment, and proper quantities/counts. We will utilize our knowledge in the industry as well as our subcontractors to present the Client with value engineering options to help reduce the overall construction budget.

Subcontractor Prequalification

Risk management begins with the prequalification of subcontractors. At CF Evans we require all subcontractors to provide the four items off of our subcontractor prequalification prior to being eligible to work on one of our projects. The first is a certificate of insurance, listing the Client and CF Evans as additional insured and providing coverage for general liability during the project as well as coverage for completed and ongoing operating periods. The second is proof that the subcontractor carries an appropriate level of worker's compensation and automobile insurance. The third is a copy of the subcontractor's W9 and business license. The fourth is a copy of their safety program. Where appropriate, we may require that subcontractors provide a payment and performance bond and / or letter of credit.

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Scheduling

The development of a Preliminary Master Schedule is the first step of ensuring timely and successful project delivery. We will develop, maintain, and regularly update a comprehensive Master Schedule that addresses the following:

- Construction Activities
- Demolition Activities (If Applicable)
- Fabrication and Delivery Of Materials and Equipment
- Final Design Activities
- Hazardous Materials (If Applicable)
- Milestone Activities
- Permitting Activities
- Purchasing Activities
- Owner's Occupancy Requirements and Priorities
- Submittal Preparation and Review Activities

Our plan would be to integrate into the design process immediately so that we can fully understand project requirements, determine the impact on construction schedule and budget, and prepare purchasing packages for long-lead items. This approach will allow design to continue based on the knowledge that certain specific equipment and materials have been purchased and will be incorporated. This will also provide us with more time to evaluate the schedule and provide recommendations on how it can be accelerated.

Procurement

During the Preconstruction phase CF Evans will track subcontractor buyout and material procurement by creating a Buyout Log as well as a Submittal Schedule. The Buyout Log will provide a checklist for each trade that coincides with the Submittal Schedule. The Submittal Schedule provides the Client and Architect with a complete list of submittals in order of priority itemizing each type of material and piece of equipment required for the project per trade. The submittal schedule also notes the estimated lead times associated with each item as well as when the submittal will need to be reviewed and approved by in order to avoid hindering the construction team. Ensuring that the Client, Architect, and Cf Evans are all on the same page during this process is critical for the project's success. This approach ensures that each item is available to the construction team on a just-in-time basis, resulting in a faster, more economical construction process that helps reduce total cost to the project.

As vendors and subcontractors are selected, CF Evans will prepare submittal packages for each item for review and approval by the Client and Architect as per the Submittal Schedule. Approved submittals will be returned to the vendors and fabrication and delivery will be scheduled. In order to meet the project schedule, we will work with vendors to reserve manufacturing timeframes while submittals are being approved – this will result in shorter lead times for critical items.

Our standard operating procedure requires sign off from the preconstruction team for all major trade packages prior to execution of any agreement. This allows for a cross reference to how the trade package was estimated and included in the contract with the Owner against how the package is proposed for procurement. This procedure has been implemented to minimize and mitigate scope gaps that could be created during buy-out.

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Construction Phase: Key Activities

CF Evans will assemble a well-rounded project team that includes both Project Management and Construction Management staff. Our Project Management Staff and Construction Management Staff will work closely together to ensure safety, quality, and schedule are priority throughout construction. The Project Management Staff will consist of a Project Manager, Assistant Project Manager, and Construction Administrator who will focus on coordination,

communication, support, master schedule, and project oversight and other related functions. The Construction Management Staff will consist of a Superintendent, Assistant Superintendent, and Project Engineer who will focus on implementation, quality, safety, daily / weekly schedule, implementation oversight, and other related functions.

Our entire project team will implement and follow the multifamily Project Management procedures and protocols as outlined below. These management procedures and protocols are aimed at achieving execution effectiveness and efficiency as well as superior Client service, and they result from lessons learned through specializing in multifamily construction throughout the Southeast. We want all team members to have an enjoyable project experience, always feel informed, and we strive to minimize surprises along the way.

Project Management System

Core components of our Project Management System include the following:

- Preconstruction Involvement / Knowledge Transition
- Owner / Architect / Contractor (OAC) Meetings & Communication
- Project Management Software - Procore
- Scheduling / Schedule Management
- Site Visits
- Internal Communication / Coordination

Preconstruction Involvement / Knowledge Transition

Our goal is to begin Project Management efforts in the Preconstruction phase. With early involvement in the Preconstruction phase, our Project Management Staff are able to identify items that may become issues during the construction phase and take steps to mitigate the risk. The Project Manager and Assistant Project Manager will be heavily involved from the beginning and will assist with subcontractor and vendor proposal reviews to ensure that proper scopes of work are covered. The Project Manager and Assistant Project Manager will also conduct reference checks for all trade subcontractors being considered. They will discuss project requirements, specifications, scope of work, manpower / schedule requirements, and safety requirements with potential subcontractors as well as assess safety performance of potential subcontractors.

As the project moves from the Preconstruction to the construction phase, an internal meeting will be held during which the Preconstruction team and Construction team will review the budget, schedule, work completed to date, project approach moving forward, as well as complete a document page turn. Directly following our internal Preconstruction Turnover Meeting, we will hold a “Client Turnover Meeting” between the Project Management team, Client, and Architect prior to the first OAC meeting. This is when the true handover of the Client will occur, and the Client will be introduced to the Project Management team as the Owner and or Owner’s Representative. This is also when the Project Manager will become the primary contact for the Client, Architect, Engineer, etc. The goal of this

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handover meeting is to introduce all parties to each other as well as give each party a chance to establish their expectations and set the standards for the project team.

Owner / Architect / Contractor (OAC) Meetings & Communication

Frequent communication among all team members will be essential throughout the construction phase which is why we propose and request – at a minimum – that we be able to conduct monthly onsite meetings with the Owner, Architect, CF Evans’ staff and other parties as necessary (e.g., Engineers, Consultants). We will use these meetings to keep all parties informed of project status, items that need to be resolved, etc. We will use the following agenda topics to conduct these meetings and will add additional agenda items at the request of the Owner or Architect:

- Previous OAC (Meeting Minutes From Previous OAC)
- Compliance & Notices
- Utilities & Separate Contractors
- Safety
- Quality
- Climate History
- Schedule
- Owner Walk, Turnover, & Closeout
- Drawings
- RFIs
- Submittals & Selections
- Buyout Status
- Allowance Log
- Change Order Request
- Pay Application
- Future Meetings
- Misc. Open Items / Discussion

The meeting agenda is part of a complete binder that will be provided to all parties during each OAC meeting. The binder will contain the following sections and information:

- Meeting Agenda
- Site Photographs
- Weather Log
- Schedule
- Owner Walk Schedule
- Exceptions Log
- Open RFI Log
- Open Submittal Log
- Allowance Log
- Change Order Log

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Our Project Manager and Assistant Project Manager will also supplement these onsite meeting updates with a weekly project update sent via email— this is especially critical as multifamily projects move at a fast pace. Our email updates will list major events taking place during the week and reiterate items that require immediate attention. The email update will also include photos, a schedule update, as well as recap weekly meetings that occurred with inspectors, municipalities, utility companies, etc.

Project Management Software

CF Evans will use Procore Project Management software to manage and track the Contract, Change Requests, Drawings & Specifications, Requests for Information (RFI), Submittals, OAC Meeting Agenda, Meeting Minutes, Misc. Documentation (Permits, TCOs/COs, etc.), Pay Applications, Photos, etc. The Project Manager and Assistant Project Manager will be responsible for inputting and distributing data via Procore throughout the project. Weekly and monthly reports will be generated from this system and distributed internally to our team members. This software program is linked electronically with our estimating and accounting software programs which ensures all departments are working on the most up-to-date and accurate data throughout the project.

Scheduling and Schedule Management

Once the contract is executed at the conclusion of the Preconstruction phase, the preliminary project schedule will be finalized and locked in as the Master Project Schedule. We will use Microsoft Project scheduling software to document and manage the schedule going forward. As the project progresses, the Superintendent will make weekly updates to the short interval schedule (6 Week Look Ahead), and our Project Manager and Assistant Project Manager will then make updates to the Master Project Schedule for monthly distributions to team members. The updates and distributions will show progress against of the critical path against key milestones. Modifications to this Master Project Schedule will be made as we finalize task durations and sequencing as well as define more specifically the AHJ inspection process and the Owner's phasing / turnover requirements. We will continue to evaluate the schedule and provide recommendations on how it can be accelerated as well as discuss any potential schedule delays / risks.

Site Visits

At the commencement of the construction phase, the Project Executive will begin biweekly site visits to assist the Project and Construction Management team. During these biweekly site visits, the Project Management team will conduct the activities shown below:

- Meet with the Construction Management Staff to review progress, discuss plans the next two weeks, and ensure all responsibilities have been delegated and are accounted for
- Meet with new subcontractors as they prepare for site mobilization
- Process invoices and subcontractor payment applications, as application, with Construction Management Staff
- Collect information required to update the Master Project Schedule
- Review the status of long lead-time materials to ensure timely delivery as required
- Review internal cost reports to ensure budget tracking

Internal Communication / Coordination

Our Project Management Staff – consisting of the Project Manager, Assistant Project Manager, and Contract Administrator – will meet weekly and discuss the entire project, including schedule updates and issues, subcontract / purchase order status, compliance status / issues, misc. unresolved issues, subcontractor performance and corrective

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actions required, upcoming meetings, manpower and resource requirements, etc.

In addition, CF Evans' company leadership team will meet every Monday morning for a company update as well as a specific project update that will ensure that all departments understand project deadlines and requirements.

Construction Management System

Core components of our Construction Management System include the following:

- Preconstruction Involvement / Knowledge Transition
- Job Setup Protocol
- Daily Reporting
- Daily Safety Inspections & Safety Orientation
- Drawing Management
- Quality Control Inspections
- Six-Week Look Ahead Schedule
- Weekly Inventory & Quantity Control
- Weekly Photographic Documentation
- Weekly Subcontractor Meetings
- Weekly Team Meetings

Preconstruction Involvement / Knowledge Transition

Similar to the Project Management efforts, the Construction Management efforts will begin in the Preconstruction phase as well. With early involvement in the Preconstruction phase, our Construction Management Staff are able to identify items that may become issues during the construction phase and take steps to mitigate the risk. The General Superintendent and Superintendent will be heavily involved from the beginning and will assist with subcontractor and vendor proposal reviews to ensure that proper scopes of work are covered, and details do not get missed.

As the project moves from the Preconstruction to the construction phase, the project Superintendent will be involved in the Preconstruction Turnover Meeting which as stated previously is an internal meeting that will be held during which the Preconstruction team and construction team will review the budget, schedule, work completed to date, project approach moving forward, as well as complete a document page turn.

Job Setup Protocol

CF Evans follows specific protocol when setting up jobsites. This protocol has been developed and refined after many years of building multifamily communities, and the intention is to create an environment that facilitates an efficient onsite management system. The Superintendent will work with the Project Manager to establish precise locations for

the jobsite trailer, designated parking areas, material delivery areas, staging areas, storage areas, dumpsters, temporary toilets, etc. which the Project Manager will create a detailed site plan markup showing these locations. Pending site limitations, we set up a jobsite trailer for our project team to operate out of which is where this site plan will be posted as well as the update Contract Drawing Sets, SWPPP Reports, Permit/Inspection Binder, and our Site-Specific Safety Plan. Our jobsite trailer also includes a meeting space, copy/fax machine, AED kit, first aid kit, visitor hard hats and safety vests, restroom, desks, computers, plan rack and table, filing cabinets, inspection board, and schedule board. The Superintendent will get the jobsite trailer set up as well as the construction fencing, entrance,

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and signage.

Daily Reporting

The Project Superintendent will ensure the completion of daily reports that will include specific information pertaining to the daily activities occurring on the site:

- Inspections
- Manpower By Trade
- Official Visitors
- Specific Quantities And Materials Received
- Specific Work Put In Place During The Day
- Weather Conditions

In addition, subcontractors will be required to keep and submit daily activity logs.

Daily Safety Inspections & Safety Orientation

Prior to commencing work onsite, each subcontractor worker will be required to sit through our WorkSafe orientation process on their first day onsite. Once the worker completes the orientation the worker will sign the logbook and receive a hard hat sticker with a number assigned to it. This number will be used to track how many safety violations the worker receives not just on this project but all of our projects across the board. The WorkSafe safety orientation program coincides with our daily safety inspections. The Project Superintendent and Assistant Superintendent will conduct a daily safety inspection walk to ensure that all workers are complying with our WorkSafe safety guidelines as well as OSHA guidelines. The walk will be conducted with a specific focus on safety practices as observed, and a safety inspection report in Procore will be used to document violations and record appropriate remedies. Repeated safety violations will be forwarded to the responsible trade's home office and reoffending workers will be removed from the site. Daily safety inspections will be filed and maintained via Procore for documentation and review. Our Director Of Safety will visit the site at a minimum once per month, more frequent visits will be made as the schedule ramps up to monitor compliance as well as provide on-site training as needed.

Drawing Management

It will be the Project Superintendent's responsibility to maintain a physical set of current Construction Documents onsite at all times. For drawings, ASI sketches, etc. received at the job site, the Project Superintendent and Project Manager will work together to upload them to Procore as well as update the onsite Plan Log. Procore houses all the latest construction documents so all parties, including the subcontractors, can access them at all times. The Project Superintendent will follow specific CF Evans' procedures for maintaining a current drawing set onsite.

Quality Control Inspections

The Project Superintendent and Assistant Superintendent will complete quality control checks throughout the project on a daily basis. These checks are to ensure that the construction documents are being followed, details are not being missed, and the correct materials are being utilized at the correct locations. As the project gets further along these quality control inspections will start to morph into more of a punch walk process which will be tracked via our Punchlist Log and distributed to the subcontractors on a weekly basis for correction. Our QA/QC Manager will visit the site at a minimum once per month, more frequent visits will be made as the schedule ramps up to monitor compliance as well as provide on-site training as needed.

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Six-Week Look Ahead Schedule

The Project Superintendent will prepare and update a six-week look-ahead schedule on a weekly basis that is strictly based on the current status of the project. This six-week look-ahead schedule will be visible inside the office trailer at all times and will be communicated to all workers onsite on a weekly basis during the weekly subcontractor meeting.

Weekly Inventory & Quantity Control

Keeping close track of material when it is brought to the site will be critical for the proper payment of materials received as well as preventing theft and damage. The Project Superintendent will follow specific Material Receiving Guidelines for documenting the receipt of material. In addition, the Project Superintendent will follow specific guidelines for material counting and inventory. Stored materials are counted on Mondays and Fridays at a minimum and a Quantity Control Inventory Form is used to track inventory throughout the project.

Weekly Photographic Documentation

The Project Superintendent and Assistant Superintendent will ensure digital photographs are taken during the full duration of the construction phase. The photographs will be stored in Procore and will include the date and time, where possible, and will provide visual evidence to correspond with plan detail. Weekly photographs will also be taken to show overall progress for the week. The Project Superintendent and Assistant Superintendents will follow specific photo documentation requirements set forth by CF Evans.

Weekly Subcontractor Meeting

On a determined day and time each week, we will hold a weekly subcontractor meeting in our jobsite office with the entire CF Evans' project team and all subcontractors actively working onsite in attendance. During the meeting, the Project Superintendent will cover such items as the following:

- General Site Info
- Safety & Compliance
- Schedule (6 Week Look Ahead)
- Quality
- Open Discussion

Weekly Team Meeting

Our Project Superintendent and Project Manager will conduct a weekly team meeting on a set day and time of each week. These meetings will occur in the jobsite trailer and the entire CF Evans' project team will be present to discuss progress and plans for the week as well as issues that pertain to safety, subcontractors, material, equipment, deliveries, housekeeping, and coordination for the week.

Unit Turnover Process & Procedure

The Construction Staff and the Project Management staff will work hard to effectively manage the project through the entirety of the construction phase. As CF Evans starts getting towards the back end of the project, the project team will begin to prepare for the completion of the buildings and units by getting them ready for the turnover process. Here at CF Evans, we take the unit turnover process very seriously as we believe this is one of the most important pieces to a successful project and owner experience. It is one thing to build a project, but it is another thing to build a project that exceeds everybody's expectations and is turned over on time. We take pride in our finished products because we know that we go above and beyond with our quality control checks to ensure that Owners are getting everything they paid for plus some. We also start the conversations regarding the Owner's phasing/turnover schedule well in advance, so we can then cater our turnover schedule/timeline to meet the Owner's needs. This is

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highlighted during our unit turnover process that we have been refining year after year and project after project. With that being said, CF Evans will follow the process outlined below:

CF Evans Walk

- All subcontractors shall be responsible for punching and correcting their own scope of work. Subcontractors shall be required to inform CF Evans when their respective scope of work is complete for an individual building, and they are ready for CF Evans to perform their punch walk.
- The Superintendent shall make a quick walk through the units to ensure they are in fact ready to punch. If the Superintendent feels comfortable that the units are ready to punch, he/she shall coordinate with the rest of the project team to proceed with a CF Evans punch walk.
- The Project Manager, Superintendent, and Assistant Superintendent in charge of punch, shall conduct a Punchlist walk of all units in the building to be turned over. A list shall be created of all items needing corrections and all items shall be tagged and tracked via our punch drawings and Punchlist in Procore.
- Once the Punchlist is complete and all items are tagged, the Assistant Superintendent and Superintendent shall be responsible for having all items corrected by the responsible Subcontractor.
- After all items have been completed and checked by the Assistant Superintendent over punch, the Project Manager and Superintendent shall make their final walk and ensure that all units are fully ready for the Owner Walk.

Owner Walk

- Once units are ready to be walked by the Owner and or Owner's Representative, the Project Manager shall establish a date and time to begin the Owner Walks of the particular building.
- When we prepare to walk the units with the Owners, the Superintendent shall have a trim carpenter / punch worker, a cleaner, a painter with wall paint, and a painter with trim paint there to walk with them, along with the Assistant Superintendent over punch.
- During the walk, all items noted by the Owner and or Owner's Representative shall be corrected. All items will be marked on the punch drawings and added to the list, unless we are able to correct the item immediately.
- Once the Owner Walk is complete, all parties present will review the Punchlist items created for accuracy then CF Evans will make sure the punch drawings for each particular unit account for all punch items noted during the walk.
- CF Evans shall distribute the Punchlist to the Owner, Architect, and Owner's Management Personnel for their records.
- The Punchlist shall then be distributed to the necessary Subcontractors and the punch drawing for that particular unit be printed and taped to the kitchen island countertop for tracking purposes.
- The Assistant Superintendent and Superintendent shall be responsible for having all items corrected by the responsible Subcontractor.
- After all items have been completed and checked by the Assistant Superintendent over punch, the Assistant Superintendent will then initial next to each Punchlist item on the punch drawing in each unit.
- The Assistant Superintendent over punch will notify the Project Manager and Superintendent that the units are ready and then they shall make their final walk to ensure that all units are fully ready for Owner Turnover.

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Owner Turnover

- Once units are ready to be walked by the Owner and or Owner's Representative, the Project Manager shall establish a date and time to begin the Owner Turnover of the particular building.
- CF Evans will walk with the Owner and or Owner's Representative to verify all items listed on the Punchlist for each unit apart on that particular walk has been completed. If the punch item has been completed, then the Owner's Representative will initial next to the item on the punch drawing located on the kitchen island. If there is a remaining punch item for that unit then the Owner and or Owner's Representative will not initial by the punch item and instead it will be marked as an exception and tracked on the Exceptions Log.
- Once the Owner Turnover is complete, the unit shall be locked upon leaving, and the keys shall be immediately given to the Owner and or Owner's Representative.
- At the end of the day, the Project Manager shall provide an update to the Owner as well as the Owner's Management Personnel with a list of all the units that have been accepted by the Owner and or Owner's Representative as well as which keys have been turned over to the appropriate party. The update shall also note any units that had an exception and include the updated Exceptions Log.
- CF Evans shall get any exception items corrected and request a re-walk of the unit for the Owner and or Owner's Representative to verify completion and accept the unit as well as the keys to the unit.
- CF Evans shall provide weekly status updates to the Owner, Architect, and Owner's Management Personnel regarding the Punchlist and Exceptions Log.
- CF Evans shall repeat this process until all punch and exception items are 100% complete, all units accepted, and all keys turned over to the Owner.

Owner Responsibility Coordination

Once the first set of units are turned over, the Project Manager shall discuss with the Owner the list of responsibilities of the Owner and their Management Personnel in regard to maintaining those accepted units from this point forward, addressing items such as:

- Keeping units locked at all times to prevent theft and vandalism
- Maintaining certain temperatures in the unit in order to prevent damage to acclimated finished materials
- Routine inspections of fire sprinkler and fire alarm systems
- Taking necessary precautions during freezing temperatures to prevent freezing damage
- Timeframe for HVAC filter changes
- Utility turnover (Water, Sewer, Electric, Phone, Cable, etc.)
- Walking units weekly to inspect for water leaks

Closeout Documents & Owner Training

As the first set of units are being turned over, the Project Manager will share with the Owner and the Owner's Management Personnel our Closeout Tool which houses all the closeout documents such as contact information, product data, O&M manuals, warranties, and final lien waivers for each Subcontractor on the project. The Project Manager will coordinate any systems training that the Owner and or the Owner's Management Personnel request to ensure that they understand how all the systems on the project work as well as how to properly maintain them. The Project Manager will also show the Owner and or the Owner's Management Personnel where the attic stock material is being stored and provide a list of all the material currently stored in that location.