

Delineation of Responsibilities - SHORT FORM

rev 10.07

DATE



PROJECT NAME

Name BRIAN LEONARD
 Branch MAJOR PROJECTS CENTRAL
 Address brianl@satelliteco.com

PROJECT DESCRIPTION

LOCATION

Phone 918-645-1010
 Fax

ITEM	RESPONSIBILITY			NOTES
	Satellite	Customer	N I C *	
Section 1, Design & Engineering				
A. Site inspection.		X		
B. Provide suggested pier or foundation plan with anchoring locations, blocking points & KIP loads for flush-to-grade piers, or dry-block set.	X			
C. Provide engineered foundation drawing including building anchoring system.			X	
D. A/E fees & soil reports for engineered foundation			X	
E. Provide modular building drawings for approval by owner or owner's representative.	X			
F. Provide drawings detailing stub-down locations for sewer, water, & electrical.			X	
Local code compliance, fire alarm and sprinkler systems, site plans, testing services, planning & zoning submissions, surveys & stakes out of site are by Customer.			X	
			X	
Section 2, Contractual				
A. Payment/Performance Bond			X	
B. Insurance: Liability and Workmen's Compensation			X	
C. Insurance: Property and Builder's Risk		X		
D. Taxes: Sales, Use, Excise or Personal Property		X		
E. Wages: Non-prevailing, non-union			X	
Lease/rental contracts on Satellite paper. Other contracts shall have mutual agreeable terms and conditions; all quotes subject to verification of credit				
Section 3, Permits, Fees, & Inspections				
A. Bldg. module transportation permits & fees.	X			
B. Bldg. permit application & inspections		X		
C. Bldg. permit fee.		X		
All tap and impact fees, zoning approvals and any other permit or use fees and inspections (elec/mechanical/gas) are by Customer				
Section 4, Site Preparation				
A. Install flush-to-grade piers for dry blocking		X		
B. Install engineered, mortared foundation & blocks			X	
C. Install step & ramp foundation per plans		X		
D. Install footings or foundations		X		
E. Sure-Wall piers			X	
F. Spread foundation spoils on site			X	
G. Remove soils from site			X	
H. Site clearing		X		
Site shall be level (to within 1' in 70'), truck accessible, with a minimum soil bearing of 2,000 PSF clear of obstructions above and below ground. Satellite is not responsible for settling due to improper foundations, inadequate soil bearing, poor site drainage.				
Pricing is based on normal soils. Adequate secure staging area by Customer.				

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Section 5, Installation				
A. Receive & sign for modules; inspect for damage		X		
B. Position module units over flush to grade piers with truck (Dry stack block set).	X			
C. Crane set module units			X	
D. Remove hitches	X			
E. Remove axles and tires			X	
F. Store hitches, axles and tires under building			X	
G. Install in-ground anchors or weld to foundation plates per drawings			X	
H. Adjust all doors - install ship loose items	X			
I. Install lockers, marker/tack boards, other items			X	
J. Complete factory supplied suspended ceiling	X			
K. Complete gypsum ceiling at seam lines			X	
L. Complete scuppers or gutters & downspouts			X	
M. Site install floor covering with materials as specified	X			
N. Complete all exterior trim & skirting to match exterior.	X			
O. Install steps & ramps per drawings		X		
P. Install canopies per drawings			X	
All landscaping, parking lots, walkways, curbs, gutters, site restoration and and all site improvements/enhancements are by Customer.				
Section 6, Utilities, HVAC, Electrical				
A. Complete inner module plumbing/elec/ductwork connections			X	
B. Heat trace all exposed water lines in crawl space.			X	
C. Provide bottled water if required by state code & drinking fountains not specified.		X		
D. Provide O&M Manuals			X	
All utilities, both supply and connect, are by Customer. All meters, hydrants, tap fees, testing, chlorination of lines, balance of HVAC and system start ups are by Customer. CATA, PA, TV, security, fire alarms are by Customer.				
Section 7, Miscellaneous				
A. Provide dumpster on site.		X		
B. Provide temporary sanitary (portable restroom) on site.		X		
C. Remove debris from site & leave building broom clean.		X		
D. Final clean of building (includes wipe down all walls & cleaning windows).		X		
E. Strip, seal, & wax all vinyl composition floor tile.		X		
Section 11, Dismantle				
A. Notify Satellite Shelters per contract or lease requirements of building removal.		X		
B. Remove furniture & furnishings & clean building.		X		
C. Disconnect all utilities & properly terminate.		X		
D. Remove steps & ramps.		X		
E. Dismantling & return freight.	X	X		
F. Site restoration.		X		
Special Notes				
CUSTOMER SIGN-OFF				
Signature: _____				