
Introduction to: Guide to Reassembly & Finishing Log Structures for US Contractors

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US CONTRACTORS MANUAL – INTRODUCTION

1. PROJECT METHODOLOGY

The purpose of this Contractors' Guide is to enable log building companies to have a document they can provide to their client which outlines the various steps of the process for pre-assembly, reassembling and finishing their log home. The goal is provide a tool that will make this process more efficient as well as reducing exposure to risk and liability for both parties. This Guide will educate the client on how they can achieve pre-assembly preparedness, information about the assembly process, information to assist with completion and maintenance of their log building project.

Both the client and the builder of the log building will benefit from this additional tool. The log building may be better designed to meet the intrinsic needs of horizontal wooden structures, and the smooth progression of the project will provide relief to the log building company and the information in the draft manual will reduce time consumed in a repetitive task. We endeavour to produce a draft manual that will create better profit for the log builder and ultimately, better log building longevity.

This draft outline is being circulated to a focus group of builders who originally championed and helped conceive the need for a manual to meet industry needs.

Several rounds of feedback will help focus the project, ensuring it meets the needs of the log builders. We will produce a product that will be an immediately useful tool for companies already active in the US market and provide a guide that will allow new entrants to move ahead while avoiding historic pitfalls.

There is a great deal of information published about log homes but much of the technical information is focused on actual off-site construction—laying out and cutting of logs and building your log home. There are complimentary publications devoted to the ongoing maintenance of a log home and focusing more on stains and protection of logs. We will create a draft manual that will bring these subjects and those that are missing into one resource document. Currently, the only manuals similar to this approach are proprietary and belong to individual machine profile log home companies.

2. CONTRACTORS' GUIDE – COMMENTARY

This section is not intended to be included when you supply the guide to your client. It is intended to discuss and identify how to use and modify this guide so that it meets the individual needs for each company. It is also intended to stimulate awareness of the impact this guide will have on exposure to risk and liability (or mitigation of risk and liability). This guide allows you to be clear about any issues where you may have had recurring problems in past projects that can be traced back to communication. In any event, the document as it now stands and any modifications you make to it should be reviewed by your legal counsel to determine your risk and exposure. It is important to avoid conflict between Contract, Plans, Scope of Work, and this Guide (that you have modified).

1) How the guide may impact the:

- Scope of Work Proposal
 - o Ensure that the Scope of Work description is attached as a schedule to the Contract
 - o Ensure that the Sign Off form is consistent with the Scope of Work attached to the Contract
 - o Be as precise as you can regarding the scope of work – for instance, you are not responsible for assemblies that can be connected because of work by others not yet completed
 - o Duties and responsibilities of technical advisor
- Contract
 - o Ensure the Contract identifies all parties and legal description of the homeowner's site. This will be required if a lien is required.
 - o Ensure the Contract identifies specifically who may sign the Sign Off Form (if it isn't the person signing the Contract). Ensure this person will be on site at the time the scope of work is complete and the sign off form is to be signed. If it is not known who that person is, or will be, make certain that the Contract identifies a mechanism to appoint a person.
 - o Ensure that Contract identifies that the Contract supersedes the guide's language
- Design (Preliminary and Approved Working Drawings)
 - o Most significant issue will be exposure to issues arising from mistakes on the plans you have provided – check with your legal counsel and insurance provider to discuss this issue.
 - o Are you providing log technical drawings? If so, are you responsible for Structural Engineering of the log system? It will be good judgement to maintain direct communication with the structural engineer so that engineering solutions make sense for the log builder.

2) Liability Issues

Liability Issues such as errors and omissions may be triggered when your log company is providing design in your company name. It will be important to seek independent legal advice as well as to have your liability policy provider review this issue.

3) Using and Personalizing the Manual for Individual Projects

You may choose to modify this guide to meet the specific needs of each project. This may address specific details for a project. This guide proposes several details with instructions but it doesn't presume to impose these details and instructions on your project. We present a format that you can modify. This guide refers to specific log building details that your company may not provide and it is incumbent upon you to review this Guide carefully and in great detail to ensure it represents the work your company does.

The Communications template is intended to have blank spaces left for contact information of subcontractors who work on the project. This will be filled in by the homeowner and may include names of the specific trades people who worked on the project. Information that is known may be filled in before presenting the Guide to the owner.

The Settling Report is intended to allow the homeowner to maintain a record of settling of the log building that can be used when discussing settling related issues. It places the onus on collecting this information with the homeowner. Instructions that accompany this form assume one approach to measuring but it may be good judgment for you to identify the locations that require measurement and place the measuring benchmarks to your satisfaction. The finished floor will not likely be in place when locating these benchmarks. Advise the homeowner to allow for them when measurements are being taken.

The Maintenance Schedule identifies key maintenance issues and places the onus on the homeowner to check that maintenance is being done. This may be a place to note tightening of specific hardware and steel connections. This section also advises the homeowner of Best Practice Approach to maintenance. Each maintenance item is linked with a schedule to perform the task. Review and modify this to suit your particular needs. A Forintek publication has been included here to provide to your clients. It provides excellent reference information for your clients.

A section in the guide for Warranty information for all 3rd party provided items will also allow this to be an excellent reference document.

4) Disclaimer of Liability (about the use of the manual)

You must read the disclaimers carefully in order to understand your responsibility with regards to this guide.

3. ISSUES RELATED TO WORKING AGREEMENTS

- Signing authority – clearly establish signing authority for the project. This includes and is especially important for Change Orders and the Sign Off at end of the project so final payment will be made.
- Payment options – Deposit, payment milestones and the mechanism for final payment should be clearly identified. If using a letter of credit or escrow (in conjunction with a lawyer), a “trigger” for releasing the payment will be identified in a separate clause in the payments paragraph of your Contract. The trigger should be as simple as possible – such as signatures on the sign off sheet.
- Insurance coverage – have your insurance agent review the specific language in your Contract to ensure there are no holes. Any period of inadequate insurance coverage will follow you forever. The insurance industry is in a constant state of flux and you will want to ensure you are as current as possible with reference to insurance coverage. More and more, clients are requesting a letter confirming coverage. The more careful clients will request it directly from your insurer.
- Sign off list for final payment – Scope of work must match your sign off list Contract, Plans, Guide and have no conflicts with any of them. Any conflicts in your official documentation will complicate matters should you ever have a conflict with your client. Ensure the correct plan version is identified in the contract – right down to page #'s and the latest dates indicated on the pages. Implement, maintain and enforce a good change order policy and maintain a Change Orders list. Make certain you have authorization to make changes along with the affect it will have on Contract value and schedule. Clearly, identify the process of change orders – and include a form for change order as an attachment to the contract.
- Include language that indicates this document supersedes any previous communication or documentation, written or verbal, that is related to the project. The section “Applicable Law” makes reference to this.

4. DESIGN CHECK LIST

The following are the requirements for complete working drawings and may include the following aspects along with specific project related details:

1. Log building design – information regarding appropriate design for a log building
2. Site specific information such as reference to:
 - a. prevailing winds
 - b. seismic zone
 - c. design to protect wood components
3. Site plan
 - a. contour map
 - b. location of home
 - c. location of outbuildings on the site
 - d. location of services
 - e. road/driveways
 - f. north arrow
 - g. scale
 - h. legal description
 - i. civic location
4. Elevations of building with critical log dimensions
5. Floor plans
6. Building sections
7. Electrical layout & fixture schedule, including details of log wall/fixture application
8. Plumbing/mechanical layout and fixture schedule
9. Window/door schedule
10. Window and door details
11. Foundation plans
12. Structural details – certified and sealed by a structural engineer, licensed in the buildings jurisdiction
 - a. Log Schedule (log grade/diameter specs)
 - b. Log to foundation details
 - c. Structural framing to log details
 - d. Frame partition wall settling allowances
 - e. Metal connectors for log connections
 - f. Stairs, Landings, Interior and Exterior handrails
13. Interior design information – log structure related interface details and information
 - a. floor coverings and its relationship to log walls
 - b. floor elevation variations, (section drawings)
 - c. cabinets/built-ins - details - attachment to log walls
 - d. schedule of appliances – possible venting through log walls
 - e. schedule of plumbing fixtures – and details of their connection with log system, vertical plumbing lines, exterior hose bibs

WORKING AGREEMENT

The following pages contain an example of a working agreement.

Company Name Here

[Click here and type return address]

[Insert Date]

[Click here and type recipient's address]

WORKING AGREEMENT

Project: [Insert project description] for [insert client's name – husband and wife] (hereinafter "Purchasers") that will be built at [Insert legal description] and more commonly known as [Insert site address] (hereinafter "Site") and will include various log elements as described in the "Proposal and Log Construction Package Specifications" for the [Insert client's last name]'s Residence, [Insert city and state] (hereinafter "Project").

For the above named Project, [Insert name of log building company] (hereinafter "Log Builder") agrees to provide the labour and materials for the log and timber components as stated below. Mr. and Mrs. [insert Client's Surname] (hereinafter the "Purchasers") agree to pay Log Builder [insert price] in accordance with the schedule of payments set forth below. This price is based on the Architectural Drawings by [insert name and address of architect company] (hereinafter "Architect") and dated [insert date] (hereinafter the "Plans") that are attached to this Working Agreement.

1. SCOPE OF WORK

A. The Log Builder will furnish all labour and materials to construct the log and timber component work for the Project as follows and as described in the "Log Package Proposal and Specifications for the [insert Client's Surname]'s Residence" which is attached to this Working Agreement and identified as Schedule A. Log work to be built with the high standards and excellent workmanlike manner maintained by the Log Builder.

i) Log and/or Timber Components

- All Log Work built as per the Plans (note clearly anything that is log and not included, i.e. handrails, stairs, etc.).
- [Insert species of wood], grade, moisture content, general description.
- Logs/Timbers to be of a high quality (identify specific log/timber grade here – if required).

[Enter Clients Last Name] Residence

- Architectural permit drawings ready for structural engineering that will be provided by (the Purchaser or the Log Builder).
- Structural Engineering of the log/timber components is provided by (the Purchaser or the Log Builder – if purchaser, move to that location).

ii) Steel requirements

- All connector plates, lag screws, bolts, nuts, washers required for log to log connections as shown on the plans by the Structural Engineer.

iii) Delivery

- Price [insert includes FOB (loaded on trailers), or does not include if not included – move to #2 provided by Purchaser] all costs and responsibility for delivery of the log component package to Purchasers' site.
- Loads shall be covered and otherwise protected during transport to protect log and timber components until arrival at Purchasers' Site.
- The Log Builder shall provide [insert #] technical advisor(s) on Purchasers' Site to consult regarding installation of the log components for a period of [insert timeframe]. The Log Builders' technical advisors will provide technical support for the workers provided by the Purchasers, who will be responsible for the work of reassembling the log. The Log Builder will be responsible for all costs for its technical advisor(s). The Log Builder understands that time is of the essence in completing the log construction package and delivering it to Purchasers' site and will do everything within its control to begin the reassembly within a 3 week period beginning [insert date]. The Log Builder shall have ready for delivery the log and timber component package promptly once it is completed and ready for delivery, provided that all information required for construction, plans and Authorization to Proceed is received by [insert date].
- The Log Builder or the Purchaser shall maintain insurance for the full value of the log and timber component package on each truck load with respect to property and liability. The Log Builder shall file a copy of a current "Certificate of Insurance" evidencing the existence and extent of coverage.
- The Log Builder shall maintain coverage for its technical advisors for personal injury while on the Site. Such coverage is provided by the Workers' Compensation Board of British Columbia, Box 5350, Vancouver, B.C. V6B 5L5; registration # [Insert registration number].

2. ITEMS TO BE PROVIDED BY PURCHASERS

- A. Purchasers shall pay any extra costs incurred due to lack of suitable access to the Site. Access shall be considered suitable to the extent it consists of county or private paved or compacted gravel roadway, capable of supporting trucks of up to 80,000 pounds gross vehicle weight. Access shall include suitable area for 50 foot flatbed trailer with tractor (overall length approximately 65 feet) to manoeuvre comfortably within range of crane for reassembly. Delivery cost includes a maximum of 8 hours unloading time per truck, any additional time and cost incurred due to site conditions requiring additional unloading time, shall be the Purchasers responsibility.
- B. Purchasers shall be solely responsible for the reassembly of the log and timber components at the Site.
- C. Purchaser shall provide electric power and toilet facilities at the Site.
- D. Purchasers shall provide a crane and certified operator at the Site for reassembly of the Project, said lifting equipment to be capable of placing any log or timber assembly for the Project from a single vantage point. Purchasers understand and acknowledge that the log reassembly can be unpredictable therefore crane time estimates provided by the Log Builder are only estimates and the Purchasers will cover all crane costs.
- E. Prior to reassembly of the Project, Purchasers shall complete any work required to allow prompt and efficient assembly of the log and timber components for the Project, including completing the foundation and sub floor of the Project, all framing, sills, sill gaskets, flashing and other items as specified in the Plans, to allow for immediate reassembly and placement of the Project upon delivery to the Site.

Purchasers shall supply ample lumber for bracing for wall and roof system support.

Purchasers shall be responsible for all clean up of the log and timber components after they have been reassembled at the Site. Logs and timbers will be in clean condition prior to being loaded on the truck and the Purchasers understand that the logs may become marked during the loading, unloading, storage and reassembly process. The Purchasers responsibility will include all materials and labour required for the process after they are delivered to Purchasers site.

3. SCHEDULE OF PAYMENTS

A. Based upon written notice via email, mail or fax, Purchasers shall make payments to the Log Builder as provided below. Percentage of completion referred to below shall mean at the Log Builder's site and shall not include trucking or reassembly and shall be determined by the Log Builder using reasonable judgement. All amounts can be in either US or Canadian currency (to be determined upon the signing of the contract). The Log Builder is responsible for Brokerage, Duty, and Canadian Taxes while the Purchaser is responsible for any State or USA taxes.

- \$ 00,000 Deposit due immediately upon signing of this Agreement
- \$ 00,000 Payable at 20% completion of the Project at the Log Builder's site
- \$ 00,000 Payable at 40% completion of the Project at the Log Builder's site
- \$ 00,000 Payable at 60% completion of the Project at the Log Builder's site
- \$ 00,000 Payable at 80% completion of the Project at the Log Builder's site
- \$ 00,000 Payable upon completion of the Project's construction on the Log Builder's site and prior to commencement of shipping to the Site
- \$ 00,000 to be paid into the escrow account of the Log Builder's Law Firm previous to the dispatch of the log building from the Log Builder's preconstruction site. The payment will be made upon the Purchaser's signatories and the Log Builder's technical advisor both signing off on the completion check list upon completion of the Log Builder's obligations and prior to his leaving the Site
- **\$000,000 TOTAL OF PAYMENTS**

Payments shall be made by bank wire transfer within 48 hours to the Log Builder's account at the [Insert bank information and bank address, transit number and account number] or by certified cheque delivered by overnight courier to the Log Builder.

- B. Purchasers understand and acknowledge that the progress of the Scope of Work can be delayed by unforeseeable poor weather conditions, unavoidable casualties, difficulties inherent in achieving novel design concepts in construction, changes in the Scope of Work requested by the Purchasers or Purchasers' Agents, acts or neglect of Purchasers' agents, and other factors beyond the Log Builder's control.
- C. The Log Builder shall keep Purchasers regularly advised as to the likely date for completing the Log Component Package and delivering it to Purchasers site. The Log Builder shall provide photographs to the Purchasers from time to time as the

project advances. The photographs will be available via the Internet at [Insert Company website address].

- D. Purchasers interest in the product of labour and materials furnished by the Log Builder for the Project shall be considered vested to the extent of the payments made by Purchasers. Payments made by Purchasers in excess of the value of labour and materials furnished by the Log Builder shall be held in trust by the Log Builder for the Purchaser.
- E. If any payment is not received on or before its date due, the Log Builder may, at its option, stop the Work until it receives all payments due. The Log Builder is not responsible for any losses or damages Purchasers may suffer because of the Log Builder's cessation of the Work due to Purchasers failure to pay all amounts due under this Agreement. If the Log Builder stops the Work due to Purchasers failure to pay amounts due under this Agreement, Purchasers agree to pay all costs, charges and expenses incurred or suffered by the Log Builder as a result of its cessation of the Work and to recommence it, all such costs, charges and expenses to be specified and invoiced by the Log Builder and paid by Purchasers before the Log Builder recommences the Work. If the Work recommences, it will begin at the Log Builder's then-existing next available opening for such a project.
- F. If any payment is not received within ten (10) days after its due date, Purchasers will be deemed to have materially breached this Agreement. The Log Builder may, at its option and upon the facsimile transmission or mailing or written notice to Purchasers at Purchasers address set forth in this Agreement, terminate this Agreement without any liability whatsoever to the Log Builder
- G. The Log Builder's decision not to stop the Work or to terminate this Agreement on any one or more occasions does not preclude it from or prejudice it from stopping Work or terminating this Agreement on any subsequent occasion.

4. PHOTOGRAPHY

The Log Builder shall also be allowed to photograph the finished building, with the time of any such activity to be co-ordinated with the Purchasers, and to publish such photographs in various promotional materials. The Log Builder agrees that the Purchasers name, names of any family member, any confidential information about the Project including price and terms of this Working Agreement or the exact physical location of the Project will not published or otherwise identified except with the prior written consent of the Purchasers.

5. CHANGES AND ALTERATIONS – Signatories

Any changes in the Project, or the Plans, consisting of additions, deletions or modifications, shall be in writing and signed by the Purchasers and by the Log Builder. Only the following persons may agree to a Change Order or sign the Completion Check List:

For [Insert Company]: [Insert Company Representative's Name & lead technical Representative]

For the Purchasers: [Insert Architect's Name and Client's Name and/or others]

Change Orders hereby incorporate all of the terms and conditions of this Agreement except as the Change Order may expressly provide otherwise. A Change Order may expressly establish or change a date for the completion of the reassembly of the log components at the Site. The cost of all changes to the Work is considered "Additional Charges" and shall be calculated or shall be in the amount as the parties may agree in the written Change Order. Purchasers agree to pay the costs of each Change Order as provided in it. The change order form is attached as exhibit # to this working agreement.

The contract price shall be adjusted only if the Purchasers or Purchasers' Agents makes changes to the Project or Plans already described and submitted to the Log Builder. The cost or credit to the Purchasers from a change in the Project or Plans shall be determined by the Log Builder in accordance with the Log Builder's usual pricing practices. Any labour provided by the Log Builder in addition to that referred to in this agreement shall be charged to the Purchasers at the rate of \$[Insert hourly rate] per hour, plus living out expenses if applicable. Any increase/decrease to the scope of work resulting from a change made by Purchasers to the Project or Plans may involve an increase/decrease both to the price and the schedule.

6. RISK OF LOSS/INSURANCE

- A. Purchasers shall, at the expense of the Purchasers, purchase and maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the Site is located, property insurance upon the Project at the Site in an amount representing the full value of the Project. This insurance shall be on an all-risk policy form and the Log Builder shall be named as a loss payable as their interest may appear.
- B. Purchasers or Purchasers' agent or general contractor shall purchase and maintain builder's risk liability insurance covering liability for claims which may arise from operations under this agreement that occur at the Owner's Site, such insurance to provide coverage limits of no less than \$2,000,000 per occurrence and \$2,000,000

aggregate for property damage and bodily injury liability. The Log Builder shall be named as an additional insured with respect to liability.

- C. Purchasers shall file a copy of each policy with the Log Builder before an exposure to loss may occur. Each policy shall contain a provision that the policy will not be cancelled or allowed to expire until at least 30 days' prior written notice has been given to the Log Builder.
- D. Within the limits of the Scope of Work identified in this Working Agreement and with the understanding that the Log Builder is a supplier for the Project and will provide the technical assistance for only the log and timber components defined by the Scope of Work of this Agreement, the Log Builder warrants that the log or timber components supplied by the Log Builder under this Agreement shall be free from defects in material and workmanship in accordance with the requirements and specifications by the Structural Engineer for the log/timber components.

7. APPLICABLE LAW

This agreement shall be construed in accordance with the laws of the Province of British Columbia.

This Agreement is the entire agreement between the parties and supercedes any earlier agreements, discussions or negotiation. Any amendments to this Agreement must be mutually agreed to in writing by the Purchaser and the Log Builder. Should a provision of this Agreement be determined to be unenforceable or invalid, the remaining provisions of the Agreement shall remain in full force and effect. A waiver of a right or obligation under this Agreement by either the Purchaser or the Log Builder shall not constitute a waiver of any other right or obligation.

8. COUNTERPART

This Agreement may be signed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same document.

9. ENUREMENT

This agreement shall inure to the benefit of and be binding upon the parties thereto and their respective heirs, executors, administrators, successors and assigns. Please affix your initials at the bottom of each page where it is indicated, and sign and return both copies of the Working Agreement.

[Insert full Company Name]

Per:

[Insert Company Representative's Name]

[Insert Title]

[Insert Company's Address]

Purchaser's Signature(s) – Mr. & Mrs. [Insert Surname]

[Insert Client's Address]

Business Phone: [Insert Phone Number]

Fax: [Insert Fax Number]

Home Phone: [Insert Phone Number]

Mobile Phone: [Insert Cell Number]

e-mail: [Insert Email Address]

Attachments:

Architectural Drawings by [Insert Architect] and dated [Insert date]

"Schedule A" – Proposal and Log Construction Package Specifications for the [Insert client's last name, city and state]

Copy of the Change Order Form

Copy of the Completion Report

Tool List to be supplied by Purchaser

Schedule "A"

Proposal and Log Construction Package Specifications for the [Insert client's Surname]'s Residence, [Insert city and state]

The Project:

[Insert project description] that is proposed to be built near [Insert City, State] according to the Architectural drawings by [Insert Architect] and dated [Insert date].

The Scope of Work:

[Insert Company] will provide the log shop drawings for [Insert Architect] approval for the Project. [Insert Company] is fully insured for projects in the U.S. and will provide a currently dated cover note evidencing the presence of their insurance.

- Comply with log specifications as identified and graded by Timber Products Inspection Inc. (TPI) "Log Home Grade Rules and Design Values" 1985. All logs will be graded as "Premium" or "Select" – the highest grade identified by TPI.
- Provide complete log assemblies and items as noted in Design Drawings and approved log shop drawings – all log pieces pre-fitted and ready for assembly.
 - ✓ All Log and Timber work, including all handrails, stairs and stair handrails, and fireplace mantles as shown on the Plans.
 - ✓ Log to Log insulation as per plan.
- Log joinery
 - ✓ Full length logs with no visible butt joints.
 - ✓ The Log Builder shall be responsible for spraying all log components with non-toxic mildewcide to minimize moisture damage during construction, shipping and erection. The Purchaser shall be responsible for protecting log components from weather and moisture damage after the erection of the Log Work and or Timber Package.
 - ✓ Precut door and window openings - sizes to be provided by Purchaser within 3 weeks of the signing of this agreement.
 - ✓ Sanding (to 80 grit) of all knots and logging scars prior to dismantling on the company's preconstruction site.
 - ✓ Sanding (to 80 grit) of all exposed chainsaw cuts and log ends prior to dismantling on the company's preconstruction site.
 - ✓ Planing of any flattened but exposed post surfaces.
 - ✓ Pre-drilling of logs for electrical passages.
 - ✓ Mortising of logs for all electrical boxes.
 - ✓ Sanding (to 80 grit) of all log arches and special cuts.
- All log and timber material loaded on trucks and ready to ship.

Company Name Here
Company Logo

[Click [here](#) and type return address]

CHANGE ORDER AND INVOICE

Change Order Number: _____ Change Order Date: _____

Project Name: _____

Your Company Name: _____

Authorized Representative Name: _____

Authorized Representative's Signature: _____

Change Requested by (Name): _____

Change Authorized by (Name): _____

Telephone Number: _____

E-mail Address: _____

Signature: _____ Date: _____

Details of Requested Change(s)

Attachments:

Total Cost of Change: _____

Timeline Impact of Change

Payment due in full for the requested changes upon signing of this change order form/invoice.

[Enter Clients Last Name] Residence

Project _____

Description	Completed	Not Completed	Notes
Logs assembled as per plans/contract received	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rough openings in log walls complete and keyways installed as per plan/contract	<input type="checkbox"/>	<input type="checkbox"/>	
Steel connectors and hardware supplied and/or installed	<input type="checkbox"/>	<input type="checkbox"/>	
Material supplied (to be installed by others – as per contract)	<input type="checkbox"/>	<input type="checkbox"/>	
Log assemblies supplied (to be installed by others – as per contract)	<input type="checkbox"/>	<input type="checkbox"/>	
Slots cut for frame wall to log wall connection	<input type="checkbox"/>	<input type="checkbox"/>	
General Information Booklet provided	<input type="checkbox"/>	<input type="checkbox"/>	
Grade stamps visible on all logs	<input type="checkbox"/>	<input type="checkbox"/>	
Log ends sanded as per contract	<input type="checkbox"/>	<input type="checkbox"/>	
Log wall surface condition as per contract	<input type="checkbox"/>	<input type="checkbox"/>	
Owner/agent has been advised to inspect and upgrade temporary bracing in all locations to meet building code and structural requirements	<input type="checkbox"/>	<input type="checkbox"/>	

Log Home Company Owners' Initials

Project _____

Description	Completed	Not Completed	Notes
Electrical allowances in logs	<input type="checkbox"/>	<input type="checkbox"/>	
Floor ledge cuts completed	<input type="checkbox"/>	<input type="checkbox"/>	
All other allowances to accept frame components cut in log walls as per plan/contract	<input type="checkbox"/>	<input type="checkbox"/>	
Site condition, clean-up, as per contract	<input type="checkbox"/>	<input type="checkbox"/>	
Final payment received or escrow document signed	<input type="checkbox"/>	<input type="checkbox"/>	
[Enter Log Company Name] (or authorized signature) _____			Owner (or authorized signature) _____

TOOL LIST

REASSEMBLE TOOL LIST	CHECK		CHECK
1 - 3 ¼" Planer		3 - Peaveys	
1 - Hole Hawgs		1 - 2" Lifting Strap	
2 - 7" Grinders		10 - Form Adjusters	
1 - 5" Grinder		2 - Utility Knives	
1 - Sawzall		1 - Pack Scribe Pencils	
1 - ¾" drive impact Wrench with sockets to 1 ½"		1 - Box Carpenter Pencils	
1 - 036 Stihl Saw		2 - 25' Fat Max Measuring Tapes	
1 - 044 Stihl Saw		1 - 100' Tape	
1 - 5/8 x 18" Ship Auger		2 - Backing Pads	
1 - ¾ x 18" Ship Auger		2 - Heavy Duty Staplers and 9/16" staples	
2 - 1 1/16" x 18" Ship Auger		2 - Chalk Lines	
1 - 1 1/8 x 18" Ship Auger		2 - 20oz Hammers	
1 - 1 ½ x 18" Ship Auger		1 - Scriber	
1 - 3" Selffeed		6 - Holddown Washers	
1 - 2 ¼" Selffeed		2 - 1" Chisels	
1 - 2 1/8" Selffeed		Robertson bits for drill	
2 - 6" Extension Bits		5/16" Hex driver bits	
2 - 9 ½ Extensions		Oly log bit drivers	
1 - 18" Extension Bit		2 - 6' step ladders	
2 - 1 1/8" Wrenches		1 - 14' extension ladder (extend to 20')	
1 - ¾" Wrench		Bracing	
1 - ¾" Socket		4" double head nails	
2 - 1 1/8" Sockets ½" Drive		Beam puller (fetunzoig)	
1 - 1 3/8" Socket ½" Drive		Plans - Laminated	
15/16 - Socket 3/4 Drive		Calculators	
2 - Lg Sledge Hammers		Ratchet Straps	
2 - Sm Sledge Hammers		Chain Hoist	
1 - 4' Level		Polyurethane Glue	
1 - 2' Level		15 Minute epoxy	
2 - Tool Belts		Nail assortment - finishing nails	

SAFETY EQUIPMENT	CHECK
2 - Hard hats with earmuffs	
2 - Pairs buckers Chaps	
2 - Clear Safety Glasses	
1 - Box of Masks	
10 - Pcks Ear Plugs	

[Enter Clients Last Name] Residence

DISCLAIMER

The use of this generic Contract form is entirely the responsibility of the log home building company. This generic contract form is provided as a service to the members of BC Wood Specialties and writers do not accept any liability, which may arise out of the use of this example. The offering of this example does not constitute legal advice and no claims are made regarding the accuracy, completeness, or adequacy of the information contained in the Working Agreement example. Each log building is custom with unique characteristics and, therefore, the draft must be modified to the terms and conditions of the structure being contracted and the method of operation of individual companies. Individual states may have differing requirements such as notice, liens, and dispute mechanisms. It is the obligation of the log construction company to have their legal advisors review the final contract and make modification based on this advice. As legal advice must be tailored to the specific circumstances of each case, and laws are constantly changing, nothing provided herein should be used as a substitute for the advice of competent counsel.