

HOMEOWNER CHECKLIST · PART 1 OF 2

Basement Finish — What You Purchase

CLIENT

PROJECT ADDRESS

TARGET START

PREPARED

WE DO NOT START UNTIL YOUR MATERIALS ARE HERE

Every finish material on this list has to be physically at your home before we begin. Not ordered. Not shipped. Not out for delivery. Delivered, and checked by us.

We give you a completion timeframe and we hold to it. The only way we can do that is to control what is in the house on day one. A material that is still in transit has too many ways to fail — backorder, freight delay, shipping damage, wrong color, wrong quantity, wrong dye lot — and every one of those lands on your finish date instead of the supplier's.

So if the materials are not here, we do not start. Your project does not become a slower job. It becomes a later start. That is exactly what protects the timeframe we promised you.

Two exceptions: a bar countertop is cut after the cabinets are set, and if the basement includes a shower, the glass company measures after the tile is complete and brings you the style and finish options at that visit.

A basement finish has fewer expensive finishes than a kitchen and far more decisions that get permanently buried in a wall. Where the TV goes, where the speakers go, where the data drops land — all of that is cheap to do before drywall and expensive to do after.

The other thing to know up front is that drywall is the longest single phase of your project. Hanging, taping, three coats of mud, and sanding runs one to two weeks on its own, and there is no way to speed it up without the finish showing it.

HOW TO USE THIS SHEET

- Check the box once the item is bought and the spec sheet or model number is sent to us — not when you have decided on it. A decision we cannot see is not a decision we can build from.
- Send specs to Tony at Tony.KVIconstruction@gmail.com. A photo of the model sticker or a link to the product page is enough.
- Anything marked "On site before we start" has to be at the house before day one. Anything marked "Before we start" is a decision we need from you by then, not something you deliver.
- If a line does not apply to your scope, cross it off with us at the pre-construction walkthrough so nothing is left looking unanswered.

	ITEM	WHAT WE NEED FROM YOU	DUE BY
LAYOUT AND BIG DECISIONS <i>These have to be settled before we frame. After framing, changing them means tearing walls back out.</i>			
☐	Final room layout	Your signed approval on the layout — room sizes, door locations, closet placement	Before we start
☐	Ceiling type	Drywall or drop ceiling. Drywall looks better; a drop ceiling gives you access to everything above it. Pick one, and tell us where you want access panels	Before we start
☐	Egress window	Required by code for any bedroom. Confirm the location with us before we frame the wall	Before we start

	ITEM	WHAT WE NEED FROM YOU	DUE BY
☐	Stair treads and railing	Tread material, railing style and finish, and whether you want the stairs carpeted or finished	On site before we start
☐	Fireplace	Model number and cutout dimensions for an electric or gas unit. We frame the opening around it	On site before we start
☐	Bathroom in the basement	If you are adding one, every item on our Bathroom checklist applies here too. Ask us for that sheet	Before we start
INSIDE THE WALLS <i>Decide all of this before rough-in. After drywall, each one becomes a repair job instead of a wire pull.</i>			
☐	TV locations	Where each TV goes, the screen size, and the mount type. We install blocking and run conduit so the cords stay hidden	Before we start
☐	Speaker and surround prewire	Where you want in-wall or in-ceiling speakers, and whether you want a rack location	Before we start
☐	Data and ethernet drops	Which rooms need hardwired network, and where the equipment will live	Before we start
☐	Sump, dehumidifier, floor drain, radon	Any changes to existing systems, or new equipment you want us to plumb and power	Before we start
☐	HVAC approach	Extend the existing ductwork or add a mini-split. If it is a mini-split, we need the model number	Before we start
☐	Wet bar plumbing	Whether you want a bar sink, and if so, roughly where. The drain often has to be cut into the slab	Before we start
WET BAR OR KITCHENETTE			
☐	Rough layout and appliance dimensions	Same rule as a kitchen — we cannot produce the bar design rendering until we have a rough layout and the dimensions of anything going under the counter: beverage fridge, ice maker, dishwasher	Before we start
☐	Bar cabinets	Style, finish and signed shop drawing. These have the same lead times as kitchen cabinets	On site before we start
☐	Countertop material	Brand and color, or the reserved slab if it is natural stone	Reserved before we start
☐	Bar sink and faucet	Model numbers and finish	On site before we start
☐	Beverage fridge, ice maker, dishwasher	Model numbers, cutout dimensions, water lines, and circuit requirements	On site before we start
☐	Backsplash tile and grout	Tile with 15% overage, trim pieces, and grout color	On site before we start
FLOORING, DOORS AND TRIM			
☐	Flooring	Material with 10% overage. In a basement, confirm it is rated for below-grade use	On site before we start
☐	Underlayment and moisture barrier	Whatever your flooring manufacturer requires — it affects the warranty	On site before we start
☐	Transitions and stair nosing	Matched to your flooring, one for every threshold	On site before we start

	ITEM	WHAT WE NEED FROM YOU	DUE BY
☐	Interior doors	Style and whether solid core. Solid core is worth it on a media room or a bedroom	On site before we start
☐	Door hardware	Finish and count, split between passage, privacy, and any locking doors	On site before we start
☐	Baseboard and casing profile	Profile and height. Matching the upstairs is usually the right call	Before we start
☐	Closet shelving	Wire, wood, or a closet system, and the configuration for each closet	On site before we start
LIGHTING AND ELECTRICAL			
☐	Recessed lighting	Count, trim finish, and color temperature. Basements need more light than people expect	On site before we start
☐	Ceiling fans and decorative fixtures	Model numbers and weight. Fans and heavy fixtures need blocking	On site before we start
☐	Device and plate color	White, almond, or black, plus the plate style	Before we start
☐	Dimmers and smart switches	Which circuits you want dimmed. A media area almost always wants dimmers	Before we start
☐	Accent lighting	Under-stair, toe-kick, tray ceiling, or bar lighting — all of it is wired at rough-in	On site before we start
PAINT			
☐	Wall, ceiling and trim colors	Brand, color name and number, and sheen for each surface	Before we start

ORDER THESE FIRST — THEY DECIDE WHEN WE CAN START

- Where your TVs, speakers and data drops go. These cost almost nothing before drywall and hundreds of dollars after.
- Bar cabinets, if you are including a bar. Generally two to four weeks like kitchen cabinets, and subject to change.
- Flooring. Basements need a below-grade rated product, and the one you like may not be one.
- Interior doors and trim. These are the last things installed and the most commonly forgotten until we are standing there ready to hang them.

HOMEOWNER CHECKLIST · PART 2 OF 2

Basement Finish — How the Work Runs

A basement runs in a long, steady sequence with two stretches you should expect: waiting on inspections, and drywall.

Inspections are the part of the schedule we least control. We schedule them the day the work is ready, and then we wait for the inspector's calendar. On a basement there are usually four separate inspections.

Every phase below assumes your materials were already at the house on day one. That assumption is what the whole schedule rests on.

#	PHASE	TYPICAL TIME	WHAT MUST BE SETTLED OR ON SITE FIRST
1	Design, permit application and selections	2–5 weeks	Final layout signed off, permit submitted, and every material on page 1 delivered to the house
2	Permit review and issuance	1–4 weeks	Entirely on the jurisdiction's clock, not ours
3	Moisture and foundation prep	1–5 days	Any water issue has to be solved before we frame. A wet basement will ruin a finished one
4	Framing	3–7 days	Final layout, fireplace model, recessed medicine cabinet or niche locations
5	Rough electrical, plumbing, HVAC and low voltage	4–8 days	TV, speaker and data locations, bar and bath fixtures spec'd and on site
6	Rough inspections	3–7 days	Building, electrical, plumbing and HVAC, often on separate visits
7	Insulation	1–3 days	Nothing needed from you
8	Insulation inspection	1–3 days	Another wait on the inspector
9	Drywall: hang, tape, three coats, sand	7–12 days	The longest single phase. Each coat has to dry before the next one goes on
10	Prime and paint	3–5 days	Colors and sheens selected
11	Flooring	2–4 days	Flooring delivered and acclimated for the time the manufacturer requires
12	Trim, doors and closet shelving	3–5 days	Doors, hardware, trim profile and shelving all on site
13	Bar cabinets and countertop template	2–3 days	Cabinets delivered, sink on site for the template
14	Bar countertop fabrication	7–14 days	Nothing happens on the bar during this stretch — we work elsewhere in the space
15	Tile: bar backsplash and bath	2–5 days	All tile, trim and grout on site
16	Finish electrical and plumbing	2–4 days	Every fixture on site and unboxed
17	Paint touch-up and final clean	1–2 days	Nothing needed from you
18	Final inspection, punch list and walkthrough	1–3 days	You available to walk the job with us

Shaded rows are stretches where little or nothing happens on site. They are part of the schedule, not a sign the job has stalled.

What actually moves your date

THE THREE MOST COMMON DELAYS ON A BASEMENT FINISH

- Inspection scheduling. On a basement there are four or more inspections and each one is on the jurisdiction's calendar. We build buffer in for this but it is the least predictable part of the job.
- Changing the layout after framing is up. It always looks different once the walls exist. If you want to move something, tell us the day the framing goes up — not the day the drywall goes on.
- Low-voltage decisions made too late. TV, speaker and network locations are free to change before rough-in and expensive to change after drywall.

Typical lead times

These are ranges we see in the Columbus market. Confirm the real number with your supplier when you buy, and tell us if it is longer than what is shown here.

ITEM	TYPICAL LEAD TIME	ORDER IT BY
Bar cabinets	2–4 weeks	As soon as the job is booked
Below-grade rated flooring	1–6 weeks	3 weeks before the flooring phase
Interior doors, prehung	1–4 weeks	3 weeks before the trim phase
Egress window and well kit	2–6 weeks	As soon as the job is booked
Mini-split HVAC unit	2–8 weeks	As soon as the job is booked
Electric fireplace unit	1–6 weeks	On site before we start
Light fixtures and fans	1–6 weeks	3 weeks before rough-in
Permit review	1–4 weeks	Submit as early as possible

Acknowledgment

We have reviewed the selection list and the sequence above. We understand that KVI Construction does not begin work until every finish material on this list has been delivered to the home, and that our start date is set only once those materials are on site and checked, and that changes made after a phase is complete may carry additional cost.

 Homeowner signature / date

 KVI Construction / date