THE ULTIMATE ROADMAP TO BUILDING BUILDI



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OVERVIEW

If you find yourself thinking, "I might have a building problem, where do I start?" — This guide will outline the process of inspection, damage discovery, funding options and repair solutions.

At J2, it's our job to walk HOA boards, community managers, and building owners through the remediation process so you can stick to your budget and get the job done right.

STEP 1: VISUAL INSPECTION

TIMELINE: 2-6 WEEKS

You should perform a visual inspection regularly and during the following events:

- Annual maintenance
- Buy/sell transactions
- After storm events or other damage
- After reported leaks
- As suspicions of problems arise

The purpose of a visual inspection is to identify issues or potential issues with the building(s). When you receive the results of the inspection, you should do one of two things:

If simple, routine repairs are needed, call a contractor. **Move on to Step 5**

If the damages are significant, we recommend creating a design to start a plan of action. **Move on to Step 2**



HOW J2 CAN HELP:

J2 has certified inspectors on staff who can perform full visual investigations of your condominium, apartment, commercial building, and more. We will photo-document our findings and produce a full written report for your records, then we can help you with building envelope design. Proposal signing to report delivery can take about 6 weeks.

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STEP 2: INVASIVE INSPECTION

You'll need an invasive inspection if your visual inspection revealed damage, improper construction techniques, or if more understanding of the problem is necessary.

The inspector will remove cladding and other exterior elements in problem areas on the building to better understand the extent of the damage. They will then place a temporary cover over the openings.

Invasive inspections are purposed to identify issues, needed repairs, and develop a narrative repair plan.

If repairs are needed, **move on to Step 3** with allowances and contingencies for the level of damages found during the invasive sampling. If routine repairs are easily identified and understood, call a contractor to fix. **Move on to Step 5**

TIMELINE: 6 WEEKS



HOW J2 CAN HELP:

Our inspectors are also certified to do invasive inspections, where we use our background in construction, engineering, and design to not only identify the problems your building is experiencing, but also determine the cause. Proposal signing to report delivery can take up to 6 weeks depending on contractor availability, HOA internal requirements (three bids, etc.), materials sampling, litigation, etc.

STEP 3: DEVELOP PLANS, SPECS & BID DOCS

TIMELINE: 6-12 WEEKS

Plans, specifications, and bid documents are necessary for:

- Construction contract
- Building permit for repairs
- Bank loan or community assessment
- File documentation for findings and how they should be addressed
- Design details for contractors to provide
- a bid and follow in the repair process

Next, the project goes out for contractors to provide a "bid" to do the work:

- Precise bid documents are necessary to obtain accurate bids that are true to budget
- If the project is too expensive, we can do some value engineering or make changes to the scope to meet fiscal budgets and plan for additional repairs or additional maintenance costs
- It's a good idea to coordinate repairs with other planned maintenance on the building





HOW J2 CAN HELP:

J2's team of designers and engineers will work with you to engineer a solution for your damages as well as make your building look beautiful and fresh within your budget. We create precise bid documents and help you hire the best contractor to do the job. Proposal singing to permit submission can take anywhere from 3 weeks on small jobs to 6-12 weeks or longer on bigger projects. (Depending on client budget, design process, material requirements, project scope, etc.)

STEP 4: OBTAIN FUNDING

TIMELINE: A FEW MONTHS



There are numerous ways to obtain funding for a project, such as:

- Reserves and Savings
- Raise HOA dues
- Loan from a Financial Institution
- Energy & Utility rebates

- Warranties
- Insurance claims
- Insurance or Legal recover if necessary, seek professional counsel



HOW J2 CAN HELP:

We've been through this before, so we have a lot of advice on how to find money for your repairs. This can be a quick as a few weeks, but an insurance claim is a process that can go through the legal process, which really dictates time line here. Could be longer than a year to get through litigation.

STEP 5: PROCEED WITH REPAIRS





Interview Bidders:

We recommend interviewing bidders to find a contractor who has experience in your area with your type of building. There's a big difference between new construction and companies who have experience with occupied building remediation (making repairs to buildings where people actively live and work).

Assemble contracts and insurance requirements

Obtain building permits

Next step: Perform construction administration during repairs (see next page)



STEP 5: CONTINUED

Perform construction administration:

- Answer requests for information from contractors
- Review pay applications
- Handle change orders and any
- unexpected problems that arise • Ensure project completion and
- meet warranty requirements
- Document all repairs for future
 reference



HOW J2 CAN HELP:

J2 will help you interview contractors, obtain all necessary permits, make weekly site visits to photo-document progress and review workmanship quality. We handle all construction administration so you don't have to worry about the construction schedule. We create periodic reports and attend board meetings to keep you updated. This time line depends on the scope and size of the project. Generally the re-clad process will start at about 3 months and could go for up to several years, usually about 6-18 months.



SUMMARY

STEP 1: VISUAL INSPECTION

STEP 2: INVASIVE INSPECTION

STEP 3: DEVELOP PLANS, SPECS & DOCS

STEP 5: PROCEED WITH REPAIRS

STEP 4: OBTAIN FUNDING

CALL J2 FOR ASSISTANCE!

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