# *Delineation of Responsibilities - SHORT FORM*

rev 10.07

**DATE**

**PROJECT NAME**

**PROJECT DESCRIPTION**

**LOCATION**


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| 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, | | | X | |
| testing services, planning & zoning submissions, surveys & stakes out of | | | X | |
| site are by Customer. | | | | |
| **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 | | | | |
| 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. | | | | |

** Not In Contract*



*Initials: _____*

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|---|---|---|---|---|
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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: | | | | |