



## Waiea at Ward Village Typical Unit Preparation Checklist

In an effort to assist with the process of preparing your unit for your scheduled repairs, please find below a brief guide to follow. As all units have their own uniqueness, use this as a starting point to guide you through your preparations.

Video walkthrough: You should receive a notice for a video walkthrough in your unit approximately 120 days prior to the start date of your repairs. This is to document the unit and to allow the contractor to gather information to create an individual work plan for your unit. This process is required and normally takes 60 – 90 minutes in each unit.

Work Plan for your Unit - Approximately 90 days prior to your repair start date, you will receive an individualized work plan for your unit. This is the document that will guide you in your initial preparations. Use this time to review the below checklist items.

### 30-45 day work plan walk:

- Review individualized work plan with general contractor and owner's representative.
- Determine if you need assistance with movers, electricians, a/v vendors, etc. Obtain proposals and schedules for same. A list of common vendors is included with this packet.
- Boxes for your belongings are available by contacting the front desk.
- Make plans to possibly remove or protect delicate items that may suffer from humidity or need temperature control including artwork, plants and the like.

### 7-10 day work plan walk:

- Meet with contractor to finalize / show completion of preparations and to allow the contractor to assist with any final questions / concerns. If unit will not be prepared at this time, be prepared to discuss with contractor timeline prior to repair work start time for this to be accomplished.

### 1-2 day work plan walk:

- If unit is not ready at the 7-10 day work plan walk, the contractor may request a final walk 1-2 days prior to the repair work start date to ensure completion of unit owner preparations and to assist with any last-minute questions.

### **Preparing your unit for Repair Start Day:**

- Familiarize yourself with Red, Orange, and Blue Zones on your work plan and what each colored area means to your responsibilities and preparation.
  - Survey each room for furnishings, electronics, personal belongings, and the like that need to be relocated (either to blue zone areas or to an offsite location).
  - Make notes / highlights of any custom work, finishes, cabinetry, etc. located in red or orange zone areas to discuss with the contractor at your first walkthrough. All customizations of your unit need to be made known to the contractor as early as possible to ensure that repair work can be done with the least amount of disruption of your unit.

- A basic room by room checklist is below to assist with this. Reference all that apply and omit / add details to this list to create your personalized checklist:
  - Foyer / Entry - Area must be completely cleared of any furnishings and personal belongings. This includes wall hangings and lighting with a clearance of less than 10 feet.
  - Unit hallways – All hallways must be cleared of any furnishings and personal belongings. This includes wall hangings and lighting with a clearance of less than 10 feet.
  - Kitchen Area – Large portions of Kitchen areas are designated as “Blue Zones”. Use this area to stage / move furnishings from other rooms to this safe area. Inside cupboards and cabinets are also safe zones.
    - Power to the refrigerator and wine cooler will be shut off.
    - Remove items subject to spoiling from refrigerator and freezer and relocate offsite.
    - Remove items from wine refrigerator and relocate offsite.
  - Laundry Room – Under the cabinet area is available for storage.
    - Area floor must be clear of belongings.
    - Sink and counter must be clear of belongings.
  - Family / Living Room – Check your work plan for specific blue and red zone areas as they are different from unit to unit.
    - Move all belongings out of the designated red / orange areas.
    - Sinks and counters must be clear of belongings.
    - Tables must be clear of all belonging
  - Master Bathroom – Bathrooms are largely all red zone areas.
    - Remove all personal items. Personal items can be placed in the drawers and cabinets for safekeeping but may not be on the counter
    - Sinks and counters must be clear of belongings.
  - Second Bathroom – Bathrooms are largely all red zone areas.
    - Remove all personal items. Personal items can be placed in the drawers and cabinets for safekeeping but may not be on the counter
    - Sinks and counters must be clear of belongings.
  - Powder Room – The powder room is largely all red zone areas.
    - Remove all personal items. Personal items can be placed in the drawers and cabinets for safekeeping but may not be on the counter
    - Sinks and counters must be clear of belongings.
  - Bedroom 1 – Check your work plan for specific blue and red zone areas as they differ from bedroom to bedroom. Pay special attention to beds and other large pieces of furniture as they tend to require more planning and work to stage / move out of the red zones.
  - Bedroom 2 – Check your work plan for specific blue and red zone areas as they differ from bedroom to bedroom. Pay special attention to beds and other large pieces of furniture as they tend to require more planning and work to stage / move out of the red zones.
  - Bedroom 3 – Check your work plan for specific blue and red zone areas as they differ from bedroom to bedroom. Pay special attention to beds and other large pieces of furniture as they tend to require more planning and work to stage / move out of the red zones.

- Closets 1 – Check your work plan for the designation of each closet in your unit as they change from unit to unit.
  - Closets in red zone areas are required to be clear of any belongings on the shelves and hangers.
  - The shelves and drawers will be removed from closets located in red zones. Although items are not required to be removed from drawers, please consider placing all items from drawers into boxes and moving them to blue zones to avoid items in drawers being in view when being moved by the contractors.
- Closets 2 – Check your work plan for the designation of each closet in your unit as they change from unit to unit.
  - Closets in red zone areas are required to be clear of any belongings on the shelves and hangers.
  - The shelves and drawers will be removed from closets located in red zones. Although items are not required to be removed from drawers, please consider placing all items from drawers into boxes and moving them to blue zones to avoid items in drawers being in view when being moved by the contractors.
- Closets 3 – Check your work plan for the designation of each closet in your unit as they change from unit to unit.
  - Closets in red zone areas are required to be clear of any belongings on the shelves and hangers.
  - The shelves and drawers will be removed from closets located in red zones. Although items are not required to be removed from drawers, please consider placing all items from drawers into boxes and moving them to blue zones to avoid items in drawers being in view when being moved by the contractors.
- Lanai – Check your work plan as most lanais have both red zone and blue zone areas.
  - Do not place any items in lanai blue zones that may be weather damaged as items will be there for approximately 8 weeks.
- Other items and concerns:

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If you should have any questions or would like to schedule a review of your unit before the estimated timeline above, please reach out to Michael Scofield directly at [mScofield@abbae.com](mailto:mScofield@abbae.com).