



Quality Specifications & Services for Bella Basements Projects

We thank you for the opportunity to provide you with our passion!

As part of the Bella Basement promises, we guarantee that all of our projects will be of the highest level of materials and construction quality which are above industry standards and typical building codes. We operate as a Custom Designer Builder so we ensure the most effective use of space and provide you with our level of customer service and quality that are the highest in the industry. Listed below are specific activities that we provide as a standard to every client, separating us from production companies.

Please make certain all contractors interviewed will be providing you with the same level of quality. You deserve it!

In General:

- We as the Owners, are also your Designer, Project and Quality Control Manager. We coordinate all activities so that there is consistent progress performed and we will be on your Basement Finish Project job site daily.
- Our job sites are kept clean and orderly every day. At the end of every day, all dust and debris is removed, the job site is swept fully, tools are organized and put away and the area is made safe for you and your family to visit.
- Our relationships with All of our tradesman are about longevity, and are of upwards toward 18 years. We have created great teamwork with respect for each other's tasks. They all appreciate our meticulousness and perform to their highest level and are always courteous and professional.
- At the end of the project, we will have your basement professionally cleaned.

Design and Bid Process:

- Consultation
 - Peter and Peg meet personally with each client, to listen carefully to your wants and needs and verify square footage and ballpark. We pay close attention to your existing home, and future needs and how your space can be used most effectively. We will schedule your measurement appointment at this time.
- Measure
 - In a dedicated 2 hour appointment, we will collect precise measurements, within 1/32", take photographs and video of your existing unfinished basement space and conditions.
 - We will collect photos of your existing finishes to assure and compliment the same quality finishes in your basement design and proposal.

- Preliminary Layout and Floor Plan
 - With the collected information from your wants and needs in conjunction with precise measurements, we create several preliminary layout options, focusing upon the most effective use of your valuable space.
 - We present and review these layout possibilities, and together we create your distinctive space.
 - From your final layout, we create the Floor Plan ready for your proposal.
- Proposal
 - We provide a Proposal Summary, a clean and precise high-level pricing including base price with allowances and upgrades. This concise format allows you to know exactly what Bella Basements is including in your basement finish project, rather than a multiple page excessive line-item material listing, which we find to be a confusion-adding element in the industry that is unnecessary.
- Retainer (Start Date and Final Design)
 - Because of Bella Basement’s exclusive and custom business model which is designed personally for you, we can only execute one project at a time. Because of this, your Retainer is essential to establish and secure your start date.
 - The Retainer also enables us to move into the Final Design Phase with you and is applicable towards your Contract Price. Typically, at this junction we recognize there can be minor modifications to your Floor Plan and we continue to work diligently with you until you are completely pleased and anxious to begin construction.
 - Final Design includes reflective ceiling plan, lighting plan, finish selections and elevations, all of which will determine your exact and complete basement finish cost with reasonable allowances that compliment the quality of your home finishes.
- Contract and Allowances
 - From our proposal in addition to modifications made during Final Design, we provide you a Contract with Specifications and Terms and Conditions.
 - Personalized Progress-Oriented payment schedule is included.
 - We provide each client with a personal Project Binder which includes copies of all legal agreements, full construction documents, project calendar, profiles of all of our tradesmen, selections to date, copies of our licensing and insurance, copy of your future General Lien Release, and Customer Satisfaction Survey and Review information.
 - Full Construction Plans ready for permit application submittal are included.
 - All allowances are dedicated, for your versatility, for any items that have not been determined at contract and will be reconciled as selections occur, such as flooring, countertops, special order items, etc.

Project Management & Services:

- We manage to a detailed Construction Calendar, which is provided to you in your personalized Project Binder. The many project management and administration tools we utilize, ensure that your supply orders, work-orders, inspection schedules, material delivery dates, etc keep your project moving.
- We offer multiple finish-selection services.
 - Selection Catalog for your in-home convenience and design ideas.

- Physical in-home samples for all coordinated choices, such as cabinetry to countertops, flooring to cabinetry, etc.
- Guided outings to assist you, if desired.
- We provide you with daily progress reports and project updates.

Construction Process:

Pre-Construction:

- Dust Protection Systems:
 - We protect existing filtration and water heater vents with wrap filters.
 - Why? To eliminate the introduction of construction dust into your existing water, air duct systems, and furnace, which can be damaging to your equipment.
 - Carpeted areas are covered in protective plastic.
- We install a temporary wall with full weather stripping, and keyed security door between the construction area and the main living area.
 - Why? To minimize dust entering your main living area, and to prevent anyone other than the owner of Bella Basements to have access to your home and belongings. Although we have the highest level of trust in our subcontractors, we want you to have the peace of mind you deserve.
- A portalet will be placed conveniently on your project.
 - Why? It is required by law and for the health and safety of our tradesmen, your family, and property. One might assume that the industry takes this seriously, but that is not always the case.
- A trash container will be placed conveniently on your property and we will coordinate with your homeowners' association, if necessary.

Framing Process:

- All framing materials are hand-selected.
 - Why? It all begins with the framing and if our framing material is warped or bowed, then everything happening afterwards is going to be less than perfect.
- All layouts start by using a laser, not by using a common number off of your exterior concrete walls.
 - Why? We achieve 'true' parallel and 90° walls inside of existing conditions.
- We use 3x the amount of fasteners required.
- Our wall systems are constructed with hem fir "D" grade or better, 16" on center and fastened to head and shoe plate with (2) 3" steel nails through both plates and all are toe-nailed with (3) 3" steel nails top and bottom.
 - Why? This holds the framing materials in place so that they do not shift during rough-in trades work, such as electrical, plumbing, and mechanical, and prior to drywall. The integrity of your walls are intact throughout the remainder of construction.
- Our walls are plumbed from plate to plate within a 1/32".
- All floating wall systems require a third plate, called a sill plate connected to the concrete floor with treated fir "D" grade or better continuously glued, then pinned with 2-1/2" steel nails at a maximum of 32" apart.

- Why 32" apart rather than the code requirement of 48"? This ensures the sill plate will be straight and secured accurately. Therefore, the drywall and base moldings will also be straight and accurate. The common shortcut is to spot glue and pin every 48", allowing for wavy walls and possible future movement.
- All floating wall systems are suspended from the ceiling joists. When any wall is running parallel to the joist, we require blocking at a maximum of 24" apart perpendicular between joists to enable proper wall head-plate fastening.
 - Why? This ensures the head plate will be straight and secured adequately to properly support the weight of the drywall, and eliminate future cracks.
- Our floating wall systems are plumbed from head plate to sill plate before float spike is set.
 - Why? To guarantee that all walls will be plumb. Another common shortcut is to use a speed square off of your concrete floor then plumb up and unfortunately, basement concrete floors are not level.
- We use specialized rotary lasers to layout all soffits and ceilings.
 - Why? Lasers provide an accuracy that a 'measurement and strings' cannot provide.

Insulation Process:

- We always recommend having ceiling space in the basement rafters be completely filled with 2.2cf net-and-blown insulation.
 - Why? Sound moves through solid material (substrates), not through empty space, so blowing in insulation material rather than applying insulation batting fills the empty spaces completely, providing an effective deadening effect between the main floor and the basement activities.

Plumbing Process:

- We check your existing pressure reducer valve and fix or replace if necessary.
 - Why? We are a customer advocate and want to help you maintain the longevity of your equipment. Since we are working in your basement already, it just makes sense.
- We will check your existing anode rod in your existing hot water tank.
 - Why? Many times, homeowners aren't aware that by replacing their anode rod they can eliminate the need to replace hot water heaters. Again, it just makes sense.

Electrical Process:

- We take great care to align your lighting fixtures according to the reflective ceiling plan and your planned activities, such as a future gaming tables.
 - Why? Because lighting is commonly designed poorly, and there is nothing worse than having the right light in the wrong place.
- The design of your lighting path is reviewed in detail with you.
 - Why? Traffic patterns in your basement need to be able to be lit and turned off methodically, not leaving anyone in the dark.
- We always add an additional sub-panel to your existing electrical panel design.
 - Why? We don't want to overload the existing panel. We want you to have ample capacity, rather than future problems.
- All finish wall plate cover screws are aligned perfectly vertical.

- Why? Just because we are that particular and it's an aesthetics thing.

Mechanical Process:

- We use a specialty flathead screw where any mechanical equipment is fastened to the face of any surface that will be dry-walled over, rather than your common mechanical hex-head screw.
 - Why? To eliminate 'bumps' in the drywall.
- We check existing heat runs for mastic sealant.
 - Why? To eliminate existing heat loss in your home as an added cost savings measure for you, which may increase your efficiency up to 30%. After we drywall your basement ceiling, it is no longer accessible.
- We always recommend adding an additional engineered heat zone(s) for basements.
 - Why? To ensure the client's ease in maintaining desired temperatures on multiple floors. It is very challenging to heat the basement and main floor comfortably at the same time, when the only thermostat is on the main level.

Drywall Process:

- Before we begin the drywall process, we paper your entire floor.
 - Why? To ensure a smooth and clean subfloor prior to any flooring installation.
- We prime all walls both before and after texture.
 - Why? To ensure that any defects prior to the texture process are identified.

Painting Process:

- We always apply two coats of premium Sherwin Williams Pro Mar 400 to walls, ceiling and trim.
 - Why? Many paints state they can cover in one coat, and many contractors claim that is enough. We do it right and eliminate any over-use of the first coat which leads to gloppy and drippy paint jobs.

Trim Process:

- All door jambs are shimmed at each hinge and striker, in addition to where necessary for a straight and square door jamb.
 - Why? This secures your jamb properly to the framing which eliminates future binding.
- We back-cut, glue, and clamp all door and window casing miters.
 - Why? This guarantees that all casing profiles are aligned perfectly and creates the look of your trim all being one piece.
- We "cope" all our inside corners, rather than doing the easier 'inside 45 degree'.
 - Why? This ensures a tighter inside corner and aligns the profile of your trim accurately.

Post Construction:

- Punch List.....we don't have them. When we receive your Final Inspection, everything is 100% complete.
- When your basement finish project is completed, we have our cleaning professionals polish your Bella Basement.