

4. PROJECT COORDINATION

Once you submit the initial data, we develop a technical project and send it to you to check it and to specify minor details, as well as to approve the project. And, of course, it is also sent for a convenient marking of electricity and other drill-holes or trays in the wall planning, if you need any.

However, project coordination rarely stops with that as often there are further corrections, changes, wall and construction shifting; in other words, there will be several adjustments initiated by you or the customer. Though in any case, we are expecting that you will do the following things:

- 1) **Please print all** technical drawings sent by us;
- 2) **Apply the necessary corrections**, marking on each page of our technical drawings things that you don't like and what should be changed, as well as write down any comments. Or mark (OK) to state that everything looks fine; write down the date of examination **and sign**;
- 3) Afterwards, **please scan the corrections** as well as approved technical drawings **and send them**, joint in a single file, to the e-mail address of the same designer who was responsible for development of your project.

In case of any further changes, these 3 steps must be followed once again until all technical drawings will be marked with OK. It should be done as many times as necessary.

Attention. No written corrections of technical drawings will be accepted.

It is not allowed, for example, to try to describe in an e-mail that height of one or another specific wall must be changed, one of the apertures should be shifted to the right, ends of one specific overhang must be cut shorter, only one drill-hole should be left, etc. Such approach will definitely lead to misunderstandings and it will turn out to be a waste of time, moreover for both of parties.

When coordinating the project, a special attention must be paid to problematic areas marked by us and an answer should be provided to all of raised questions. Of course, all drawing details should be checked, namely whether height of z-groove in the building side walls is suitable to you (≈ 125 mm, depending on the cross-section of the roof and thickness of heat insulation layer) or does placement of inter floor grooves seems okay, are all drill-holes, grooves and openings in the right places, etc.

Don't be surprised that in case of perpendicular roofs (if height of the ceiling on both directions is the same) you will be urged to approve the sole log layout option that works for both of directions. By evaluating situation it's necessary to compromise as it will never be possible to find a perfect log layout combination for both of roofs.

For a better understanding of the drawings approval process, and to ensure smoother project approval procedure we encourage you to look at the following file: [CORRECTION EXAMPLES.PDF](#)

File perfectly reflects what should be noted while coordinating a project and serves as a great example for mutual communication as every correction shall be technical and unambiguous as well as easily perceivable. When coordinating the project, you may find it helpful to introduce your own evaluation form or checklist for the technical drawings.

Sometimes customers take a lot of time to coordinate the project and often we have to remind and invite them repeatedly to do that. Moreover, later many request n-th changes and we have to coordinate drawings for multiple times. That has an adverse effect on execution of the manufacturing plan and, of course, endangers your delivery deadlines. Therefore, we invite you to submit and coordinate the project in a very good time. If you submit technical drawings in the last minute, you also have to be ready to coordinate them during the last days allocated for this task, in worst case scenario, by doing that over the weekends.

Since we assume financial responsibility for performance of our obligations, we also tightly follow how you execute your duties. We monitor procedure of project corrections and coordination, we examine completeness of information submitted by you, and we register deadlines for submitting technical drawings and delayed payments.

All your delays and unexpected changes affect, to a smaller or greater extent, our production schedule; therefore, you will receive a warning for any of delay. All these delays will be systemically registered and accumulated, granting us discretion or rights to shift delivery deadline according to our wishes. Unfortunately, but we are capable to buffer only minor delays on your part.