Section Editor: Nina Patel

Your Final Answer

Wallace Remodeling in San Francisco uses a form called the "Owner Approved List" to make it easier for project managers to order products and make the job run more smoothly. Company architect Ron Kardon fills out the form and tracks approval dates and deadlines for finishes, fixtures, and other components of a remodel.

"Things change in remodeling — this is a way to finalize selections and have a record of the decisions," Kardon says. When it comes time to order, project managers don't want to know about the process, they want to know what to put on the purchase order.

Homeowners sign the form, and it becomes part of the job record. Because Kardon works with clients on selections, he updates the information on a database.

Before the company created this form, Kardon says much of this information was verbal. The form helps clear up misunderstandings or disputes with clients about their selections. It also helps Wallace Remodeling meet its deadlines — for example, the company has to provide clients with cabinet finish samples by a certain date. —*N.P.*

LOG OF OWNER SUBMITTALS

Job # 12345 Address: One Main St.

ITEM	DEADLINE	DATE & STATUS	COMMENTS	OWNER APPROVAL *
Roof shingle	12/24	approved	Moire black	X
Hardwood flooring	pending		Medium stain	
Cabinet finish	1/30	sample requested	cherry natural	X
bath accessories		approved	towel bar, towel rack	
surface mounted light	12/24		entry sconce, lights - may require new mounting posts	

Wallace Remodeling uses the "Owner Approved List" to track client product selections.