

KEVIN HOWELL CONSTRUCTION

INTERIOR DESIGN DEPARTMENT

Interior Design Memo

The following memo has been designed to break down the construction process of a Kevin Howell custom commercial building. Also, we have listed the information on the finishing selections included in the Builder's Package, as well as, the ever so popular upgraded options.

Each client will be required to meet with Roberto Saez, leading architect, to complete the interior layout of the office building (Clients may contact Roberto and the architectural department at 813-792-7445). At that time the floor plan along with the, lighting, plumbing, electrical and mechanical plans will be designed. Once the architectural design has been laid out the plans will be reviewed by Roberto, as well as, the client for final approval. Upon written approval by the building owner the plans are then finalized and will be submitted to the building department for permit approval. Please note that if the occupant of the building is requiring specific design properties or customization such as; electrical, lighting, etc. this must be addressed at that time prior to the submittal of the construction documents to the county. Once the construction permits are acquired from the building department, the building process will quickly proceed on the given structure.

All items visible in the architectural documents are not always included in the building package, as standard options. Please be sure that you are clear on what items will be an upgrade.

Once construction has begun the individual selections must be made within 30 days of the start date, unless otherwise noted by the interior designer. The following documents will list, in detail, the standard items included in the Builder's Package, along with optional upgrades and pricing. **Any and all upgrades selected, outside of the Builder's Package, are at the client's cost and the client is solely responsible.** Given the event that the owner of said building chooses to implement upgraded items produced by Kevin Howell Construction providers, the ordering, delivery and installation will be scheduled by our interior designer; although the cost is the responsibility of the client.

Included in this package you shall find a Customer Selection Checklist. This document will be completed by you with the help of Casi Jenkins, our interior design specialist.

Interior Doors

Included in the Builder's Package are the interior six panels, hollow core, Masonite door. All interior doors will be ordered according to the specifications on the building plan, at a height of 6' 8". These doors arrive primed and ready to install, upon completion the doors will be painted with Sherwin Williams high gloss extra white commercial paint. Please see the photograph below for a finish view of the standard interior door. On occasion we will be required to implement fire rated solid core doors, if this is necessary for the occupant of a given building, the additional cost will be the client's responsibility. If the client so wishes they are permitted to upgrade these doors to any style, as long as, the door can be obtained by the KHC provider. Standard door hardware includes, but does not exceed, hinges, open/close levers and one-way locks at the restrooms; all standard hardware comes in the bright brass finish. Door hardware can also be upgraded to another finish or to add additional locking mechanisms if need be, at the customers cost. Please see page 7 for pricing details.

18936 N. DALE MABRY HWY, LUTZ, FL 33558
PHONE 813-792-7445 FAX 813-792-5295
CASI'S CELL 239-503-5309
CASI23@VERIZON.COM

KEVIN HOWELL CONSTRUCTION

INTERIOR DESIGN DEPARTMENT



Exterior Doors

Included in the Builder's Package are the exterior 15 light, French style, Thermotru steel doors. All exterior doors will be ordered according to the specifications on the building plan and at a height of 6' 8". Generally, these doors will be finished in a weather proof Sherwin Williams commercial grade exterior paint. Customers are permitted to upgrade these doors if so desired, in which case contact Casi Jenkins with the details of the upgraded doors ASAP. Below you will find a photograph of the finished exteriors, along with two options for egress doors. The side or rear entry doors are available in two different styles solid steel six panel or steel 15 light French. Standard door hardware includes, but do not exceed, hinges, open/close levers and deadbolt locking mechanism; all standard hardware comes in a bright brass finish. Door hardware can be upgraded to another finish, at the customer's cost. Please note that the photo of the entry doors below does not include sidelights to the left and the right of the standard double doors, these sidelights are an optional upgrade. If a client would like to add the sidelights the decision must be made with Roberto and implemented into the floor plan. They can not be added at a later date.



18936 N. DALE MABRY HWY, LUTZ, FL 33558
PHONE 813-792-7445 FAX 813-792-5295
CASI'S CELL 239-503-5309
CASI23@VERIZON.COM

KEVIN HOWELL CONSTRUCTION

INTERIOR DESIGN DEPARTMENT



Interior Molding

Included in the Builder's Package is the standard 3-1/4" colony style baseboard molding. The baseboard is constructed of pine and primed for paint; the finish of the final product will be Sherwin Williams Extra White high gloss. Should the client desire any specialized moldings such as crown molding, chair rail, upgraded baseboard, etc. the cost of the material, installation, prep and paint will then become the client's responsibility. Please see page 7 for pricing details, also note that some areas may not be structurally eligible for the installation of crown molding; please contact Casi for assistance.

Interior Paint Colors

KHC uses only high quality Sherwin Williams paints. The interior paint, which will be used on your building, is a commercial grade, washable, easy to maintain, flat, latex based paint. All clients are able to choose two custom colors to be used within their building; any additional colors will be considered an upgrade at additional cost with every additional color. Our clients are also given the opportunity to upgrade to a semi-gloss or high sheen which will also reflect an upgrade in price. Please see page 7 for pricing information. Exterior paint colors will be chosen by the Professionals of Kevin Howell Construction, all exterior doors and trim will be Sherwin Williams Extra White, along with all interior doors, trim and ceiling. Please visit the Sherwin Williams website at www.sherwin-williams.com for paint selections or if you have any special needs. Otherwise, our professional representative will be in contact to schedule a color session to assist you with your selections.

Cabinetry

Kevin Howell Construction Builder's package includes standard kitchen cabinets with Formica counter top and wall hung cabinets to be installed at the employee break room only. These cabinets are available in three different finishes of which the client will choose from; oak, maple and white. The standard Formica counter tops also are available in 5 different styles; Labrador granite, mesa verte, travertine, tumbled roca, and greystone. KHC will also provide a

18936 N. DALE MABRY HWY, LUTZ, FL 33558
PHONE 813-792-7445 FAX 813-792-5295
CASI'S CELL 239-503-5309
CASI23@VERIZON.COM

KEVIN HOWELL CONSTRUCTION

INTERIOR DESIGN DEPARTMENT

stainless steel 17"x19" kitchen sink with chrome single handle faucet. The interior designer has all of these samples of which she will present to the client during the scheduled color session.

Plumbing Fixtures

The Builder's Package includes standard white plumbing fixtures in all restrooms, which are ADA compliant. Below you will find photos of these standard bath fixtures which will be provided for you. In the case that you would like to upgrade these fixtures please notify Casi right away, you will be responsible for the purchase of these fixtures and KHC will arrange to have them installed. Please note that all applications within a commercial restroom facility must be ADA compliant, we will not install anything less.



Lighting Fixtures

KHC building include standard white surface mounted fluorescent lighting fixtures, as well as, recessed can lighting in specified areas. Please locate your reflected ceiling plan located on sheet A-2 or A-2.1 within your construction documents, this sheet clearly marks the layout for lighting fixtures within your building. Below you shall find photographs of the standard lighting fixtures.



Flooring

Currently KHC is working with an outside vendor for flooring and installation. Please refer to your contract for specifications on your flooring allowance; generally a \$1.33 per square foot is given to the owner of the building to be put toward the initial flooring purchase. KHC will pay the given allowance to the current provider, while the remaining balance will be the responsibility of the

18936 N. DALE MABRY HWY, LUTZ, FL 33558
PHONE 813-792-7445 FAX 813-792-5295
CASI'S CELL 239-503-5309
CASI23@VERIZON.COM

KEVIN HOWELL CONSTRUCTION

INTERIOR DESIGN DEPARTMENT

client (the balance must be paid in full prior to ordering the merchandise). All clients will deal only with the Kevin Howell Construction's Interior Designer she will have standard options available for your viewing. **Our client's also have the opportunity to use any outside company of their choice, if and only if, the building owner agrees to sign a time release waiver, releasing Kevin Howell Construction from any penalties pertaining to completion dates and timelines. KHC will intern forward your flooring allowance at final reconciliation after the governments release for occupancy. Any outside contractor hired by the client will be responsible for completion of their contracted service and any damages to the building by that company will be the responsibility of that company.**

Gutter Systems

Kevin Howell Construction does recommend but does not force our building owner to install a gutter system to their building. There are many benefits to having the gutter systems installed on a professional building, as we do live in Florida with the summer rains gutters do help to alleviate the chances of having standing water around the structure, as well as, the destruction of landscaping. Please contact Casi for additional information.

Individual Building Sign

The size, shape and color of the building sign has been set forth in the diagram below. This design will not be subject to change as it has been pre-approved by the county along with Kevin Howell Construction. In order to assure a uniform professional center each customer must use Polski Signs for the construction of their building sign. The contact is Tom Polski at 727-785-1234. Please contact Mr. Polski with your design layout, any graphic's, proper address and information which you would like displayed.

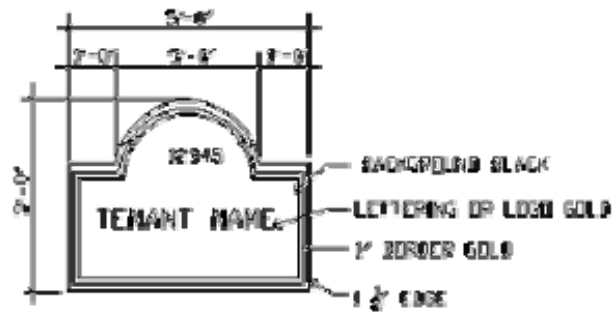
Polski Signs is able and ready to design the layout of your sign to your exact specifications. The current pricing is \$875.00 per sign; however to the extent you need specialized logos there may be upgrade fees. All costs are the responsibility of the owner.

Finally, once you have solidified your design it must be faxed over to the design department and must be signed and approved by Casi Jenkins. You shall a diagram of the sign requirements below.

18936 N. DALE MABRY HWY, LUTZ, FL 33558
PHONE 813-792-7445 FAX 813-792-5295
CASI'S CELL 239-503-5309
CASI23@VERIZON.COM

KEVIN HOWELL CONSTRUCTION

INTERIOR DESIGN DEPARTMENT



BUILDING SIGN

SCALE 1/4" = 1'-0"

Marquis Sign

The design and location of the Marquis Sign is subject to county approval. Of course we will do our best to ensure that the design and location of the sign is in keeping with the design of the professional center, as well as, allowing for the most visibility.

Each owner shall be given the same amount of space on the marquis and they will be arranged by order of building numbers, as set forth on the approved site plan. We will contact each owner when the sign is approved and have them contact our vendor to design their individual area on the marquis.

To the extent there are multiple tenancies in one building the area allotted for that building will be split amongst the various tenants. Please assure that we will do everything within means to be sure that every tenant has space on the sign and that their individual needs are met.

In order for us to ensure that all of your selections are implemented we will require that you meet with our personal Interior Design Specialist to complete the following selection checklist within the time frame stated.

We look forward to working with you on the completion of your building. We are confident that you will be very pleased with the finished product. Please feel free to contact Ms. Casi Jenkins at (239) 503-5309; casi23@verizon.net or Mr. Roberto Saez at (813) 792-7445; rsaez6@verizon.net, if you have questions in regard to the selection process.

KEVIN HOWELL CONSTRUCTION

INTERIOR DESIGN DEPARTMENT

Below you shall find the price listing for our most common KHC upgrades. Please note that Kevin Howell Construction reserves the right to deny specific upgrades at any given time. All listed pricing below is subject to change.

<input type="checkbox"/> Additional custom paint color	\$250.00 per color	Price:
<input type="checkbox"/> Upgrade Paint Satin: _____ Dark Color: _____	\$0.85 per Sq Ft	Price:
<input type="checkbox"/> Crown Molding	\$12.50 per Linear ft	Price:
<input type="checkbox"/> Chair Rail	\$6.50 per Linear ft	Price:
<input type="checkbox"/> 51/4" Baseboard	\$6.50 per Linear ft	Price:
<input type="checkbox"/> Solid Core Interior Doors	\$115.00 per door	Price:
<input type="checkbox"/> French 15 LT Doors	\$215.00 per door	Price:
<input type="checkbox"/> Single light glass door	\$215.00 per door	Price:
<input type="checkbox"/> Door hardware to Satin Nickel	\$25.00 per door	Price:
<input type="checkbox"/> Key entry Interior lock	\$50.00 per door	Price:
<input type="checkbox"/> Interior Deadbolt lock	\$50.00 per door	Price:
<input type="checkbox"/> Flex molding for curved walls	\$45.00 per linear ft	Price:
<input type="checkbox"/> Fiberglass Exterior Door	\$150.00 per door	Price:
<input type="checkbox"/> Fiberglass Exterior Door single light	\$175.00 per door	Price:
<input type="checkbox"/> Steel Exterior Single light door	\$100.00 per door	Price:
<input type="checkbox"/> Granite Counter top at Reception Window	Price per Order	Price:
<input type="checkbox"/> Break Room Cabinets with Microwave Shelf	Price per Order	Price:
<input type="checkbox"/> Cabinet Hardware	Price per Order	Price:
<input type="checkbox"/> Exam room cabinets with Counter top	\$600.00 per Room	Price:
<input type="checkbox"/> Gutter System \$3.50 PER LINEAR FOOT	Price per Order	Price:
<input type="checkbox"/> Low Voltage Wiring	\$60.00 per drop	Price:
<input type="checkbox"/> Pre wire for Security	\$395.00 per unit	Price:
<input type="checkbox"/> Sound Board	Price per Order	Price:
<input type="checkbox"/> Additional Insulation	Price per Order	Price:
	Total Upgrade Cost	\$ -
<input type="checkbox"/> Tile Flooring		\$
<input type="checkbox"/> Carpeting		\$
	Total Flooring Cost	\$
	KHC Allowance	\$
	Flooring Balance	\$
	BALANCE DUE	

Please note all upgrades must be paid in full prior to the ordering of any upgraded materials or completion of any upgraded service. If the client fails to submit payment, for any upgraded item, within 30 days of selection approval KHC reserves the right to place said building on construction hold until the payment is received or client waives their original upgrade request. In the event that a construction hold is put into play said client must waive only penalties promised by KHC for failure to complete construction within contracted time line.

X

DATE:

This signature represents that I have read and agree to the above document and all it entails

18936 N. DALE MABRY HWY, LUTZ, FL 33558
PHONE 813-792-7445 FAX 813-792-5295
CASI'S CELL 239-503-5309
CASI23@VERIZON.COM