

Zook Cabins – Modular Set Crew Scope of Work & Expectations

Status: Independent Subcontractor

Reports To: Project Manager / Field Operations Coordinator

Region: Multi-State (East Coast, Midwest, West & Pacific Regions)

Overview

Zook Cabins partners with professional Modular Set Crews to ensure that every modular home we deliver is installed with precision, safety, and excellence. Our customers' first on-site experience happens during the set, and the quality of your work defines their first impression of Zook Cabins. We expect every subcontracted crew to operate as a direct reflection of our brand — professional, clean, communicative, and committed to quality.

Scope of Work

- Receive units and assist delivery trucks entering the site.
- Unwrap, rig, and set boxes using cranes and rigging equipment.
- Align and level units according to Zook Cabins' setup drawings and tolerances.
- Perform all prescribed fastening between box-to-box and box-to-foundation.
- Set and secure dormers, porches, and roof sections.
- Weather-in roof connections; install shingles or metal roofing.
- Install siding tie-ins, ridge caps, and chimney systems.
- Complete interior mate-line work, including pine, trim, jambs, and crossover connections.
- Assemble porch and deck kits (joists, deck boards, railing, screened areas where specified).
- Conduct customer walk-through, address concerns, and document completion.

Zook Cabins Expectations

Professionalism & Conduct

You represent Zook Cabins while on-site — both in appearance and behavior. Dress professionally, respect the homeowner, and collaborate with all parties to ensure the customer's dream becomes a reality. No profanity, smoking, or chewing/spitting in or around the home.

Communication

- Before the job: Confirm your schedule and estimated completion timeline with your Project Manager.
- During the job: Provide daily updates and photos from the site.
- With the customer: Communicate plans clearly and consistently with what you share with Zook Cabins.

- If delays occur: Notify both Zook and the customer immediately and provide a clear plan to return and complete work.

Cleanliness & Site Care

- Keep the site organized and professional at all times.
- Protect finished surfaces and materials — cover floors, keep things dry, and prevent damage.
- Clean up daily: sweep, organize tools, and remove waste.
- Respect supplied materials and avoid unnecessary waste or damage.

Quality & Workmanship

- Nail patterns should be straight, clean, and consistent.
- Caulking and staining must be neat and uniform — no drips, no slop.
- Mate-line flooring should be perfectly level and seamless.
- Siding, trim, and finishes should meet or exceed Zook Cabins standards.
- Submit quality photos at completion for verification and documentation.

Weather Preparedness

Each crew must carry a 40'x60' tarp for emergency weather protection. If rain or snow occurs, communicate with the Project Manager immediately to decide whether to proceed. If tarp coverage is used, remain nearby to monitor and correct leaks.

Safety & Compliance

- Maintain a safe and organized work environment at all times.
- All crew members must use proper PPE and follow OSHA and Zook safety standards.
- Report any damage or unsafe conditions immediately.

Subcontractor Requirements

- Experience: Minimum 3 years in modular setup or similar construction work.
- Crew: 3–4 skilled members including one designated Crew Lead.
- Insurance: Active General Liability and Workers' Compensation insurance; Zook Cabins must be listed as additional insured.
- Equipment: Provide own trucks, tools, and setup equipment (jacks, compressors, saws, etc.).
- Travel: Willingness to travel across multiple states; overnight stays may be required.

Payment Terms

Payment is made per project or milestone after photo verification and completion sign-off. Rates are agreed upon before project start and vary by region, unit size, and complexity. Any additional work must be pre-approved through a written change order.

Our Partnership

Zook Cabins aims to build long-term partnerships with set crews who demonstrate: Integrity, Reliability, Excellence, Communication, Teamwork, Adaptability, Drive,

Commitment, Trustworthiness, and Unreasonable Hospitality. When you succeed, we succeed — and the customer's experience reflects it.