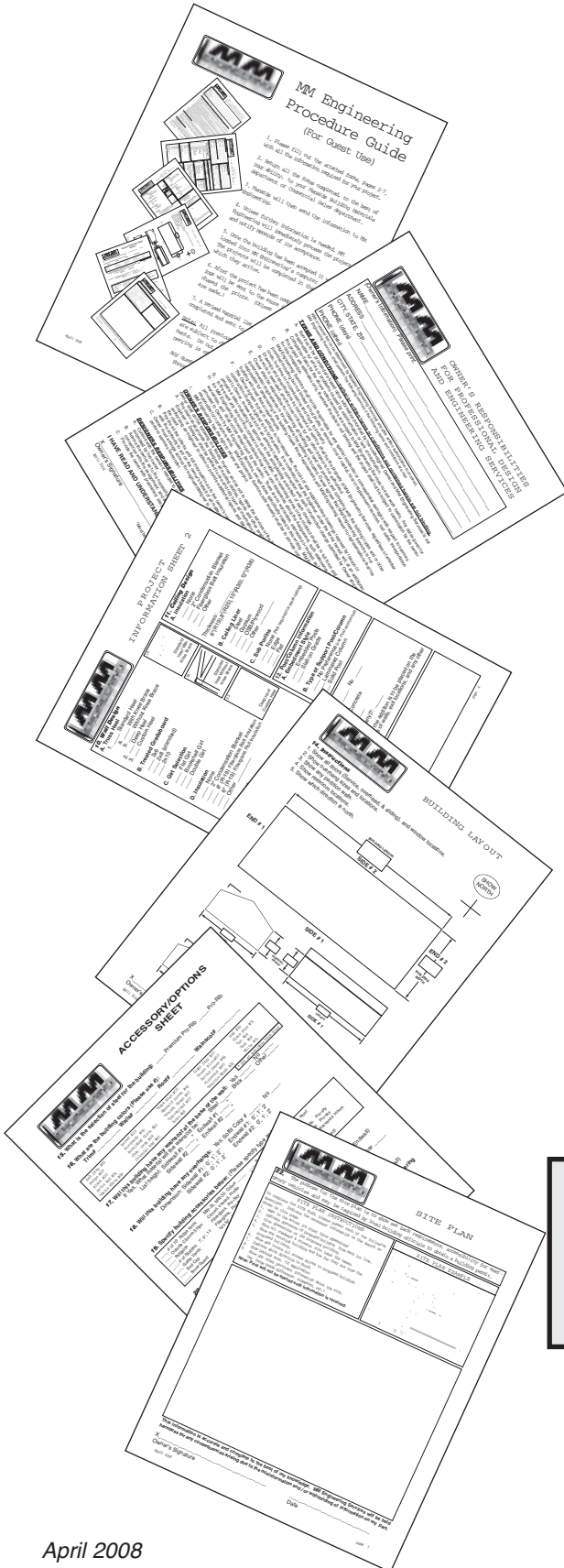


MM Engineering Procedure Guide (For Guest Use)

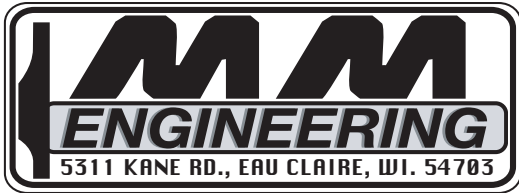


1. Please fill out the attached forms, pages 2-7, with all the information required for your project.
2. Return all the forms completed, to the best of your ability, to your Menards Building Materials department or Commercial Sales department.
3. Menards will then send the information to MM Engineering.
4. Unless further information is needed, MM Engineering will immediately process the project and notify Menards of its acceptance.
5. Once the building has been accepted it will be logged into MM Engineering's computer system. **The projects will be completed in the order in which they arrive.**
6. After the project has been completed, the drawings will be sent to the guest listed on the special order contract. (Unless other arrangements are made.)
7. A revised material list, from the prints, will be completed and sent to Menards.

Note: All previous preliminary material lists are subject to change per engineering requirements. Do not order any materials until engineering is completed.

Any questions please contact MM Engineering
Phone 800-826-7126 Fax: 715-876-5561

www.midwestmanufacturing.com



OWNER'S RESPONSIBILITIES FOR PROFESSIONAL DESIGN AND ENGINEERING SERVICES

<p>Owner's Information <i>Please print.</i></p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>CITY, STATE, ZIP _____</p> <p>PHONE (days) _____</p> <p>PHONE (other) _____</p>	<p>Store Information</p> <p>Location: _____</p> <p>Contact person: _____</p> <p><input type="checkbox"/> Information for final design</p> <p><input type="checkbox"/> Information for preliminary quote</p>
---	---

With a retainer fee (to be determined by MM Engineering Services) and after written authorization to proceed, MM Engineering Services, shall perform the following services if the following terms and conditions are met:

TERMS AND CONDITIONS--verbal or written terms or conditions not contained herein are not binding.

- A. Services to be provided are based upon information provided by the undersigned Owner and MM Engineering Services is not responsible for errors or problems caused by misinformation or lack of information.
- B. Completion dates for the above noted services are subject to MM Engineering Services current work loads. Any dates given for this project are estimates only, therefore the date is not binding and the project shall not be subject to cancellation by the owner for late completion.
- C. MM Engineering Services shall not be responsible for any special incidental or consequential damages with respect to services provided including but not limited to lost profits or revenue, cost of capital, cost of replacement services, lost sales, transportation costs, lost time or inconvenience and injury to property.
- D. Drawings and specifications as instruments of service shall be the property of MM Engineering Services, regardless of whether the work is executed, and the use of these for any other project is not authorized.
- E. Owner shall be responsible for obtaining all building and land use permits for the structure. The owner is also responsible for the final building's compliance with the building codes and or other governmental requirements enforced where the structure is located. The owner agrees that MM Engineering Services is not responsible for determining if the final building meets or will meet those requirements.
- F. The Owner agrees to pay in addition to the retainer fee, the cost of any supplementary drawings required by reason of construction changes agreed to by both parties. It is understood that the Engineer, under the terms hereof, will, at an additional cost to Owner, review and act in an advisory capacity in connection with each construction change submitted by Owner and will prepare a letter indicating his opinion as to the acceptability and effect of each change.
- G. In the event any term of this contract is unenforceable, the remaining terms of the contract shall be in full force and effect.
- H. An MM Engineering Services representative may have oral statements about the Assignment, such statements do not constitute warranties, and shall not be relied upon by the owner. There are no warranties, expressed or implied, as to the services provided to Owner by MM Engineering Services, except those specifically stated in this writing. MM Engineering Services is not responsible for contractors work. MM Engineering Services sole remedy shall be to provide corrected plans.
- I. MM Engineering has the right to refuse any project.

OWNER'S RESPONSIBILITIES

Owner shall do the following in a timely manner and as not to delay the services of the Projects Designer:

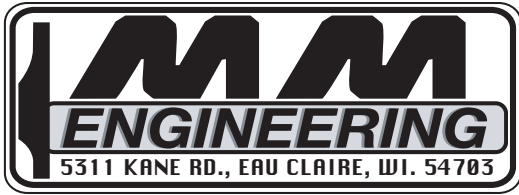
- A. The client shall provide the Designer all existing studies, reports and other available data pertinent to the assignment. The Engineer or Designer shall be entitled to use and rely upon all information and services provided by the owner. Obtaining or authorizing an engineer to obtain or provide additional reports and data as required by the designer is the sole responsibility of the client.
- B. Provide all the criteria and full information as to the owner's requirements for the assignment and designate in writing, a person with the authority to act on the owner's behalf of all matters concerning the assignment.
- C. Owner must arrange access for engineer/designer to enter public and private property as needed for engineer/designer to perform services hereunder.

DESIGNERS RESPONSIBILITIES

- A. Consult with the owner if needed to clarify and define the Owner's requirements of the assignment and review the data submitted by the owner.
- B. Advise the owner as to the necessity of the owner providing or obtaining from others special services and data required in connection with the assignment, and assist the owner in obtaining such data and services.
- C. Provide the owner with preliminary site plans, floor plan, elevations and wall sections if needed.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS:

X _____
 Owner's Signature Date



PROJECT INFORMATION SHEET 1

Owner Information

Name: _____
 Mailing Address: _____
 City: _____
 State, Zip Code: _____
 Phone: (____) _____

Contact Person Information

Name: _____
 Mailing Address: _____
 City: _____
 State, Zip Code: _____
 Daytime Phone: (____) _____

Site Information

Facility Name: _____
(Name on Print)
 Facility Address: _____
 City: _____
 State, Zip Code: _____
 County: _____

List the name of your local building inspector:

Name: _____
 Phone: (____) _____
 Current Code: IBC-06 ____ IBC-03 ____
 IBC-00 ____ Other ____

1. Primary use of the building: **(Check all that apply)**

- A. ____ Residential/Private Storage
- B. ____ Mini-Storage
- C. ____ Cold Storage Warehouse
- D. ____ Hangar
- E. ____ Vehicle Repair/Storage
- F. ____ Daycare Facility
- G. ____ Office
- H. ____ Assembly (Churches, Restaurants)
- I. ____ Factory/Industrial
- J. ____ Mercantile/Retail
- K. ____ Utility
- L. ____ Other: _____

4. Desired roof pitch:

3/12 ____ 4/12 ____ Other ____

5. Required snow load:

20 psf ____ 50 psf ____
 30 psf ____ 60 psf ____
 40 psf ____ Other ____

Check One: Ground Snow ____ Roof Snow ____

2. Will there be a concrete floor?

Yes: ____ No: ____ If yes, how thick?
 4" ____ 5" ____ 6" ____ Other: ____

6. Visual soil determination:

- A. ____ Bedrock
- B. ____ Sedimentary Rock
- C. ____ Gravel
- D. ____ Sand (most common)
- E. ____ Clay/Silt
- F. ____ Other (soils report)

3. Main building dimensions:

Width: _____
 Length: _____
 Height: _____
(Top of Finished Floor to Bottom of Truss)

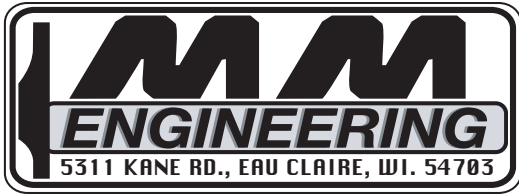
Pole Spacing: _____
 Truss Spacing: _____

7. Bottom Chord Loading Waiver

I the owner, do hereby state, "I have no intention or reason now or at some future date, to install any ceiling or equipment in or on the bottom chord of the roof trusses specified for this structure. And therefore request waiver of additional Bottom Chord loading requirements."

X _____
(Signature) (Date)

(Sign only if you do not wish to have a bottom chord load on your trusses.)



PROJECT INFORMATION SHEET 2

8. Wall Design

A. Truss Heel

- ___ Standard Heel w. Knee Brace
- ___ Standard Heel w/o Knee Brace
- ___ Deep Heel

B. Gradeboard

___ 2x6 Treated
 ___ 2x8 Treated (standard)
 ___ 2x10 Treated
 ___ Composite

C. Girt Selection

___ Flat Girt (Non-insulated)
 ___ Bookshelf Girt (Insulated)
 ___ Double Girt (Insulated)

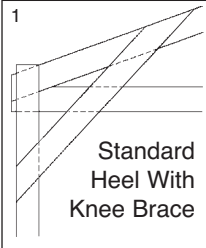
D. Insulation

___ None
 ___ 2" Condensation Blanket
 ___ 6" (R-19) Fiberglass Batt Insulation
 ___ 6" (R-19) Fiberglass Roll Insulation
 ___ Other _____

E. Interior Liner

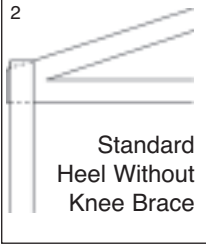
___ Pro-Rib® ___ Gypsum
 ___ Dura-Panel™ ___ OSB/Plywood
 ___ Acoustical Panel ___ Other _____

1



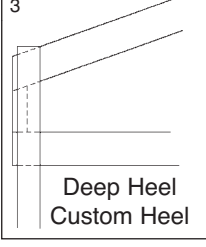
Standard Heel With Knee Brace

2



Standard Heel Without Knee Brace

3



Deep Heel Custom Heel

9. Ceiling Design

A. Insulation

___ None
 ___ 2" Condensation Blanket
 ___ Fiberglass Batt Insulation
 Thickness 8" (R-26), 10" (R-30), 12" (R-38)
 ___ Blown Fiberglass Insulation
 Thickness 11.5" (R-26), 13" (R-30), 16" (R-38)

B. Ceiling Liner

___ Pro-Rib®
 ___ Dura-Panel™
 ___ Acoustical Panel
 ___ Gypsum
 ___ Other _____

10. Post/Column Information

A. Embedment Style

___ Embedded Posts
 ___ Posts on Concrete
 Thickened Slab Frost Wall

B. Type of Support Post/Column

___ No Preference (use most economical)
 ___ Laminated Column
 ___ Solid Post

11. Addition to Existing

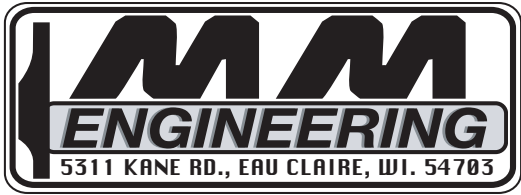
Will this building be an addition to an existing structure? Yes ___ No ___

If yes, please provide the following information about the existing building:

• Width	• Restroom Locations	• Service Door Locations
• Length	• Interior Clear Heights	• Type of material used in construction
• Eave Height	• Roof Pitches	• Interior Layout
• Peak Height	• Truss Heel Height	• Floor Finish

Please provide a sketch, blueprints, or plans showing the existing building information.

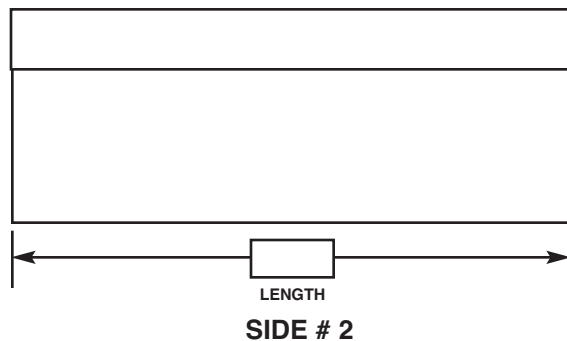
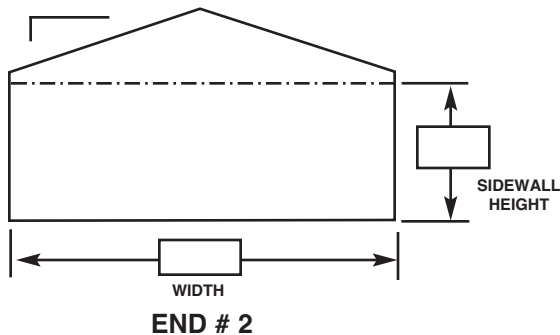
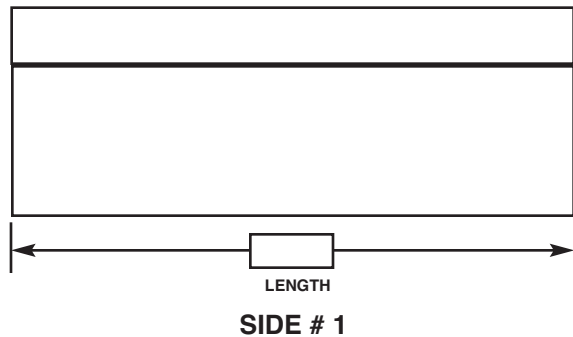
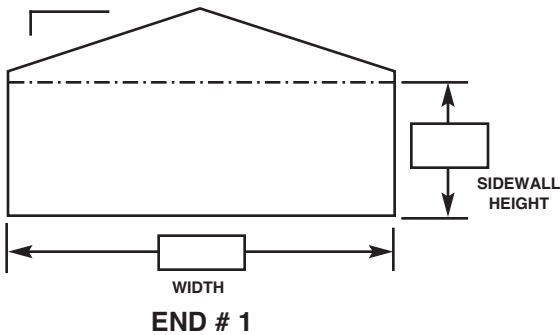
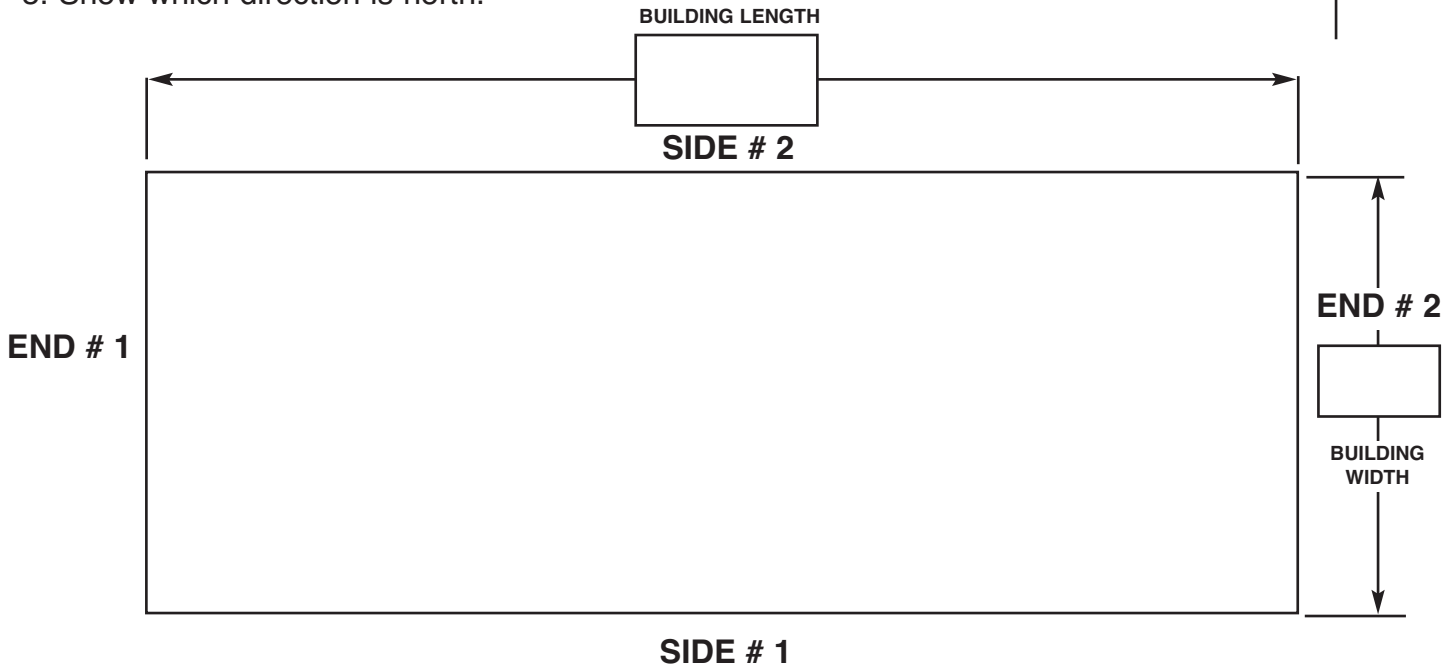
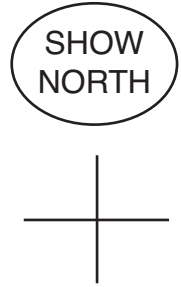
"Notes" or Additional Info:



BUILDING LAYOUT

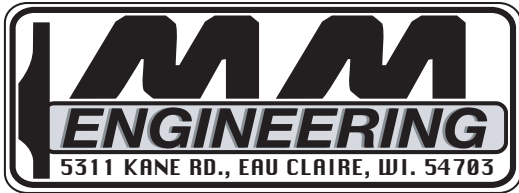
12. Instructions (Use additional sheets as necessary)

1. Show all doors (Service, overhead, & sliding), and window locations.
2. Show overhang sizes and locations.
3. Show any partition walls.
4. Show restroom locations.
5. Show which direction is north.



X _____
Owner's Signature

Date



ACCESSORY/OPTIONS SHEET

13. What is the selection of steel for the building: _____ Premium Pro-Rib _____ Pro-Rib

14. What are the building colors (Please use #):

Trim# _____ Walls# _____ Roof# _____ Wainscot# _____

Ash Gray #65	Brown #20	*Dark Blue #50	Light Gray #03	Red #10
Beige #60	Burgundy #90	Emerald Green #42	Ocean Blue #55	Slate Blue #51
Black #02	Burnished Slate #22	*Forest Green #41	Patina Green #48	Tan #24
Brite Red #14	Char. Gray #04	*Galvanized #05	Pinewood #80	Teal #58
*Brite White #08	Colonial Red #85	Ivory #06	*Prairie Wheat #26	White #01

* Not an available Trim Color

15. Will this building have any wainscot at the base of the wall: Yes _____ No _____
 If Yes, What material will the wainscot be: Steel _____ Brick _____ Other _____
 List height: Sidewall #1 _____" Endwall #1 _____"
 Sidewall #2 _____" Endwall #2 _____"

16. Will this building have any overhangs: Yes; Soffit Color # _____ No _____
 Sidewall #1: 0', 1', 2' Endwall #1: 0', 1', 2' Fascia Size: 2x4 2x6 2x8
 Sidewall #2: 0', 1', 2' Endwall #2: 0', 1', 2' Other: _____

17. Specify building accessories below: (Please specify type and quantity)

_____ # of 10' Ridge vents:	MW-25, MW-35	_____ Eavelite: Sidewall #1 0', 2', 3', 4' Fiberglass, Pro-sky
_____ Ridge Closures:	Closed, Vented, Premium	_____ Sidewall #2 0', 2', 3', 4' Fiberglass, Pro-sky
_____ Ridgelite	Fiberglass, Pro-Sky	_____ # Service Doors: Solid, With window, COM, COM-X
_____ # of Skylites: 7', 9', 11'	Fiberglass, Pro-Sky	_____ # Windows: Post Frame: 48x36, 60x20
_____ Gable Vents:	14"x18", 18"x24"	_____ Thermopane Insul: 48x24, 36x48, 48x36, 60x48
_____ End Cap		_____ # Roof Cupolas: 24", 36"
_____ Snow Guard		_____ Weathervanes: Horse, Rooster, Carriage, Sailboat
_____ Screws for Steel:	Wall, Roof:	_____ Gutter System (Note: 6" Fascia required)

18. Overhead doors:

Width	Height	Wall	Distance from left corner	Insul/Non-Insul
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

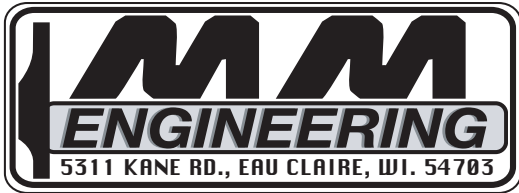
19. Sliding doors:

Width	Height	Wall	Distance from left corner	Steel/Wood	Single/Split
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This information is accurate and complete to the best of my knowledge. MM Engineering Services will be held harmless for any consequences arising due to the mis-information and / or withholding of information on my part.

X _____
 Owner's Signature

 Date



SITE PLAN

20. The purpose for the site plan is to show set back requirements, accessibility for emergency vehicles and may be required by local building officials to obtain a building permit.

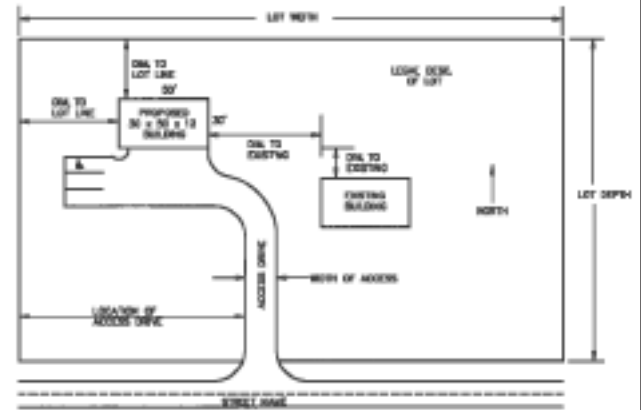
SITE PLAN INSTRUCTIONS

To complete the SITE PLAN, please answer each of the following questions. Indicate the necessary information on the sketch as shown on this page.

1. What is the actual lot size? (give dimensions)
2. Indicate distances of proposed building from each lot line.
3. Give dimensions of the proposed building.
4. Show all roadways & streets, also label the names.
5. Show any existing building and how far they are from the proposed building.
6. Show and locate all access drives to proposed building.
7. Indicate which direction is North.
8. Show parking area. (if applicable)
9. Show any other pertinent information about the site.
(eg. large grade difference, sidewalks, etc.)

NOTE: Print will not be started until information is received.

SITE PLAN EXAMPLE



This information is accurate and complete to the best of my knowledge. MM Engineering Services will be held harmless for any consequences arising due to the misinformation and / or withholding of information on my part.

X _____
Owner's Signature

Date