Renovation Checklist

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# Tasks:

☐ **Home Renovation Planning**

☐ **List the renovation projects you are considering.**

☐ **Talk with friends, neighbors, and even realtors about their home renovation experiences.**

☐ **Look in magazines, catalogs, or open houses to get some ideas for your renovation projects.**

☐ **Do some research to get rough estimates of the cost of the renovations.**

☐ **Check to see how much the renovations would enhance the value of your home.**

☐ **Prioritize your renovation project, keeping in mind your budget.**

☐ **Estimating Costs**

☐ **Get multiple estimates.**

☐ **Establish a budget.**

☐ **Get advice from a bank to figure out how much you can afford to spend, nd how much you can borrow.**

☐ **Do consider renovations that give you the most bang for your buck.**

☐ **Getting More Information on Financing from the Internet, your local bank, realtors, and renovation firms.**

☐ **Choosing a Contractor**

☐ **Go with a contractor who was recommended to you by friends, co-workers or realtors.**

☐ **Use the Internet to find resources in your area.**

☐ **Look for contractors who do the kind of work you are planning.**

☐ **Don't let a general contractor do the hiring.**

☐ **Create a list of questions to ask each contractor you are considering.**

☐ **Check contractor's skills, experience, knowledge.**

☐ **Check how long have has he been in business in this area.**

☐ **Check what kind of projects he does most often.**

☐ **Check if he offers any ?green? building techniques, materials, or products.**

☐ **Check how he handles change requests.**

☐ **Check what are his typical site safety and clean up arrangements.**

☐ **Check if he has a warranty.**

☐ **Check if he is insured.**

☐ **Get a list of references.**

☐ **Create a list of questions for each reference and call them.**

☐ **Make sure you get at least three bids to gauge the going rate.**

☐ **Don't always jump at the lowest rate.**

☐ **Ask for proper licensing and insurance.**

☐ **Contract should include:**

☐ **Detailed description of the project.**

☐ **Specification of materials, finishes, fixtures.**

☐ **Specification of any materials, fixtures, accessoriesthat will be provided by the homeowner.**

☐ **Other allowances that may be chosen during the course of the project.**

☐ **Start date, estimated finish date.**

☐ **Schedule, milestones, other project plan items such as permits, inspections.**

☐ **Payment terms.**

☐ **Communication methods.**

☐ **How disputes are handled.**

☐ **How change orders are handled.**

☐ **Portable toilet facilities, safety, waste disposal, cleanup.**

☐ **Protecting landscape; dirt-moving/fences.**

☐ **Warrantees.**

☐ **What constitutes final acceptance.**

☐ **Attached architectural plans.**

☐ **Attached site plans.**

☐ **Attached surveys.**

☐ **Managing Contractors**

☐ **Walk the site daily, if possible.**

☐ **Check everything.**

☐ **Keep change requests to a minimum (get them in writing and include costs).**

☐ **Keep paper work for everything.**

☐ **Ask questions.**