

# HOMEOWNER PROJECT CHECKLIST

## collaborative planning and design

- Ensure all planning permissions are in place and all conditions have been discharged before starting the pricing process
- You need to be comfortable with your contractor. Good contractors have good reputations and recommendation is often best
- Ask for references and examples of work undertaken recently
- Ensure any contractor has adequate Public Liability Insurance for the project
- Ensure your home insurance company are informed that building work is to start on your property
- Ensure you have a contract in place before you start work eg a JCT owner/occupier contract
- Ensure you have an itemised breakdown of their quote for the project from your preferred contractor prior to starting work
- Ensure your contractor has provided an indicator of how long the project will take assuming adequate weather, delivery times and unforeseen circumstances
- Ensure your contractor will be using registered gas, plumbing & heating engineers and a registered electrician
- Ensure you have a preferred structural engineer prior to starting work to calculate any beams or lintels as may be required
- Ensure there are no protected species in the building such as bats and contact a specialist/ecologist if discovered
- Ensure the contractor has prepared a pre construction Health and Safety Plan - as he or she will be responsible for Health and Safety on site
- Ensure the contractor has access to a rest area and washing/wc facilities
- Ensure your contractor has notified the Building Inspector directly and a visit is made prior to work commencing
- Ensure your contractor is aware of any suspected asbestos products in the building and that this is removed/disposed of correctly to a licensed waste centre
- Ensure the contractor has your written agreement to undertake any additional works
- Ensure your contractor leaves the site and any unattended work areas safe and secure at all times, particularly at weekends and evenings including eg guarding on open stairwells
- Ensure your contractor provides the completion certificate from the Building Inspector
- Ensure your contractor provides you with all manufacturers guarantees for fixed items & appliances