

PROJECT CHECKLIST

About to start an important project?

Keep this checklist handy to ensure you do not miss out on important steps or waste time and resources by repeating or skipping out on important tasks.

PROJECT CHECKLIST

- Research service providers from various sources (online, word of mouth)
- Schedule interviews
- Interview contractors
- Follow up with the given references
- Shortlist contractors and request for quotes
- Research their reputation and select the contractor that best meets your expectations
- Prepare or ask your contract to prepare a written contract
- Ensure payment structure and terms of payment are in the agreement
- Ensure the timeline for project completion is indicated
- Ensure that the contract stipulates the extent and duration of warranty (if any)
- Sign the contract only after reading the agreement details to ensure it accurately describes what you've agreed to
- Get the contract signed by the contractor
- Obtain the required building permits. (Most contractors do this as part of their contract)
- Check about any applicable legal rights, regulations and requirements
- Check with your insurance provider about the extent of your coverage and whether it covers any damage from construction
- Confirm the contractor's business liability insurance. This is crucial, so ensure you do not skip this step.
- Confirm that the mandated worker's compensation insurance is valid
- Identify the number of people who'll work on the project
- Establish the mode of communication, and the interval for timely updates on progress
- Maintain written receipts for issued payments
- Document any changes to the signed agreement
- Follow up on any warranty-related issues on time