

This template is part of Your Home Renovator's Guide. For copies of the guide or a Word.doc of this template, visit www.yourhome.gov.au.

Use this checklist to help communicate your priorities to your builder (or other trades) and as a starting point for discussion. Use it to help you prepare your tender documents, and to feed into any contractual arrangements you make. Your designer will be able to help you with this.

Have you gone through the design checklist first?

Include your general priorities for your renovation, as well as any specific requirements.

Are there potential problems you specifically want your builder to check out for you?

Dealing with lead paint: www.environment.gov.au

Renovator's Guide: Brief for Builder/Trades

Builder/Trades company name:

Contact name: _____

Contact phone number: _____

Address of home being renovated:

Contact name: _____

Contact phone number: _____

Wish list and priorities

Note: If you're not using a designer don't forget to go through the briefing checklist for Architects/Designers with your builder and tradespeople as well. They may be making suggestions or choices about design and products, and need to know your goals and priorities.

Priorities for this renovation: *(tick all that apply)*

- Completed within the budget
- High standard of quality
- Completed on time
- Environmentally friendly

Other priorities: _____

Specific requirements:

Potential risks we've identified:

- Termites
- Dampness or water penetration
- Structural problems (e.g. cracks, settling of foundations)
- Hazardous materials (e.g. asbestos, lead paint)

Other: _____

Be clear about what you are keeping from your existing house.

Items we want to keep or reuse elsewhere in the home:

This is one of the big opportunities to save a lot of money on your ongoing bills.

Green building products: www.ecospecifier.org

Your designer or building advisory service can advise you on suitable contract templates to use.

Products

Go through your product specification in detail with your builder or tradespeople, or ask your designer to do this for you.

Note: If you haven't already engaged a designer to prepare a detailed product specification, go through the **Products** section of the design checklist with your builder.

Contractual arrangements

We've checked the contract includes details about:

- What's included and excluded in the price
- Start date, milestones and end date
- Relevant standards the builder must comply with
- The progress payment schedule
- Products not being substituted without permission

Ensure your builder will provide suitable facilities for separation and reuse or recycling of demolition and construction waste.

You risk a fine if site run-off pollutes stormwater or other waterways.

Waste minimisation, Sediment control: www.yourhome.qov.au

A tidy work site is also a safe work site.

You should be able to inspect the work site at any time you want to, in keeping with safe working practice.

On-site construction practices

We want our builder to be environmentally responsible:

- Demolition material will be recycled or reused
- Construction offcuts or leftovers will be recycled or reused
- There will be no sediment run-off from the site

We want our builder to manage the site professionally at all times:

- Site will be kept tidy
- Site will be kept secure
- Site will be accessible for inspection
- Safe work practices will be used

Please note: The Renovator's Guide has been prepared as a guide only and is unlikely to contain all the information that renovators may expect or require in order to make informed decisions on their home improvement. The data is to the best of the author's knowledge and is accurate at the date of publication but may vary from time to time with location. Renovators should therefore rely on their own enquiries and obtain appropriate expert advice as part of their decision-making process. The information contain within is provided for information purposes only, this guide should not be relied upon as authoritative advice, where necessary please seek independent legal or expert advice in all matters relating to information contained within this guide.