

RENOVATION CHECK LIST

Address: _____

Date: _____

	RETROFIT WORKS:	Y/N	Comment
1	Attic / roof Insulation		
2	Insulate suspended ground floor		
3	Insulate external walls (drylining)		
4	Acoustic insulation to party wall		
5	Windows & external doors		
6	Roof windows		
7	Airtightness (eliminate draughts)		
8	Ventilation		
9	Boiler / Heat Pump		
10	Heating zones		
11	Heating pipework		
12	Radiators / underfloor heating		
13	Upgrade plumbing (pump, cylinder)		
14	Solar panels		
15	Re-wiring		
16	Additional sockets, data etc		
17	Additional lighting		
18	Distribution board (fuse board)		

	LAYOUT CHANGES
19	

	FIT-OUT & FINISHES	Y/N	Comment
20	Replacement ceilings		
21	Re-slab and plaster stud partitions		
22	Replacement timber stud walls		
23	Acoustic insulation between floors		
24	Plaster covings / cornice		
25	Bathroom fit-out		
26	En-suite fit-out		
27	W.C. fit-out		
28	Internal doors, frames & architraves		
29	Skirting boards		
30	Stairs		
31	Balustrade		
32	RENOVA built in furniture		

33	Kitchen & appliances		
34	Stone worktops		
35	Utility room		
36	Wardrobes		
37	Attic ladder		
38	Attic flooring		
39	Fireplace + hearth		
40	Stove / gas fire		
41	Timber flooring		
42	Tiled floors - other than bathrooms		
43	Carpet		
44	Painting internally		
45	Painting externally		
46	Eaves, gutters & downpipes		

	REPAIRS / REMEDIAL WORKS		
47			

	UTILITIES	Y/N	Comments
48	Reroute ESB mains connection		

49	Relocate ESB meter		
50	Relocate Distribution Board		
51	Gas conversion		
52	Relocate gas meter		
53	Mains sewer alterations		

	APARTMENTS	Y/N	Comments
54	Fire Cert Compliance	Y	Subject to survey - post strip out
			Specification TBC by Fire Consultant
			Cost TBC based on specification

	BANKING	Y/N	Comments
	Are the works being financed?		
	Certs & sign off by RENOVA?		

	EXCLUDED – Third party client items
	Bespoke built in furniture
	Loose furniture
	Window blinds
	Curtains and soft furnishings
	Security alarm
	Patio and driveway
	Gardens + boundaries

	TIMELINE	
	STAGE 1: Budget Consultation with chartered Q.S. Client brief / requirements Project timeline Issue budget estimate Budget meeting at RENOVA Revisions to budget/scope of works Agree budget & scope of works	
	STAGE 2: Design Design meeting Measured building survey Concept design proposal Detailed estimate Finalise concept design & cost	
	STAGE 3: Technical review Technical review of concept design Technical building survey Design + cost revisions – if req.	
	STAGE 4: Contracts Sign contracts for design & build Appoint PSDP + PSCS	
	STAGE 5: Drawings & spec. Interior design workshops Prepare working drawings <i>Client sign off on finishes - NB</i> Issue drwgs. & spec. to const. team	
	STAGE 6: Construction Dedicated site manager Building programme Cost reports Handover & RENOVA owner's file	