

RENOVATION CHECK LIST

PROJECT DETAILS	
Client:	
Address:	
Date:	

	LAYOUT CHANGES / EXTENSION
1	

	COMPLIANCE	Y/N	Comments
2	Fire safety regulations (Apartments / Converted Attics)		Subject to survey - post strip out
			Specification TBC by Fire Consultant
			Cost TBC based on specification

	REPAIRS / REMEDIAL WORKS	Y/N	Comment
3	Flat Roofs		
4	Roof tiles / slates / caps		
5	Leadwork		
6	Chimney		
7	Damp		
8	Re-pointing		
9	Re-rendering		
10	Asbestos		
11	Floors		
12	Subsidence		

	UTILITIES	Y/N	Comments
13	Reroute ESB mains connection		
14	Relocate ESB meter		
15	Relocate Distribution Board		
16	Gas conversion		
17	Relocate gas meter		
18	Mains sewer alterations		

	RETROFIT WORKS:	Y/N	Comment
19	Attic / roof Insulation		
20	Insulate suspended ground floor		
21	Insulate external walls (drylining)		
22	Acoustic insulation to party wall		
23	Windows & external doors		
24	Roof windows		
25	Airtightness (eliminate draughts)		
26	Ventilation		
27	Boiler / Heat Pump		
28	Heating zones		
29	Heating pipework		
30	Radiators / underfloor heating		
31	Upgrade plumbing (pump, cylinder)		
32	Solar panels		
33	Re-wiring		
34	Additional sockets, data etc		
35	Additional lighting		
36	Distribution board (fuse board)		
37	Security Alarm		

	FIT-OUT & FINISHES	Y/N	Comment
38	Replacement ceilings		
39	Re-slab and plaster stud partitions		
40	Replacement timber stud walls		
41	Acoustic insulation between floors		
42	Plaster covings / cornice		
43	Bathroom fit-out		
44	En-suite fit-out		
45	W.C. fit-out		
46	Internal doors, frames & architraves		
47	Skirting boards		
48	Stairs		
49	Balustrade		
50	RENOVA built in furniture		
51	Kitchen & appliances		
52	Stone worktops		
53	Utility room		
54	Wardrobes		
55	Attic ladder		
56	Attic flooring		
57	Fireplace + hearth		
58	Stove / gas fire		

59	Timber flooring		
60	Tiled floors - other than bathrooms		
61	Carpet		
62	Painting internally		
63	Painting externally		
64	Eaves, gutters & downpipes		

	ARCHITECTURAL DESIGN	Y/N	Comments
65	Concept design		RENOVA architect
66	Design development (pre-contract)		
67	Planning application		RENOVA technologist
68	Construction drawings		RENOVA technologist
69	Structural drawings		RENOVA structural engineer
70	Preliminary BER calculation		RENOVA BER consultant

	SELECTION OF FINISHES	Y/N	Comments
71	RENOVA design service		Design workshop at RENOVA
			Agree mood-boards
			Selection of finishes by RENOVA
			Bathroom design by Bathroom supplier
			Kitchen design by Kitchen supplier
			Client showroom visits unaccompanied

	INTERIOR DESIGN	Y/N	Comments
72	Full Interior Design service €50 / hour + vat (excl travel)		Desk top studies
			Preparation of design drawings
			Showroom visits unaccompanied
			Showroom visits accompanied by client
			Presentation of drawings at RENOVA
			Client meetings

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

	EXCLUDED
	Bespoke built in furniture
	Loose furniture
	Window blinds
	Curtains and soft furnishings
	Patio and driveway
	Gardens + boundaries

TIMELINES	
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. Design workshop Moodboards <i>Client sign off on finishes - NB</i> Prepare working drawings Issue drwgs. & spec. to const. team	
STAGE 6: Construction Dedicated site manager Building programme Cost reports Handover & RENOVA owner's file	