

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 / flue repairs		
7	Damp		
8	Re-pointing		
9	Re-rendering		
10	Asbestos		
11	Floors		
12	Subsidence		
13	Woodworm		

	UTILITIES	Y/N	Comments
14	Reroute ESB mains connection		
15	Relocate ESB meter		
16	Relocate Board – New 'Tails' by ESB		
17	Gas conversion		
18	Relocate gas meter		
19	Mains sewer alterations		
20	Watermain		

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

	FIT-OUT & FINISHES	Y/N	Comment
39	Replacement ceilings		
40	Re-slab and plaster stud partitions		
41	Replacement timber stud walls		
42	Acoustic insulation between floors		
43	Plaster covings / cornice		
44	Bathroom fit-out		
45	En-suite fit-out		
46	W.C. fit-out		
47	Internal doors, frames & architraves		
48	Skirting boards		
49	Stairs		
50	Balustrade		
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		
69	Structural drawings		RENOVA structural engineer
70	Preliminary BER calculation		RENOVA BER consultant

	SELECTION OF FINISHES	Y/N	Comments
71	RENOVA design service		Design workshops at RENOVA
			Selection of finishes by RENOVA
			Bathroom fittings spec by supplier
			Kitchen design by Kitchen supplier
			Client showroom visits unaccompanied
			Sign off Finishes Schedule

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

EXCLUDED	
	Security alarm
	Window blinds & curtains
	Patio and driveway
	Gardens and boundaries
	Bespoke built in furniture
	Loose furniture
Full Interior Design service	Desk top studies + moodboards
	Preparation of design drawings
	RENOVA showroom visits unaccompanied
	Accompanying client on showroom visits
	Presentation of drawings at RENOVA
	Client site meetings

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: Design development Technical review of concept Elevations and sections Client preferences / mood boards Cost revisions – as necessary Finalise design & project cost	
STAGE 4: Contracts Sign contracts for design & build Appoint PSDP + PSCS	
STAGE 5: Drawings & spec. Design workshops Selection of finishes by RENOVA Showroom visits by client Preparation of working drawings Client sign off on finishes - NB Issue drwgs. & spec. to const. team	
STAGE 6: Construction Dedicated site manager Building programme Cost reports Handover & RENOVA owner's file	