

# PLAN AHEAD TO AVOID DISASTER

PRESENTED BY  
**THE REMODELERS COUNCIL**  
OF THE  
**BUILDERS ASSOCIATION OF NORTHERN NEW JERSEY**  
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Renovating your home requires thorough planning before the project starts. By taking the time to plan for the project you will avoid disaster and save money.

## **Project Development**

- Develop list of specific needs
- Plan A Preliminary Budget
- Identify Sources Of Financing
- Choose "Design-Bid-Build" or "Design-Build"
- Select Architect or Remodeler

## **Review The Plans Carefully**

- Are You Happy With The Overall Design?
- Are There Enough Closets And Are They Large Enough?
- Do The Doors Swing The Way You Want Them To?
- Will There Be Enough Natural Light?
- Will Your Furniture Fit?
- Are The Electrical Fixtures, Switches And Outlets Where You Need Them?
- Will You Need Cable TV, Phone Jacks Or Other High Tech Equipment?

## **Prepare Thorough Material Specifications**

- Provide The Specifications For **ALL** Of The Materials To The Remodeler Prior To Bidding
- Specify Brand Name Or Describe The Level Of Quality For All Materials
- Select Everything In Advance: Fixtures, Tile, Cabinets, Trim Styles, Etc.
- Make Sure That Any Special Order Materials Will Be Available When You Need Them
- Take The Time To Make Material Selections You Can Live With
- Avoid Changing Materials And Fixtures Once The Project Starts

## **Review The Bids (If Applicable)**

- Review The Bid Documents Carefully, Make Sure That They Meet Your Specifications.
- Never Assume Anything, If It Is Not In Writing You **WILL** Have Problems.
- Choose Remodeler Based On: Quality, Competence, Price.



### **Avoid Change Orders By Proper Planning**

- Change Orders Add To The Cost Of Your Project And Can Easily Exceed Your Budget
- Change Orders Delay The Project
- Excessive Change Orders May Cause Problems Between The Homeowner And Remodeler

### **Planning For The Work**

- Ask Your Remodeler For A Work Schedule
- Who Will Let The Workers In?
- Who Will Lock Up?
- Will They Work Weekends?
- What Time Do They Start And Finish Each Day?
- How Will They Contact You?
- How Can You Contact Them?

### **Prepare Your Home**

- Remove All Furniture From The Work Areas
- Protect Valuables
- What Will You Do With Your Pets?
- Have Any Valuable Plantings Or Trees Protected Or Moved Prior To Start
- Discuss Your Remodeler's Plan For Dust Control

### **Set The Rules**

- Establish Which Areas Of The House Are Off Limits To Workers
- Is Smoking Allowed?
- Are Radios Allowed?
- Where Should The Workers Park Their Cars?
- May The Workers Use Your Phone?
- Are Lawn Signs Allowed?
- Bathroom Privileges

### **Prepare Yourself And Your Family**

- Will You Have Kitchen Facilities?
- Will You Have A Place To Relax?
- Don't Let The Dirt & Dust Get To You.
- Discuss Any Problems Immediately, Do Not Let Them Grow Into Something Bigger.
- Plan Day Trips To Keep You Out Of The House.
- Think About How Nice It Will Be When The Project Is Finished.