

CONTRACTOR

checklist

HIRE THE BEST CONTRACTOR!

EXPERIENCE

- ☐ Over 10 years of experience in the industry
- ☐ Able to provide list of client referrals

MEMBERSHIPS, ASSOCIATIONS & REVIEWS

- ☐ Member of Greater Ottawa Home Builders Association GOHBA
- ☐ Member of RenoMark
- ☐ Member of Better Business Bureau BBB with A rating
- ☐ 5 Start Reviews on Google
- ☐ Reviews on Facebook

PROTECTION & GUARANTEE

- ☐ WSIB Certificate
- ☐ Liability Insurance
- ☐ Workers Compensation Insurance
- ☐ Guarantee all work will meet Ontario Building Code
- ☐ Warantee offered on labour and installation
- ☐ Offer free onsite inspections after project completion

ESTIMATE & COMMUNICATION

- ☐ Written estimate with details breakdown w/ product allowances
- ☐ Provide payment schedule
- ☐ Provide start, milestone & approx completion dates in writing
- ☐ Provide line item details of project tasks
- ☐ Responsible for purchasing & supplying products
- ☐ Responsible for permit application submission & approval

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INTERACTION/PERSONALITY

- ☐ Do YOU like and TRUST the Renovator?
- ☐ Does the Renovator make you feel comfortable/safe/reassured?
- ☐ Do you feel like you are getting a service, not just a renovation at the lowest possible price?
- ☐ Is the Renovator caring, passionate and trust worthy?
- ☐ How does the company present themselves?
- ☐ Who will be doing the work? Does the company outsource to subcontractors?
- ☐ Who will be interacting with on a daily basis? Trades? Project Manager? Sales Representative?

ONSITE PROJECT MANAGEMENT

- ☐ Provide home protection areas and safe areas during the renovation?
- ☐ Clean up the site each day to ensure area is safe for homeowner?
- ☐ Provide daily project updates?
- ☐ Discuss issues/problems with homeowner before agreeing to a solution and proceeding with the renovation?
- ☐ Is the Project Manager onsite each day?
- ☐ Who do you contact regarding questions or problems?
- ☐ How do they handle unexpected costs and unforeseen issues?
- ☐ How do they handle unexpected delays due to product orders?
- ☐ Will they notify you if they will not complete your project before agreed upon completion date? How is that dealt with?

Essence Designs

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