



THIS IS A GUIDE ONLY

Use it to plan for your particular circumstances.

Talk to others –

they may see things differently, helping you be prepared for contractor questions

they may spot something you have missed.

THINK IT THOROUGH

Avoid wasting time & money

CHECK LIST

MAINTENANCE QUOTE

EVERY PLACE HAS DIFFERENT REQUIREMENTS

What requirements apply? Council, Strata, Safety?

Think about what the contractor needs to view for the assessment of cost and requirements.

They often have practical or cost-saving suggestions –

- address and name of Council
- location
- access, availability of power/water/light (affects cost)
- timing and availability of site person
- parking for contractor, workers (affects cost)
- size or quantity of item / measurement of area / photos
- your budget or the cost last time
- requirement that rubbish be taken off-site
- any other detail you deem necessary.

Ensure relevant permissions are in place for the Strata Committee or Strata Manager.

Note mandatory notification dates.

Ensure the contractor has the necessary qualifications and is aware of safety requirements.

Take 'before' photos / measurements.
Hopefully everything will proceed properly, but if not, you have evidence of the original state of the property.