

Site visit & contractor meeting checklist

Print and fill in for each project — same questions, same measurements, comparable quotes.

Project: _____ Date: _____ Room(s): _____

1 Before the visit — what to check at home

- ☐ **Dimensions:** length × width of each room, ceiling height
- ☐ **Openings:** doors, windows, opening direction, widths
- ☐ **Utilities:** outlets, switches, water supply/drainage, radiators, ventilation, gas
- ☐ **Condition:** cracks, damp, flooring issues, questionable partition walls
- ☐ **Access:** floor level, elevator, parking, building rules and working hours
- ☐ **Photos:** full walls, corners, ceilings, meters
- ☐ **Documents:** surveys/diagnostics, building plans, specifications
- ☐ **Dimensioned plan:** a 2D sketch with measurements (even a simple one)

2 During the meeting — the 8 questions to ask (in this order)

Question	Contractor A	Contractor B	Contractor C
1. Scope — what's included / excluded? (demolition, debris removal, plastering, painting, electrical, plumbing)			
2. Assumptions — which surfaces and conditions is the quote based on?			
3. Surprises — written change order, or a "settlement" at the end of the job?			
4. Timeline — possible start date, estimated duration, dependencies on other trades?			
5. Insurance — proof of liability and workmanship/structural warranty? Check validity period and covered activities			
6. Certifications — any licenses or energy-efficiency certifications that unlock grants or rebates?			
7. Payment — deposit, payment schedule, price revision terms?			
8. Deliverables — itemized quote, schedule, who coordinates multiple trades?			

3 When quotes arrive — red flags to check

- ☐ **Itemized** breakdown (not a lump sum)
- ☐ **Debris removal** explicitly mentioned
- ☐ **Protection of common areas** included (apartment buildings)
- ☐ **End date** stated
- ☐ Deposit ≤ **30%** before work starts
- ☐ Insurance certificates **received and verified**
- ☐ Exclusions **listed in writing**
- ☐ Same scope across **all** quotes being compared

Golden rule: if two quotes differ widely, don't compare the prices — compare the scope first, item by item. That's almost always where the gap is.