

HOME IMPROVEMENT PRE-PROJECT CHECKLIST

Purpose: Use this checklist before any project (interior or exterior) to make sure key decisions, logistics, and expectations are in place.

I. BASIC PROJECT INFO

- Homeowner Name(s): _____
 - Property Address: _____
 - Best Phone / Email: _____
 - Project Type (circle):
Kitchen | Bathroom | Basement | Masonry | Concrete | Exterior | Painting | Other: _____
 - Approximate Start Date: _____
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II. SCOPE & PRIORITIES

- Main Goals
 - What do you want most from this project?
 - Better function / layout
 - Updated finishes
 - Safety or repair
 - Curb appeal
 - Added value for resale
 - “Must-Haves” (non-negotiable)
 - _____
 - _____
 - “Nice-to-Haves” (if budget allows)
 - _____
 - _____
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III. BUDGET & CONTINGENCY

- Planned Budget Range: \$_____ to \$_____
 - Contingency (10–15% for surprises): \$_____
 - Ask your contractor:
 - Is this budget realistic for the scope?
 - What factors can push the cost up or down?
 - How are changes (change orders) handled and approved?
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IV. ACCESS, PARKING & LOGISTICS

- Building or HOA Rules
 - Work hours allowed: _____
 - Noise restrictions: _____
 - Elevator use / scheduling (if applicable): ____
- Access
 - Entry door code / buzzer: _____
 - Lockbox location / key plan: _____
- Parking
 - Driveway available? Yes / No
 - Street parking limitations (street cleaning, meters, etc.): _____

V. HOME PREP & FAMILY PLANNING

- Rooms to Clear
 - Have you cleared or planned to clear the work area?
 - Have you moved special or fragile items out of the way?
- Kids & Pets
 - Plan for kids to avoid work areas and tools.
 - Plan where pets will stay during noisy or dusty work.
- Temporary Setups (if kitchen or bath work)
 - Temporary kitchen / cooking plan? Yes / No
 - Temporary bathroom or alternative? Yes / No

VI. MATERIALS & DECISIONS

- Have you selected or discussed:
 - Tile, flooring, or pavers?
 - Countertops or fixtures?
 - Paint colors and sheens?
 - Hardware and trim details?
- Lead Times
 - Ask your contractor:
 - Are any items special-order or long lead?
 - Do we need to pick certain items first to avoid delays?

VII. SAFETY & SPECIAL CONDITIONS

- Older Home / Pre-1978?
 - Discuss lead-safe practices if applicable.

- Health Concerns
 - Inform your contractor if anyone in the home:
 - Is pregnant
 - Has asthma or respiratory sensitivities
 - Works from home and needs quiet hours.
- Structural or Moisture Issues
 - Known leaks, cracks, or past water damage?
 - Any areas that feel soft underfoot or out of level?

VIII. COMMUNICATION & EXPECTATIONS

- Point of Contact on Your Side:
Name: _____ Phone: _____
- Point of Contact on Contractor Side:
Name: _____ Phone: _____
- How often do you want updates?
 - Daily | Every few days | Weekly | As needed
- What is the best way to reach you?
 - Text | Call | Email | Other: _____

IX. FINAL PRE-START CHECK

- Do you understand the written scope and estimate?
- Do you know the approximate start window and work hours?
- Do you know how to request changes if you change your mind?
- Do you understand what is included vs. not included?

If you can answer “yes” to most of these, you are in a good position for a smooth project.

Disclaimer: This checklist is a planning tool only. It does not replace your written estimate or contract. Always refer to signed documents for exact scope, pricing, and legal terms.