

# Renovation planning workbook

Fill this in before you talk to designers and contractors. Keep it in a binder with your photos, samples and quotes.



## Why are you renovating?

What is not working in the house today?

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How do you want to live in the house in five years?

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Who lives here, and is that changing? Kids, parents, guests, pets, working from home.

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When would you like the work to be finished?

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Dates that cannot move, such as a wedding or a new baby

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## Three rooms you love, and why

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One detail per picture is more useful than a whole board. A deep window seat, a hidden pantry, a wide hallway.

## Room by room wish list

Copy this page for every room. Be honest about the second column. It is where budgets quietly grow.



|       |                    |
|-------|--------------------|
| Room  | Size, wall to wall |
| <hr/> | <hr/>              |

[illegible]

## What stays, what goes

[illegible]

## Problems to mention to your builder

Drafts, leaks, cracks, cold floors, breakers that trip, doors that stick, noise.

# Budget sheet

Write a range, not a single number. Planning ranges for Calgary projects are on [kay2.ca](http://kay2.ca) in the free cost guide and the cost calculator.



| Item                             | Low | High | Notes |
|----------------------------------|-----|------|-------|
| Design and drawings              |     |      |       |
| Engineering and permits          |     |      |       |
| Construction                     |     |      |       |
| Contingency, 10 to 20 per cent   |     |      |       |
| Appliances                       |     |      |       |
| Light fixtures                   |     |      |       |
| Window coverings                 |     |      |       |
| Furniture and rugs               |     |      |       |
| Living elsewhere during the work |     |      |       |
| Storage, moving and pet care     |     |      |       |
| Eating out more than usual       |     |      |       |
|                                  |     |      |       |
| <b>Total</b>                     |     |      |       |

## How will you pay for it?

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Savings, a line of credit, a refinance or a mix. Talk to your lender before you sign a construction contract.

# Questions for every contractor

Ask each company the same questions, and write the answers down while you are with them.



| Question                                                      | Company A | Company B | Company C |
|---------------------------------------------------------------|-----------|-----------|-----------|
| Licensed for prepaid contracts with Service Alberta?          |           |           |           |
| Bonded? Liability insurance amount?                           |           |           |           |
| WCB coverage and a safety program?                            |           |           |           |
| Years in business, and a real office or showroom I can visit? |           |           |           |
| Can I see a finished project like mine, and an active site?   |           |           |           |
| References I can call?                                        |           |           |           |
| Is design included? When do I get a firm price?               |           |           |           |
| Who runs my project day to day?                               |           |           |           |
| How are surprises and changes priced and approved?            |           |           |           |
| Who pulls the permits?                                        |           |           |           |
| Payment schedule tied to progress?                            |           |           |           |
| Warranty, and what it covers?                                 |           |           |           |
| How is the rest of the house protected and cleaned?           |           |           |           |
| Estimated start date and length of the work?                  |           |           |           |

# Decision log

Write down every decision with the date and who agreed to it. File each signed change order with this page.

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# Selections tracker

Choose before construction starts. Special order items can take weeks or months to arrive.



| Item                      | Product and colour | Qty | Supplier | Price | Arrives |
|---------------------------|--------------------|-----|----------|-------|---------|
| Flooring                  |                    |     |          |       |         |
| Wall tile                 |                    |     |          |       |         |
| Floor tile                |                    |     |          |       |         |
| Cabinets                  |                    |     |          |       |         |
| Counters                  |                    |     |          |       |         |
| Sinks and taps            |                    |     |          |       |         |
| Shower and tub            |                    |     |          |       |         |
| Toilet                    |                    |     |          |       |         |
| Appliances                |                    |     |          |       |         |
| Light fixtures            |                    |     |          |       |         |
| Door and cabinet hardware |                    |     |          |       |         |
| Interior doors and trim   |                    |     |          |       |         |
| Windows                   |                    |     |          |       |         |
| Paint colours             |                    |     |          |       |         |
|                           |                    |     |          |       |         |
|                           |                    |     |          |       |         |

More planning guides, checklists and cost ranges for Calgary homes at [kay2.ca/guides](https://kay2.ca/guides)