Renovation planning checklist

Project / date: _____

- [ ] **Record the scope**

  List the rooms, measurements, fixed items and desired changes.

- [ ] **Separate essentials from preferences**

  Record the purpose and priority of each change.

- [ ] **Confirm permissions and requirements**

  Check applicable approvals with the relevant authority or qualified professional.

- [ ] **Compare written estimates**

  Compare the same scope, exclusions, materials and timing.

- [ ] **Set a budget and allowance**

  Choose an allowance appropriate to your project; record what is excluded.

- [ ] **Plan ordering and access**

  Check product dimensions, availability, delivery access and temporary living arrangements.

- [ ] **Agree responsibilities and dates**

  Name each action owner and record the next review date.

- [ ] **Review before committing**

  Resolve missing dimensions, quotes or decisions before ordering or starting work.

Next action / owner / due date