

Use this checklist before asking builders to quote and again before appointing a contractor. It helps you check whether the project information, budget, approvals and expectations are sufficiently clear for a fair quotation and a well-managed start on site.

1. CLIENT & PROJECT DETAILS

Client Name

Project Address

Telephone

Email

Brief Project Description

2. PROJECT INFORMATION & DESIGN

1	Do I have a clear written description of the work I want carried out?	Yes	No	N/A
2	Are the drawings and specifications sufficiently developed for builders to price the same scope?	Yes	No	N/A
3	Have structural calculations or specialist design requirements been identified where needed?	Yes	No	N/A
4	Have important finishes, fixtures, products and client-supplied items been identified or allowed for?	Yes	No	N/A
5	Have I identified any known defects, access restrictions or existing property issues that may affect the work?	Yes	No	N/A
6	Am I prepared to answer builder queries and make decisions within reasonable timescales?	Yes	No	N/A

3. APPROVALS, BUDGET & PROGRAMME

1	Have I checked what planning permission, Building Regulations approval or other consents may be required?	Yes	No	N/A
2	Do I have a realistic budget for the project, including contingency for unforeseen work and changes?	Yes	No	N/A
3	Is the funding for the project available or reasonably secured before I commit to the works?	Yes	No	N/A
4	Is my preferred start date and completion expectation realistic for the scope of work?	Yes	No	N/A

4. BEFORE APPOINTING A BUILDER

1	Do I know exactly who I will be contracting with and have I carried out reasonable checks on the builder?	Yes	No	N/A
2	Have I compared quotations on scope, exclusions, assumptions and quality - not price alone?	Yes	No	N/A
3	Do I have an appropriate written building contract or clear written agreement ready to use?	Yes	No	N/A
4	Is the scope of work clearly defined and are exclusions and assumptions recorded?	Yes	No	N/A
5	Is there an agreed or proposed programme for the work?	Yes	No	N/A
6	Do I understand what any requested deposit is for and when it becomes due?	Yes	No	N/A
7	Is there a clear stage payment or valuation procedure?	Yes	No	N/A
8	Is there a written process for recording and agreeing variations?	Yes	No	N/A
9	Have CDM responsibilities and any required project appointments been considered?	Yes	No	N/A
10	Would a Contract Administrator, Quantity Surveyor or other independent professional be appropriate for this project?	Yes	No	N/A

5. MY RESPONSIBILITIES AS CLIENT

1	Am I willing to pay properly due sums in accordance with the agreed contract and payment process?	Yes	No	N/A
2	Do I understand that changes may affect both the project price and completion date?	Yes	No	N/A
3	Will I confirm important instructions, selections and approvals in writing?	Yes	No	N/A
4	Can I provide agreed access and avoid disrupting the contractor's site management arrangements?	Yes	No	N/A
5	Will I give the contractor a reasonable opportunity to address genuine defects or concerns?	Yes	No	N/A

6. READINESS DECISION

Ready to obtain quotations

Ready to appoint a builder

More information needed

Items to Resolve Before Proceeding

Questions to Ask Builders / Professionals

Client Name

Date

Project / Quote Ref.

7. FINAL CHECK BEFORE COMMITTING

1	Have I resolved the key items marked No on this checklist?	Yes	No	N/A
2	Do I understand the price, scope, exclusions, payment process and variation procedure?	Yes	No	N/A
3	Am I comfortable that both I and the builder understand our respective responsibilities?	Yes	No	N/A

Guidance only

This checklist is provided by UK Base Construction as general guidance only. It does not replace legal, contractual, financial, design or health and safety advice. A 'No' answer does not automatically mean you cannot proceed, but it may identify an issue worth resolving before requesting quotations, signing a contract or starting work.