



# Project Checklist

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## BEFORE ANY WORK BEGINS:

- make sure start and finish dates are arranged and payment schedules are agreed upon
- ensure financing arrangements are compatible to the draw schedule set out in the contract
- carefully review Contract before signing
- choose materials and finishes
- discuss and agree upon the quality of workmanship
- ensure that all necessary permits and/or inspections are in place
- identify and communicate inconveniences and disruptions for the benefit of others in your household, and to nearby neighbours as a courtesy
- clear work areas of furniture and obstructions
- obtain necessary insurance coverage – notify your Carrier that you are building or renovating
- arrange parking, delivery and safe storage areas
- designate one member of the household as the project liaison