

Renovation Preparation Checklist

Use this step-by-step checklist to keep your renovation organised, efficient, and on track.

Pre-Planning

- ☐ Define your overall renovation goals
- ☐ Create a list of *must-haves* (e.g. repairs, compliance needs) and *nice-to-haves* (e.g. upgrades)
- ☐ Set a realistic budget including a 10–20% contingency buffer
- ☐ Research zoning rules and identify which permits are required

Planning and Scheduling

- ☐ Break your project into clear phases (e.g. demolition, plumbing, electrical, finishes)
- ☐ Map out a timeline with allowances for delays
- ☐ Confirm contractor availability and align schedules
- ☐ Apply for permits early to avoid hold-ups

Home Organisation

- ☐ Declutter and pack up renovation zones
- ☐ Move valuables to a safe, dust-free area or offsite storage
- ☐ Set up temporary facilities (e.g. kitchenette, bathroom alternative)
- ☐ Install protective sheets, dust barriers, and floor mats

Contractors

- ☐ Shortlist and vet relevant professionals (architect, electrician, etc.)
- ☐ Request detailed quotes including scope, materials, timeline, and costs
- ☐ Sign clear, written contracts for all services

- ☐ Establish a communication routine (daily logs, weekly site meetings)

Disruption Management

- ☐ Notify neighbours of construction noise or restricted access
- ☐ Designate safe areas for children and pets
- ☐ Consider temporary accommodation if needed for major renovations

Safety and Cleanliness

- ☐ Enforce site safety: PPE, signage, fire protocols
- ☐ Keep tools secured and pathways clear
- ☐ Install ventilation and dust-control barriers
- ☐ Schedule regular cleanup during the renovation

Monitoring and Inspections

- ☐ Conduct regular site visits
- ☐ Use checklists to track progress and workmanship
- ☐ Document changes, approvals, or issues immediately
- ☐ Schedule midpoint and pre-final inspections

Final Steps

- ☐ Perform a full walkthrough
- ☐ Create and resolve a punch list (final tweaks, repairs, etc.)
- ☐ Schedule a professional deep clean
- ☐ Move belongings back in gradually and mindfully

Post-Renovation Upkeep

- ☐ Register product and contractor warranties
- ☐ Store manuals, receipts, and maintenance instructions
- ☐ Set calendar reminders for appliance servicing or inspections
- ☐ Develop a monthly upkeep routine to maintain your space