

Pre-Renovation Information Checklist

Gather the property information that makes an initial renovation review more specific, from plans and photographs to priorities, equipment, timing and site restrictions.

Use this checklist to mark what is confirmed, assumed, excluded or still awaiting a property-specific check.

01 PROPERTY AND EXISTING INFORMATION

☐ Property type

Record whether the project is landed, condominium, HDB or commercial, plus any known management or tenancy context.

Notes: _____

☐ Floor plan

Provide the clearest available plan and mark areas that may differ from the current site condition.

Notes: _____

☐ Site photographs

Capture room overviews, junctions, services, defects, access routes and areas intended for change.

Notes: _____

☐ Known existing issues

List leaks, dampness, damaged finishes, service problems or past alterations that may affect the review.

Notes: _____

02 PEOPLE AND INTENDED USE

☐ Occupants and users

Record who will use the space, including children, elderly users, staff, customers or visitors where relevant.

Notes: _____

☐ Lifestyle or operating needs

Describe cooking, work, accessibility, entertaining, maintenance or business routines that the layout must support.

Notes: _____

☐ Intended layout changes

Mark walls, doors, wet areas, rooms or circulation paths you hope to change without assuming feasibility.

Notes: _____

☐ Storage requirements

List what needs to be stored and where access frequency, dimensions or weight matter.

Notes: _____

03 EQUIPMENT, FINISHES AND PRIORITIES

☐ Appliances and equipment

Provide models or dimensions for major appliances, sanitary fittings, equipment and special installations when available.

Notes: _____

☐ Preferred materials

Record material and finish preferences, plus durability, cleaning or maintenance priorities.

Notes: _____

☐ Must-haves and trade-offs

Separate essential outcomes from preferences that can be adjusted when scope, condition or budget is clearer.

Notes: _____

04 BUDGET, TIMING AND SITE CONSTRAINTS

☐ Budget planning

State a working range and identify items or professional costs that may sit outside the renovation quotation.

Notes: _____

☐ Target timing

Record desired start or completion windows, move dates and decisions that could affect the programme.

Notes: _____

☐ Approval considerations

List known owner, MCST, HDB, landlord or authority requirements for project-specific checking.

Notes: _____

☐ Access and site restrictions

Note lift bookings, loading, parking, working hours, neighbour sensitivity, storage and occupied-site constraints.

Notes: _____

PROJECT REVIEW NOTES

Questions, assumptions or missing information identified:

This is a general planning resource, not legal, regulatory or professional advice. Requirements must be checked for the actual property and proposed work.