

Renovation Quotation Comparison Checklist

Compare quotations line by line so differences in scope, quantities, materials, responsibilities and assumptions remain visible.

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

01 CONFIRMED SCOPE AND QUANTITIES

☐ Areas and work items

List each room or area and the work included so different quotations cover the same brief.

Notes: _____

☐ Measurable quantities

Check stated lengths, areas, counts and units for hacking, tiling, painting, carpentry and other measured work.

Notes: _____

☐ Preparation and making-good

Confirm substrate preparation, patching, levelling and making-good around retained work.

Notes: _____

02 MATERIALS, SPECIFICATIONS AND ALLOWANCES

☐ Material assumptions

Record product type, grade, finish, thickness, colour range and supply responsibility where known.

Notes: _____

☐ Provisional allowances

Mark sums that may change after selections, measurements or site opening-up.

Notes: _____

☐ Owner-supplied items

Confirm who orders, receives, stores, checks and installs appliances, fittings and accessories.

Notes: _____

03 EXCLUSIONS AND TRADE RESPONSIBILITIES

☐ Explicit exclusions

List work, materials, professional fees, submissions and rectification that are not included.

Notes: _____

☐ Electrical responsibility

Confirm points, rewiring, distribution-board work, testing, fittings and specialist supply boundaries.

Notes: _____

☐ Plumbing responsibility

Confirm pipework, drainage, sanitary fittings, testing and connections to owner-supplied items.

Notes: _____

04 SITE WORK AND PROTECTION

☐ Hacking and disposal

Check demolition limits, debris removal, haulage, disposal charges and making-good.

Notes: _____

☐ Protection works

Confirm protection for floors, lifts, common areas, retained finishes and neighbouring property interfaces.

Notes: _____

☐ Access assumptions

Record working hours, lift bookings, loading restrictions, parking, storage and permit dependencies.

Notes: _____

05 CARPENTRY AND FABRICATION

☐ Carpentry specifications

Compare internal layouts, board and laminate selections, hardware, worktops, dimensions and finishing details.

Notes: _____

☐ Site measurement and drawings

Confirm who measures, who approves shop drawings and when fabrication can be released.

Notes: _____

☐ Service coordination

Check sockets, lighting, plumbing, air-conditioning and access panels before built-ins are fabricated.

Notes: _____

06 PROGRAMME, CHANGES AND HANDOVER

☐ Timeline assumptions

Compare start dependencies, decision dates, lead times, access windows and completion assumptions.

Notes: _____

☐ Variation-order handling

Confirm that changes are described, priced and approved before the affected work proceeds.

Notes: _____

☐ Payment schedule

Match payments to clear milestones and understand deposits, retention or final-payment conditions.

Notes: _____

☐ Defects and handover

Confirm inspection, defect reporting, rectification, testing, documents, warranties and final handover items.

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.