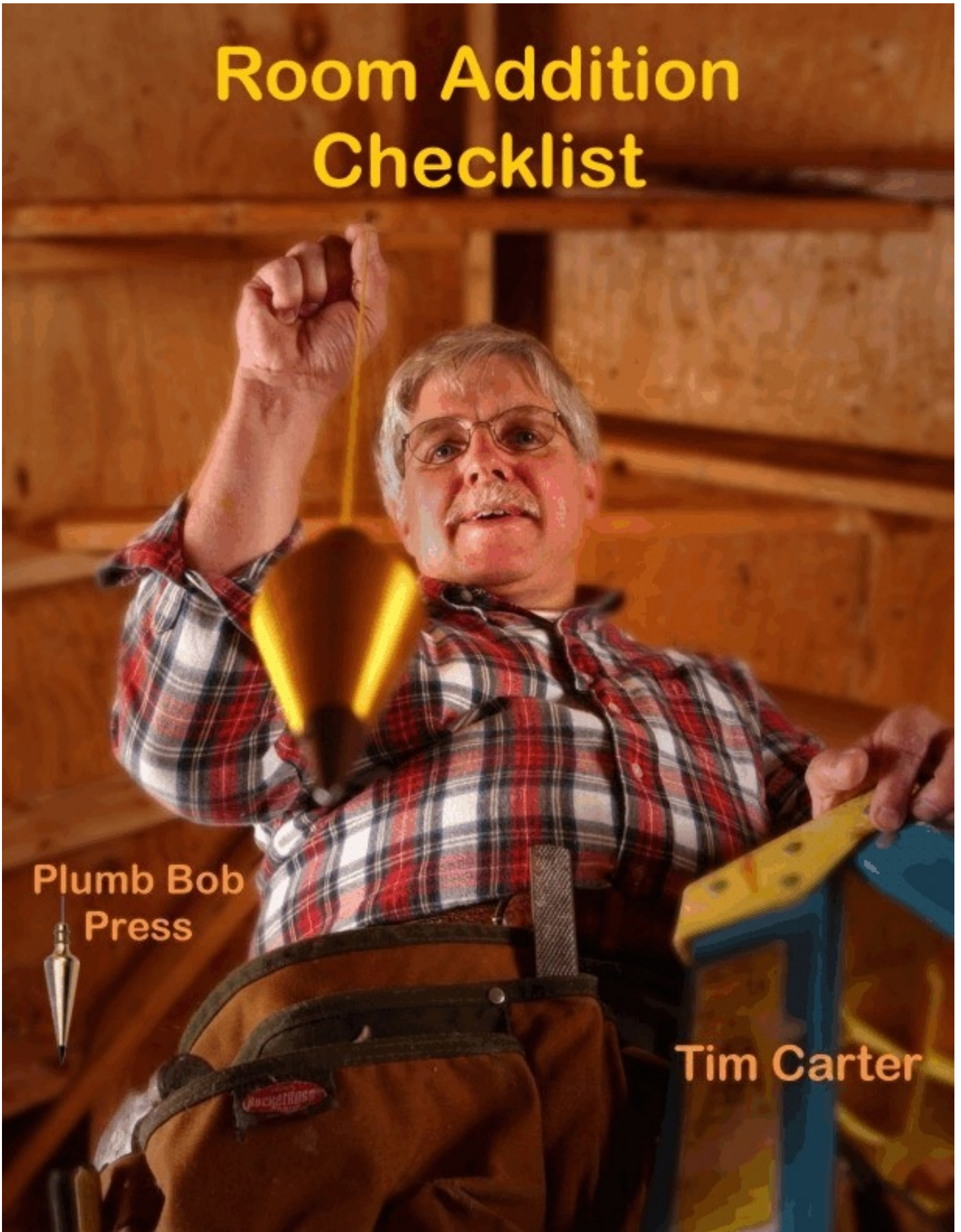


# Room Addition Checklist

Plumb Bob  
Press



Tim Carter



# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

Homeowner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License Number # (where applicable): \_\_\_\_\_

Project Location (Jobsite Address): \_\_\_\_\_

Date Bid Submitted: \_\_\_\_\_ Date of Plans & Specifications: \_\_\_\_\_

## CHECKLIST

- Will you perform all work according to plans and specifications? Yes  No
- Will you install the products and materials according to the manufacturer's specifications? Yes  No
- Will you obtain a building permit and all other (plumbing, electrical, HVAC, etc.) necessary permits? Yes  No
- Do you intend to use #5 steel reinforcing bars in the footer and foundation? Yes  No
- Often houses/room additions are built too deep into the ground. Positive slope drainage away from the house becomes virtually impossible. To prevent this, will the top of the foundation sit 16 inches above the ground so that backfill dirt can be sloped away from the foundation giving the appearance of a level lot? Yes  No
- Do you intend to use a high density cross laminated polyethylene vapor barrier (in lieu of the standard 4 or 6 mil clear 'poly') under all interior slabs, garages, basements, etc. and in any and all crawl spaces? Yes  No
- Do you intend to pre-treat beneath all slabs and in concrete block walls for termites? Yes  No

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

---

- The Portland Cement Association and the American Concrete Institute do not recommend that water be added to concrete as it increases the water/cement ratio and subsequently reduces the strength of the concrete. As such, do you add water to concrete after it arrives at the jobsite or use water on slabs as a finishing aid? Yes  No
- Will all exterior concrete be a minimum 4,000 PSI strength and cured immediately after finishing? Yes  No
- Will all of your concrete slab control joints be a MINIMUM of 1/4 the thickness of the slabs? Yes  No
- Steel reinforcing bars can increase concrete tensile strength 100 times or more. This prevents cracks from enlarging or offsetting. Will the exterior concrete slabs contain inexpensive #4 steel bars 24 inches on center in both directions? Yes  No
- If the room addition has a basement or below grade rooms, will the foundation be waterproofed in lieu of the standard asphaltic damproofing? Yes  No
- Will the foundation drain tile be covered with a minimum of 24 inches of washed gravel and will this gravel be covered with 6 inches of straw or tar paper to prevent siltation from backfill dirt? Yes  No
- Some areas have expansive clay soils. Room additions often have shallow foundations which can be affected if the soil dries. Will the foundation drain tile have a Tee fitting and a riser that extends to the surface which allow water to be injected into the system? Yes  No
- If the site grading permits, will the foundation drain tile daylight? Yes  No
- Will all structural steel (I-beams, columns, brick window and door lintels, etc.) be primed with a rust inhibitive oil primer BEFORE installation? Yes  No
- Does the plumber intend to use noise reducing cast iron vertical drainage stacks that service toilets? Yes  No
- Does the plumber intend to install an insulated hot water return loop? Yes  No
- Does the electrician intend to install indoor & outdoor outlets for seasonal lighting purposes that are controlled by interior switches? Yes  No
- Does the electrician intend to extend separate or 'home run' 3 pair wires to all bedrooms, dens, family rooms, etc. for planned an future telecommunications equipment? Yes  No

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

---

Does the electrician plan to install 2 or 3 PVC 1 inch conduits from the electric panel area to the attic, basement, or other areas of the room addition that will permit easy installation of future electric needs? Yes  No

If ceramic tile is installed in bath or shower areas, will it be installed on a cement board substrate? Yes  No

Will the corners, seams, and places where this substrate contacts the tub and/or shower be caulked with 100% silicone caulk before the tile is installed? Yes  No

Will a high density cross laminated polyethylene vapor barrier be installed behind the cement board substrate? Yes  No

Will you or your heating and cooling contractor provide all of the heat gain and heat loss calculations that were computed specifically for this room addition? Yes  No

If the answer is "No", how will you assure me that the existing furnace / AC system will adequately handle the new loads from the room addition space?

---

Will these computations indicate that the proper sized furnace and/or air conditioner are being installed? Yes  No

Do you intend to install an exterior air infiltration barrier? Yes  No

Will all seams be taped with an approved seaming tape? Yes  No

If this house is brick veneer, will you install a wall base flashing equal to or better than *Perm-a-Barrier* manufactured by the Grace Construction Products Company? Yes  No

Will this flashing be put under all brick window and door sills and headers? Yes  No

If the answer is "No" to the above two questions, just how do you intend to prevent water infiltration into the room addition?

---

Do you intend to install brick weep holes every 24 inches on center? Yes  No

Do you intend to use *Mortar Net* or equal product to prevent the mortar droppings from clogging the weep holes? Yes  No

If the room addition has a masonry chimney, will the chimney crown be constructed in the manner suggested by the Brick Institute of America? Yes  No

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

Do you intend to provide continuous soffit and roof ridge ventilation? Yes  No

Do you intend to use roofing membrane in critical areas (eaves, rakes, valleys, skylights, chimneys, etc.) to prevent leaks caused by wind driven rain and ice dams? Yes  No

Will exterior wood siding and trim be back-primed BEFORE installation? Yes  No

Do you intend to prime all end grain and cut edges of exterior trim and siding? Yes  No

Will utility trenches that pass beneath sidewalks, driveways, and parking aprons be backfilled with solid granular material which will eliminate future settling? Yes  No

Some remodeling companies use sub-contractors (Subs) to install their products. Subs sometimes are not adequately covered with proper liability and Workman's Compensation insurance. They often get paid a fixed sum of money which drives them to work faster. Subs are often not as responsive when a problem happens at a later date. Employees of the remodeling company are often a better way to go. Who will perform the work on my house?

Own employees    Sub-contractor    Combination

If sub-contractors work on this job, will they have adequate Workman's Compensation Insurance? Yes  No

If the answers is "Yes", please provide a copy of each sub's Certificate prior to their arrival on the job.

Will you remove all debris from the jobsite? Yes  No

When you submit for your periodic payments (draws), will you supply notarized affidavits from each sub-contractor and material supplier? Yes  No

What is the length of your warranty? \_\_\_\_\_ Years

Does it cover all labor and materials? Yes  No

---

## OPTIONAL ADDITIONAL NOTES

---

---

---

---

---

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

## JOB COST BREAKDOWN

TASK CATEGORIES (Hard Job Costs)	Item Cost	Name of Sub-Contractor or Supplier
Building Permit		
Builder's Risk Insurance Policy		
Survey / Stakeout		
Site Clearing		
Excavation		
Footings / Foundation		
Foundation Waterproofing		
Footing Drain Tile & 1" Gravel Cover		
Downspout Drainage System		
Termite Control		
Structural Steel		
Rough Grading		
Excess Excavated Dirt Off-site Removal		
Gravel		
Interior Concrete Slabs (Basement & Garage)		
Demolition		
Asbestos Removal		
Lead Abatement		
Rough Lumber Materials		
Rough Carpentry		
Backhoe Work		
Roofing		
Heating / Ventilating / Air Conditioning		
Plumbing		
Electric		

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

TASK CATEGORIES (Hard Job Costs)	Item Cost	Name of Sub-Contractor or Supplier
Phone / Computer / Cable TV Wiring		
Security / Fire Alarm Wiring		
Insulation		
Drywall / Plastering		
Windows		
Exterior Doors		
Exterior Lumber Materials		
Exterior Carpentry		
Masonry (Brickwork, Stonework, etc.)		
Stucco		
Vinyl Siding / Trim		
Gutters / Downspouts		
Exterior Painting / Staining		
Exterior Sidewalks / Patios		
Interior Trim Lumber Materials		
Interior Doors		
Built-in Cabinetry		
Interior Painting		
Wall Coverings		
Hardwood Flooring		
Carpeting		
Linoleum / Vinyl Tile		
Ceramic Tile		
Kitchen Cabinets		
Bath Cabinets		
Kitchen Counter Tops		
Bath Counter Tops		

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

TASK CATEGORIES (Hard Job Costs)	Item Cost	Name of Sub-Contractor or Supplier
Laundry Room Cabinets & Tops		
Appliances		
Plumbing Fixtures (China fixtures & faucets)		
Lighting Fixtures / Fans		
Mirrors		
Hardware		
Miscellaneous Fixtures (Towel Bars, etc.)		
Specialty Shelving		
Miscellaneous Allowance Items		
Garage Doors & Openers		
Driveway Apron (if applicable)		
Driveway		
Final Grading		
Landscaping		
Debris Removal / Dumpster Fees		
Construction Utilities (electricity & water)		
On site toilet facilities		
Final Cleaning		
<b>SUBTOTAL HARD JOB COSTS</b>		
Contractor's Projected Profit		
<b>TOTAL JOB COST</b>		



# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

---

## PAYMENT SCHEDULE

Excessive advance or periodic payments before or during the work is completed often put a homeowner at risk. The homeowner basically become a lender. This is especially true if the job does not require any special or custom ordered materials at the beginning of the job. A fair payment schedule is one that allows the homeowner to pay only for labor and material that has been completed in a satisfactory manner. Periodic payments can occur every 3 - 4 days for small jobs or each week or month for large jobs. On large jobs, the amount of money paid out at any given time should not exceed the total sum of the items listed in the above cost breakdown plus a proportionate amount of contractors overhead and profit for completed in-place work. A homeowner should not have to pay full price for work that is unsatisfactory or incomplete.

Do you agree with this philosophy? Yes  No

If "Yes", please complete the Payment Schedule on the next page.

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

---

## PAYMENT SCHEDULE

First Payment: \_\_\_\_\_% of Total Job Cost.

To be paid when the following work is complete:

---

---

Second Payment: \_\_\_\_\_% of Total Job Cost.

To be paid when the following work is complete:

---

---

Final Payment: \_\_\_\_\_% of Total Job Cost.

To be paid when all work is complete and satisfactory and all debris is removed from jobsite.

---

## INSURANCE DOCUMENTATION

Contractor's Workman's Compensation Risk number or Private Policy number and Carrier number:

\_\_\_\_\_  
(PLEASE ATTACH A COPY OF YOUR CURRENT STATE CERTIFICATE OR PRIVATE CARRIER CERTIFICATE)

Contractor's Liability Insurance Company and Policy number:

\_\_\_\_\_  
(PLEASE ATTACH A COPY OF CERTIFICATE OF INSURANCE)

ANTICIPATED STARTING DATE: \_\_\_\_\_

PROJECTED COMPLETION DATE: \_\_\_\_\_

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AskTheBuilder.com](http://AskTheBuilder.com)

---

---

## REFERENCES (List only jobs of similar scope and nature)

Job completed approximately 4 years ago:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Job completed approximately 2 years ago:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Job completed within the past 60 days:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Bidding Contractor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

## OPTIONAL COMMENTS

---

---

---

**End of Checklist**

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AsktheBuilder.com](http://AsktheBuilder.com)

---

## CHECKLIST HELPFUL HINTS

Thanks for purchasing one or more of my Checklist products. I am quite sure you will be pleased with how they help you find a professional - or more importantly - allow you to quickly spot a scoundrel!

You will run into some resistance from contractors when they see the Checklist(s). Some will reject it entirely. That is OK. Be patient and continue to call contractors until you find one who accepts the Checklist at face value - a document that protects both you and the contractor.

---

## USE TIPS

1. Insist that all questions be answered. Incomplete answers can lead to incomplete jobs.
2. Test the contractor's phone number on several occasions. Do you get a machine, voice mail or a human? Humans solve problems, not machines. Note response times. If it takes days to get a return call, this could spell trouble if you start a job with this type of person.
3. The cost breakdown is so important. It allows you to compare quotations quite easily. You can see why one quote is low and another is high. On larger projects, a blank space in the breakdown tells you an item has been forgotten!
4. Insurance coverage is mandatory. You want real copies with current dates to show that you will be covered if someone gets injured on your job. Remember that sub-contractors must have their own separate insurance coverage!
5. Start - Stop Dates will help you determine if the contractor is serious about your job. Ask about who will be working on your job and when they intend to show up. Ask about delays - what causes them and how long might they last.
6. References are critical. The key is to find ones from the different time periods. Ask the people different questions. The most recent reference can provide you with interesting data. For example, did the workers arrive when promised? If there was a delay, what was the problem? How long was the delay? Was the jobsite kept clean? Did anybody play loud music? What would the referral do differently if allowed to start the job over from the beginning?
7. Ask the referral from two years ago about warranty claims. Was repair work necessary? Were their severe problems? Was the contractor responsive? Were the defects fixed correctly the first time or were repeated attempts necessary?
8. The oldest referral has good information too. Ask how well the work has held up. Ask what they would do differently? Would they hire the contractor again, OR have they since found a different contractor who does better work? You might be surprised by their answers!
9. Contract Documents - Give serious consideration to attaching/referencing the Checklist as a part - or addendum - to your contract that you and the contractor sign. It can be used as a fact

# Room Addition Checklist

© Copyright 1993 - 2008 Tim Carter, Builder, Inc. [AsktheBuilder.com](http://AsktheBuilder.com)

---

sheet/specifications describing what was promised by the contractor. Since I am not an attorney, I can't give legal advice. You may wish to consult with an attorney to see if your state law permits these kinds of attachments or addendums. I believe that virtually every state permits you to do this.

---

## HOW TO REALLY FIND A PRO

Finding a reliable, competent and skilled builder or remodeling contractor that can do all of the work will take some time but it is by no means impossible. If you understand some of the basic principles by which these people work, the task is not as mystical as it may seem. Quality contractors are proud of their work. They want it to be perfect or nearly so and they do not want any call-back or warranty problems. To achieve trouble free results, they know that high quality materials are an integral part of each project. Real professionals know that problems are public relations nightmares and drain profits.

Knowing this, you start your search for contractors by visiting the businesses that supply quality materials to these individuals. You might be surprised to find out that these businesses are often places that you have never heard of. In your instance, open the Yellow Pages and look under the heading Contractor Supplies. Many of the listings under this heading will be businesses that cater primarily to contractors and not consumers like you. Visit two or three of these places if possible. Try to do this in the middle of the morning or the mid-afternoon. Never go early in the morning, at lunch or the end of the business day. These are busy times when contractors are picking up supplies.

Once there, ask to speak with the manager or possibly the owner. Briefly describe your job to this person. Ask for a customer who has been buying for 15 or more years, one that routinely buys the highest quality materials, and who pays his monthly bill on time. If the business manager obliges you, you will have a list of high quality candidates. The final question to ask, if possible, would be names of contractors that this person would use to work on his or her own home.

If the manager will not release names, then go to Plan B. Do a stakeout of the business in the early morning and get business cards from the contractors who are buying supplies. Look for ones who are driving well kept vehicles that project a look of professionalism. You will still need to do more detective work, but your chances of hiring a pro are quite good.

---

Thanks again for your purchase. Don't hesitate to email me if I can help you in any way. Simply go to my website - [AsktheBuilder.com](http://AsktheBuilder.com) - and look for the [Ask Tim](#) icon on the home page.

[Click here for other Checklists](#) available from AsktheBuilder.com.

Best regards!

Tim Carter - [AsktheBuilder.com](http://AsktheBuilder.com)