



# The Builder Hire Package

**WILSON**

ARCHITECTURAL BUILDING DESIGNS

**2021**

E D I T I O N

# *The Builder Hire Package*

## *Providing you with tools to hire the best builder!*

This is a sample of a 23-page document that contains 88 fundamental questions, 15 checks and an 18-point check list that you need to know the answers to before you hire your building contractor.

The Builder Hire Package contains Pre-construction Information that is based on government regulations. If followed, this document will ensure that your building project is an excellent one. This will safeguard your project and clarify expectations from the start. It also tests the attitude of builders and tradesmen when they answer these fundamental questions, and it paints a picture of exactly how your home improvement will proceed. If the builder or contractor is not happy to answer any of these questions, this is usually a cause for concern.

This is potentially your first step to ensure that your building project is successful.

Please visit my website for more information and frequently asked questions. After visiting my website, if you have any further questions, please let me know.

## *What is included:*

### *Five Experian builder credit checks*

By credit checking the builder early in the process, you can avoid wasting your valuable time inviting potential contractors to visit your home, explaining your building project, then going through endless quotations, only to find that the building contractor is in financial difficulty.

If a potential building contractor has a bad credit rating, it could mean several things. For example, your contractor may:

- Go bankrupt before completing your building project.
- Make additional financial demands to complete your build.
- Hit you with extras to pay their debts.

We have found that builders who have a bad credit rating often do not have the correct insurance policies in place. This means your building project could be at risk.

### *Five insurance policy checks*

Our in-house vetting team checks and confirms that insurance details are correct and up to date. This ensures that your project is fully covered before, during and after your build is complete. We do this by contacting the insurance companies directly.

### *Five previous client reference checks*

Our in-house vetting team contacts the building contractor's previous clients to perform reference checks and to confirm all is in order. We also search for planning approvals on council websites to confirm dates. If necessary, we speak with building control to confirm project completion.

### *The Pre-construction Information*

A 23-page document that contains 88 fundamental questions that you need to know the answer to before you hire your building contractor.

The official name for this is called "Pre-construction Information" and it is based on government regulations. If followed, this document will ensure that your building project is an excellent one. It will protect you from cowboy builders, rogue traders and will save you thousands of pounds. It contains valuable questions that should be answered by all potential building contractors and tradesmen. This will safeguard your project and clarify expectations from the start. It also tests the attitude of builders and tradesmen when they answer these fundamental questions, and it paints a picture of exactly how your home improvement will proceed. If the builder or contractor is not happy to answer any of these questions, this is usually a cause for concern.

## **Example template of a fair and transparent weekly work & payment schedule**

This template of a fair and transparent Weekly Work & Payment Schedule must be fully completed by the builder to ensure that they fully understand the work that must be completed to warrant their payments. This template also recommends that payments should be divided equally over the entire project, leaving an appropriate amount for the final payment. This document safeguards clients from being asked to pay large sums of money before the work has been completed.

## **Example or a trade quotation breakdown template**

Your Trade Quotation Breakdown template will show the exact cost of each trade and bulk item needed to complete your home improvement project. It enables you to see exactly where your money is going, so you can easily compare builders' quotes, without the confusion of having to remember who has included (or not included) the items you need to complete your project.

### ***Total Cost***

***£499 plus VAT (for a limited time only)***

***Please find below your sample of the Builder Hire Package!***

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## About you and your company

5. Please detail the description of work you are intending to carry out.

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6. How many years has your company been trading?

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7. What qualifications or work experience do you have?

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8. What construction work experience do you have similar to the project you are pricing now?

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9. Will you personally be working on the day-to-day running of my project?

Yes                       No

Please give details if answered yes, or no.

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10. Will you have a foreman or project manager running my project?

Yes                       No

Please give details if answered yes, or no.

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11. How much time per day per week will you or your foreman be working on my project?

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12. Who will be my main point of contact on the project?

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**13.** Please provide three references from previous clients you have completed work for over the past 12 months and the type of project you worked on. Please include contact names, contact numbers, email address and home address.

1)

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2)

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3)

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**14.** Have the above clients confirmed that Wilson Architectural Building Designs can contact them in accordance with GDPR?

Yes                       No

If no, why not?

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### Your insurance policy and what it covers:

**15.** Do you have public liability insurance? *Public liability insurance **protects your business against compensation claims and their legal costs if you cause injury (including death) to a third party or damage to their property whilst you are carrying out your business activities. You may want to confirm with your insurance before answering.***

Yes                                       No

If no, why not?

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**16.** Do you have Contractors Works or Risk Insurance? *Contract works insurance is an insurance for builders and other tradesmen, designed to cover work that's underway on a site. It can pay to repair or redo the work that's in progress if it's damaged by an insured event like fire, flood, storm, vandalism or theft. For example if you are halfway through a build and a fire destroys all the work to date, then the contract works insurance will pay for the cost to start the work again.*

**You may want to confirm with your insurance before answering.**

Yes  No

If no, why not?

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**17.** Can you attach copies of your insurances with this document?

Yes  No

If no, why not?

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**18.** Can Wilson Architecture contact your insurance company to confirm all your insurance is correct and in place?

Yes  No

If no, why not?

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## Sub-contractors

**19.** What percentage of the work will your sub-contractors be carrying out on the project?

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## About this project and how you work

**20.** Will any new external windows come with a 10-year FENSA certificate and have a manufacturer's guarantee?

Yes  No

If no, why not?

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**21.** What measures will be taken to protect all external working areas, including driveways and walkways from damage, dust, and debris? What materials will you be using?

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**22.** Are there any items that you have left off your quotation that you know needs doing for building regulation completion?

Yes  No

Please give details if answered yes, or no.

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## Health & safety

**23.** Are you aware of the CDM Regulation 2015 and can you take away the full responsibility of the CDM Health & Safety from the client by becoming appointed Principal Contractor?

Yes  No

If no, why not?

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**24.** How do you intend to maintain site security during the evenings and weekends when you are not working on site? Please give full detailed description breakdown.

Example – padlocks, chains, temporary doors, or fencing.

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### Example of Weekly Work & Payment Schedule

**25.** Please complete this weekly work and payment schedule below or provide your own weekly work and payment schedule that is clear and transparent. We need to see what work you will be carrying out for the payments you require. Can payments be equally divided over the whole project, leaving an equal or larger amount for the final payment, and set payments one week behind and not in advance? Add further weekly sections, if necessary.

Yes  No

If no, why not?

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### Payments and Variations

**26.** Are there any other potential price increases that you would be able to predict at present? Please give as much detail as possible.

Yes  No

Please give details if answered yes, or no.

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**27.** Can you agree, if there are any extra works that the client asks for during the build process, or if there are any extra works that occur for unforeseen reasons, you will supply them with a written quotation straight away? This can be done via email or text message. Reason being, receiving invoices at the end of the job for the extra works can cause potential disagreements.

Yes  No

If no, why not?

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## Example Quote Breakdown

**28.** Can you supply a full breakdown of your costs within your quotation and split them into individual trade prices? This will help the client with comparing quote for quote.

**Example:**

Demolition £5k.

Foundations £5k.

Plumbing £10k

Electrics £8k

Glazing £10k

Painting & Decorating £4k

Yes

No

If no, why not?

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## Unusual or significant items to be discussed

Client or Building Contractor can add extra items if they wish.

1. All existing and proposed drainage to be checked and confirmed by building contractor before work starts. This can avoid potential delays and additional cost.
2. Is anyone aware of asbestos in the property or working areas?
- 3.
- 4.
- 5.

## Information Checklist

Have you...	YES	NO
Received planning permission?	<input type="checkbox"/>	<input type="checkbox"/>
Received your building regulation drawings?	<input type="checkbox"/>	<input type="checkbox"/>
Received your structural calculations?	<input type="checkbox"/>	<input type="checkbox"/>
Arranged your building control inspection?	<input type="checkbox"/>	<input type="checkbox"/>
Received your Thames Water Build Over Agreement confirmation?	<input type="checkbox"/>	<input type="checkbox"/>
Discussed your build with your neighbours?	<input type="checkbox"/>	<input type="checkbox"/>
Confirmed you do not have any party wall issues to resolve?	<input type="checkbox"/>	<input type="checkbox"/>
Appointed the building contractor to take full responsibility of your CDM Health & Safety liabilities?	<input type="checkbox"/>	<input type="checkbox"/>
Been made aware of your Health & Safety responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Met with at least three building contractors?	<input type="checkbox"/>	<input type="checkbox"/>
Spoken with your building contractor's previous clients, and checked their references?	<input type="checkbox"/>	<input type="checkbox"/>
Checked to see whether your building contractor has valid public liability and contract works insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Received a clear, written quotation from your building contractor with a cost breakdown for each trade?	<input type="checkbox"/>	<input type="checkbox"/>
Given your building contractor your own schedule of finishing work, in addition to what is detailed on the drawings (e.g., tiling, painting and garden work)?	<input type="checkbox"/>	<input type="checkbox"/>
Received a 10-year written guarantee for the whole project, and/or 1 to 5 years on selected project items?	<input type="checkbox"/>	<input type="checkbox"/>
Received a clear, fair and realistic weekly payment plan?	<input type="checkbox"/>	<input type="checkbox"/>
Been made aware of any potential build issues that could arise during the project, and how these will be managed?	<input type="checkbox"/>	<input type="checkbox"/>
Been made aware of any potential price increases that could arise during the project, and how these will be costed before any building work takes place?	<input type="checkbox"/>	<input type="checkbox"/>
Been made aware of the correct certificates needed for building regulation sign-off to confirm your project is complete?	<input type="checkbox"/>	<input type="checkbox"/>

*Notes:*