

## **Eight Steps to Your Remodel**

with Youngs & Company

### **STEP 1 – Discovery Stage: the Most Fun for Now!**

Determine the anticipated scope of work of your remodel: walls to remove; lighting, electrical and plumbing changes; bringing in outside light; what is the ideal remodel you would like to do, and what is the minimum you would be content with (gives options to consider for doing the work in phases); major problems in the space you really *must* deal now; adjacent spaces affected; things you really like (small nooks, gourmet cooking, book shelves, natural materials or lighting, colors and textures, etcetera); things you want to remain unchanged? Collect pictures and such to communicate what you want in the remodel, and to show what you like. If you find things you specifically don't like, those are also helpful to know.

### **STEP 2 – Determine Your Budget**

Establish what funds you have for your proposed remodel work. You may want to check with your finance person. Are you planning to finance any of the work? The financier may require you to pay the contract deposit and a portion of the contract from your own cash. The loan monies are often used to pay out the contract as it is completed.

### **STEP 3 – Contact Youngs & Company**

We will meet with you and discuss your requirements, the proposed work and the spaces involved, and your budget. It is essential to meet with **all** decision-makers in the initial meeting.

### **STEP 4 – Preliminary Design Proposal - We use a Professional Services Agreement**

We will put together the ideas discussed at our initial meeting and draw preliminary sketch(es) of the proposed work. We can also do 'walk-through' screen shots to show you what it will 'feel' like when completed. It helps once you see something like this

in its basic form, nothing is confirmed here.

Depending on the extent of work we may meet again to check that you are happy with what we propose to do in this phase. We should also be looking at and confirming some of the finishes you want in the remodel, as well as cabinets, appliances, trim, doors, windows, etcetera.

### **STEP 5 – Preparation of our Budget Proposal**

Based on the preliminary design, we will put together a budget proposal for you.

### **STEP 6 – Preliminary Acceptance**

This is your approval for us to proceed to the next step. The pricing is getting close to being real and the design and scope of work are now confirmed.

### **STEP 7 – Preparation of the Contract Price**

We will undertake the following investigations to prepare a contract price: confirm local building authority's preliminary approvals (and compliance with codes), complete the design drawings and specifications, engage any needed design professionals and consultants.

### **STEP 8 – Final Acceptance, the Contract (Agreement) and Construction**

Your acceptance of the contract price means we will prepare the contract documentation, provide a start date, contract duration, procure building permit(s) and commence work. Throughout the contract we will communicate regularly with you to ensure things are progressing satisfactorily, and that your remodel experience is a positive one. When the work is completed the contract is finalized at the Final Completion. This signifies the beginning of the maintenance period. Any Punchlist items should be completed at this time.