

Basic checklist for comparing loft quotes

	QUOTE 1	QUOTE 2	QUOTE 3
<p>REQUIRED NEW ACCOMMODATION</p> <p>e.g.</p> <p>1 double bedroom plus en suite shower/WC</p> <p>Check position of new loft stairs</p> <p>Bathrooms - position as near as possible above existing for ease of plumbing</p>			
<p>TYPE OF CONVERSION</p> <p>Roof only (just new skylights) ?</p> <p>Traditional small dormers?</p> <p>Large rear dormer ?</p> <p>Hipped roof conversion to gable or dormer ?</p>			
<p>TYPE OF LARGE DORMER (if any)</p> <p>Large box dormer OR 'Full width' dormer / mansard</p>			
<p>MATERIALS - DORMER WINDOWS</p> <p>UPVC or timber double glazed ?</p> <p>French doors/windows with balcony?</p>			
<p>MATERIALS - DORMER WALLS</p> <p>Full width dormers and new gable walls need brickwork to match existing house, or suitable cladding</p> <p>Large box dormers may be clad in tiles, natural slate, artificial slate, UPVC, timber etc</p>			

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MATERIALS - FLAT ROOFS Lead (long lifespan but dearer) or felt (short lifespan but cheaper)			
PLANNING PERMMISSION Will a planning application be needed? If so, who pays the fees? Or is it classed as permitted development?			
BUILDING REGS All quotes must confirm that the works will fully comply with Building Regs. Contractor must obtain a completion certificate from Building Control before receiving final payment Who pays fees for Building Regs application? Who liaises with Building Control during works?			
ALL DRAWINGS INCLUDED ? for Planning and Building Regs			
ENGINEER'S CALCULATIONS INCLUDED ?			
START & COMPLETION DATES ? Any penalty for non-completion by agreed date? Or not starting on time?			
Supply & remove all scaffolding ? Supply & remove all skips & waste ?			
ITEMS THAT SHOULD BE INCLUDED IN QUOTE All necessary works including:- Fire doors and compliance with fire regulations to the whole house			

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<p>ITEMS THAT MAY NOT BE INCLUDED IN QUOTE</p> <p>Supply of bathroom sanitary fittings & shower (materials)</p> <p>Decoration (labour & materials)</p> <p>Tiling (labour & materials)</p> <p>Any French doors/windows to dormers</p> <p>Any work needed to upgrade existing heating & electrics to house</p> <p>Laminate flooring, carpets etc to cover bare chipboard floor</p> <p>Blinds for windows</p>			
<p>PROGRAMMING OF WORKS & SAFETY</p> <p>External access to be via scaffolding for main works, rather than through front door?</p> <p>Stairs to be fitted towards completion to minimise disturbance?</p> <p>Site WCs and facilities for trades?</p> <p>Security?</p> <p>Contractor's insurance?</p> <p>Who will be managing the works?</p>			
<p>OTHER</p> <p>Choice of joinery style to skirtings, doors etc ?</p> <p>Type of fire doors?</p> <p>Type of stairs?</p> <p>Storage space?</p>			

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PAYMENT Payment stages? Keep 5% retention until snagging complete?			
TOTAL PRICE including VAT	£	£	£
			