



Advice to Domestic Clients on Building Works.

This advice is intended to provide something of a 'check-sheet' for domestic clients on how to deal with a building project being carried out by MACCS contractor. Please also refer to the document 'Why Should I Use a MACCS Builder?'

Pricing.

Ideally pricing will have been carried out with access to the approved plans. Reference should have been made wherever possible to the dimensions, specification, and notes on the plan providing the basis for the quotation. This makes any agreed changes during construction much easier to cost.

The quotation should be in writing, refer to the plans, and ideally be categorised by activity. Be aware that any changes, however small may entail extra cost.

Included in the written 'contract' should be the payment terms, and any deposits required before commencement.

Before Starting on Site.

Satisfy yourself that all the appropriate Planning and Building Control permissions are in place, and who will be responsible for arranging the necessary inspections during the course of the works. Also agree with the contractor who will liaise with other third parties such as the utilities and neighbours should it be necessary.

You should have been given an idea of timescale, subject to weather. Be aware that the works will inevitably involve disruption, dirt and noise.

Check with your house insurers as to their cover or possible exclusions during building works.

Discuss and agree the following issues with the contractor:

- A contact telephone number;
- Access to site and storage of materials;
- Toilets, refreshments provision;
- Shelter for workforce at breaks;
- Level of mess that can be expected;
- Intrusion into property of the work;
- Keeping property weatherproof;
- Keeping works and property access clear and safe (children, elderly people);

- Agree with the contractor use of radios. Remind him of avoidance of swearing, children in the house etc.

On Site.

Ask the contractor to meet regularly with you and discuss any issues before they escalate. If you make changes or request additional work, ask for details in writing of any savings or extra cost.

Be aware that the contractor will have other work as well as yours, and issues such as weather, workforce sickness etc. might require him to go to another job and not be on yours for a period of time. He should keep in touch by telephone and keep you up to date.

If the works fall behind time, ask the contractor for the reasons, and how this will affect completion.

Regular dated progress photos are very useful, as is keeping a daily diary of activity/progress.

Although it should not occur, some contractors, or their sub-contractors, can appear awkward or rude. Don't get into a face to face argument on site, without the facts to hand. Better to consider the details of the issue and discuss it calmly. You can always ask for advice from the Construction Federation staff.

Payment and Completion.

Payments should be made as per contractual agreement. Be careful that payment made reflects works completed.

Completion of the works will preferably be agreed by both parties satisfactorily. If the contractor gets drawn away from the job in the final weeks and is letting completion drag on ask him for prompt attention.

Assistance.

At any stage in the process the staffs at the Construction Federation are always available to offer help and advice, and an issue raised early can avoid more serious implications.