



CONSTRUCTION & RENOVATION PROJECT CHECKLIST

5 things to consider before
beginning your project

HOW DO YOU KNOW WHEN IT'S TIME TO RENOVATE OR EXPAND? AND HOW DO YOU GET STARTED? BELOW ARE 5 CONSIDERATIONS TO HELP YOU PROCEED WITH CONFIDENCE.

1>> WHY CONSIDER RENOVATION OR EXPANSION?

If you're not sure you really need to renovate or expand, take a look at some of the most common reasons companies decide to go forward >>

- Outgrown space
- Need different types of spaces for collaboration
- A change in how departments and their employees functions
- Changing technology needs
- Existing footprint doesn't work anymore
- Employee morale (a modern, well-functioning workplace is a significant contributor)
- Freshening up. Seriously, when was the last time your facility got a face lift? See above.
- Growth with a lot of hires—is your current space hindering your ability to recruit new talent?
- Break area / kitchen-café is inadequate or non-existent (this is a significant contributor to high morale and employee satisfaction)
- The need for larger meeting areas
- Downsizing to accommodate fewer employees
- Reconfiguring to accommodate a flexible work force that isn't always in the office.

2>> HOW WILL THE CONDITION OF YOUR EXISTING FACILITY IMPACT BUDGET, TIMING AND SCOPE?

An experienced, skilled contractor will know how to identify design challenges and help guide the renovation to meet your budget and timeline, including things like >>

- How will your business function during a renovation in a facility with on-going operations?
- Will you need to plan for after-hours construction, planned periodic shutdowns or temporary moves?
- Safety planning involved in larger renovations
- Air flow / mechanical systems
- Material handling (easy in and out access?)
- Fireproofing / sprinkler system
- 'Age of building' considerations (pre-1970s buildings can mean asbestos abatement will be needed)
- Lead-based paint abatement

3>> HOW WILL THE DETAILS OF THE RENOVATION OR CONSTRUCTION AFFECT THE SCHEDULE?

An experienced contractor with a skilled workforce not only knows all the things that must be considered when a renovation is being planned and designed, but knows how to plan the project so none of them cause delays. Examples include >>

- Compressed schedule—the building might be approved, but scheduling the rough inspections becomes a challenge
- Sequence of the project—permitting, materials and construction all must be planned out with the appropriate lead times to meet your timeline.
- Obtaining permits—depending on the location, some permitting entities can run weeks or months behind. This has to be accounted for in the planning process.
- Timing constraints—depending on the Authority Having Jurisdiction (AHJ), there might be additional permitting delays. Not all AHJ are local. Township, county and state AHJs all have different timelines.
- Availability of specialty contractors—if there are delays, the original specialty contractor may no longer be available (such as a fire alarm system installer). If another installer can't be found who can fit the project schedule, there could be delays.
- Custom items—if your renovation design calls for unique, unusual or custom-made parts, these can take longer to procure, and require a different sequence for installation.

4>> HAS EVERY ASPECT OF THE RENOVATION BEEN COMPLETELY THOUGHT THROUGH?

In the excitement of planning a long-needed renovation, it's easy to overlook critical aspects of the project. Unless you're a professional contractor, you may not have thought about >>

- Do you know where everything will be installed, and the provisions that have to be made to accommodate all?
- Are the sewer/water and electrical services appropriately sized to accommodate growth and space enlargement?
- Where will you need power? It costs less money and time to manage this in the rough-in stage vs. after walls are built and drywall is up.
- What should you consider for security, wireless, data connectivity and phone systems?
- Are there furnishings (counters, cubicles, shelving, etc.) that need to be considered before building walls?
- Do you have a contingency for added costs when "after-the fact" design considerations come up?

5>> HOW DO YOU GET STARTED? WHAT'S YOUR FIRST CALL?

Deciding whether to use a contracting firm to manage your project vs. hiring your own sub-contractors is an important consideration >>

MANAGING THE PROJECT YOURSELF:

- How will it impact your ability to focus on your own business?
- If no one is coordinating your subcontractors for you, are you able to allot time daily to manage what everyone is doing in terms of schedule and costs?
- Are you prepared to manage all the details listed above?

USING THE SERVICES OF AN EXPERIENCED CONTRACTOR:

- One point of contact
- Experience to handle anything unexpected
- Comprehensive coordination of all project details listed above, from start to finish, followed by a full contingent of available FM360 facility management services

Where to begin when you're ready to renovate or expand? Discussing your project with an expert can help you decide how to proceed. The FM360 renovation project specialists are glad to consult with you about your specific needs. The team has decades of experience with small and large renovations and expansions, and are known for being reliable, responsive, innovative and on-budget.

TO TALK WITH AN EXPERT ABOUT YOUR SPECIFIC PROJECT, PLEASE CLICK OR CALL:

CLICK TO SCHEDULE A FACILITY ASSESSMENT



CALL FOR DETAILS AND TO SCHEDULE:
866.720.2700