

Melbourne Homeowner's Renovation Checklist

Use this checklist to compare renovation companies on a like-for-like basis. Tick each item during meetings and when reviewing quotes.

Licences, insurance & safety

- ☐ VBA builder registration (record number noted)
- ☐ Public liability & WorkCover certificates sighted
- ☐ Site safety plan (OH&S), induction and supervision details provided

Experience & portfolio

- ☐ 3-5 recent Melbourne renovations similar to my scope (kitchen/bathroom/extension/structural)
- ☐ Suburb experience (e.g., inner-city access, Bayside corrosion, Peninsula winds)
- ☐ References provided and contactable

Design & approvals

- ☐ Concept design and architectural drafting available (2D/3D)
- ☐ Guidance on planning permits (if required) vs building permits
- ☐ Engineering, energy report, and certifier coordination included or supported

Quotes & inclusions

- ☐ Detailed scope of works with product specifications
- ☐ Allowances listed (appliances, tapware, tiles, lighting, landscaping)
- ☐ Exclusions identified (e.g., window furnishings, loose furniture, utility fees)

Timeline & site management

- ☐ Target start window and build duration provided
- ☐ Weekly updates / milestone calendar outlined

- ☐ Site protection, dust control, rubbish & recycling plan documented
- ☐ Live-in renovation strategy offered (if staying in the home)

Variations & communication

- ☐ Written variation process with cost/time impact approval before changes
- ☐ Single point of contact & response time commitments

Warranty & aftercare

- ☐ Defects liability period specified
- ☐ Product and manufacturer warranty handling clarified
- ☐ Post-handover check-ins scheduled

Keep a simple scoring column (1-5) beside each section to compare companies objectively.