

Carpenter & Vendor Discussion Checklist

Questions to ask before work starts, while the specification is being written down, during execution, on money, and after handover. Same list that ships inside the AlcorOne BOQ template, as its own printable sheet.

Before any work starts

- ☐ Which board grade goes where — walk the flat room by room and get it said out loud, then written.
- ☐ Show me the board when it is delivered. I want to see the stamp on the edge before it is cut.
- ☐ Whose material is it — yours or mine? If mine, give me the list and quantities before I buy.
- ☐ What measurement basis have you quoted on, and does it match what is in the BOQ?
- ☐ Which items are excluded from your number entirely?
- ☐ How many people will be on site, and on which days?

Specification, in writing

- ☐ Hinge brand and series — write it on the sheet, not just the brand.
- ☐ Drawer channel brand, series and load rating.
- ☐ Laminate brand and shade code for shutters, and separately for internals.
- ☐ Edge banding thickness on exposed edges and on internals.
- ☐ For any PU work: how many coats, and what sheen?

Sequence and site conduct

- ☐ What has to be finished by others before you can start — electrical, plumbing, flooring?
- ☐ Who protects the flooring and the lift lobby, and what does the society require?
- ☐ What working hours does the association permit, and have you seen those rules?
- ☐ Where will cutting be done? Cutting inside an occupied flat is a common dispute.
- ☐ Who removes debris, how often, and is it in the number?

Money

- ☐ What triggers each payment — a date, or a completed stage I can inspect?
- ☐ If I change something mid-way, how is the change priced, and do I see it before it is done?
- ☐ What happens to the price if the site is not ready on the date we agreed?
- ☐ Is GST included in the figure you just said?

After it is built

- ☐ What do you warrant, for how long, and what voids it?
- ☐ Who fixes an alignment problem six months from now, and at whose cost?
- ☐ Will you hand over the hardware warranty documents in my name?
- ☐ What is the snag process — how do I raise one, and how long do you take?

Free reference from AlcorOne Solutions — alcorone.com. No phone number is required to download this, and downloading it is not treated as an enquiry.