



# Your renovation well prepared

From your requirements and records to design and construction.

## Start with the change

Describe the current situation and the desired adjustment separately. A sketch does not have to be beautiful, but it must show where an opening, extension or extra floor will be located. Add photos with a brief explanation of the viewing direction.

## Make assumptions visible

Do you not know how the floor is constructed or where the foundation runs? Record that as unknown. A guess can lead to an inappropriate design later. The manufacturer determines what information is still required.

## Prepare for your project

- ☐ Address and type of building
- ☐ Description of the desired change
- ☐ Existing and new drawings, if available
- ☐ Photos and available reports

This guide helps you gather relevant information and questions. Assessment and design are tailored to your building and assignment.



## YOUR PROJECT WORKSHEET

# Turn understanding into agreements

Use this worksheet when speaking with your designer, structural engineer or contractor. Record unknown information as an open item.

| Topic                     | Your note / agreement |
|---------------------------|-----------------------|
| Project objective and use |                       |
| Available drawings        |                       |
| Missing information       |                       |
| Parties involved          |                       |
| Preferred schedule        |                       |
| Pending decisions         |                       |

## Start with the milestones

Place design, information collection, assessment, procedure, ordering and execution in a logical order. Some work can be done in parallel, others await an established design or necessary permission.

## Further reading and discussing your project

Prepare your structural calculation

Create a useful renovation plan