

CONSTRUCTION WORKBOOK 101

**A Designer's Guide to Working
with Contractors**

Published by Tamela Bowie Interiors

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This workbook is designed to provide information regarding working with remodeling contractors as an interior designer. At the time of this publication, we have provided the most up-to-date information available as it relates to working with a remodeling contractor as an interior designer. This workbook does not provide any warranties or guarantee a successful remodeling project or relationship with a contractor. Tamela Bowie Interiors shall have neither liability nor responsibility to any person or entity with respect to any losses or damages arising from the information contained in this workbook.

WHAT TO EXPECT

We are super excited that you chose to remodel a space in your home using a preferred remodeling contractor. The remodeling process can be exciting while presenting a few unknowns of the process for the homeowner/client. We hope to make the process more transparent and less fearful for the homeowner with this guide.

1. There will be a Production Schedule that outlines the scope of the project, timelines, work days, type of work being done, and estimated time of completions for your project.
2. There will be days that no work will be performed on your project. Since we are using a preferred contractor, they are managing and working on numerous projects at the same time as your project.
3. There will be Design Project Updates provided if there are any changes to the Master Schedule, Change Orders, or a change to the scope of the project.
4. We ask that any DIY work be performed after the completion of the remodeling project.
5. Be prepared to have your daily routine interrupted and disrupted. There will be workers coming in and out of your home during the entire remodeling project.
6. Expect project delays due to unforeseen discontinued or damaged products, unexpected building or home issues (i.e termites), or changes to the design.
7. Have a flexible budget established. Be prepared for the unexpected issues found during demolition or price increase on products or materials.
8. Noise, noise, noise. I have never worked on a remodeling project that was noiseless. If the homeowner works from home, we will try to work around their work schedule to accommodate conference calls or Zoom calls.
9. Expect the unexpected. This could be any of the following: asbestos, irregular framing, jerry-rigged wiring, funny style plumbing, termites, and many more unexpected surprises could pop up.
10. And last but not least, please do not expect perfection. Although we strive to make the final design outcome with 100% perfection, remember, we are fallible humans, not robots.

CONTRACTORS

A successful remodeling project is only as good as the contractor. Remodeling projects are just like a salad. There have to be several ingredients needed in order to have a visually delightful and tasty outcome.

There are five important "Contractor Expectations" needed when it comes to remodeling that will result in a great outcome for you and for your client.

1. **Proper Insurance:** Contractors should be vetted for proper insurance coverage at the time of the Bid process. The type of coverage/s needed for Contractors are: Commercial General Liability, Worker's Compensation, Excess or Umbrella Coverage, and/or Builder's Risk. *Each subcontractor and Trades should have the same coverages if not covered under the General Contractor's Policy.
2. **Qualified Staff/Workers:** Smaller remodeling jobs can be handled by a single contractor or handyman especially if they only take on one project at a time. However, larger more complex remodeling projects should be handled by contractors with proper staffing and workers. As the designer, you are the mediator between the client and the contractor when it comes to scheduling, updates, changes, and design issues. It is important for daily or weekly information to be exchanged between you and the contractor even if the client directly hired the contractor. Large remodeling projects should have a Project Manager assigned to your project to help with the communication between you and your client.
3. **Contractor Communication:** Accessible and effective communication from the contractor is crucial during the remodeling project. Encourage weekly meetings, or have the contractor to provide updated Master Schedules for any changes at the beginning of the week. This will enable the designer to effectively communication the pace and progression of the project to the client.
4. **Contractor "Punch List":** This process fine tunes the final details of the project. This is also known as "Blue Taping". This should happen after the paint color has been applied to the walls and all of the lighting fixtures have been installed.
5. **Contractor Attributes:** Contractors, subcontractors, and all trades should be professional, organized, on-time, dependable, and highly skilled in their field.

CONTRACTORS



GENERAL CONTRACTOR

A general contractor is responsible for the day-to-day oversight of a remodeling or renovation project. Their duties also include the management of sub-contractors, vendors and trades.

TRADES & SUB-CONTRACTORS

Trades and Subcontractors are generally hired by the general contractor to perform specific work or specialized tasks. The following are the types of Subcontractors or Trades hired for a remodeling project:

1. **Demolition Workers**
2. **Painter**
3. **Plumber**
4. **Electrician**
5. **Drywall Installer/Texturer**
6. **Tile Setter**
7. **Cabinet Maker/Carpenter**
8. **Framer**
9. **Countertop Fabricator**



CONTRACTORS



CONTRACTOR'S FILE BOX

This box or folder can be kept in your vehicle or on the project site for quick reference or follow-up.

DOCUMENTS AND FORMS

Contractor's Agreement

Bids

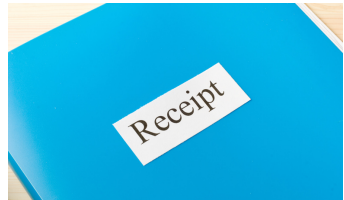
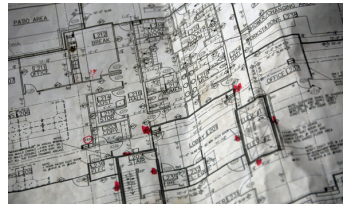
Master Schedule

Permits

Working Documents

Receipts

Product Delivery Information



PRE-CONSTRUCTION MEETING

ATTENDEES:

- General Contractor
- Project Manager*
- Designer
- Homeowner
- Architect*
- Engineer*

*Only if their services are required for the project

PURPOSE:

- Review the blueprints
- Go over the design concept
- Solidfy the Master Schedule
- Go over the Pre-Construction Check-List

Master Schedule:

- List the subcontractor's and the Trades work schedule, tasks, and timeline
- List the preliminary delivery dates for materials & appliances
- List the No-Work days due to the holidays and weekends

Storage & Delivery:

- Place to count and store materials and products
- Designate Contractor's Pick Up Schedule for Materials
- Create a Marking System for each area and each project

Insurance:

- Verify Homeowner's Insurance Coverage
- Verify Contractor's Insurance Coverage
- Verify Subcontractor and Trades Insurance Coverage
- Provide your CGL and Professional Liability Coverage

PRE-CONSTRUCTION CHECK LIST

PRODUCTION QUESTIONS: _____

BILLING/ACCOUNTING: _____

DESIGN QUESTIONS: _____

ITEMS REVIEWD WITH OWNER(S)

Working hours and days (M-Sat)

Location of main water cutoff and breaker box

Security & Access issues

Dust & fumes

Communication: What to do if problems arise

Communication: Who is the final decision maker

Location for material storage

Location for trash dumpster

Access to job: front door, back door, garage

Bathroom access for contractors

Yard sign to remain during project

Lunch and break areas for contractors

OWNER RESPONSIBILITIES

Keep alarm system off during the day

Keep children and pets clear of the construction

Remove all wall hangings, furniture, computers & valuables from the construction area

Empty cabinets and clear countertops (if applicable)

Please cover belongings with plastic, close doors to other rooms and vacuum more often to help control of dust from spreading

Clear traffic areas to allow access to work areas for tools, materials and construction activities

Agreed to by:

_____ Date: _____

Owner

Owner



PROJECT MANAGEMENT

PROJECT SITE:

DATE:

TASKS:

IMPORTANT NOTES:

PROJECT MANAGEMENT

Project Management Consist of the Following:

1. Job site check-in per contract or as needed
2. Monitor progress with Master Schedule
3. Review tile layout and other artisan's work
4. Address design issues and resolutions
5. *Paying the Contractors...* only if you hired the contractors directly

*Note: If your client directly hired the contractor, your job is only to make sure the project is being implemented according to the design concept. You have no control over the contractor nor the subcontractors in regards to their work schedule and how they perform their work.

BATHROOM PRODUCTS

PROJECT NAME:

SHOWER

SINK

TUB

TOILET

Shower trim & valve

Sink

Tub & Trim
Valve

Toilet

Shower Head

Sink Fixtures

Cable Drain
w/ Trim CP

Toilet Ring

Diverter Trim & Valve

PTraps Hot/Cold

Tub Spout

*non-diverting if tub is
separate from shower

Shower Drain
Grate

Hot/Cold Supply
Hoses

Shower Hair Trap

Handshower with
Slidebar

Shower Niche Box

NOTES:



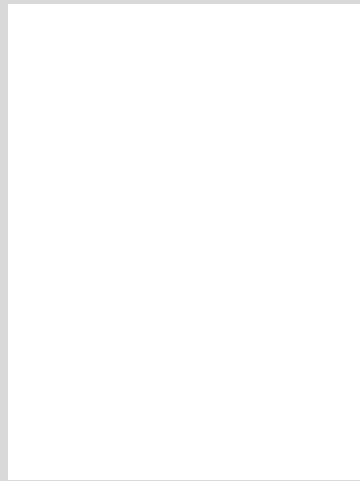
TILE/WOOD/STONE SPEC

PROJECT NAME:

Product and Grout Information

Picture of tile/wood/stone

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Tile/wood/stone pattern layout

20
22

MONDAY

DATE:

SCHEDULE

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

TODAY'S TASKS

20
22

TUESDAY

DATE:

SCHEDULE

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

TODAY'S TASKS

WEDNESDAY 22 20

DATE:

SCHEDULE

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

TODAY'S TASKS

20
22

THURSDAY

DATE:

SCHEDULE

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

TODAY'S TASKS

20
22

FRIDAY

DATE:

SCHEDULE

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

TODAY'S TASKS

20
22

SATURDAY

DATE:

SCHEDULE

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

TODAY'S TASKS

20
22

SUNDAY

DATE:

SCHEDULE

6AM

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

TODAY'S TASKS
