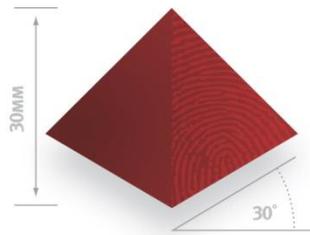


BUILDING & RENOVATION FACT SHEET



taylormade
B U I L D I N G
& M A I N T E N A N C E

Thank you for taking the time to read through our Building and Renovation Fact Sheet. At Taylor Made Building & Maintenance, we appreciate that the work you are doing on your home – no matter how big or small the scale – is an important one, and we want to ensure you are getting what you are looking for. That is why it is always important that there is a clear understanding between yourself and your builder as to exactly what your proposed work entails, and in regards to obtaining and comparing quotes from builders it always important to make sure you are comparing quotes based on the same inclusions. Keep in mind that cheapest isn't always the best option, especially if you end up finding that certain works are not allowed for or included and you are ending up paying for unexpected variations.

Below are a few things to consider when getting a price on your proposed work:

- **Do you have plans drawn up? No, that's fine!**

Sometimes you may just have some rough ideas of what you are wanting to do, and would like to talk about it with a builder before setting anything in motion. We are always happy to meet with prospective clients and discuss details and ideas. Just make sure that you have a good idea of what you are thinking of (please feel free to provide us with a 'wish list') so when we meet we are all on the same page. We can always point you in whichever direction you need to go from here, and are always happy to assist wherever possible.

- **You do have plans drawn up:**

If you can provide us with plans and specifications we can ensure that we are pricing on exactly what you are wanting done. The best way we are able to provide a fixed price costing for you is if you can supply us with the following:

1. Full set of plans (a hard and a soft copy would be preferred),
2. Engineered drawings
3. BASIX requirements
4. Specifications on materials such as:

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a) Floor finishes

Are you planning on carpeting, laying floor boards, tiles or polished concrete?

b) Window and door schedules

Do your plans include clear details or schedules showing sizes and styles of doors and windows, and are they to be aluminium or timber framed? Do you have specific glazing requirements for certain windows? Have you chosen a colour for any powder coated products?

c) External finishes:

Is the property to be brick or timber clad? Is there a specific style of finish you would like such as styles of cladding or if it is to be rendered?

d) Electrical layout:

Do your plans outline where and how many power points, light fittings and any television aerials you may require, and are any ceiling fans to be installed? If this isn't included on the plans, you can always make a list on paper for what you would like to include in your price.

Remember, the more details we have initially, the more accurate the price we can supply to you.

- **Contracts:**

Before any work is carried out, we will always have a signed contract in place. Depending on the scale and scope of work, the contract will vary from a signed acceptance of the supplied quote to a more detailed contract outlining inclusions, exclusions, scope of work, payment schedules and any relevant job specific details. Our policy is no contract, no work.

- **Types of Contracts:**

There are numerous suppliers of contracts available for use. We have worked with HIA and Department of Fair Trading contracts for many of our jobs. The type of contracts which you may require depends upon the type of work you are having done, the amount of detail you have been able to provide and the extent to which you would like us to carry out the work. Below are two types of contract which we most commonly use:

- **Fixed Price/Lump Sum:** Where costs are known and inclusive of all specified materials, labour and builders margin.

- **Cost Plus:** Cost to the Builder for materials and labour plus builders margin. This is generally invoiced either weekly or fortnightly, and you are supplied with supplier invoices for materials used and time sheets

for labour. In using this type of contract, we can provide you with an estimate for works prior to commencement.

- **Variations:**

It is not uncommon, especially on larger jobs, that there may be variations. This can be due to changes of mind by clients or the occurrence of unforeseen work (see below). In these instances, we will draw up variations documentation for you to sign prior to the commencement of any work. If we are unable to provide a quote for the variation at the time due to not knowing what the work will specifically entail, the work will need to be undertaken on a do-and-charge basis. This is cost to the builder for materials and labour plus builders margin. In this instance we are able to provide receipts for all materials and time sheets for labour.

- **Unforeseen work:**

Although we can provide you with a fixed price for your proposed work, it is always important to remember that when undertaking renovations and extension with existing dwellings there may be some unforeseen work which may not be realized until work commences and we are actually demolishing or pulling thing apart. In these instances we will always let you know immediately of any additional costs, will document and have you sign-off on anything which is not covered in the original scope of work before carrying on the work.

- **Insurances:**

For all work over \$12,000.00 we are required by law to take out Home Warranty Insurance. This is applied for on a job specific basis and you will receive a copy of the certificate for your records.

We also take out Contract Works insurance for each job, and are covered for \$10,000,000.00 Public Liability.

- **Sub Trades:**

We only use fully licenced sub-trades (such as electricians etc.) to carry out our work. Our policy is that work will only be carried out by trades qualified and accredited to do so. If any work is carried out which requires any certification to be issued, this will be issued to you for your records upon the completion of the work.

- **Asbestos Removal:**

If asbestos is found in the property, this will be charged at a rate per m² for removal and tipping. This will be treated as an unforeseen cost, where the amount to be removed is unknown prior to commencement.

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- **Prime Cost Items (PC items):**

These items are those which the client generally chooses themselves, such as tapware, tiles, vanities, door hardware, bathroom hooks, toilet suites, shower screens, carpet, light fittings, ceiling fans etc. When you receive a quote, we do make note that all PC items are to be supplied by the client unless specified. The main reason that we do this is so that there is such a vast amount of choice in the market for these items, and our choice is not always the same as yours! Installation of these items is included in your quote unless specified.

- **Allowances:**

There may be situations where it is impossible to provide a fixed amount for specific aspects of the work, as it is either an unknown or the plans and specifications supplied does not include enough detail. In this situation we will outline in your quote the allowance made for that section of the work.

- **Time Frame:**

We will always be able to provide a time frame for your work to be completed. Unless there are major variations or unforeseen work, this time frame should be met. If there is a need to extend the time frame for completion due to changes in work or unforeseen reasons, you will be notified in writing as to the time extension required and the reasoning.

- **Impact on your living and that of your neighbours**

If you are staying in the premises whilst the work is being undertaken, we will endeavor to minimize the impact upon your life as much as possible. We always keep our sites as clean and tidy as possible, and will restrict areas of the work site in accordance with the safety aspect. While we are building, it must be pointed out that the area of property being worked on is a building site, and the wonderful new extension or renovation we are undertaking is a definite no-go area to show off to family and friends until completion! For legal and safety reasons, although it is on your property, access to the specific work area is not allowed unless we are notified. You are always more than welcome to view and inspect the area, but we must be notified to ensure the area is safe.

We are also aware that you do have neighbours who need to be respected. Prior to the commencement of any jobs which may impact upon them, we will notify them in writing of the works, the scheduled time frames and hours of work, and our contact details if they have any concerns about the impact it is having upon them.