

**SAMPLE TEMPLATE – Hiring a Contractor Checklist**

\_\_\_\_\_ **Community League**  
**Hiring a Contractor Checklist**

	<b>Notes for Follow-up</b>
<b>Check out your contractor</b>	
<input type="checkbox"/> Check contractor references (3 minimum).	
<input type="checkbox"/> Ask if you can see some of their previous work.	
<input type="checkbox"/> Ask local building inspectors about contractor's reputation.	
<input type="checkbox"/> Is the contractor self insured?	
<b>Defining the work</b>	
<input type="checkbox"/> Provide contractor with a Scope of Work (detailed description) to be completed. Note: a Program Statement is invaluable here: it can help you articulate the intended outcome.	
<input type="checkbox"/> Walk the contractor through your hall so he can visually see the scope of the work.	
<input type="checkbox"/> Make sure when tendering the project that all quotes received are for the same project and the same scope of work.	
<input type="checkbox"/> Are work hours defined?	
<input type="checkbox"/> Clearly define the start and completion date for the project.	
<b>Contractor acceptance (should be included in contract)</b>	
<input type="checkbox"/> Is there a written contract to be signed?	
<input type="checkbox"/> Have you read the contract and do you understand it?	
The contract should contain the following information:	
<input type="checkbox"/> Contractor's name, phone, address, business licence number	
<input type="checkbox"/> Are project drawings needed and are they attached?	
<input type="checkbox"/> Is there attached to the contract a clear description of the work to be performed?	
<input type="checkbox"/> Contractor's responsibility to obtain necessary permits.	
<input type="checkbox"/> Terms of payment indicated.	
<input type="checkbox"/> A detailed list of materials to be used and where they will be stored.	
<input type="checkbox"/> Warranties covering materials and workmanship.	
<input type="checkbox"/> What the contractor will and will not do.	
<input type="checkbox"/> Description of how work changes or additions/deletions will be addressed.	
<input type="checkbox"/> Is there proper insurance in place / Is there a work safety program in place?	
<input type="checkbox"/> Compliance with the Workers Compensation Board.	
<input type="checkbox"/> Information on how disputes will be resolved.	
<input type="checkbox"/> Information on default by owner.	
<input type="checkbox"/> Information on default by contractor.	
<input type="checkbox"/> Contractor responsible for signage and fencing on site.	