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Home Addition – Complete Client Guide

Adding a home addition is a major investment. To make informed decisions and minimize risks, this guide walks you through all phases—from preparation to handover—showing who is responsible, operational controls, and potential risks for you as the client.

Phase 0 – Preparation & Contract (1–2 weeks)

Goal: Establish legal and financial foundations with full transparency.
Activities & Responsibilities:

- Formal contract preparation (Project Manager / Legal Advisor)
- Define scope, phased schedule, responsibilities, quality assurance, and change management
- Written documentation and signatures
- Financial plan (PM / Accounting): down payment, milestone payments, transfer methods, late fees
- Document all payments
- Insurance check (PM / Insurance Provider): liability, employee coverage, materials, subcontractor verification
- Team & subcontractor selection (PM): licenses, experience, contingency plans
- Client briefing session (PM): explain phases, risks, and expectations
  Operational Controls:
- Register contract in project management software
- Checklists for payments and insurance
- Record subcontractor names and licenses
  Risks for Client: Unexpected costs, schedule changes, insufficient insurance coverage

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Phase 1 – Consultation & Site Review (1–2 weeks)

Goal: Understand property and client needs; identify hidden issues.
Activities & Responsibilities:

- Property inspection (PM / Site Supervisor): structural assessment, cracks, moisture, infrastructure
- Documentation with photos and notes
- Permits & legal review (PM / Permit Consultant): zoning, height restrictions, utilities, building codes
- Client needs collection (PM / Interior Designer): style, number of rooms, budget, timeline
- Identify potential issues (PM / Structural Engineer): access restrictions, material storage, structural reinforcement

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- Propose preventive solutions and share initial report with client
  Operational Controls:
- Daily inspection checklist
- Photo documentation
- Risk logs and mitigation plans
  Risks for Client: Hidden infrastructure problems, delayed decisions

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Phase 2 – Design & Planning (2–4 weeks)

Goal: Create a precise execution plan with risk management.
Activities & Responsibilities:

- Blueprints & preliminary design (Architect / Interior Designer): floor plans, elevations, mechanical & electrical systems
- Material & method selection (PM / Interior Designer / Site Supervisor): quality, durability, cost
- Sample testing for sensitive materials
- Detailed schedule & contingency plan (PM): anticipate delays, technical issues, weather
- Risk assessment (PM / Structural Engineer / Site Supervisor)
- Client approval session (PM / Architect): review materials, schedule, costs, and risks
  Operational Controls:
- Save blueprints in project management software
- Schedule with automated alerts
- Document all client decisions
  Risks for Client: Delivery delays, unexpected changes, misalignment with desired style

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Phase 3 – Pre-Construction & Site Prep (1–2 weeks)

Goal: Prepare the site physically and logistically to reduce risks.
Activities & Responsibilities:

- Site clearing & protection (Site Supervisor / Construction Team)
- Infrastructure review (Electrical & Mechanical Engineer / Site Supervisor)
- Material procurement & management (PM / Procurement Officer)
- Coordination of teams & subcontractors (PM / Site Supervisor)
- Risk management (PM / Site Supervisor): limited access, weather, material damage, emergency response plans
  Operational Controls:
- Daily checklist
- Material receipt logs
- Scheduling for each team
  Risks for Client: Damage to existing structures, procurement delays

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Phase 4 – Construction & Execution (6–10 weeks)

Goal: Complete construction and infrastructure with quality assurance.
Activities & Responsibilities:

- Foundation & structural work (Structural Engineer / Structural Contractor)
- Framing, walls, roof (Site Supervisor / Main Contractor)
- Mechanical & electrical systems (Electrical & Mechanical Engineer / Subcontractor)
- Insulation & drywall (Construction Team / Subcontractor)
- Quality control & reporting (PM / Site Supervisor): daily progress reports, photos, compliance checks
  Operational Controls:
- Daily progress reporting
- Strict quality checks
- Issue logs and corrective actions
  Risks for Client: Structural or system defects, quality issues

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Phase 5 – Finishing & Completion (3–5 weeks)

Goal: Prepare the space for use and ensure quality delivery.
Activities & Responsibilities:

- Install flooring, doors, windows, trims (Construction Team / Subcontractor)
- Install cabinets, kitchen & bathroom fixtures (Subcontractor / Site Supervisor)
- Lighting & smart systems installation (Electrical Engineer / Subcontractor)
- Cleaning & space preparation (Construction Team / Professional Cleaning)
- Check for hidden risks before handover (PM / Site Supervisor)
  Operational Controls:
- Installation & performance checklist
- Final photos
- Client quality approval
  Risks for Client: Material damage, improper installation

Phase 6 – Project Handover & Client Feedback (1 week)

Goal: Deliver the project with quality and collect client feedback.
Activities & Responsibilities:

- Final walkthrough with client (PM / Site Supervisor)
- Provide maintenance instructions (PM / Interior Designer)
- Collect feedback & document issues (PM)

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- Review hidden issues & preventive actions (PM / Site Supervisor)
- Post-handover support (PM / After-Sales Team)

Operational Controls:

- Record client feedback in project management software
- Long-term maintenance plan
- Assign responsibility for follow-up on issues

Risks for Client: Hidden issues after handover, extended follow-up required

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Conclusion:

This guide allows you, as a client, to understand each phase, your risks, and how the project is managed. With this knowledge, you can make informed decisions, track progress, and ensure high-quality delivery for your home addition project.

Contact Renotec to start your home addition project: https://renotec.ca/contact/