

1. Planning and Preparation

A well-executed planning and preparation process is essential to ensure that the bathroom renovation runs smoothly and according to plan. Below are the key steps to follow before starting the renovation:

1.1 Customer Requirements and Preferences

- Gather and document the customer's requirements and preferences regarding design, materials, and functionality. Review details such as tiles, fixtures, bathroom furniture, and specifications for electrical and plumbing work.
- The work description in the project binder, section 3, clarifies what is included in the contract. After each task, it specifies which profession is responsible.
- Confirm all details in writing in the project binder, and ensure that both the customer and the contractor agree on the scope of the project. Have the relevant pages signed.

1.2 Permit from the Housing Association (BRF)

- If the renovation is taking place in a condominium, housing associations often have rules for renovations. Ask the customer for these rules and check if written permission from the association is required. Be sure to follow BRF regulations, particularly regarding water, sewage, and structural changes.

1.3 Schedule

- Create a detailed schedule breaking down each task into smaller parts with clear deadlines. Also, account for potential material lead times, drying times for waterproofing, and unforeseen delays.
- Share the schedule with the customer and all involved contractors to ensure everyone is aware of the project's progress and when different tasks will be performed.
- Flag any potential delays in advance, such as drying times during plastering, which can cause delays.

1.4 Start-up Meeting

A start-up meeting is a crucial first step in the project to ensure that all parties involved have a common understanding of the scope and expectations of the work.

1.4.1 Meeting Participants

- **Customer:** To ensure the customer's preferences and requirements are clear to all parties.
- **Project Manager/Contractor:** Responsible for the entire renovation, reviewing the workflow and delegating responsibilities.
- **Subcontractors (if needed):** Electricians, plumbers, and other specialists join the meeting to coordinate the technical aspects.

1.4.2 Project Plan Review

- Review the details of the project with all participants, including the schedule, task distribution, safety requirements, and access to the site.

- Discuss the storage of materials and tools as well as access to the property during the work. Approximately 10 square meters will be needed for material storage.
- Confirm key dates, including material deliveries, tiles, fixtures, and deadlines for various project phases.

1.4.3 Risk Management and Safety

- Identify potential risks and hazards on-site and discuss measures to minimize them.
- Review necessary protective measures to ensure that the home and its occupants are safeguarded during the renovation (e.g., using dust barriers and proper dust management).

1.5 Customer Preparations

The customer is responsible for making the necessary preparations to minimize the impact of the renovation on their daily life.

1.5.1 Eating Area and Toilet

- The customer should prepare a space where the workers can sit and eat during the renovation.
- The customer should also ensure access to another toilet during the renovation, as the bathroom will not be in use.

1.5.2 Moving Valuable or Fragile Items

- The customer should move personal or fragile items from adjacent areas that may be affected by the renovation to protect them from dust and damage.

1.6 Communication with Subcontractors

- Ensure that all subcontractors are informed about the project details and their specific responsibilities.
- Coordinate the timing for electricians, plumbers, and other specialists to be on-site to perform their tasks. This is crucial to avoid delays and misunderstandings.

1.7 Material Procurement and Delivery

- Ensure that all materials required for the renovation are ordered in advance. This includes tiles, bathroom fixtures, plumbing parts, and waterproofing materials.
- Plan the deliveries so that materials arrive on time for each task, without causing project delays.

1.8 Inspection of Existing Installations

- Conduct a thorough inspection of the bathroom's current condition, including plumbing, electrical systems, and waterproofing.
- Document any problems or damage that need to be addressed before the renovation begins, and inform the customer of any additional costs that may arise.

1.9 Self-Inspections by Contractors

- Self-inspections are required for all contractors involved in the renovation. Each contractor must complete a checklist at the end of their tasks.
- The self-inspections must verify that the work has been done correctly and that it complies with industry standards and safety regulations. This includes inspections of installations, moisture protection, ventilation, and sealing of pipe connections.
- The project manager must review the documentation before the next phase of the project begins to ensure quality control and traceability.
- Contractors cannot proceed without the project manager's signature on two critical self-inspection points: "Inspection of slope in wet room floors before and after waterproofing" and "Inspection of waterproofing points."

1.10 Handling Change Orders (ÄTA – Amendments, Additions, and Subtractions)

- Change orders must be documented in writing and signed by both the customer and contractor before the work begins. Responses via SMS or email are considered valid signatures.
- Each change order must include the following information:
 - **Work Description:** What needs to be done and why.
 - **Cost Adjustment:** Specify any additional costs or price adjustments.
 - **Timeline:** How the change order affects the overall project timeline.
 - **Approval:** Changes must be approved in writing by the customer before they are executed.
- Change orders should also be documented with photos and included in the overall project documentation to facilitate traceability and transparency between the customer and the contractor.