

ATOMIC PROJECTS

Remedial works readiness checklist

Facilities & Asset Managers

For facilities and asset managers planning remedial work on operating buildings.

DOCUMENTS TO GATHER

- ☐ Engineer's report or condition assessment covering the affected assets.
- ☐ Asset register entries and maintenance history for the elements in scope.
- ☐ Previous quotes, reports and any failed-repair records.
- ☐ Building drawings, services layouts and tenant access constraints.

QUESTIONS TO ASK ANY CONTRACTOR

- ☐ Are you a registered Class 2 DBP practitioner where the work requires one? Check the NSW register.
- ☐ What is your NSW builder licence number? Verify it on the Fair Trading register.
- ☐ Can you provide current insurances - public liability, workers compensation, contract works?
- ☐ Can we see a sample ITP with hold points - how is each critical stage signed off?
- ☐ How will works be staged around tenants, trading hours and building operations?
- ☐ What is the communication plan for occupants - notices, site contact, escalation path?
- ☐ What warranty terms apply, and how are defects handled during the liability period?

RED FLAGS

- ☐ Quotes produced without inspecting the building or reading the engineer's specification.
- ☐ No documented QA process and no hold points at cover-up stages.
- ☐ Lump-sum pricing with no schedule of rates to assess variations against.
- ☐ No named site supervisor and no clear escalation path.

NEXT STEPS

- ☐ Score each tender against this same checklist so comparisons stay fair.

Ready to talk it through? Call 0410 515 509 or email hello@atomicprojects.com.au

Atomic Projects prices engineer-specified remedial scopes on occupied strata and commercial buildings.