

ATOMIC PROJECTS

Remedial works readiness checklist

Strata Managers

For strata managers scoping remedial work on an occupied scheme.

DOCUMENTS TO GATHER

- Engineer's report and repair specification - the scope every quote should price against.
- Defect register and owner correspondence for the affected areas.
- Any previous quotes, reports or failed-repair history for the same defects.
- Strata plans, common property boundaries and known access constraints.

QUESTIONS TO ASK ANY CONTRACTOR

- Are you a registered Class 2 DBP practitioner? Verify their registration on the NSW register.
- What is your NSW builder licence number? Check it on the Fair Trading licence register.
- Can you provide current insurance certificates - public liability, workers comp, contract works?
- Can we see a sample ITP? Look for hold points such as waterproofing sign-off before tiling.
- What is your resident communication plan - notices, site contact, response times?
- How will you stage access so residents stay in place while each zone is worked on?
- What warranty and defects liability terms apply, and who handles call-backs?

RED FLAGS

- A firm quote issued without an investigation or an engineer's specification behind it.
- No ITP and no hold points - quality 'managed on the fly'.
- One lump sum with no breakdown - you can't assess variations later.
- Vague answers about who runs the site day to day and who residents call.

NEXT STEPS

- Shortlist only contractors who pass every check above, then compare on the same scope.

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.