

# ATOMIC PROJECTS

## Remedial works readiness checklist

### Client-Side Project Managers

For client-side PMs procuring remedial packages on occupied buildings.

#### DOCUMENTS TO GATHER

- Consultant reports, specification and drawings - the single source of scope.
- Defect register, previous quotes and any failed-repair history.
- Client approvals - budget, program constraints and the contract form.
- Site information - strata plans, access limits and the stakeholder map.

#### QUESTIONS TO ASK ANY CONTRACTOR

- Is your Class 2 DBP registration current and verifiable on the NSW register?
- What is your NSW builder licence number? Check it against Fair Trading.
- Are insurances current, including contract works, at the values the contract requires?
- Can we see the ITP and QA records from a recent comparable project - real, photographed sign-offs?
- What is your staged access methodology - zones, elevations, resident impacts, notice periods?
- What is the communication plan - weekly reporting, notices, escalation, site contact?
- What are the warranty and DLP terms, and how are call-backs resourced?

#### RED FLAGS

- A tender price built on a walk-through instead of the specification.
- No hold points or inspection records in their QA system.
- Lump-sum-only pricing with no schedule of rates for variations.
- Program promises with no staging logic behind them.

#### NEXT STEPS

- Weight tender scoring toward verified compliance and QA, not just price.

**Ready to talk it through? Call 0410 515 509 or email [hello@atomicprojects.com.au](mailto:hello@atomicprojects.com.au)**

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