

OPTIMISE

HOME

RENOVATION PLANNER

Create your dream home one day at a time.

Denise O'Connor

Contents

Introduction	5
How to use this planner	7
Write your brief	9
Room-by-room	12
Monthly Calendar	26
Project Program	32
Weekly and daily priorities	36
Address book	220
Paint schedule	230
Budgeting	238
Quote comparison tracker	240
Snag List	242
Graph paper	248
Notes	256

“By failing to prepare, you are preparing to fail.”

Benjamin Franklin

Introduction

Embarking on any home renovation or extension project can be daunting. There's so much to consider. From the design and finish to your budget and timing, not to mention finding the best tradespeople and suppliers. What should be an exciting time in your life can quickly become stressful.

Proper planning is essential and is the key to success. With a watertight plan, you'll be more likely to enjoy the process and far less likely to make poor decisions and spend unnecessarily, pushing you over budget.

Improving or updating one area of your home will highlight other areas that need work. Without a plan, you risk starting a snowball effect of work needing to be done. Separate works are unlikely to complement each other. You'll waste money and won't be adding value to your home. All this will negatively affect your day-to-day life, and you'll end up worse off than where you started.

Whilst working with hundreds of homeowners over the years, I've learnt a couple of tricks about planning for a home renovation or improvement. And I got to test those skills first hand when I renovated my own home a few years ago.

I've distilled all of my best tips into this planner to help you prepare and properly plan for the project you are about to undertake. So start by getting what's in your head down on paper. Take it one day at a time. It will be fun, I promise.



Find tips, training and other useful resources at www.optimise-home.com.

“There’s no place like home.”

Dorothy, the Wizard of Oz

How to use this planner

This planner aims to help you break the enormous task of renovating your home into much smaller, manageable daily tasks.

1. Start by writing your brief and getting crystal clear on your priorities.
2. Break the project up room-by-room.
3. Use the monthly calendar to plot the timeline for your project, noting any critical dates or milestones.
4. Using the example as a guide, fill out your project program to keep track of the work on a week-by-week basis.
5. Use the weekly overview to track what’s happening at the start of each week.
6. List your top 3 priorities each week.
7. Break your top 3 weekly priorities into 3 daily tasks using the daily pages.
8. Use the daily notes section to keep track of what happens each day. This section is also helpful for taking notes at meetings on-site or with consultants or suppliers.
9. Use the address book pages to keep track of consultants, suppliers, contractors, tradespeople and other important names and addresses you need to remember. This will be a helpful reference long after the project is finished.
10. Use the Paint Specification section to keep a list of all of your paint colours and finishes.
11. Keep track of quotes and spending with the help of our budgeting sheets.
12. Use the snag list to help you carry out a detailed snag of the project once the builder is finished.
13. Use the graph paper to sketch your ideas.

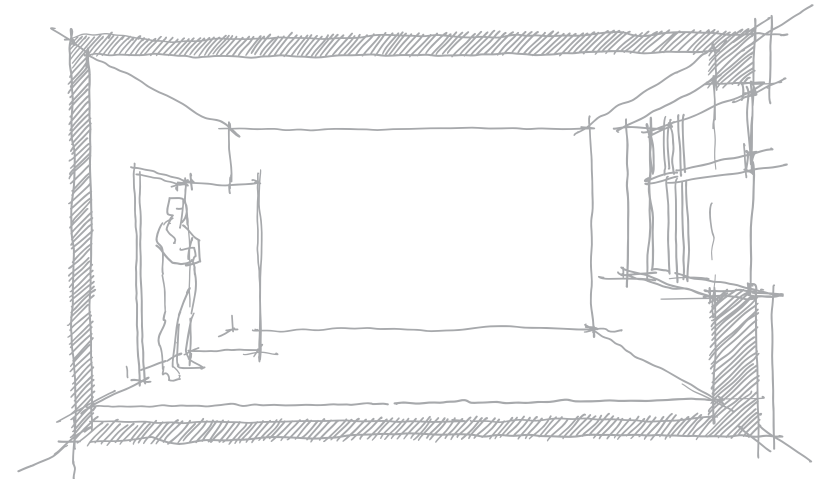
“There is only one way to eat an elephant, a bite at a time.”

Desmond Tutu

Write your brief

Having a clear brief about the work you are planning to do is essential to a successful outcome for your project. A good brief will help you clarify what you want and the result you expect. Your brief will help you communicate your needs to the people you need to help you bring the project to life, from the architect or designer to different suppliers, tradespeople, and contractors.

Use the questions to get clear about your vision for your home. Your answers should help you clarify your motivations for doing the project and allow you to understand any areas where you might need support. Once you have a firm overview of what you want to do, move on to a more detailed brief for each room you plan to renovate or improve.



Write your brief

1. Why are you doing the work? Are you making the changes for yourself or a future owner?

2. Have you done anything like this before? Should you consider seeking advice for all or part of the process?

3. Do you have a clear idea of the style and design you want, or do you need help finding a design direction?

4. How will the renovation enhance your day to day life? What problems will it solve?

5. Do you want to drastically change styles or keep with the existing look and feel?

6. How involved do you intend to be? Do you have the time to devote to the project?

7. Is there a date that the work needs to be finished by?

8. What are your fears and worries about the project?

9. What is your budget?

Room-by-Room

ROOM:

1. What are the must-haves for this space?

2. What are the nice to haves?

3. What's working for you in this room?

4. What's not working?

5. How could this room be more functional?

6. How could this room be more beautiful?

7. Who will be using this room?

8. When will the space be used? Time of day? Occasion?

9. How do you want to feel when you spend time in this room?

10. What overall look do you want to create?

11. Do you need to make structural changes?

12. What kind of lighting do you need?

13. What colours would you like in this room?

14. What colours would you not like?

15. Is there anything that you need to keep?

16. What kind of storage will you need?

17. What is your preference for floor finishes?

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






















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





MONDAY	TUESDAY	WEDNESDAY	THURSDAY

FRIDAY	SATURDAY	SUNDAY	NOTES

Tip: Remember to take some before photos before the work starts.

























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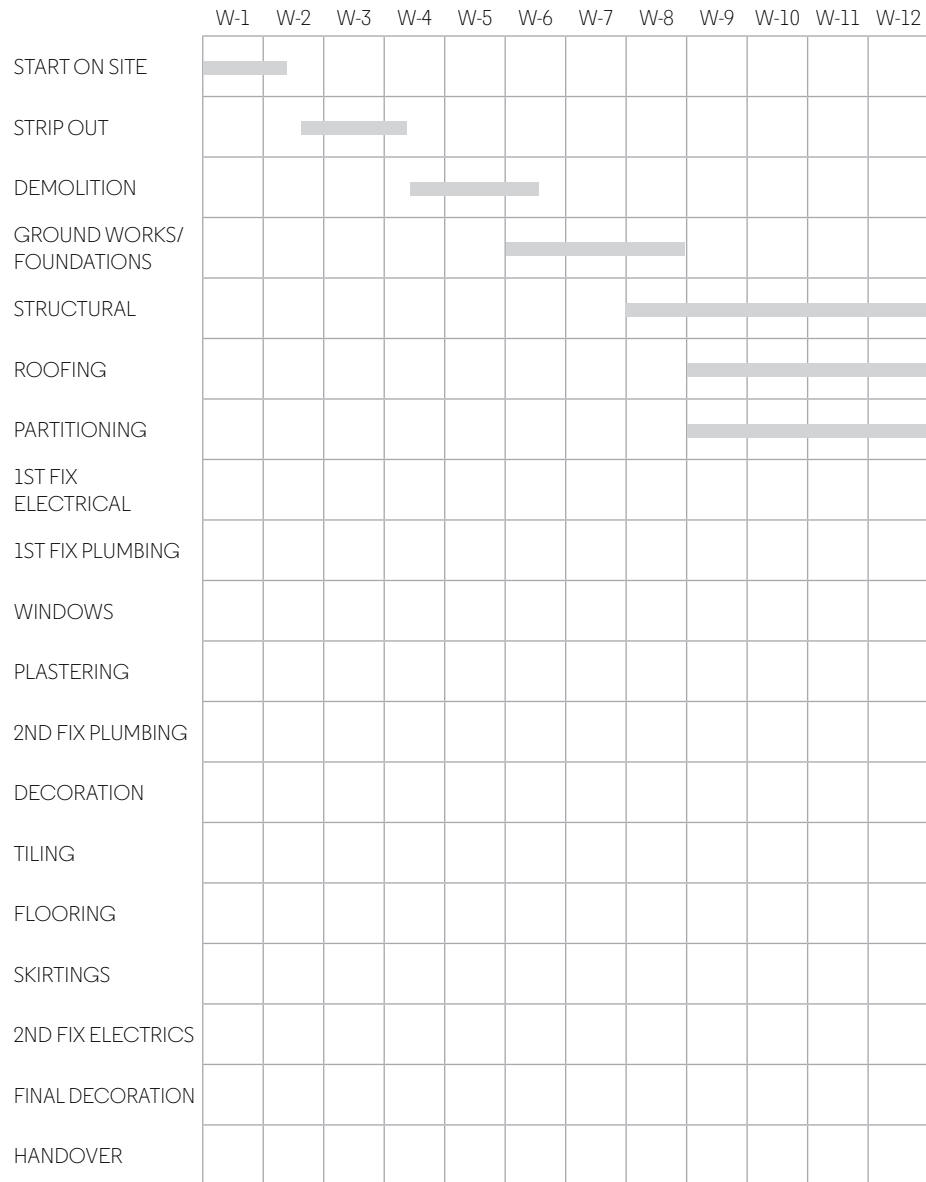
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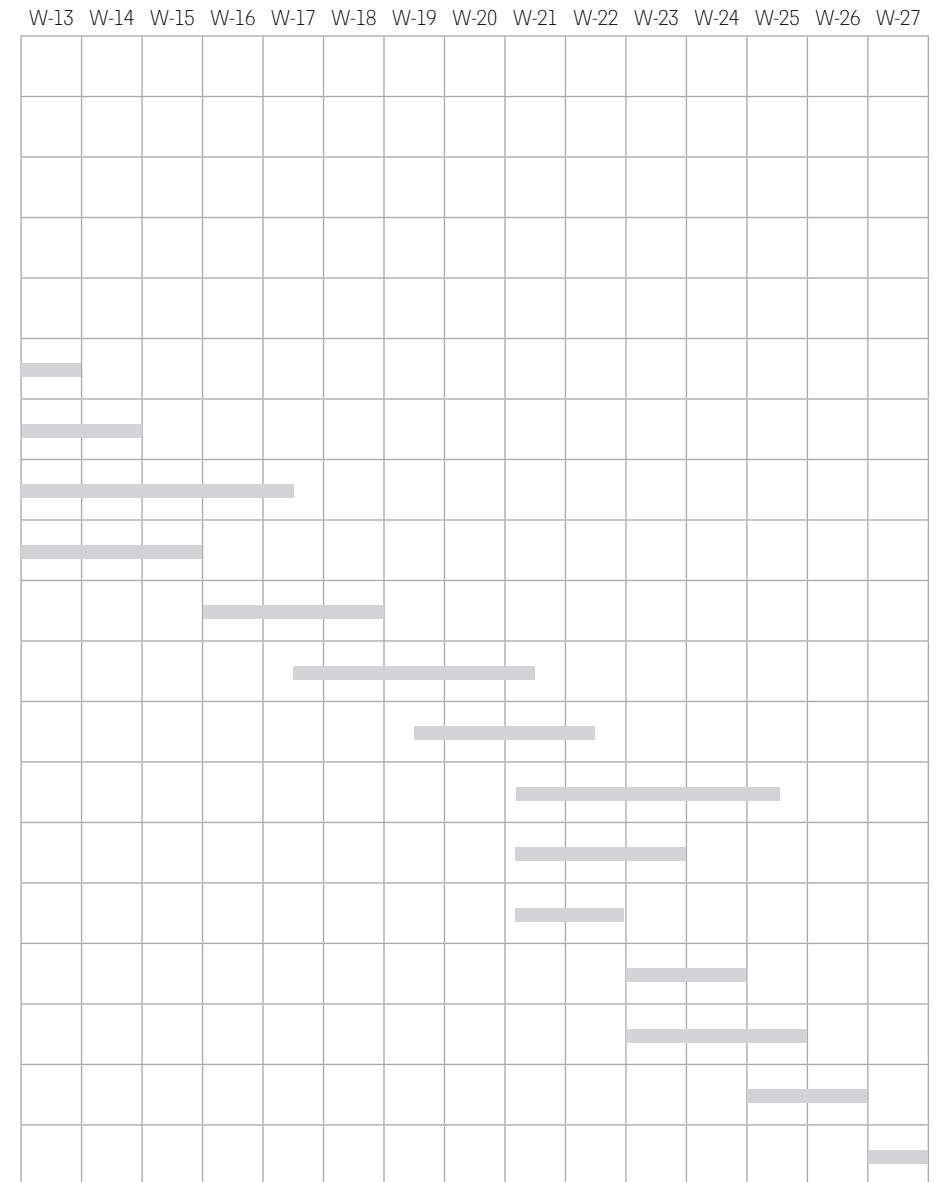
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Project Program example



This chart shows an example of how you can plot a timeline for your project and keep track of what's happening on a week-by-week basis.



Project Program

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	W-10	W-11	W-12
START ON SITE												
STRIP OUT												
DEMOLITION												
GROUND WORKS/ FOUNDATIONS												
STRUCTURAL												
ROOFING												
PARTITIONING												
1ST FIX ELECTRICAL												
1ST FIX PLUMBING												
WINDOWS												
PLASTERING												
2ND FIX PLUMBING												
DECORATION												
TILING												
FLOORING												
SKIRTINGS												
2ND FIX ELECTRICS												
FINAL DECORATION												
HANDOVER												

Referring to the example overleaf, plot your project program.

Tip: Use a pencil to start with and adjust as necessary until you are happy.

	W-13	W-14	W-15	W-16	W-17	W-18	W-19	W-20	W-21	W-22	W-23	W-24	W-25	W-26	W-27

Weekly Overview

List what's happening this week. Use this list to identify the most critical tasks you need to complete to keep your project on track.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Top 3 Priorities for the week ahead

Referring to your weekly overview, list your top 3 priorities for this week.

1.

2.

3.

NOTES



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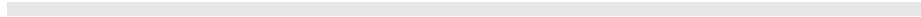
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Referring to your weekly overview, list your top 3 priorities for this week.

1.

2.

3.

NOTES

Monday

/ /

List your top 3 priorities for today.

1. _____

2. _____

3. _____

Notes

Saturday

/ /

List your top 3 priorities for today.

1. _____

2. _____

3. _____

Notes

Sunday

/ /

List your top 3 priorities for today.

1.

2.

3.

Notes

Weekly Overview

List what's happening this week. Use this list to identify the most critical tasks you need to complete to keep your project on track.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Top 3 Priorities for the week ahead

Referring to your weekly overview, list your top 3 priorities for this week.

1.

2.

3.

NOTES

Tuesday

/ /

List your top 3 priorities for today.

1.

2.

3.

Notes



Thursday

/ /

List your top 3 priorities for today.

- 1. _____

- 2. _____

- 3. _____



Notes

Friday

/ /

List your top 3 priorities for today.

1. _____

2. _____

3. _____

Notes

Weekly Overview

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Monday

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1.

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NOTES



Monday

/ /

List your top 3 priorities for today.

- 1.

- 2.

- 3.



Notes

Wednesday

/ /

List your top 3 priorities for today.

1.

2.

3.

Notes

Saturday

/ /

List your top 3 priorities for today.

1.

2.

3.

Notes

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/ /

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1. _____

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Notes

Wednesday

/ /

List your top 3 priorities for today.

1.

2.

3.

Notes

Friday

/ /

List your top 3 priorities for today.

- 1. _____

- 2. _____

- 3. _____

Notes

Address book

Use these pages to keep a list of essential contacts, websites and other information about the suppliers and products you are using for your home improvement.

CONTACT DETAILS

Company: _____

Name: _____

Email: _____

Phone: _____

PRODUCT DETAILS

Product: _____

Ref: _____

Quantity: _____

Price: _____

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Price: _____

NOTES

Paint Schedule

Use these pages to record the paint colours, manufacturers and finishes for each area of your home.

ROOM:

COLOUR REF: _____

MANUFACTURER: _____

FINISH: _____

ROOM:

COLOUR REF: _____

MANUFACTURER: _____

FINISH: _____

ROOM:

COLOUR REF: _____

MANUFACTURER: _____

FINISH: _____

ROOM:

COLOUR REF: _____

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FINISH: _____

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FINISH: _____

ROOM: _____

COLOUR REF: _____

MANUFACTURER: _____

FINISH: _____

ROOM: _____

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FINISH: _____

ROOM: _____

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COLOUR REF: _____

MANUFACTURER: _____

FINISH: _____

ROOM: _____

COLOUR REF: _____

MANUFACTURER: _____

FINISH: _____

ROOM: _____

COLOUR REF: _____

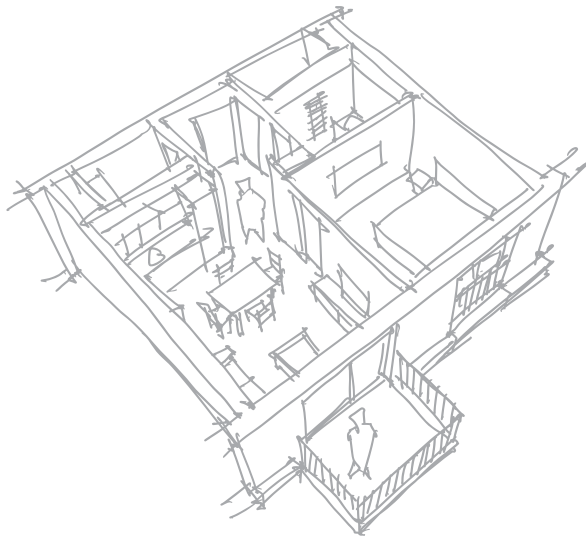
MANUFACTURER: _____

FINISH: _____

Snag List

A snag list is a list of minor items that need to be corrected by the builder or other trades at the end of the project. Once the job is finished, you should check everything over to make sure you are happy with all aspects of the work. Snagging is not an opportunity to add in little extras but a way of ensuring that everything has been completed as agreed. The contractor is obliged to put right anything that does not meet the standards agreed at the job's outset.

Use these sheets to list the items that need addressing. Agree on a date for you to inspect again to check that they have been rectified.



Snag List

ROOM: / /

SNAG	ACTION BY	COMMENTS	✓

NOTES

Snag List

ROOM:

/ /

SNAG	ACTION BY	COMMENTS	✓
------	-----------	----------	---

NOTES

Snag List

ROOM:

/ /

SNAG	ACTION BY	COMMENTS	✓
------	-----------	----------	---

NOTES



Snag List

ROOM: / /

SNAG	ACTION BY	COMMENTS	✓
------	-----------	----------	---

NOTES



Snag List

ROOM: / /

SNAG	ACTION BY	COMMENTS	✓
------	-----------	----------	---

NOTES

Graph paper

Taking measurements of a room can seem intimidating, but it's not all that difficult once you know-how. Whether you are trying to plan your furniture layout or need to measure a room to calculate the amount of flooring or tiles that you need, there are some basic principles to follow to ensure you get the measurements right every time. To help, we've put together this easy to follow 5-step guide to help you to measure a room like a professional.

Step 1

Make sure you have the right tools. You'd be surprised how many people don't own a proper measuring tape. If you need to measure a room, this is something that you must invest in.

Step 2

Start by drawing a rough outline of the room. The sketch outline should include the position of any doors, windows and other fixed features like fireplaces or structural pillars. The drawing should be big enough to allow space to write in all dimensions as you measure them but not so big that it won't fit on one page.

Step 3

Start by getting the overall dimensions of the room, i.e. the width and the length. Measure the room's length by holding the tape against one wall and measure to the opposite wall. It's best to measure from wall to wall rather than along the floor as most rooms will have skirting boards, making the reading smaller. Measure the width the same way you measured the length. Record these dimensions on your sketch.

Step 4

Now you need to locate all of the features in the room, like doors and window positions. Note whether the door opens into or out of the room. You can indicate the direction with an arc to show the door swing on your sketch. Measure door openings from the inside of the architrave and mark these dimensions on your sketch plan. These measurements are essential to help you to check if your sofa or other large pieces of furniture can fit through the opening.

When measuring window positions and openings, do so by measuring the actual opening rather than the frame. Measure the distance from the floor to the bottom of the window opening or window cill and from the top of the window opening to the ceiling.

Measure any other architectural features, including fireplaces, built-in joinery items, shelves, and any other fixed features and then locate each on your plan.

Step 5

Finally, note the position of any switches, sockets and radiators. These positions will impact any built-in joinery and your furniture layout. You don't want to end up with a large cabinet, for example, blocking the power point in the room.

