

# CONTRACTOR CHECK LIST

1. ARE YOU BSA LICENSED?: \_\_\_\_\_ (Do not use an unlicensed contractor)
2. DO YOU PAY BSA INSURANCE?: \_\_\_\_\_ (Do not use if answer is No or Alternatively contact BSA to let them know that the contractor is not paying insurance as this is highly illegal)
3. BSA LICENSE HISTORY (DOES THE CONTRACTOR HAVE DEFECTS OR FINES RECORDED ON THEIR LICENSE?): \_\_\_\_\_ (Do not use if answer is Yes)
4. ARE YOU INSURED? TO WHAT VALUE? CERTIFICATE OF CURRENCY?: \_\_\_\_\_
5. CAN YOU PROVIDE ME WITH A FREE WRITTEN QUOTE: \_\_\_\_\_ (No Verbals)
6. IS THE QUOTE A FIXED PRICE OR CAN IT CHANGE?: \_\_\_\_\_
7. MAKE SURE THE CONTRACTOR HAS A PROPER CONTRACT TO SIGN IF YOU ARE TO PROCEED WITH THE WORK (Do not just sign the quote)?: \_\_\_\_\_

## Other Points Of Note:

1. Hire a contractor who shows up on time for the quote and seems professional and knowledgeable.
2. Make sure you hire someone with extra men available if time frame is important.
3. Ask what the lead time is to start and put it in writing as some contractors may keep postponing your job.
4. Ask for an estimate of how long the job will probably take to complete and put it in writing as they may start the job and then drag the job out over a long period of time.
5. Confirm how they will be doing the job, the processes they go through to complete the works...things like, take rubbish away?, vacuum the asbestos when applicable, PVA Glue the asbestos when applicable, pick up the screws and nails ie. Thorough site cleaning, do they leave the roof off overnight if not completed in the day?

**WE ARE AWARE OF SOME LOCAL CONTRACTORS WHO FAIL TO MEET THESE CHECKLISTS!**

**PLEASE MAKE SURE YOU DO YOUR HOMEWORK!**