



Working Effectively With Contractors

- ♥ Do your homework/understand who you are hiring
 - Check credentials/verify paperwork eg. WSIB coverage
 - Get and contact references/check on-line for reviews
- ♥ Start with a Realistic Budget
 - Do your homework and understand what a typical cost is for the work you want to do
 - Be honest with what you can afford to pay
- ♥ Set a Realistic Timeframe for project completion
 - Do your homework/understand what a typical duration is for the work you want to do
 - Timing will depend on a number of factors: eg. size of crew, weather conditions, coordination of trades in sequence, delivery of materials (especially if sourced offshore) etc.
- ♥ Make sure everything is written down
 - A detailed contract is key to “no surprises” eg. on costs
- ♥ Set clear expectations
 - Eg. Daily clean-up (and to what extent) is a must especially if you are living on-site
- ♥ Be respectful
 - Be punctual for meetings & on-time for material selection
 - Limit changes to schedule/plan/materials as much as possible
- ♥ Be realistic with respect to changes
 - Be careful when assigning blame - not all delays/added costs are the contractor’s fault
 - Don’t assume no added cost or time delays with each change however small
- ♥ Be clear and concise in your communication
 - Choose a mutually preferred method
 - Make sure “conversations” are documented
- ♥ Be flexible
 - Material sources are sometimes an issue. Have a back-up plan/other selections available if needed.
- ♥ Be realistic in your ability to manage the project
 - If uncertain, hire a project manager to help you