



plan
YOUR RENO

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WELCOME

You might ask....how hard can a renovation be?

My advice is don't leave anything to chance so you don't find out!

Renovations are complex, relying on thousands of fast-paced, accurate decisions to keep the project on time and within budget. Poor or avoided decisions are costly.

One of the biggest mistakes (in my experience) homeowners make is underestimating the sheer amount of time, effort, and research it takes to plan a renovation project.

However, you don't need to become a renovation expert, just how to plan one like an expert!

Here you will find the outline I use when planning all my renovations. I hope you find this information useful.

Hilary



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1 | PROJECT GOALS

- Be clear and confident about what you want to achieve for your home.
- Review how your home currently works for you and your family.
- Start your dream goals

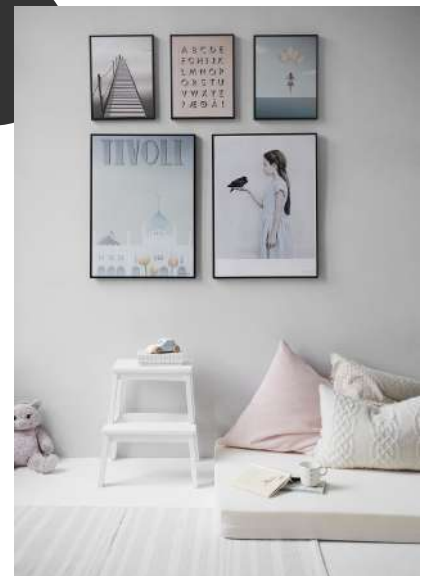
PROJECT GOALS

It might seem like an obvious question but do you have a clear understanding of why you are modeling your home? Knowing this in detail will help you understand what you want to achieve, compile an accurate budget and schedule. Often projects change as research begins or when the project starts! This is a precarious position to be in - cost increase, the schedule will be impacted therefore good focused research is advisable.

For example, do you want to extend your living space? Carry out essential upgrades? Create more natural light? Increase energy efficiency?

Knowing your priorities in detail will keep you focused despite the inevitable distractions, diversions, and opinions you will encounter along the way.

As your project progresses, clear priorities will help you stay on schedule and budget.



PROJECT GOALS CONT'D

Define the type of work required and the boundaries of the project.

Usually, this means the scale of work you are willing/able to affordably carry out.

For example, will the work be purely cosmetic (painting, wallpapering, new carpets)? Or do you intend to re-model, move walls, alter plumbing and electrics?



2 | INSPIRATION

- Discover styles and home design ideas you love.
- Don't be tempted to skip this step! Finding inspiration before you make any financial commitments will save you time and money.

INSPIRATION

Create that feeling!

What makes a house feel like home for you? Have you ever walked into someone's home, a restaurant, hotel and got a 'feeling'....you may not be able to explain it, but it makes you feel comfortable and relaxed.

What feeling do you want to create in your home? Do you want an exciting vibrant colourful living room? Would you like a calm organised entrance to your home? Do you want your kitchen to feel fresh and inviting? Would you like to create a cozy corner in your vibrant living room to read or listen to music?



INSPIRATION BOARD

Your projects vision starts here!

How do you get inspired? Think about and visualise what you love....hobbies, travel, nature, fashion, places you like to go....whatever makes you feel great.

Inspiration is everywhere!

Don't be concerned with the specifics. This is your opportunity to get creative...go with the flow!

Try not to limit yourself by questioning why you are attracted to something. You will come across new ideas and inspiration as you research. This process can be quite revealing and fun, so embrace it!

If you are feeling overwhelmed you may be trying too hard, try to relax with a cuppa and let the insiration flow.



MOOD BOARD



1. Look for emerging similarities and themes on your inspiration board - are there particular colours, textures, patterns that you are pulled toward?
2. Consider the look and feel you want to create in each room. Search for images, colours, textures, accessories that represent that feeling.
3. Mood boards are a great way to track the styles you like and how you are creating flow from one room to another. You can quickly see how styles are emerging (or not) and if you are creating a connection between rooms.
4. Your mood boards, once completed, will help keep you motivated and focused.
5. Keep a printout or photo of your mood boards with you so you always have a solid reference, especially to double-check items work with your designs before you purchase.
6. As you find samples, materials, fabrics you like, pop them in the zipper pouch in your binder as reference.

mood boards are a great way to communicate your vision

HOW TO CREATE YOUR BOARDS

Create an Online Inspiration & Mood Board



There are lots of great tools online to create your board. One of the easy to get started and use is Pinterest. Pinterest is a great source of inspiration with literally thousands of images to choose from.

To get started log onto www.pinterest.com, sign up for a free account, create a board and start pinning!

How to create a physical Inspiration & Mood Board

Place images, photos, swatches, and samples that inspire you on foam board, cardboard, corkboard, or on a wall.

Physical boards allow you to add layers and textures which cant be achieved with an online board.

If you decide to use a physical board, it can be good to start an online board first to get ideas flowing and create a physical board when you have some direction.



3 | GET DESIGN SPECIFIC

- Set out the specific alterations, fittings, furniture and decor you would like in each room.
- The will help establish your budget and plan the work ahead.

GETTING DESIGN SPECIFIC



ROOM BY ROOM DESIGN

Now it's time to start making some design decisions!

A clear vision of how each room will look and function, not only starts to bring your dreams to life, it's also key to successful budget setting and project planning.

Unless you're hiring an interior designer to help, you will need to take on the role of a professional designer yourself.

Keep a watch on your budget during this process. With some good research and creative thinking, you can create the rooms of your dreams within budget.

Don't forget to use your mood boards, full of colours, textures, and styles you love to guide your choices and bring your design to life.



BE MY OWN

interior designer

You are style confident and ready to take on the task of Interior Designer. It's a responsible role. Keep the following in mind for each room:

- What is the function of my room?
- Will it have a secondary function?
- What items are staying and what items will be changed or replaced?
- How can I incorporate items I would like to keep into the new design?
- How do I want the room to feel? (relaxed, comfortable, energised?)
- What styles do I like?
- What inspires me? refer back to your inspiration board.
- Who are my style influences?
- What is my budget for this room?
- What are my timescales for completion?

*The designer does not begin with some preconceived idea.
Rather the idea is a result of careful study and observation and the design, a product of that idea.*

PAUL RAND



UTILITY/LAUNDRY ROOM

High on many people's wish lists and definitely worth considering, if you have the space, is a laundry room.

A utility room located close to the kitchen is practical, however, there are no rules. Depending on the intended function it could be a cupboard in your kitchen, located under the stairs or in your garage.

If you intend to install a sink, washing machine or dryer utilising existing plumbing and ventilation will help keep costs down. If this is not an option the cost of re-directing/installing plumbing and electrics will be considered.

If you intend to dry clothes in the laundry room plan for adequate ventilation to remove excess moisture.

If creating a dedicated laundry room compromises another space eg kitchen, consider installing cupboards that match seamlessly with your kitchen cupboards to house the washing machine, dryer, and cleaning products.

OPEN PLAN LIVING

More and more people are choosing open plan kitchen, dining and living space instead of the more traditional separate room alternative.

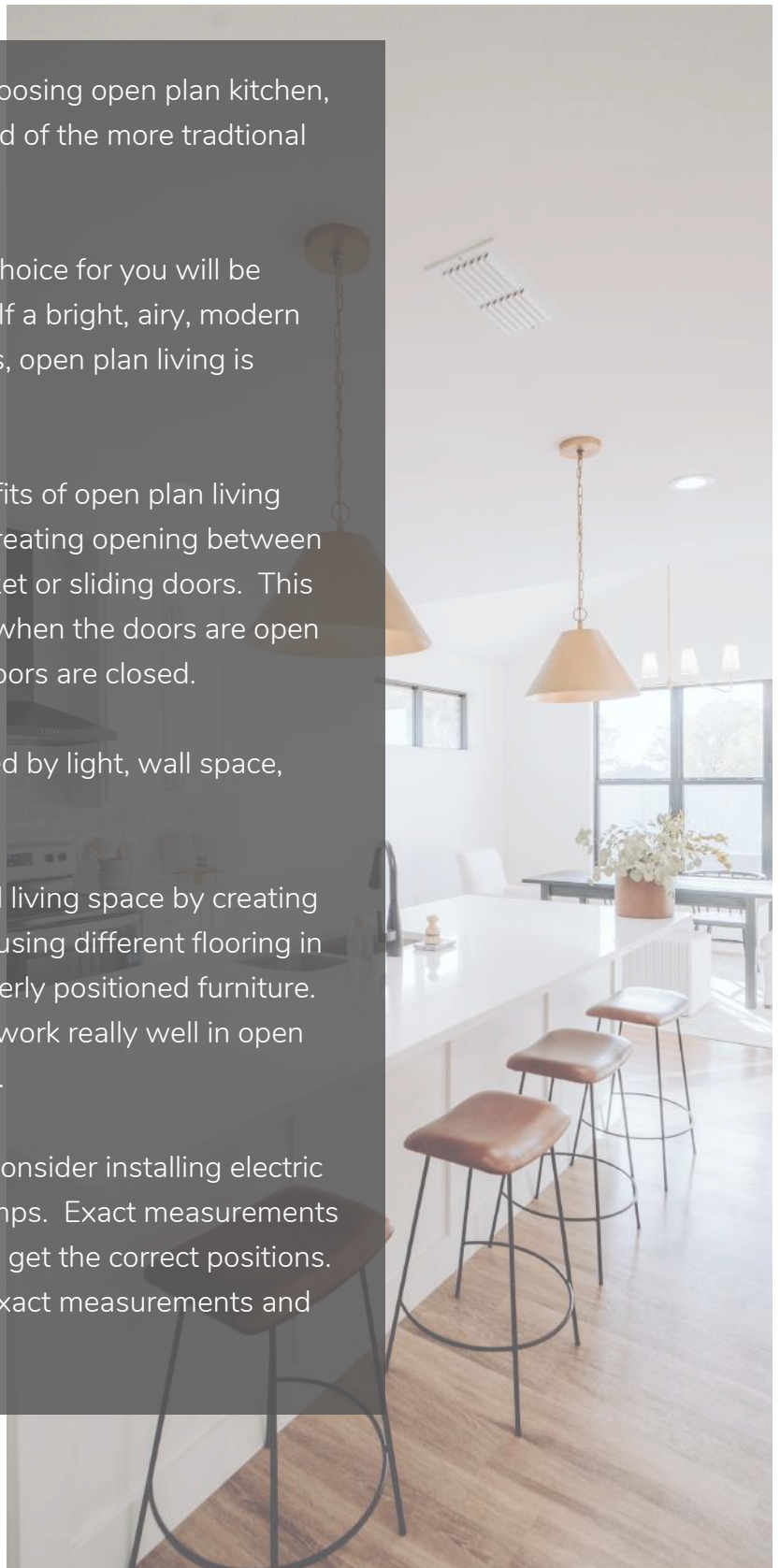
Whether or not it's the right choice for you will be determined by your lifestyle. If a bright, airy, modern space is one of your priorities, open plan living is perhaps an option for you.

It's possible to have the benefits of open plan living without fully committing by creating opening between two rooms and inserting pocket or sliding doors. This will give the feeling of space when the doors are open and private and cosy when doors are closed.

layout will often be determined by light, wall space, flow and fittings.

Define the kitchen, dining and living space by creating zones. This can be achieved using different flooring in different zones, rugs and cleverly positioned furniture. For example, L shaped sofas work really well in open living spaces to define a zone.

In larger renovation projects consider installing electric floor sockets for side table lamps. Exact measurements will be required to ensure you get the correct positions. Therefore ensure you know exact measurements and final position of furniture.



SEPARATE LIVING ROOM



TV room, reading room, games room. Many functions will require thoroughly evaluating your expectations of how the room needs to function.

The perfect visual may not translate into a perfectly functional space. Think about how you actually live not how you think you will when your project is complete!

Here are some watch-outs:

The size and shape of your room will typically dictate how it flows. Unless you plan to make structural alterations, it's usually best to go with the natural flow of the room to assist function and aesthetics.

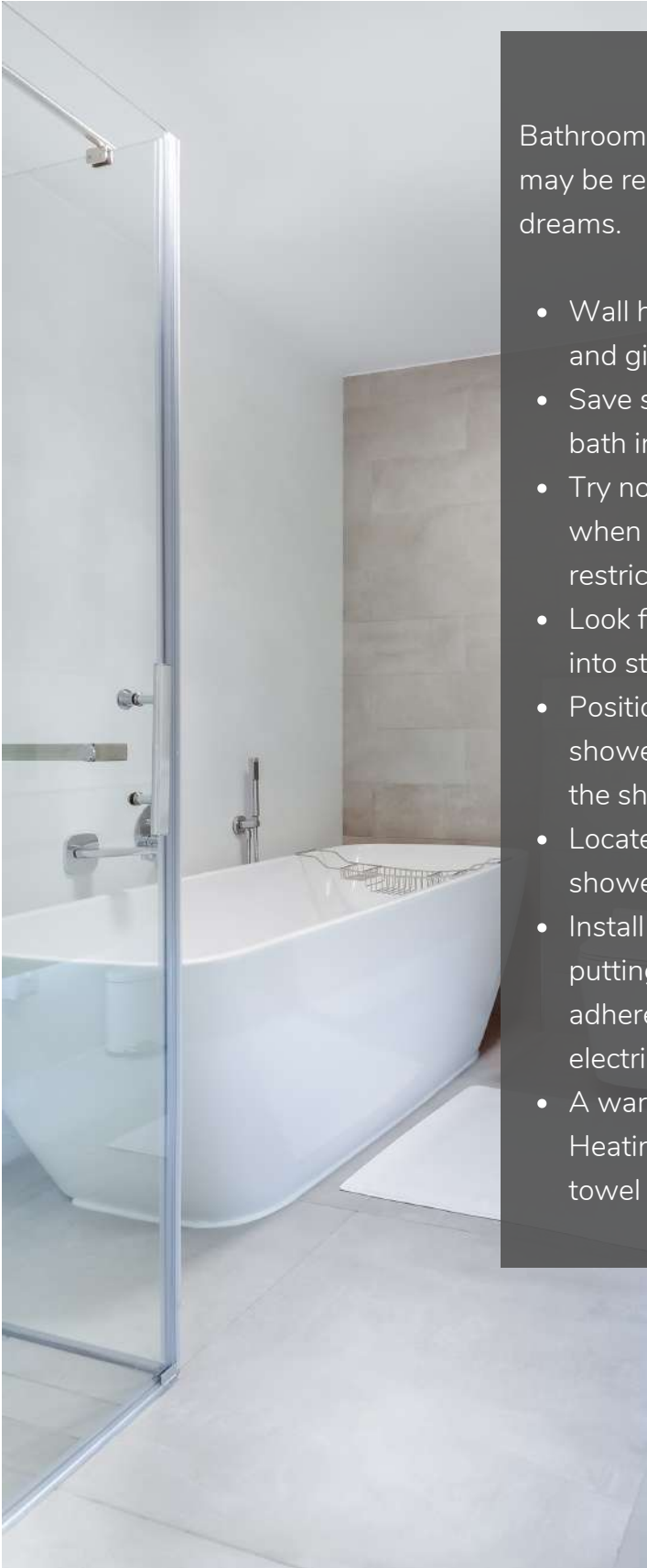
Does your room have a focal point? Would you like to create one? Would you like to play down or camouflage an aspect of your room?

Carefully consider furniture. Research room similar shape and see how the furniture is positioned. Don't fall in love and purchase pieces of furniture before you measure thoroughly. A classic example of furniture not working in a room, they can be too imposing and completely change the flow of the room.

The TV position gets a lot of discussion, some practical considerations are:

- Current electrical socket positions (unless you are rewiring)
- Eyelevel is most comfortable viewing position
- Position away from sunlight to avoid glares and reflections,

BATHROOM



Bathroom space can often be limited so clever design may be required to achieve the bathroom of your dreams.

- Wall hung toilets and wash basins are less bulky and give the feeling of space.
- Save space by installing just a shower or a corner bath in place of a regular bath.
- Try not to have the toilet the first item you see when you enter the bathroom unless you are restricted by existing plumbing.
- Look for nooks or alcoves that can be converted into storage.
- Position the shower controls at the opening of the shower, so you don't get wet when switching on the shower.
- Locate the towel rail or hook with easy reach of the shower.
- Install task lighting at the sink area for shaving and putting on make-up. Bathroom lighting must adhere to strict regulations, consult a registered electrician for advice.
- A warm bathroom is always more appealing. Heating options include under floor heating, heated towel rails and radiators.

HOME OFFICE

Home Office is usually determined by the space available and how well it functions. Recent world events have forced many of us to find a space to work from home rather than have the time to create it!

Here are a few things to consider:

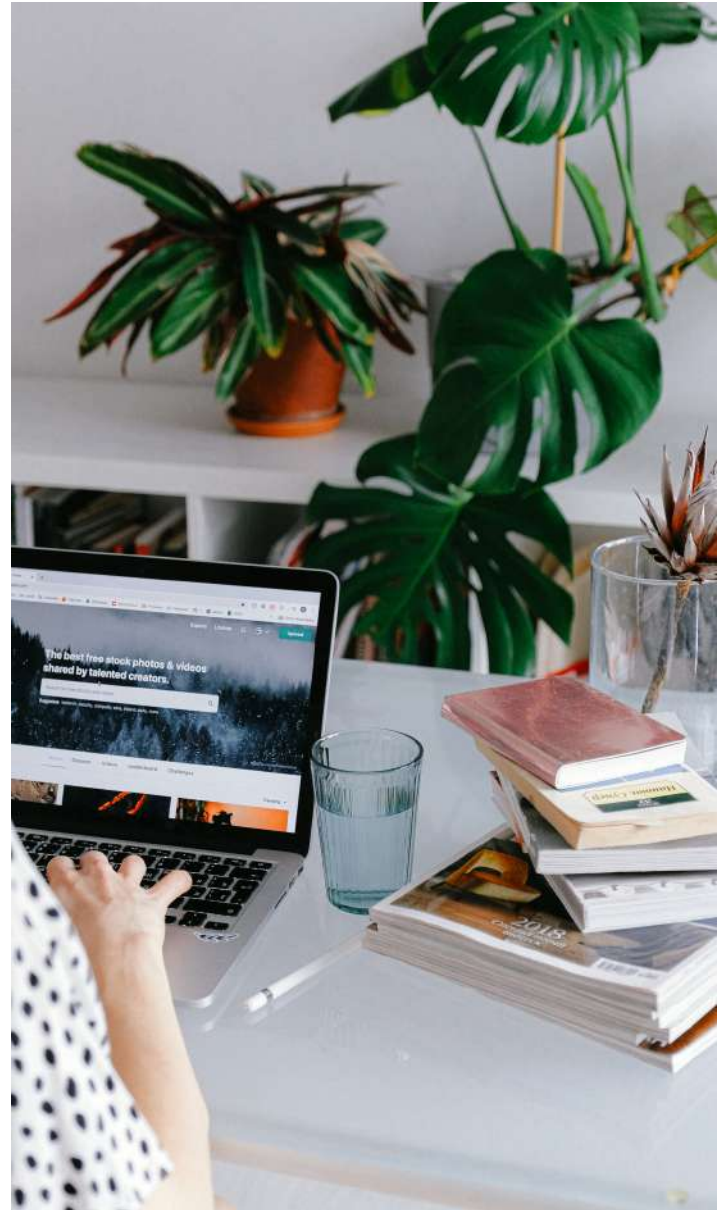
What space requirements do you have? How much equipment do you have? What is the ideal desk size? Will you meet clients at your home? Do you need additional seating?

Are there enough electrical sockets for home office equipment?

If you bring clients to your home you may want to choose a room close to the entrance of your property.

Lots of natural light is ideal. Enhance this by adding task lighting to suit your type of work. This could simply be a floor or desk lamp.

Great storage is essential to stay organised and avoid feeling cluttered or cramped. This is particularly important if the room is not a dedicated study and items need to be organised and stored away.



BEDROOMS

Whether you are planning a master or guest bedroom the following are some ideas to help you.

- The most important element of the bedroom is the bed. Getting the balance of aesthetics and comfort right is key. A comfortable mattress that supports and promotes relaxation is an excellent investment.
- There are many bed frame options available from wood, metal, divans with storage and beautiful designed headboard options.
- Measure your furniture carefully. Don't fall into the trap of buying a large bed which dominates the room, leaving no space for bedside tables or walking around the room comfortably.
- Paint soft relaxing colours to help create a calm tranquil space.
- When choosing curtains consider opting for blackout lining or install a blackout blind to block out the light, especially in children's rooms.
- Plan good storage so you are not surrounded by clutter. For larger rooms and where there are existing alcoves, built-in storage is a great option. Choosing a divan base with storage drawers is also a great option for storing bedlinen, seasonal clothing and shoes.
- Carpet is often the flooring of choice in bedrooms. If possible purchase a high grade underlay to give a luxurious underfoot feeling. If choosing a wooden floor add a rug for comfort.



ENTRANCE HALL

Don't ignore the entrance hall!

It's the first room you see when you come home and has the potential to literally alter your mood.

Here are some tips for a great welcome home!

If your hallway is also a hard-working storage space for coats, shoes, bags, sports equipment, etc., consider converting under-stair space into storage or relocating some items to other rooms.

If natural light is lacking, installing a front door and/or internal doors with glass panels will make the space brighter. Hanging a mirror positioned to reflect the natural light will also help maximise light.

Adding a hall table with drawers will provide storage for keys, hats, and gloves, dog lead, etc. Placing a lamp on the table will add light and ambiance.

If the floor will need to stand up to heavy footfall, tiles may be a good option - consider a non-slip tile option. Consider a doormat or recessed mat to catch excess moisture and grit.

Placing a rug in the hallway will make it feel warmer and welcoming and also keep the noise level down. If this is the main entrance/exit putting the alarm panel in the hallway for convenience.



ATTIC CONVERSION

Attic conversions can be a relatively quick and inexpensive way of creating additional space without extending the footprint of your home.

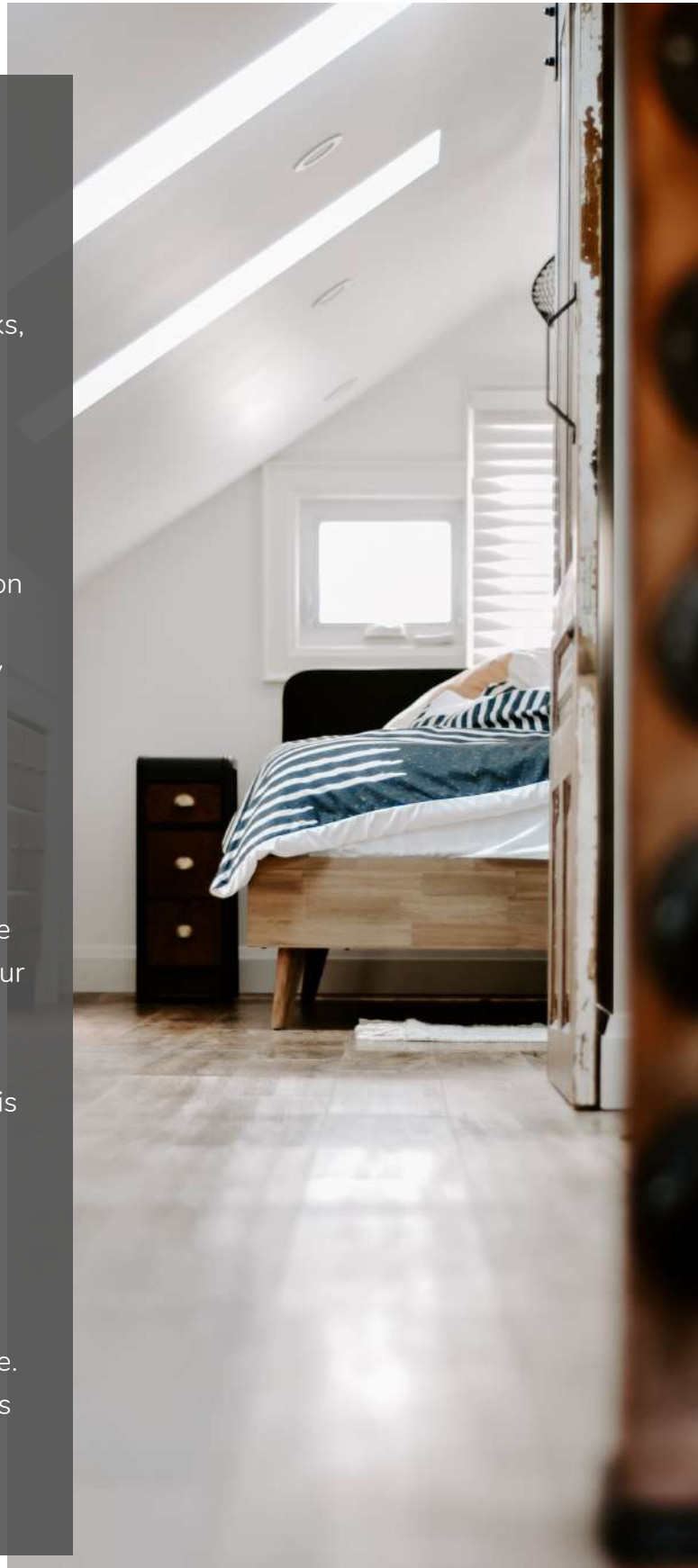
There are many benefits to an attic conversion including an additional room ready to use within weeks, adds value to your home, easier solution than moving house, garden size not impacted, minimal disruption while the works is being done. All great reasons to consider an attic conversion.

Research how feasible and complex an attic conversion is for your home to determine whether it's the right solution for you. Advice from a professional will firstly determine if your attic is suitable for a conversion and secondly all the options available to you.

Planning permission is not normally required for an attic conversion, however if you are considering installing a window it may be necessary. It's advisable to check the planning regulations and guidelines in your area.

The location of the access stairs to your conversion is important. The goal is to balance the impact on the existing accommodation while still achieving a staircase that's comfortable, safe and easy to climb.

Attic conversions work well as bedrooms, a home office and storage but not as practical as a living space. The further the living space is from the kitchen the less likely it is to be used. If the purpose is to create more living space, also consider alternative options.



4 | B U D G E T

- Budgeting is critical to the success of your project.
- Spend time now costing our plans in detail before making purchases or hiring professional/contractors.
- Failure to manage your budget can result in personal financial difficulties.

SET YOUR BUDGET

BE REALISTIC WITH YOUR BUDGET. ANALYSE, SCRUTINISE, AND FINALISE YOUR BUDGET BEFORE YOUR PROJECT STARTS.

Budget over-runs are so common in home renovations that sadly they are typically accepted as inevitable. Don't fall into this trap. There are steps you can take to minimise overspends.

1. Spend enough time in the planning/research phase of your project. This will help avoid rushed, ill-informed decisions. Projects are made up of hundreds of intertwined interdependent decisions that need careful consideration. The planning phase should be seen as your time to understand what you want, research what's available, compare prices and then finally make decisions.
2. Make timely decisions. Once the project starts, indecision slows progress down and inevitably costs money. For example, deferring the start date for a tradesperson may result in them taking another job.
3. Avoid changing your mind. Inevitably there will be some changes, however, once your project starts, building contractors will usually only allow minor changes without the additional cost incurred by the client. If work has been completed as agreed and you want it altered, you will most likely face schedule and budget overruns.
4. Realistic contingency fund. Set aside a contingency amount to safe-guards your project against unforeseen events.

HOW CAN YOU MINIMISE AND MANAGE BUDGET OVERRUNS AND STAY ON SCHEDULE?

1. Be realistic with your budget. Scrutinise what you can realistically afford.
2. Complete the Budget Sheets for each area of your project.
3. Be continually mindful of budget changes that are moving towards or away from your project goals.
4. Get professional advice where needed.
5. Keep track of all spending.

ALWAYS PLAN WITH THE END IN MIND

If you don't have the budget to complete your project in one phase, complete all of the planning steps so you have a solid direction for your project.

You can then go back and complete your project in stages.



SET YOUR BUDGET CONT'D

itemise all your costs down to the smallest known purchase, including delivery charges, taxes, assembly, and fitting charges. Budgets inevitably alter during a project, however with clear design plans from the outset and careful planning it should be minimal.

Your budget should include a 10-15% contingency fund to deal with unexpected costs. If you are renovating an old or period property there will almost always be 'surprises' waiting to be uncovered, so be generous with the contingency allowance.

If you find the costs of your project is beyond the budget you have available, shop around for better deals, get quotations from additional suppliers, investigate if you can alter specifications without losing the quality of your project, or there may be finishes you can 'put off' for the moment until you have the budget to purchase.

Finally, if you need to remove items from your budget, spend time investigating what you need and want.

A Budget is telling your money where to go

INSTEAD OF WONDERING WHERE IT WENT.

DAVE RAMSEY



Hints & Tips

When Researching/purchasing items always ask the salesperson 'Is this everything I need?

For example, if you are purchasing wall tiles, you'll need adhesive, grout, tile spacers, silicone - ask the salesperson to give you a list of all the products you need so you can budget and/or check with your tiler if they have included all the required products in their quotation.

Items not accounted for will need to be adjusted in the budget at later date.

Check your eligibility for tax relief and grants. Find out if your project qualifies for home improvement tax relief, energy efficiency, grants, or other schemes. Often the application needs to be approved before work commences - check locally.

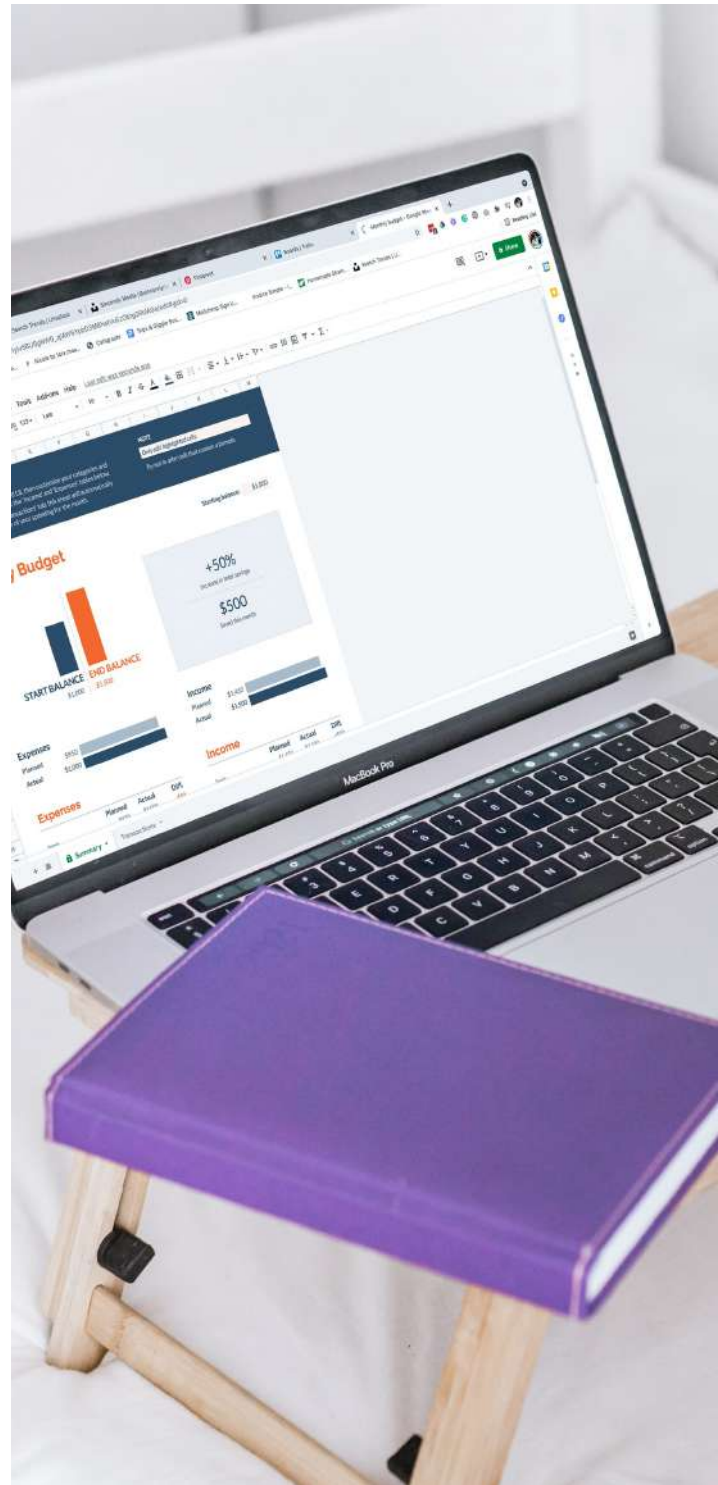
SECRET COSTS

Why secret costs? They are real costs but no one talks about them. There are often non-negotiable and can leave a sizeable dent or worse in your budget.

So why do so many people get caught out with all or at least some of them? These costs fall between the cracks because they often don't get seen, talked about, or totaled until towards the end of the project.

SECRET COSTS WATCH OUTS!

- Electricity usage during your renovation
- Hire and running costs for dehumidifiers or heaters to dry the house after plastering.
- Areas or rooms not being renovated get damaged or need fixing due to knock-on effects of planned work.
- Garden and driveway damage from trucks, skips, and general wear and tear.
- Accidental damage or items disposed of in error - manhole covers, gates, garden furniture.
- Skips are a huge cost. Check out disposal rules in your local area. Skip contents can be charged at different rates and if the contents are mixed you may get charged by the tonne. Research disposal fees!
- Deep clean at the end of your project.
- Renting accommodation for the duration of your project.
- Not moving out during your renovation, you may be eating out more for convenience.



5 | DE – CLUTTER

- 30 Day De-Clutter process to free up mental and physical space to make way for your dream home.

DE-CLUTTER

TIME TO DE-CLUTTER!

A renovation project is a perfect time to get motivated for a de-clutter.

So what is clutter? Anything you are keeping you don't use or doesn't add value.

1. Make a 30-day de-clutter schedule. This focused approach will help keep the end in sight and enable you to move on to the next stage of your home renovation project.
2. Concentrate on one room at a time. Start with an easy space, especially if you are hard-wired to keep stuff!
3. Ask yourself the following: Do I use the item regularly? Does it work? Does it fit? Is it taking up valuable space? Can I sell it....Ka-ching!
4. As you work through each room, organise items into KEEP, GOOD CONDITION-SELL, GOOD CONDITION-DONATE, RECYCLE or DISPOSE.
5. Each week take action to move the no longer needed items by placing adverts for sale, donate, or take to charity or recycling center.
6. Keep yourself motivated by tracking the money generated from selling your unwanted items on page 55.



for the longest time I thought I needed to be more organised
NOW, I KNOW I JUST NEEDED LESS STUFF
INSPIRED.COM

6 | FIND YOUR TEAM

Select the skilled professionals to successfully complete your project and decide how much of the work you will complete yourself.

FIND YOUR TEAM

Some people choose to take on the work themselves while others would prefer to leave it to the experts.

Either way, you are likely to require the services of one or more contractors and professionals.

The Skills checklist on page 58 will help you decide which tasks you could take on and which are best left to the experts.

It's vital to meet with several potential contractors to ensure you get a competitive price and choose a team you can work with successfully.

Also in this section, some advice if you are hiring an Interior Designer, Building Contractor, Architect, and some typical questions to ask.

Myth Buster!

'I can't afford to hire an architect; they are too expensive'.

'My project is too small, I don't need an Interior Designer'.

Hiring professionals can often be dismissed as an unnecessary expense, and sometimes it may be! However, many professionals offer consultants and advice for a small fee so if you feel your project could benefit from professional advice don't miss out on the possibilities.

INTERIOR DESIGNER



The interior designer of your home is a thrilling part of the project but can be daunting in equal measure, even for those who are very style confident.

Hiring an Interior Designer means you get access to their wealth of experience, connections, and insights into the latest market trends. An experienced designer will have lots of ideas and perspectives on how to get the best for your project.

Some considerations:

- It's very important when choosing a designer that you like their style!
- Be upfront about your ideas and preferences from the start.
- Share your inspiration and mood boards with your designer to give them a sense of your style.
- Be clear about your budget. This will help your designer make recommendations that are achievable and a good fit for your project.
- Meet at least two interior designers to find a personality fit and working style you are comfortable with. You should feel you can trust, collaborate, and enjoy the design process.



Be open and upfront with your interior designer from the start.
Collaboration is the key to getting the designs of your dreams!

SINGLE CONTRACTOR v HIRING TRADES DIRECTLY

Deciding to employ a single building contractor or directly hire and manage each tradesperson yourself, will firstly depend on the scale and complexity of your project and secondly the time and skills you have to manage the project yourself.

Fixed Price Contract with a single contractor means from the outset you know how much your project is going to cost. This is especially useful if you are approaching financial institutions to borrow funds.

The building contractor will bring in trusted sub-contractors he uses on a regular basis and will take responsibility for their work and coordination of the project. However, there will be a cost associated to manage your project. A percentage will likely be added to the overall project cost to cover any unexpected expenses which arise during the project.

Employing Direct Labour and managing the project yourself is an opportunity to save money. This option gives you all the control and responsibility but all of the risk. This shouldn't be underestimated. Project Management is a skilled, time-consuming profession, so weigh up the potential savings versus the risk, costs, and time away from your own day jobs and other responsibilities.

As Project Manager, you have responsibility for hiring, scheduling, and effective communication to assist the smooth running of the project. The Project Manager must be at all times alert to any potential pit falls which could impact the schedule and budget.



BE YOUR OWN PROJECT MANAGER

The Project Manager has responsibility for the Schedule of Works and ensuring everyone is on-site when they should be. Schedule of Works is a detailed summary of all the work that needs to be carried out on the project.

Before deciding to take on the role, consider the following:

- Given the size and scale of your project and your other commitments, do you have time?
- Are you prepared to accept responsibility for managing the risk of increased costs and time delays (and the associated stress?)
- Can you stay cool and confident under pressure especially when the unexpected happens?
- Are you new to project management? Will your 'learning on the job' impede progress and frustrate the contractors?
- Are you a natural progress driver? Can you think fast, balance, and protect the budget and schedule against potential impacts on a daily basis?
- Are you willing to manage every aspect of the project, from price negotiation, materials specifications, scheduling, health, budgeting and more?



BUILDING CONTRACTOR

When looking for a Building Contractor, referrals are a good place to start, however, don't swap careful research for referrals!

- Interview at least two Building Contractors.
- Take them around your property to discuss in detail what you are looking to achieve. Use your Room Planners to support the discussion.
- The Building Contractor will be very happy to see you know what you want! A client that knows what they want equals fewer changes and hassle once the project starts. Changes, once a renovation starts lead to delays cost you money, and impact the schedule.
- On larger projects, Building Contractors will usually employ the services of a Quantity Surveyor to accurately cost the project.
- Ask for names of previous clients you can speak to and visit.
- You may be spending a lot of time with the appointed person, so the feeling you can work together is a must. If you don't move on politely.
- Regardless of the size of your project draw up a contract detailing the works involved and payment stages.
- Good builders are never out of work so you have to wait several months while they finish another job. Try not to let this put you off. Good builders are worth waiting for!

ARCHITECT

Depending on the scope of your project, you may or may not need the services of an architect. If you are doing a complete home renovation or large extension, it would be advisable. No doubt hiring a good architect will give flair and creativity to your project.

WHY HIRE AN ARCHITECT?

1. Build and design knowledge. At the initial stages of a project, an architect will create designs based on your brief, and budget, and bring their experience of what's possible.
2. Vision. Architects can spot hidden potentials in your home that the untrained eye wouldn't see.
3. Planning regulations and restrictions knowledge. If planning permission is required they will create designs based on what's acceptable in your area to minimise rejections from the local planning authority.
4. The Build Process. Architects understand the building process from start to finish. They are well-positioned to answer questions and give advice, liaising between the client and the building contractor.
5. Project Management. many architects also offer project management services.
6. Save money. An experienced architect will advise how best to allocate your budget from costly structural elements, unique features, and clever designs.

Before you meet potential architects spend time thinking about what you want to create. Brief your architect on how you need the property to function. Agree on your budget and be very specific about the finishes you need to include in your budget (don't forget to add local taxes).

Meet potential architects at your property to have practical discussions relevant to your home. take them through your Mood boards and Room Planners so they can envisage your goals. It's important they listen to your ideas and you listen to theirs to have a collaborative conversation.

7 | CREATE A PLAN

Project Plan - set out the work required, when and by whom.

Project Brief - clear summary of expectations to keep everyone working on the project informed and on track.

CREATE A PLAN



Now it's time to plan what needs to be done, when and by whom.

If you are the project manager for your project, having a project plan in place will be critical to success.

To build a plan, you will need to familiarise yourself with each stage of the work required, what sequence, and the timeline for each task.

Complete a Project Brief, communicate, and circulate with your team.

If you have a Project Manager in place, ask to review the project plan together.

Is everything as you expected? Is there anything they need you to do or decide to keep the schedule on track? Agree on how often updates will be circulated and when the project will be completed.



A strong well-communicated plan helps avoid delays and spiralling costs

8 | MAKE IT HAPPEN!

You have the foundations in place to deliver a hugely successful project. Your renovation goals are set to come to life!

MAKE IT HAPPEN!



Once you start placing orders and appointing your team it's time to track progress, spending and push your project forward.

- Track progress versus the plan to identify the knock-on effects of any delays or issues. Know the upcoming priorities and dependencies between them.
- Track actual spending versus budget and manage any overspending by either increasing the budget or making savings in other areas.
- Track spending and invoices against your budgets to keep the projects on track.
- Actively communicate with everyone to foresee pitfalls, fix issues, identify potential issues, and drive progress.
- Celebrate success to help build resilience and maintain momentum.

If everyone is moving forward together

THEN SUCCESS TAKES CARE OF ITSELF

HENRY FORD

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