

KEYSTONE KITCHEN AND BATH

PROJECT CHECKLIST

Kitchen and Bathroom Remodel Project Checklist

A simple planning checklist to help homeowners stay organized before, during, and after a remodel.

Use this checklist to:

- Clarify your project goals
- Prepare your home before work starts
- Track selections, payments, and communication
- Avoid preventable delays and confusion

Important: This checklist is a planning tool. Final project details, scope, payment terms, materials, change orders, and construction responsibilities should always be confirmed in your written Keystone agreement.

Step 1: Before You Request a Quote

The better prepared you are before your consultation, the more accurate and productive the conversation will be.

Project Goals

- Decide if this is for a forever home, resale, investment property, or urgent repair.
- Write down your top 3 priorities for the kitchen or bathroom.
- Identify what is not working right now, such as storage, layout, safety, outdated finishes, or lack of function.
- Save inspiration photos that show the style, colors, cabinets, counters, tile, or layout you like.
- Decide what you do not want repeated from the existing space.

Budget and Timing

- Decide on a realistic budget range before the consultation.
- Decide if you are ready to move forward soon or still gathering information.
- Identify any deadline that matters, such as holidays, family visits, listing the home, or accessibility needs.
- Plan for possible add-ons or upgrades if you choose higher-end materials.
- Understand that final pricing depends on scope, cabinets, labor, and selected materials.

Photos and Measurements

- Take clear photos of the full kitchen or bathroom from multiple angles.
- Take photos of problem areas, damage, old plumbing areas, cabinets, flooring, and walls.
- Measure the approximate room size if possible.
- Bring photos and inspiration images to your Keystone consultation.
- Make a list of any items you know you want to keep, remove, or replace.

Step 2: Design and Selections Checklist

Selections are one of the biggest reasons remodels get delayed. Use this section to keep decisions organized.

Kitchen Selections

- Cabinet style selected or narrowed down.
- Cabinet color or stain direction selected.
- Countertop style selected or narrowed down.
- Backsplash direction selected.
- Sink and faucet direction selected.
- Hardware style selected.
- Appliance locations reviewed.
- Lighting or electrical wish list discussed if applicable.
- Flooring direction discussed if flooring is part of the scope.

Bathroom Selections

- Vanity or cabinet direction selected.
- Countertop direction selected.
- Shower or tub area reviewed.
- Tile direction selected or narrowed down.
- Plumbing fixture direction selected.
- Mirror, lighting, and accessory direction discussed.
- Safety or accessibility needs discussed if applicable.
- Flooring direction selected if flooring is part of the scope.

Decision Rules

- Confirm selections before materials are ordered.
- Understand that special-order materials may not be returnable, refundable, or exchangeable.
- Ask questions before approving selections, not after materials are ordered.
- Understand that changes after approval may require a change order and additional cost.
- Keep all approvals and updates in writing when possible.

Step 3: Before the Project Starts

A smooth remodel starts before demolition. These steps help reduce delays and protect your home.

Home Preparation

- Clear cabinets, drawers, counters, and personal items from the work area.
- Remove fragile items, valuables, decor, and wall items near the work zone.
- Create a temporary kitchen or bathroom plan if needed.
- Secure pets away from the work area.
- Make parking or access instructions clear before work begins.
- Notify Keystone about gate codes, alarm details, or special access instructions if needed.
- Make sure decision makers are available for important approvals.

Project Communication

- Confirm the best contact person for project updates.
- Confirm the preferred communication method.
- Confirm project start expectations and general work hours.
- Understand that construction can involve dust, noise, material deliveries, and temporary disruption.
- Save all written approvals, project notes, and payment records in one place.

Payments and Paperwork

- Review the written scope before signing.
- Review the payment schedule before work begins.
- Confirm what is included and what would be considered an add-on.
- Ask about any allowances or selections that may change final cost.
- Keep a copy of the signed agreement and any approved change orders.

Step 4: During the Remodel

The goal is steady communication, clear decisions, and no avoidable confusion.

During Construction

- Keep the work area accessible during scheduled work times.
- Avoid entering active work areas unless it is safe and approved.
- Keep children and pets away from tools, dust, materials, and unfinished areas.
- Review progress updates and respond quickly when a decision is needed.
- Do not request changes verbally only. Make sure changes are written and approved.
- Understand that hidden issues may be discovered after demolition and may affect the scope.
- Document questions in one clear message instead of sending multiple separate messages.

Change Order Awareness

- Any work outside the approved scope may require a change order.
- Changing materials after approval may affect cost and schedule.
- Adding walls, moving plumbing, electrical changes, or texture changes may affect pricing.
- Make sure pricing and approval are clear before additional work is performed.
- Keep copies of all approved change orders.

Daily Courtesy

- Keep pathways clear when possible.
- Give crews reasonable space to work safely.
- Do not interrupt installers with multiple design changes while they are working.
- Bring questions to the project contact instead of directing every worker individually.
- Report concerns early so they can be reviewed while the project is active.

Step 5: Final Walkthrough and Aftercare

The final stage is where details are reviewed, touch-ups are documented, and the project is closed properly.

Final Walkthrough

- Walk the project with Keystone when the project is ready for final review.
- Make one clear list of any items that need review or correction.
- Avoid sending scattered touch-up requests through multiple channels.
- Confirm whether any requested item is part of the original scope or a new add-on.
- Complete the final payment according to the written agreement.
- Ask for care instructions for cabinets, countertops, tile, or other finishes if needed.

After the Remodel

- Save your contract, selections, photos, receipts, and care instructions.
- Use recommended cleaning products for cabinets, stone, counters, and specialty finishes.
- Avoid harsh chemicals on new finishes unless approved for that material.
- Report warranty or touch-up items through the proper Keystone communication channel.
- Leave a review if you are happy with the project.
- Refer a homeowner if you know someone who needs a trusted remodeler.

Project Notes

Project name or address:

Estimated start date:

Estimated completion window:

Main Keystone contact:

Preferred communication method:

Important selections still pending:

Questions to ask at consultation:

Quick Homeowner Checklist

Print this page and use it as your simple one-page project tracker.

One-Page Tracker

- I know my main project goal.
- I know my realistic budget range.
- I have photos of my current space.
- I have inspiration photos ready.
- I understand what is included in my scope.
- I understand what may require a change order.
- I reviewed the payment schedule.
- I understand that selected materials may be special order.
- I cleared the work area before the project starts.
- I know who to contact with project questions.
- I will keep questions organized in one clear message when possible.
- I will review final details during the walkthrough.

Need help planning your remodel?

Keystone Kitchen and Bath helps homeowners plan kitchen and bathroom remodels with clear expectations, realistic budgeting, and a proven process.

Website: www.keystonekitchenbath.com

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Service Area: Fresno, Clovis, Madera, and the Central Valley