
Renovation Webinar

Dean Parker & Troy Harris (Active Property Network)

Systems to organize and manage trades during the renovation process

Troy Harris: Dean, do you have any system on organizing the trades people to the house to minimize the gaps of time without anyone working on it?

Dean Parker: Yeah, we've got a...There's two things that we use during the renovation process. The first one is the *trade task list* and I use that to manage the trades. It's a little spreadsheet that we've got and this is...it's all, obviously, included in the product. But the spreadsheet that we use, I can filter by different trades so every time I need someone to do something, I add it to this list, assign it the relevant property, the time that it's got to be completed by.

So we use this all the time so I might have a plumber that's required over three or four projects to do different things so it'll list the property address, the task required and the date that they've got to be done by. And I just send that off. I'll either fax it or a lot of the trades I use now, I'll just email it off to them. They know exactly what they've got to do and when it's got to be done by and they just let me know. Very rarely do we have anyone that...Like, because we put the end date on it, it's very rare that someone will get to a property and say oh look, the plumber hasn't been here because he's already been told in advance what date it's got to be completed by. And the guys I work with now know that things have got to be done, obviously, by the date or I need to be notified because we've got other people backing up behind them.

And I guess, just on that, it's very important to make sure that your trades do realize that you will be super-organized and that there will be other people following on behind them and that if they can't get there exactly when they say they're going to be there, that they do have to let you know straightaway. That's very important to get that communication up front nice and early.

But the other system that we've got is a *renovation process checklist* and that essentially walks us through the whole stage of the renovation. This is the physical renovation. So this takes you through, obviously, starting from scratch and doing the cleanup and the demolition all the way through to getting your trades in and your carpets and everything in it. It walks through the whole order of merit that everything's got to be done all the way through and it does just deal with the actual renovation process. It's not the selling and the finding an area and all that. It's just the actual renovation step.

So I use that and then the tasks that are required like there's ticks and crosses so anything that's required by the plumber, I stick it onto our trade task list, fax it all off to him; he knows

when it's all got to be done. And that's the way we do use it to manage the trades during the project.

Resources – The Trade Task List and Renovation Process system are both components in the product, The Complete Renovation System

<http://www.propertyystems.com.au/products/55-the-complete-renovation-system.html>