



Who to Employ

If you decide to carry out building work, it is important that you select the right builder. You should always check your builder's credentials before they start any work on the building. Here are some tips:

- Employ a professional planner, surveyor, architect, chartered architectural technologist or engineer to administer the project.
- Obtain more than one quote - remember in this game the cheapest is not the best.
- Ask the builder where he has worked and whether you can see his work. You can then ask the house owner how good the builder is and if they are happy to let you or your surveyor see the work carried out.
- Ask the builder what his expertise is for your type of project.
- Ask how he wishes to be paid - on completion or in stages. Most good builders do not ask for any payment until after the job is completed.
- Ask for references from other clients. If you decide to appoint a builder ensure that you have a written contract for the work.
- Ensure you have an agreed specification.
- Get them to guarantee a timetable and completion date - Staged payments can be agreed on satisfactory completion of each stage.
- Impose a penalty clause for failure to complete e.g. £50.00 per day.
- Hold a retention for 3-6 months of say 10%.
- Final payment should only be made upon receipt of a completion certificate from us or when your professional consultant says so.
- Agree to independent arbitration if there is a dispute.
- Check that the builder and his staff are properly insured for Third Party Liability.

Websites of Interest

[Royal Incorporation of Architects in Scotland \(RIAS\)](#)

[Royal Institute of British Architects \(RIBA\)](#)

[Royal Institute of Chartered Surveyors \(RICS\)](#)

[Royal Town Planning Institute \(RTPI\) Scotland](#)

[Chartered Institute of Architectural Technologists \(CIAT\)](#)

[Institute of Civil Engineers \(ICE\)](#)