



# Kitchen Pod Hire



# PROJECT PREP GUIDE

RESTORING CALM TO RENOVATIONS

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# Kitchen Pod Hire

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# Getting STARTED



This guide has been prepared as a starting point for your home renovation project, helping reduce the noise of knowing where to start and helping you stay organised as you journey through the work

Throughout this guide, our goal is to help unclutter the confusing and complicated world of renovating our homes.

We want to make your renovating experience more enjoyable. After all, no one wants to spend all their hard earned money on an awful experience.

Maybe you've done it before, or maybe it's your first time. This guide will help you to think of as many elements as possible to make sure you're prepared and organised.

Print off this guide and fill it in as you plan your project. Some pages you can print a few times, as you need.

Every project is unique and there will be elements in your journey that mightn't be covered here. Please feel free to adapt and add in or take away what you need.

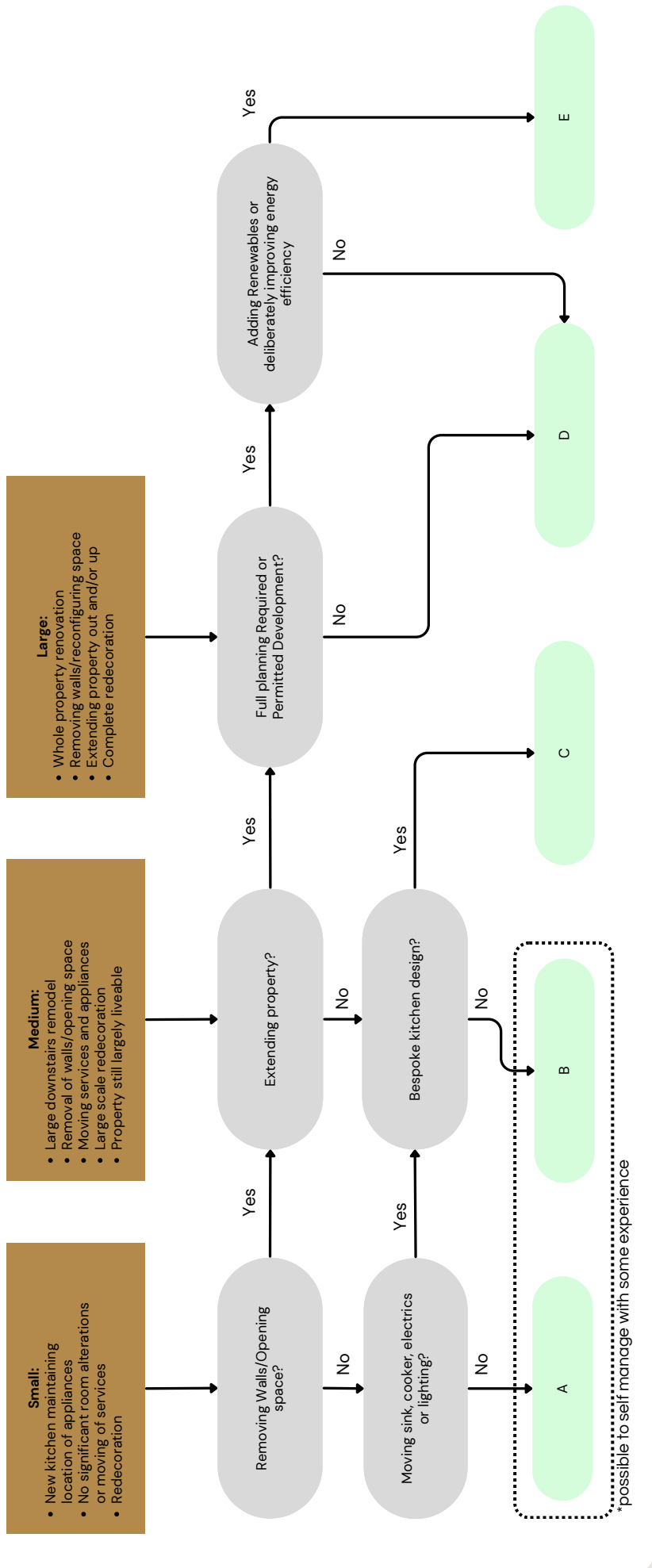
The next page will give you an idea of some of the trades and services you might expect to engage with, depending on the size of your project

Enjoy!

*Creating a plan is key to keeping on track and on budget*



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Begin in this flow diagram with what best resonates with how you perceive your upcoming project.

Then see the next page for the breakdown of services you're likely to engage for your project

Obviously, there may be more or less services required depending on your specific needs

Services	A	B	C	D	E
Kitchen Fitter	✓	✓			
Kitchen Design & Fit	?	?	✓	✓	✓
Tiler/Flooring	✓	✓	✓	✓	✓
Electrician	✓	✓	✓	✓	✓
Plumber	✓	✓	✓	✓	✓
Decorator	✓	✓	✓	✓	✓
Plasterer	?	✓	✓	✓	✓
Builder		✓	✓	✓	✓
Building Contractor			?	✓	✓
Architect			?	✓	✓
Structural Eng			?	✓	✓
Planning Consultant				?	✓
Glazing				✓	✓
Carpenter				✓	✓
Roofer				✓	✓
Joiner				✓	✓
Renewables	?	✓	✓	✓	✓
Ventilation/Air Con					✓
Specialists (eg piling)					?
Solicitor					?
Temporary Kitchen	✓	✓	✓	✓	✓
Temporary Accommodation					?



# TRADE LEAD TIMES

in 2024

Choosing between bringing in sub-contractors or handing the project over to a main contractor, will often dictate the lead time of trades

Using a main contractor is a great way to reduce stress and hand over the management of trades to someone else.

The drawback though is that this comes at a cost. It's certainly relatively more cost effective the larger the project, but if your project is on the smaller side, there's a lot of money can be saved by instructing the various trades yourself.

We have put together a list of likely trades that may be involved in a renovation project and given you some idea of their lead times in 2024 for a good standard of service.

This lead time is derived from moment of instruction to turning up on site.

This is why it's crucial to make a detailed plan of what work needs completed so that you can instruct the trades at the correct time.

## Top Tip

If a trade is available at short notice, it may be because they've had a cancellation but also be careful that the company doesn't have a poor reputation and that's why they have free time

Tiler – 8 weeks

Plasterer – 4 weeks

Electrician – 4-6 weeks

Kitchen – 6-8 weeks + 1 week install

Small/Medium Builder – 6-18 months (depending on current work)

Windows – 6-9 weeks

Decorator – 5 weeks

Contractor – 6 weeks from quotation, 4 weeks for large contractor

Architect – 2 weeks

Carpenter – 6-8 weeks

Roofer – 8-10 weeks

Planning Permission – variable

Stone Worktops – typically 10 working days



# GATHERING QUOTES

## Here are a few tips for getting quotes from trades people

### Be Specific About the Job:

Clearly describe the work you need done, including materials, measurements, and any specific requirements. The more detailed you are, the easier it will be for tradespeople to give accurate quotes. If you're unsure about the scope, ask for an in-person inspection to ensure nothing important is missed.

### Get Multiple Quotes:

Don't settle on the first quote you receive. Reach out to at least three different tradespeople to compare prices and approaches. This will give you a sense of the market rate and help you identify any outliers—whether too high or too low—which could indicate potential issues.

### Ask for a Breakdown:

Request an itemized quote that separates the cost of labor, materials, and other expenses. This transparency helps you understand where the money is going and allows for easier comparison between different quotes. It also minimizes the chances of unexpected charges later on

### Clarify Terms and Conditions:

Before committing to a quote, ask about payment schedules, deadlines, and warranties. A detailed written agreement can prevent misunderstandings and ensure both parties are clear about what's expected. Additionally, ask if the quote is a fixed price or an estimate that could fluctuate.

### Check Reviews and References:

Even if a quote seems reasonable, it's important to check the tradesperson's reputation. Look for reviews or ask for references from past clients. A fair price paired with a reliable, skilled professional is the best outcome.

## *Prepared*

On the next page, we have created a sample form that you can prepare for each trade to get your estimates.

Print off as many as you need

# QUOTATION REQUEST FORM

Project Title:

Details of Service Provider:

Detail of work requested:

Client supplying materials: Yes  No  Some

Estimated price:

Availability:

References:



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# CREATING A SCHEDULE OF WORKS

Creating a schedule of works is essential for managing a renovation project efficiently. Here are some tips to help you create a solid plan:

## Break Down into Phases:

Divide the entire project into specific phases or tasks. This helps you organize the work logically and ensures nothing is overlooked. Common phases include site preparation, demolition, construction, installation, and final finishes. By breaking down the project, you make it easier to assign timeframes and resources to each part.

## Set Realistic Timeframes:

For each phase, estimate how long the work will take, factoring in any dependencies between tasks. Be realistic about potential delays, such as weather, material availability, or labor shortages, and build in some buffer time. Communicate with tradespeople to get accurate estimates for their part of the project.

## Coordinate with Tradespeople:

Determine the sequence in which different trades need to be involved. For instance, you'll need electricians and plumbers in at certain stages before walls are closed, or painters after all the major construction is done. Make sure all parties are aware of their time slots and confirm their availability in advance to avoid scheduling conflicts.

## Prioritise Critical Tasks:

Identify any critical tasks that are essential to keeping the project on track. These might include getting inspections, or completing key structural elements. Prioritise these on your schedule to ensure they happen on time, as delays in these areas can cause the entire project to stall.

## Regularly Review and Adjust:

No matter how well you plan, unexpected issues are likely to arise. Regularly review your schedule to ensure the project is progressing as expected and adjust as needed. Keeping flexibility in your timeline helps you adapt to challenges while staying on top of deadlines.

## *Prepared*

Usually a good builder will prepare a schedule of works. If you are hoping to manage the project yourself, we have helped you with a basic template for creating a schedule of works



Job	Date:	25/6	26/6	27/6	28/6	29/6	30/6	1/7	2/7	3/7	4/7	5/7	6/7	7/7	8/7	9/7	10/7	11/7	12/7	13/7	14/7	etc	etc
PHASE 1																							
Skip Hire (Critical)																							
Disconnect electrics and plumbing																							
Remove kitchen units																							
Remove floor tiles																							
Open ceiling for structural eng inspection																							
Remove wall between kitchen and dining																							
Floor levelling screed																							
etc																							
etc																							

## How to Use:

Use this template to create your own schedule of works.

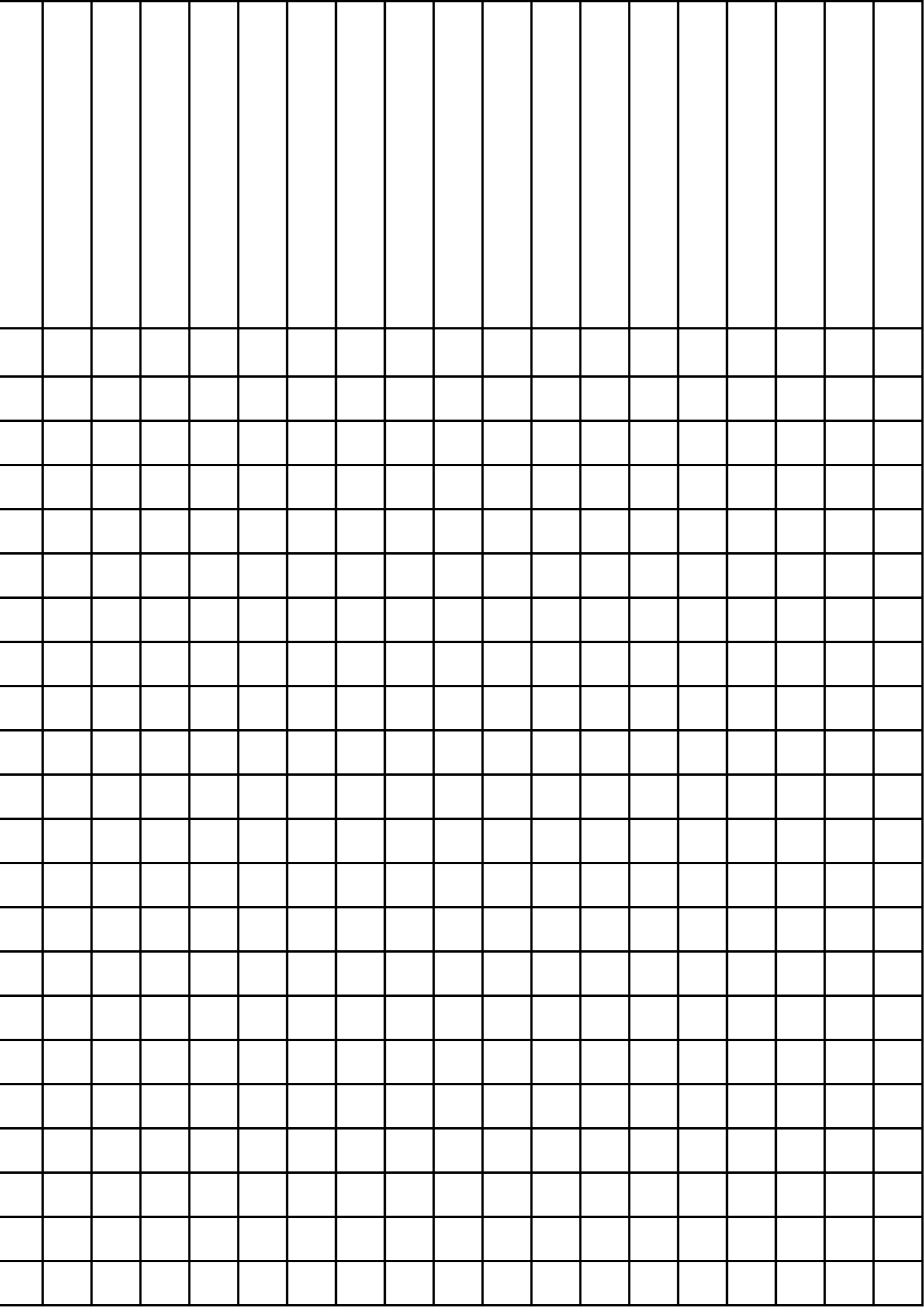
Print it off and use the left column to write the specific tasks. Then, using a highlighter (use different colours to identify critical tasks), shade in the approximate timescales

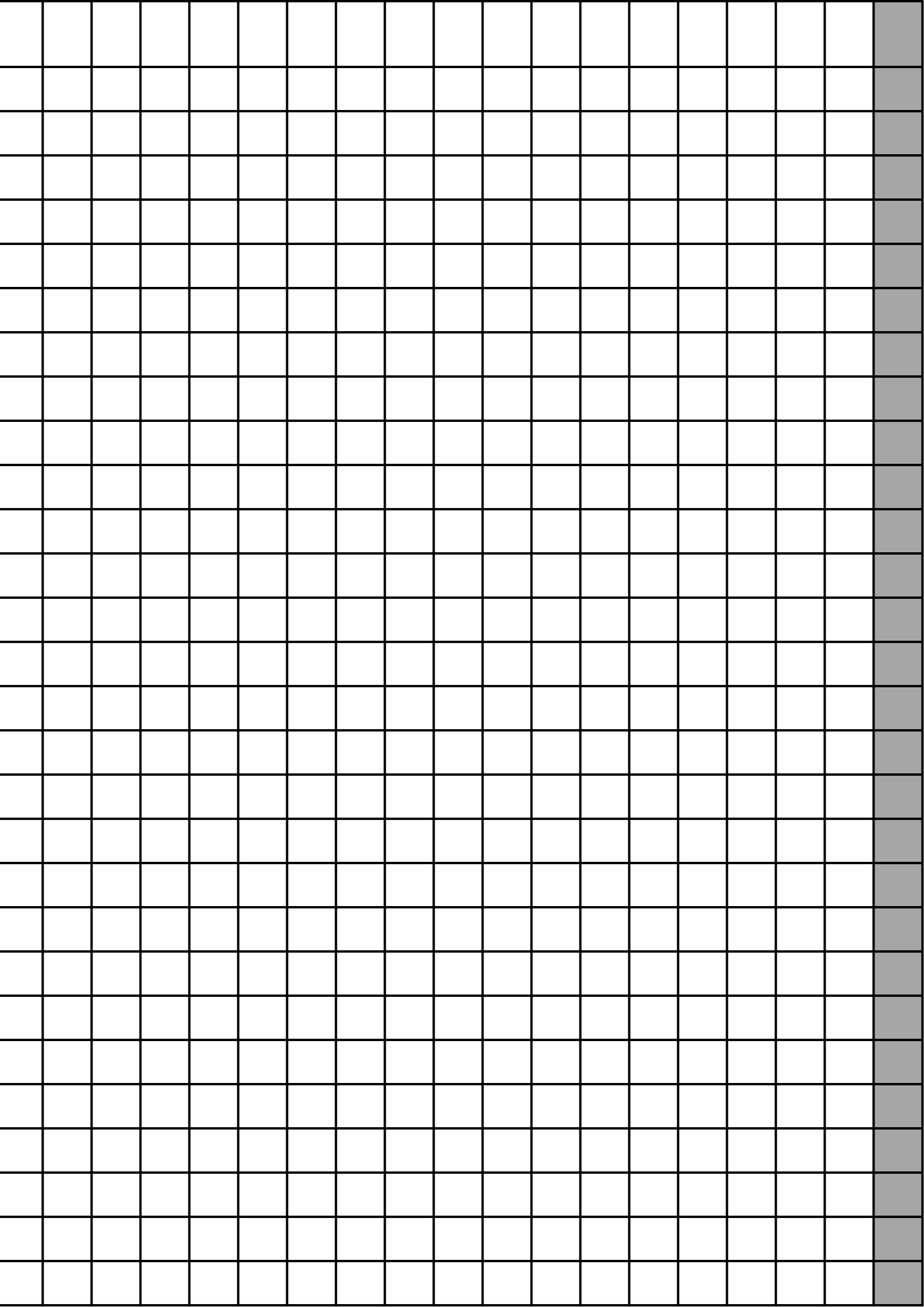
We have created other pages to allow you to join them together

Have a copy around the project and regularly refer back to it to check progress and line up trades that are due in









# Our TOP TIPS

## Plan, Plan, Plan

Whether it's your budget, light fittings or paint colours. Kitchen door handles, skirting or tiles. Thinking through your project in as much detail as possible beforehand will save you a lot of time when the project's in full swing. Not to mention, you'll save a fortune in 'unforeseen' costs. These are costs that arise because incomplete planning results in changes to what a builder has quoted for.

Not only that, it's significantly less stressful when you know what's coming up ahead and you can think ahead. A schedule of works is a great tool to help stay on top of your project, ensure materials are on site on time and trades are arranged for when they need to start.



## Look to make your life easier during your project

The disruption, noise and dust over the course of months is exhausting. You've spent thousands and thousands of your hard earned money to create your dream home and it just seems like a nightmare.

Look for ways to improve your life during the project. Masking tape your doorways where the work is in progress to keep dust out of the rest of your house. Keep open lines of communication between you, your build teams and your family. Take time out to enjoy time away from the project whether that's a weekly visit to the swimming pool, a cycle ride with your family or a night out in Belfast!

And, I know we're biased (but it's why we created our service), you could use a temporary kitchen pod! A great way to carry on your eating habits without having to compromise, stress or scrape dust off your tin of microwave baked beans.



# Temporary KITCHEN PODS



## 1 Stress Free Kitchen

Kitchen Pod Hire's temporary kitchens provide everything you need to carry on your normal eating habits, from cereal and your own coffee machine for breakfast all the way through to mussels or lasagne for dinner.

Our kitchen pods have a double oven, 4 burner hob, fridge, filtered hot and cold drinking water and a washing machine (or dishwasher should you prefer), plenty of storage space and a radiator for those cooler months.



## 2 Stay at home

It is a huge advantage, as well as significantly more convenient, to be able to stay in your own home during your project. It's easier to keep track of progress, deal with issues promptly and answer any questions on the spot.

No need to worry about expensive temporary accommodation or worrying where your driving licence went (though you might still lose that in your own home!) It's much more relaxing to stay in your own space



## 3 Clean and Dust Free!

Dust gets everywhere. No matter how well you keep doors closed, dust seems to get where it shouldn't. But with a kitchen pod, you can be assured of a clean, dust free place to escape and prepare your food. Enjoy a coffee in the peace and quiet.

*"Kitchen Pod Hire offer a fantastic product and really great service - I wouldn't hesitate to thoroughly recommend them to anyone having building or renovation work done!  
The pods are well equipped and so much better than I imagined. Being able to cook a meal and put on a load of washing amid the chaos meant so much to us all, even the dog. Thanks to all at Kitchen Pod Hire!!"*



**Kitchen Pod Hire**

BONUS 10% OFF

*Ready to start!*

Ready to start your project and would like an estimate for one of our temporary kitchen pods?

*10% OFF*

PROMO CODE:

**“PROJECTPREP10”**

Go to [www.kitchenpodhire.com/contact](http://www.kitchenpodhire.com/contact)

Enter your details and enter the promo code above to receive 10% off your whole hire



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Notes



Notes





# Kitchen Pod Hire

*Let's get in touch*

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