PRACTICAL GUIDE / SEPTEMBER 2026

The project checklist

A checklist for a complete preparation file.

Start with the change

Describe the current situation and the desired adjustment separately. A sketch does not have to be beautiful, but it must show where an opening, extension or extra floor will be located. Add photos with a brief explanation of the viewing direction.

Make assumptions visible

Do you not know how the floor is constructed or where the foundation runs? Record that as unknown. A guess can lead to an inappropriate design later. The structural engineer determines what information is still required.

Prepare for your project

[ ]	Address and type of building
[ ]	Description of the desired change
[ ]	Existing and new drawings, if available
[ ]	Photos and available reports

This guide helps you gather relevant information and questions. Assessment and design are tailored to your building and assignment.

YOUR PROJECT WORKSHEET

Turn understanding into agreements

Use this worksheet when speaking with your designer, structural engineer or contractor. Record unknown information as an open item.

Topic	Your note / agreement
Requirements and design	
Archive and site survey	
Constructive substantiation	
Procedures and agreements	
Implementation and changes	
Handover documentation	

Organize by subject and revision

Separate design documents, construction drawings, correspondence and product data. Use clear names with dates or revision numbers and identify the current set.

Further reading and discussing your project

Prepare your structural calculation

What documents do you keep during construction?