



## HOUSE GRANTS PROGRAM PROJECT ESTIMATE

It is important to fully detail the requirements of the project to obtain accurate estimates for comparison.

### Estimate Sheet Benefits

- Enables the customer/contractor to have a clear understanding of the work to be carried out.
- Ensures an even bidding system.

### Where to Start

- Research the historical requirements of your project. For example:
  - Library - Cultural Library, Room 101, 800 Johnson Street, Phone No. 356-1440
  - Archives - Saanich Phone No. 475-1775 Local 3478
  - Hallmark Society - Regional Heritage Resource Phone No. 382-4755
- Ask questions and get advice regarding the specifics of your project. (ie) friends with experience and/or contractors who have worked on heritage projects. The Hallmark Society has a Heritage Trades and Services List.
- Make a list of your job requirements, start to finish. Consider such things as clean up, is the contractor insured, warranties, quality of materials, back priming wood before installed and how to handle unforeseen damage.

### How to Use the Estimate Sheet

- Use the Estimate Checklist ([link to estimate checklist.pdf](#)) to help you decide on the requirements for your project.
- Detail and number your project requirements on an Estimate Sheet ([link to estimate .pdf](#)) Photocopy completed form.
- Give a photocopy to each person quoting on the project. Submit completed estimate sheets with application.