

PATHTOVIA | FREE CHECKLIST

The Malaysian Renovation Quote Checklist

Don't sign until you've checked this. Tick a box only when the item is in writing.

■ **Walk-away:** missing and not fixed? Do not sign.

■ **Negotiate:** get it in writing.

■ **Nice to have**

The 8 red lines

- ☐ ● R1 No contract signed by **both parties** before work starts or any payment beyond the first 10%
- ☐ ● R2 No itemised quote, and no drawings or photos it was priced from
- ☐ ● R3 Contractor cannot be verified (SSM, CIDB, insurance)
- ☐ ● R4 Payments tied to dates, not to approved progress
- ☐ ● R5 No written Variation Order (VO) procedure
- ☐ ● R6 Provisional Sum (PS) and Prime Cost (PC) items hidden or uncapped
- ☐ ● R7 No named person to certify valuations
- ☐ ● R8 Payment to a personal account, or no official receipts

1. The quote

- ☐ ● Q1 **Itemised** with quantities, units and rates (no one-line lump sum for a whole trade)
- ☐ ● Q2 Lists the **drawings or photos** it was priced from
- ☐ ● Q3 **Exclusions** are written down
- ☐ ● Q4 Key items name **brand, model and finish** (no "or equivalent")
- ☐ ● Q5 Every **PS and PC** item is flagged, with the total shown
- ☐ ● Q6 **Preliminaries** list what is covered (skip bin, JMB/MC deposit, insurance, protection)
- ☐ ● Q7 Start date, completion date and **delay penalty per day** are stated

PS vs PC in one minute. A **Provisional Sum (PS)** is a placeholder for work not yet defined; the final cost is measured later and can go up or down. A **Prime Cost (PC)** is an allowance for an item you will choose later (tiles, sanitary ware); you pay any difference. A low PS or PC makes a quote look cheap and shows up later as variations.

2. Payment

- ☐ ● P1 **10% on signing** the contract
- ☐ ● P2 Any **advance** is paid when the team and materials are on site, and is **recovered** from later payments
- ☐ ● P3 Further payments follow **approved progress valuations**, not calendar dates
- ☐ ● P4 Approved valuations are paid within **7 working days**
- ☐ ● P5 **Retention of 5 to 10%** held until the defects period ends
- ☐ ● P6 Bank transfer to the **company account**, with an official receipt each time

3. The contract

- ☐ ● c1 A **written contract signed by both parties**, not just a signed quotation
- ☐ ● c2 Based on a **standard form** (PAM or FIDIC), with every appendix filled in
- ☐ ● c3 Quote, drawings, **work programme** and **dilapidation report** are attached and initialled
- ☐ ● c4 No extra work without a **written VO signed before it starts**
- ☐ ● c5 **Defects period of at least 6 months** (aim for 12), with response times stated
- ☐ ● c6 A named **Contract Administrator** certifies valuations
- ☐ ● c7 Termination, insurance and dispute steps are written in

CLAUSE "No additional work or cost shall be charged without a written Variation Order signed by the Owner before the additional work begins. Verbal instructions are not binding."

4. During the works and at handover

- ☐ ● w1 Written **sign-off before the next trade starts** at key points (concealed M&E, waterproofing, samples)
- ☐ ● w2 **Weekly progress meeting** with minutes
- ☐ ● w3 Every VO signed **before** the extra work begins
- ☐ ● H1 **Snag list** signed by both parties at handover
- ☐ ● H2 **As-built drawings, manuals and warranties** handed over
- ☐ ● H3 **Final account** agreed before retention is released

Decision guide

Result	What to do
■ Any red item missing	Do not sign. Get a revised quote and contract in writing, or another quote
■ All red covered, orange items missing	Get them agreed in writing before you sign
■ Yellow items missing	Add where you can; do not lose a good contractor over them

COMING SOON

Don't Sign That Renovation Quote

The Malaysian First-Home Buyer's Playbook to Avoid Hidden Costs, Delays & Contractor Disputes

This checklist tells you **what** to check. The playbook shows you **how**: ready-to-use clauses, templates, scripts for difficult conversations, and real cases from the site. Find out first at pathtovia.com.

Renovating a cafe, shop or office? Delays cost rent, and Bomba or PBT approvals can block your opening. Book a free 20-minute **Commercial Risk Triage**: pathtovia.com/start

About PathToVia

PathToVia helps owners protect their money in fit-out and renovation projects. It is led by a PMP-certified construction and fit-out operator with 19+ years of experience across the GCC and Malaysia, spanning hospitality, F&B and commercial projects. We review quotes, contracts and programmes from the owner's side, so the risks surface before you sign, not after. Learn more at pathtovia.com.

This checklist is general guidance, not legal advice. Laws, fees and standard-form editions change; for larger projects, have a Malaysian lawyer review your contract.