

## CoKHGP Owner & Contractor Quote Checklist

	Y	N	Comments
<b><i>Heritage</i></b>			
Heritage Register			Kelowna Heritage Register ( <b>required</b> )
Designated			City of Kelowna Heritage Designation Bylaw
Statement of Significance Attached			<a href="https://www.kelowna.ca/our-community/arts-culture-heritage/heritage/heritage-register">https://www.kelowna.ca/our-community/arts-culture-heritage/heritage/heritage-register</a> ( <b>required</b> )
Conservation Plan			By Heritage Consultant
<b><i>Quotes</i></b>			
<b>Required</b>			
Multiple quotes			Minimum two itemized quotes.
Scope			Owners to confirm quotes are for the same scope of work.
Scope Summary			Contractors to confirm quotes contain all the required checklist information. <i>See below for project type.</i>
<b><i>1. Roofing</i></b>			
<b>Required</b>			
Appropriate Historic Materials			Historical shingle type/style, no modern materials (such as metal or ceramic tiles unless historical proof).
Appropriate Historic Colours			Replicate historic colours and/or colours of historic materials (eg. wood, slate, lead, etc. Mid half tones recommended- No black roofs unless historical proof).
High Quality Materials			High quality materials must be used to ensure longevity and protection of both the building and the City's grant investment.
Warranty			Materials & Labour (one year minimum).
Certified Inspection Report			Certified Roof Inspector. May include cost in grant application.
<b>Optional</b>			
Substrate			Sheathing may be required for older roofs or wood shingles switching to asphalt. Confirm scope of work.

	Y	N	Comments
<b>2. Foundations</b>			
<b>Required</b>			
Repair/Replace-In-Kind			Replacement only if original is not repairable.
<b>3. Prep &amp; Paint</b>			
<b>Required</b>			
Non-Destructive Prep			Scraping & sanding only. No power/pressure washing which damages the wood/brick/mortar etc.
Quality Materials			High quality paints and stains (not contractor quality) must be used to ensure longevity and protection of both the building and the City's grant investment.
Appropriate Historic Colours			True Colours Heritage Palette or approved equivalent. Palette available upon request from CoKHGP
Quality Application			Two-coat minimum, roller or brush applied (alt. - spray & back-brush for wood shingles only).
Warranty			Materials & Labour
<b>4. Exterior Elements</b>			Windows, Doors, Chimneys, Siding, Fascias, Trim
<b>Required</b>			
Material Repair			Conservation of buildings requires re-use and repair of original materials.
Material Replace			Replacement is allowed only if determined not repairable by a competent heritage wood worker / carpenter / consultant.
Compatible Materials if New Required			New materials may be considered. They must be appropriate and compatible with historic materials.
Minimal Intervention			Less is better.