**Step 7**

**Review the results of the planning phase by the board members or by additional housing association meeting. Decide to move on the implementation phase based on the results of planning phase.**

**Useful tips for step 7:**

**Preparations before the signing of contract**

**-be familiar with the offers received and select the best one in terms of overall economy, which meets the conditions of the request. Contracts with service providers for the implementation phase are made based on the results of the planning phase**

**-check that the supplier has no problems with tax or pension insurance contributions or other unsolved discrepancies**

**-sign a contract with the selected supplier**

**Supervision of work progress**

**-agree who is the contact person representing the housing association (building manager, board chairman or board member)**

**-clarify who is the primary contact person for the supplier (shall be defined in the contract)**

**-actively monitor that the work is progressing according to the contract**

**-communicate with the personnel and management of the implementation phase. In practical matters, active communication is important before problems / misunderstandings**

**-agree on the parking spaces, storage of items related to renovation, electricity & water usage, keys to doors, daily cleaning, waste management, toilets & washing places for installation personnel (all of these should be specified in the agreement)**

**-agree the procedure in case of accidents or damages during work (also in the agreement)**

**-review of work progress, approval of intermediate stages and keeping the agreed schedule**

**-procedures for receiving and documenting completed work (also in the agreement)**