

Checklist: Conversion of Loft in an Existing Property

Use the following table as a checklist for estimating all of the elements of a loft conversion in an existing property, using a custom quote template.

Estimating Calculators to Use	Section of Quote Template	Elements Estimated Here
Cut Roof Attic Interior Conversion OR Truss Roof Attic Interior Conversion	Attics and Dormers	Upstands, sloping and collared ceilings, floorboards & insulation
Attic Suspended Floor OR Attic Suspended Floor for Truss Roof	Floors	Attic floor – including floor joists, floorboards, insulation & plastering
Attic Suspended Floor for Side Voids	Floors	Attic side voids – including floor joists, floorboards, insulation & plastering
Note: Ensure floorboards and insulation are not estimated twice. They can be estimated in the Attic Suspended Floor and Attic Side Void or in the Attic Interior Conversion estimating calculator. Set as “Not Required” in one estimating calculator to avoid duplication.		
Clad/Lead/Tiled Dormer Walls for Flat/Hip/Slope Roof	Attics and Dormers	Dormer walls
Apex Valley Roof Flat Roof Valley Half Hip Roof	Roofs	Dormer roofs
Windows – Select type from dropdown box	Windows	Dormer windows Gable windows
Roof Windows	Roof Windows	Roof windows
Attic Stud Wall Attic Block Wall	Internal Walls	Internal partition walls
Attic Shaped Wall Finishing	Attics and Dormers	Finishing to gable walls
Internal Doors	Internal Doors	Internal doors
Half Turn/Quarter Turn/Straight Flight Staircase	Stairs	Stairs
Loft Sundries	Attics and Dormers	Loft hatch
Roof Renovation	Renovation and Demolition	Roof repairs – e.g. replacing felt, battens, tiles Converting hip end to gable to extend loft
Rooms	Rooms	Electrics Plumbing
Note: Using the Rooms section, add each room in the loft, select the room shape and input its dimension. Then use the option to Add Group of Electrical/Plumbing Items for the different room types. You can also estimate fitting out tasks such as wall tiling and flooring using the Rooms section.		

You may also need to use the Subcontract Quotations and Preliminaries and Sundries sections to add other costs to your estimate.