
 Organization Name

Hiring a Contractor Checklist

	Yes	Needs Attention
1. Do you have a planning team to help determine the church's current and future facility needs?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you determined what needs to be done and how the construction project should look when it's finished?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you know how much your ministry can afford to spend and how you'll pay for the project?	<input type="checkbox"/>	<input type="checkbox"/>
4. When choosing your builder candidates, do you bid the job out to at least three companies and check each company's references (past and current customers)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you check with the local building contractors' association and the Better Business Bureau to see if they recommend your candidate?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your candidate have at least five years' experience?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you ask to see samples of your candidate's work?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you familiar with the licensing requirements for your area?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is your candidate fully licensed?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you know whether you or your contractor is responsible for insuring the building project?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the contractor have a certificate of insurance that includes workers' compensation, general liability, and auto, each with limits of at least \$1 million?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the contractor have builder's risk coverage on the property?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you have a construction contract provision that requires the contractor to "hold harmless," indemnify, and defend you in the event of injury or damage to the property of others that is caused by the contractor?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you ask an attorney to review all contracts used by your ministry?	<input type="checkbox"/>	<input type="checkbox"/>

 Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.