

# CHECKLIST

## Selecting a Commercial Contractor

- Establish evaluation criteria to use when seeking potential contractors. This criteria list should reflect your needs and preferences in a building.
- Look for a commercial contractor who has an established reputation in the community and is known for high-quality work.
- Ask how long the contractor has been in business.
- Schedule face-to-face meetings with three or four contractors. Carefully assess their attention to detail and ask to view a portfolio of recent projects.
- When you talk to contractors, give them each the same information regarding the project.
- Check as many references as you can – customers as well as financial references.
- Ask potential contractors about what type of training and education their crews have had and how he or she ensures high-quality, code-compliant work.
- Visit projects by the prospective builder and talk to the owners about their project. Did the process go smoothly? Did they get what they wanted?
- Ask subcontractors and suppliers about their experience working with this company.
- Discuss with your attorney or accountant whether a bond is advisable.
- Confirm that the contractor is fully insured. A statement of coverage is absolutely necessary.
- Make sure the contractor provides proof of workers' compensation insurance.
- Obtain and carefully review warranties.
- Inquire about how many concurrent projects the contractor is working on. You want to make sure they can effectively manage their workload.
- Make sure estimates and contracts detail exactly what will be built and how much it will cost. Inquire about how changes would affect timing and cost.
- Obtain complete contact information for the contractor.

For more information about quality commercial contractors, visit us at [www.buildingadvantage.org](http://www.buildingadvantage.org).





CONSTRUCTION CONTRACTORS  
AND TRADES



## A Higher Standard of Excellence

Building Advantage mandates the highest standards of training and education for its member contractors and craftworkers to provide you with a better building experience. Contact a Building Advantage Commercial Construction Specialist at any of our affiliated associations for a complete list of highly qualified building contractors in Southeastern Wisconsin. Or, visit [buildingadvantage.org](http://buildingadvantage.org) to utilize our contractor database or contact 262.574.2711 to find out what Building Advantage can do for you.

### Associated Construction Employers Association (ACEA)

17100 W. Bluemound Road  
Brookfield, WI 53005  
262.785.1430

Contact: John Topp  
[www.buildacea.org](http://www.buildacea.org)

- » Bricklayers
- » Cement finishers
- » Carpenters
- » Painters
- » Dry wallers and plasterers
- » Glaziers and ceramic tile contractors
- » Floor coverers

### Associated General Contractors of Greater Milwaukee (AGC)

10400 Innovation Dr., Suite 210  
Milwaukee, WI 53226  
414.778.4100

Contact: Mike Fabishak  
[www.agc-gm.org](http://www.agc-gm.org)

- » Builders
- » Remodeling and renovation contractors

### National Electrical Contractors Association (NECA)

Two Honey Creek Corporate Center  
115 South 84th Street, Suite 110  
Milwaukee, WI 53214

414.778.0305  
Contact: Robert Rayburn  
[www.neca-milw.org](http://www.neca-milw.org)

- » Electricians

### Plumbing and Mechanical Contractors Association (PMC) Professional Plumbers & Contractors (PPC)

10427 W. Lincoln Avenue, Suite 1600  
Milwaukee, WI 53227  
414.543.7622

Contact: Dajen Bohacek  
[www.pmsmca.com](http://www.pmsmca.com)

- » Plumbers

### Sheet Metal & Air Conditioning Contractors Association (SMACNA)

10427 W. Lincoln Avenue, Suite 1600  
Milwaukee, WI 53227  
414.543.7622

Contact: Dajen Bohacek  
[www.pmsmca.com](http://www.pmsmca.com)

- » Heating and air conditioning contractors