

THE ULTIMATE CLUBHOUSE RENOVATION CHECKLIST

A Complete Guide from Concept to Completion

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|---------------------------|------------------------|
| 1. Strategic Foundation | 7. Permitting |
| 2. Master Planning | 8. Bidding & Selection |
| 3. Architect Selection | 9. Construction |
| 4. Schematic Design | 10. FF&E; Installation |
| 5. Design Development | 11. Pre-Opening |
| 6. Construction Documents | 12. Post-Opening |

EXPERIENCE IN GOLF CLUBHOUSE DESIGN

golfclubhousedesign.com

How to Use This Checklist

This checklist provides a comprehensive roadmap for clubhouse renovation projects, organized chronologically across 12 phases. Use it to ensure your project addresses everything it should, in the right order, with the right people involved.

For Each Phase:

- Review all checklist items before beginning the phase
- Check off items as they are completed
- Use the deliverables list to confirm phase completion
- Don't proceed to the next phase until key items are addressed

Important Notes:

- Not every item applies to every project - consciously decide what applies
- For smaller projects, some phases may compress or combine
- For phased projects, construction phases repeat for each phase
- Timelines shown are typical ranges - your project may vary

Typical Timeline Overview

Phase	Duration	Cumulative
1-2. Foundation & Planning	6-12 mo	6-12 mo
3-5. Selection & Design	7-13 mo	13-25 mo
6-8. Documents & Bidding	8-13 mo	21-38 mo
9. Construction	12-24 mo	33-62 mo
10-12. FF&E to Stabilization	6-12 mo	39-74 mo

PHASE 1: STRATEGIC FOUNDATION

Typical Duration: 3-6 Months

Governance and Leadership

- Establish project governance structure
 - Define roles: Board, committee, management, consultants
 - Clarify decision-making authority at each level
 - Establish reporting and communication protocols
- Form renovation committee
 - Include diverse perspectives (age, tenure, usage)
 - Include skeptics alongside enthusiasts
 - Define committee charter and authority limits
- Confirm leadership stability through project completion

Strategic Alignment

- Review/confirm club strategic plan
- Define specific project objectives and success criteria
- Establish preliminary budget parameters
- Identify funding mechanisms available

Existing Conditions Assessment

- Document current facilities (plans, photos, SF)
- Structural evaluation (engage engineer)
- Mechanical systems assessment (HVAC)
- Electrical systems assessment
- Plumbing and fire protection review
- Identify deferred maintenance items

Member and Market Research

- Survey membership (satisfaction, priorities, funding)
- Conduct focus groups with member segments
- Analyze usage data (F&B, events, fitness, lockers)
- Benchmark competitors

Phase Deliverables:

- Project charter with governance and objectives
- Existing conditions report with assessments
- Member research summary
- Competitive analysis
- Preliminary budget range

PHASE 2: MASTER PLANNING

Typical Duration: 3-6 Months

Program Development

- Define space requirements for all functions
- Establish size and quality expectations
- Identify adjacency requirements
- Document operational requirements
- Identify technology requirements

Conceptual Alternatives

- Develop multiple approaches (renovate vs. add vs. new)
- Evaluate alternatives against objectives
- Develop preliminary cost estimates
- Select preferred direction with board approval

Financial Planning

- Develop detailed budget estimate
 - Construction, fees, FF&E, technology
 - Contingency (15-20% for renovation)
- Develop funding strategy
- Analyze financial impact

Phasing Strategy

- Determine closure vs. phased approach
- Define phase boundaries and sequence
- Develop implementation timeline

Phase Deliverables:

- Space program document
- Conceptual alternatives with evaluations
- Master plan with preferred direction
- Project budget with funding strategy
- Phasing plan and timeline

PHASE 3: ARCHITECT SELECTION

Typical Duration: 2-4 Months

Preparation

- Define selection criteria
- Develop Request for Qualifications (RFQ)
- Identify candidate firms (6-10 long list)

Solicitation and Evaluation

- Issue RFQ and evaluate responses
- Develop short list (3-4 firms)
- Conduct interviews with project team
- Present design challenge

Due Diligence

- Check references (provided and independent)
- Visit completed projects
- Assess working relationships

Selection and Contracting

- Select preferred firm with board approval
- Negotiate contract
 - Scope, fees, schedule, milestones
- Execute agreement

Phase Deliverables:

- RFQ document
- Interview summaries and evaluations
- Reference documentation
- Executed architect agreement

PHASE 4: SCHEMATIC DESIGN

Typical Duration: 2-4 Months

Design Development

- Confirm and refine program requirements
- Develop design concepts and alternatives
- Select and refine preferred concept
- Develop floor plans, sections, elevations

Coordination and Review

- Coordinate with consultants (structural, MEP, kitchen)
- Conduct operational review with staff
- Develop schematic cost estimate
- Value engineer if needed

Approvals

- Committee review and approval
- Board review and approval

Phase Deliverables:

- Schematic floor plans
- Building sections and elevations

- Site plan
- Preliminary finish concepts
- Schematic cost estimate

PHASE 5: DESIGN DEVELOPMENT

Typical Duration: 3-5 Months

Architectural Development

- Refine detailed floor plans
- Develop interior elevations
- Create ceiling plans
- Select materials and finishes

Interior Design

- Develop furniture layouts
- Finalize color schemes
- Design lighting
- Plan artwork and accessories

Engineering

- Structural system design
- HVAC system design
- Electrical design
- Plumbing design

Specialty Coordination

- Kitchen equipment layout
- Audiovisual system design
- Technology/IT coordination
- Acoustical design

Approvals

- Update detailed cost estimate
- Finalize project budget
- Board approval of final design

Phase Deliverables:

- Design development drawings
- Material and finish selections
- Interior design package
- Kitchen equipment schedule
- Final budget approval

PHASE 6: CONSTRUCTION DOCUMENTS

Typical Duration: 4-6 Months

Document Production

- Complete architectural drawings
- Complete structural drawings
- Complete MEP drawings
- Write specifications

Coordination

- Overlay disciplines for conflicts
- Conduct code review
- Resolve coordination issues

Interior Design Completion

- Complete furniture specifications
- Specify fixtures and equipment
- Plan artwork procurement

Bid Preparation

- Develop bid documents
- Prepare contract documents
- Prequalify contractors (if applicable)

Phase Deliverables:

- Complete construction documents
- Specifications
- Interior design specifications
- Bid documents

PHASE 7: PERMITTING

Typical Duration: 2-4 Months

Permit Applications

- Submit building permit application
- Apply for fire department permits
- Apply for health department permits
- Obtain zoning approvals
- Apply for utility permits as needed

Approval Process

- Track plan review comments
- Coordinate responses
- Resubmit revised documents
- Obtain all approvals

Phase Deliverables:

- Building permit
- All supplementary permits
- Approved construction documents

PHASE 8: BIDDING & CONTRACTOR SELECTION

Typical Duration: 2-3 Months

Bidding Process

- Issue bid documents
- Conduct pre-bid meeting
- Issue addenda
- Receive and tabulate bids
- Check references

Selection and Contracting

- Select contractor with board approval
- Negotiate contract
 - Form, insurance, bonding, schedule
 - Change order and payment procedures
- Execute contract
- Establish project procedures

Phase Deliverables:

- Bid tabulation and analysis
- Executed construction contract
- Project procedures manual

PHASE 9: CONSTRUCTION

Typical Duration: 12-24 Months

Pre-Construction

- Plan mobilization
- Develop detailed schedule
- Identify long-lead items
- Communicate to members

Construction Administration

- Conduct regular site observations
- Hold OAC progress meetings
- Review submittals
- Manage RFIs and change orders
- Process payment applications

Quality Control

- Inspect work continuously
- Coordinate testing and inspections
- Commission building systems

Member Communication

- Provide regular updates
- Manage construction camera
- Address member concerns

Close-Out

- Develop comprehensive punch list
- Complete commissioning
- Collect close-out documents

Phase Deliverables:

- Regular progress reports
- Change order log
- Punch list
- Commissioning reports
- Close-out documentation

PHASE 10: FF&E; & INTERIOR INSTALLATION

Typical Duration: 2-4 Months

Procurement

- Order furniture
- Procure fixtures
- Order equipment (kitchen, AV, fitness)
- Procure artwork and accessories

Installation

- Schedule deliveries
- Install furniture and equipment
- Complete final styling

Quality

- Inspect all items
- Document defects
- Coordinate replacements

Phase Deliverables:

- Installed and inspected FF&E;
- FF&E; punch list resolution

PHASE 11: PRE-OPENING

Typical Duration: 1-2 Months

Staff Preparation

- Train on new equipment and systems
- Train on new procedures
- Train on safety procedures
- Complete new hiring

Operational Preparation

- Test all systems
- Configure technology
- Stock inventory
- Finalize procedures

Member Communication

- Conduct preview events
- Communicate changes
- Plan grand opening

Final Inspections

- Obtain certificate of occupancy
- Complete department sign-offs
- Resolve final punch list
- Authorize final payment

Phase Deliverables:

- Trained staff
- Operational systems
- Certificate of occupancy
- Grand opening plan

PHASE 12: POST-OPENING

Typical Duration: 3-6 Months

Operational Stabilization

- Monitor and track issues
- Fine-tune systems
- Additional training as needed

Warranty and Maintenance

- Document warranty terms
- Track expirations
- File claims promptly
- Implement maintenance schedules
- Schedule 11-month walkthrough

Project Closeout

- Process final payments
- Complete budget reconciliation
- Archive documentation
- Conduct lessons learned session

Member Follow-Up

- Survey satisfaction
- Respond to feedback
- Thank members
- Celebrate completion

Phase Deliverables:

- Stabilized operations
- Warranty documentation
- Lessons learned report
- Member satisfaction data
- Complete project archive

Additional Resources

This checklist is part of a comprehensive library of clubhouse design resources at golfclubhousedesign.com. Explore our podcast and articles on:

- * Clubhouse Renovation Costs and Budgeting
- * Hiring the Right Architect
- * Renovation Timeline Expectations
- * Getting Member Approval
- * Dining Room and Kitchen Design
- * Locker Room Design
- * Phased vs. Full Closure Renovations
- * Master Planning Best Practices
- * Current Design Trends
- * What Successful Renovations Have in Common
- * Recovering When Projects Go Wrong

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