

BEFORE YOU HIRE

Knob and tube replacement

Use this sheet when discussing an assessment or comparing proposals. Record what the contractor can establish. Leave an item marked **unknown** where it needs more investigation. You do not need to open equipment or test a circuit to complete it.

1. Explain the property and the problem

Property address and unit: _____

Your name / date: _____

Borough: _____ **Occupied during work?** Yes / No / Undecided

What brought the wiring to your attention?

☐ Home inspection ☐ Renovation ☐ Repair ☐ Insurance request ☐ Other

Exact report wording or description of what happened:

Rooms or areas involved: _____

Known earlier electrical work and available records:

If another electrician declined, what did they decline?

☐ Repair to old wiring ☐ Replacement ☐ Signing a statement ☐ Not clear

Their explanation, if given: _____

Any insurer or building requirement? Attach its actual wording. A verbal summary may miss the condition that needs to be satisfied.

Deadline and who imposed it: _____

Access to arrange: _____

Person who can authorize or arrange that access: _____

Questions for the first conversation

☐ What can the proposed assessment establish? Ask which areas it includes.

☐ What remains uncertain, and what further investigation might be needed?

☐ Is a written report included in the assessment price?

☐ Does the contractor take on this replacement, including the finished areas involved?

☐ If a letter is needed, can the proposed work produce evidence for the actual request?

Main question I need answered before agreeing to work:

2. Make the proposal understandable

Proposing company: _____

Responsible electrical contractor / NYC license details: _____

Where license and insurance were verified: _____

Proposal date / reference: _____

Ask who is responsible for the electrical work and the applicable city filing. Identify that professional in the written agreement. NYC DOB's owner checklist recommends verifying license details and using a written contract. [1]

What the electrical price covers

Question to settle	Contractor's answer or proposal reference
Which circuits are being replaced?	_____
What old wiring will remain active?	_____
What requires further investigation?	_____
Is panel or service work included?	_____
Who handles the permit and required inspections?	_____
Are filing and inspection costs included?	_____

A room count alone may not describe the circuit boundaries. Ask how retained wiring connects to the proposed new installation. A panel change should be identified separately from branch-circuit replacement.

Access and the finished rooms

- ☐ Anticipated openings have been explained, including uncertainty about concealed routes.
- ☐ Finishes I want preserved have been identified. No assumption of damage-free access.
- ☐ The proposal says who repairs the openings and what level of finish is included.
- ☐ Painting and decorative plaster responsibilities are clear.
- ☐ The plan addresses lead-painted surfaces or suspect asbestos where disturbance is proposed. Appropriate assessment may be needed before access work. [3] [4]

Restoration exclusions or separate estimate needed:

Approvals and changes

Building permission or other approval still needed: _____

Who obtains it: _____

How additional work is explained, priced and approved before proceeding:

Total quoted price: _____ **Payment terms:** _____

Costs left outside the quote: _____

3. Agree the work plan and the handover

Proposed start: _____ **Estimated duration and assumptions:**

An estimate depends on the work and its unresolved conditions. Ask what could change the schedule. Do not treat a booked visit as confirmation that an insurer's deadline has been extended.

While the property is occupied

- ☐ The contractor has explained the expected power interruptions.
- ☐ Equipment or occupants needing continuous power have been discussed before scheduling.
- ☐ Access to affected rooms and shared areas has been arranged with the appropriate people.
- ☐ The plan identifies how affected occupants will be informed where required.
- ☐ The contractor has explained suitable work stages and any temporary arrangements.

Specific occupancy or access issue to resolve:

Who tells the finishing trade when an area may be closed?

Required inspection access must be accounted for before the installation is concealed. The fact that a new light works does not establish the inspection or sign-off status. [1] [2]

What I expect to receive afterward

- ☐ Description of completed circuits, with recognizable room or location references.
- ☐ Clear statement of any old wiring still active outside the work.
- ☐ Accurate description of disconnected material left in place, where relevant.
- ☐ Applicable job or permit reference and actual inspection/sign-off status.
- ☐ Final invoice and any agreed completion statement.
- ☐ Useful photographs or route records, where agreed and available.
- ☐ List of outstanding items, including a later phase if one is planned.

Who receives the records? Owner / Managing agent / Insurer / Other: _____

Recipient's particular document requirement: _____

Keep the final documents together. A paid invoice, a contractor's statement and a DOB sign-off record answer different questions. None should be described as proof that wiring outside the completed job was replaced.

Questions still unresolved before hiring:

Official references

- [1] [NYC DOB: Owner electrical checklist](#)
- [2] [NYC DOB: Owner electrical project requirements](#)
- [3] [EPA: Lead renovation, repair and painting](#)
- [4] [EPA: Asbestos concerns during remodeling](#)