

Basement Finishing Quote Checklist

RightSizeTools printable project worksheet

Use this before requesting basement finishing quotes or comparing different basement layouts.

Project snapshot

Project address / location		Target budget	
Preferred start window		Must-have scope	

Double-check included

- ☐ Framing and layout
- ☐ Insulation type
- ☐ Moisture precautions
- ☐ Electrical and lighting
- ☐ HVAC or heat assumptions
- ☐ Ceiling finish
- ☐ Drywall and paint
- ☐ Flooring and underlayment
- ☐ Trim and doors
- ☐ Bathroom or wet bar scope
- ☐ Egress requirements

Clarify before signing

- ☐ Is waterproofing or moisture correction included?
- ☐ Is a bathroom rough-in already usable?
- ☐ Are permits and inspections included?
- ☐ What happens around mechanicals, low pipes, soffits, and access panels?
- ☐ Are smoke/CO detectors, egress, and electrical code items included?
- ☐ Is the basement being finished as living space, storage, office, bedroom, or rental space?

Common budget surprises

- ☐ Moisture problems
- ☐ Low ceiling height
- ☐ Egress requirements
- ☐ Bathroom plumbing
- ☐ Electrical panel limitations
- ☐ HVAC or heating needs

☐ Moving mechanicals or creating access panels

Ways to save without cutting corners

- ☐ Keep mechanicals accessible instead of hiding everything.
- ☐ Use a simple rectangular layout.
- ☐ Avoid adding plumbing unless it adds real value.
- ☐ Choose durable basement-friendly flooring.
- ☐ Handle moisture issues before finish work.

Quote comparison table

Item	Quote A	Quote B	Quote C
Finished area			
Layout			
Ceiling type			
Insulation			
Electrical			
Flooring			
Bathroom/wet bar			
Moisture scope			
Egress			
Mechanical access			

Helpful prep before the visit

- ☐ Measure approximate finished square footage.
- ☐ Take photos of mechanicals, stairs, windows, and any damp areas.
- ☐ Decide whether the basement needs a bathroom or bedroom.
- ☐ Note any history of water, musty smell, or sump pump issues.
- ☐ Think through furniture, TV, office, storage, or playroom use.

Notes

Moisture concerns	
Bedroom/egress plan	
Bathroom plan	

Mechanical access notes	
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