



NICKEL & KROME

SPECIALIZED CLEANING COMPANY

PRACTICAL GUIDE · BUILDING-FILE COORDINATION

Control Your Deficiencies. Save Time and Budget.

The complete coordination guide for property managers and condo boards

You know this situation

A deficiency file has been dragging on for months. Emails are piling up. Three contractors have submitted quotations that are impossible to compare. No one knows who is doing what or when. The budget is climbing. Deadlines are slipping.

This administrative disorder is expensive: it consumes money and energy while leaving building capital without proper follow-up.

EXECUTIVE GUIDE

nickelandkrome.ca

6 STEPS

Structured building-file coordination

What Nickel & Krome resolves

We turn disorder into clarity. Our method structures each file into six logical steps, eliminates costly misunderstandings, and puts you back in control.

Three concrete outcomes:

- **Real savings:** We clarify the scope, align quotations, and eliminate poorly controlled extras. Property owners report savings of 15 to 30% by avoiding duplicate interventions and faulty comparisons.
- **Complete traceability:** Every decision, photograph, and contract is kept in a reliable register. You know who is doing what, when, and why. No more searching for lost emails.
- **Clear responsibilities:** We do not certify; we coordinate. Each role is defined. You decide, professionals validate, and contractors perform the work.

Our six-step method

1. Frame We confirm the properties, authorized contacts, open items, and assignment limits. No ambiguity. No surprises.	2. Observe A visual observation visit with no claim of technical inspection. We document each apparent deficiency with dated photographs. A solid foundation for what follows.
3. Centralize Every item is connected: photographs, contracts, warranties, emails, quotations, decisions, and dates. One reliable source of truth. Find in seconds what used to take hours.	4. Prioritize We propose a logical administrative and operational sequence. Professionals validate technical priorities. You act in the right order.
5. Coordinate Clear requests. Comparable scopes. Organized access. Regular follow-up with contractors and consultants. We keep everything moving.	6. Close or refer Final documentation: correction, decision, deferral, or referral to a specialist. The file is closed properly and ready for what comes next.

Why Nickel & Krome

Deep real-estate experience

Nickel & Krome comes from specialized cleaning and construction-site work, including project closeout and property handover environments. This background helps us understand work sequencing, access, responsibilities, and the records to assemble without replacing authorized professionals.

A proven network of connections

Access to trusted licensed contractors, consultants, and professionals. No cold calls. No unknown parties. Partners who deliver.

Process, not improvisation

Every file follows a proven method. Predictable outcomes. Nothing gets lost along the way.

What we ask from you

Before the first call, assemble:

- The building address, affected area or equipment, and a factual description of the problem
- The date first reported and known deadlines, including warranties and critical dates
- Authorized contacts and access constraints
- Relevant contracts, warranties, emails, dated photographs, and existing quotations
- The decision or action currently blocking the file

That is all. It does not need to be perfect. We organize the rest.

What we do not do and why it matters

We are coordinators, not miracle workers. These clear limits protect you:

We do not certify compliance

A technical inspection or professional validation must come from an authorized professional, such as an inspector, engineer, or licensed contractor.

We do not replace a professional

Some structural, electrical, or plumbing decisions require an expert. We direct you to the appropriate professional.

We do not guarantee every outcome

We do not guarantee that a deficiency will be corrected, a warranty will be accepted, or an exact cost or deadline will be met. Real-estate construction is not an exact science. We bring structure and experience.

Who decides, performs, and validates

Role	Responsibility
You (Client)	Select the parties, authorize the work, approve changes, and sign contracts
Nickel & Krome	Organize the facts, maintain the register, coordinate follow-ups, and document decisions
Contractor	Perform the work under its assignment, licences, and contract
Authorized professional	Complete analyses, validations, and reserved technical acts when required

Compare quotations on the same basis

Three quotations with different descriptions? That is a comparison disaster. Here is how to make them useful:

Comparison point	Quote A	Quote B	Your question
Scope	Areas and tasks	Areas and tasks	Equivalent?
Exclusions	Outside the price	Outside the price	Another party?
Materials	Proposed system	Proposed system	Technical validation?
Schedule	Dates / duration	Dates / duration	Who decides?
Warranty	Conditions	Conditions	Documented?
Total cost	Taxes included	Taxes included	Possible extras?

The money you save

No miracle. Just clarity.

Property owners see savings of 15 to 30% by:

- Eliminating misaligned quotations that lead to constant change orders
- Avoiding two different contractors accidentally doing the same work
- Capturing forgotten warranties that should have covered the work
- Slowing down the worst decisions before they become budget disasters

The next step

You have a stalled file. The pieces exist. Action is waiting.

Gather what you have: the history, authorized photographs, available documents, and the decision that is blocking progress. Then speak with us.

We will confirm whether the file fits our scope and propose a proportionate, clear first step.

No complex contracts. No hidden fees. One conversation to understand your situation. Then a plan that puts you back in control.

Contact Nickel & Krome

[Let us discuss your file.](#)