

## QUALITY CHECKLIST

DATE:

CONSTRUCTION MANAGER:

Task

### INTERIOR (MAJOR)

- 1  Check fridge for water line operation / ice maker making ice
- 2  Check dishwasher for leaks and to verify water is on at valve
- 3  Check garbage disposal for operation and push button operation
- 4  Check dryer for power and operation
- 5  Garbage disposal air switch is secured to base of cabinet
- 6  Check range for electric heat or gas flame (depending on fuel type)
- 7  Check garbage disposal for knock out and allen key
- 8  Verify the range has anti-tip bracket installed
- 9  Check A/C for blowing cold air
- #  Check Furnance for blowing hot air
- #  Check kitchen faucet for hot / cold water in correct positions
- #  Check lavatory faucets for hot / cold water in correct positions
- #  Verify all handrails are between 34-38" in height from the front of the stairnose
- #  Check window operations for stuck windows, hard to open, & missing hardware
- #  Check silicone at all diverter, shower head, and tub spout locations
- #  Check grout caulk / silicone in all shower / tub corners and bases where tile meets
- #  Check caulk / silicone in front of tub where floor tile meets tub or shower
- #  Check all doors for operation, no sticking & check all doors for strike plates & sizing
- #  Check all doors are catching and staying closed correctly
- #  Verify the hot water heater is working (check the fuse is flipped to on if it has it's own separate disconnect)
- #  Check for all missing baseboard / casing
- #  Hot water heater relief valve is 0-6" from the finish floor
- #  Verify 18" of copper piping at hot water heater supply line, top of hot water heater

### INTERIOR (MINOR)

- 1  Check all kitchen cabinets for operations without rubbing / not closing
- 2  Check all interior doors for door bumps and hinge stops
- 3  Check that the air filter is clean and has been replaced (change if necessary)
- 4  Check toilets for flushing and cold water hook up
- 5  Check hose bibs for water pressure (if in the winter, remember to re-winterize it and drain the hose bibs)
- 6  Check hose bibs for anti-syphon cap

- 7  Make sure all keys are keyed to the same set throughout unit/building
- 8  Check silicone around base of toilets
- 9  Check silicone at backsplash locations (kitchen and bathroom vanity tops)
- #  Verify all light bulbs are installed (vanity lights, ceiling lights, exterior lights, etc)
- #  Verify water pressure is sufficient at all fixture locations
- #  Verify water meter is installed or ordered
- #  Check that all sprinkler escutcheons/plates are installed and level with ceiling / wall
- #  Verify all GFCI breakers are reset and not tripped
- #  Check for any loose or missing caulk on baseboard or casing
- #  Check caulk from trim to floor (casing ends)
- #  Make sure all vanities are caulked to the wall
- #  Verify that all sinks hold water and nothing is leaking when water is released
- #  Spring load fire door
- #  Make sure switch plates and receptables are straight & cover plates are installed
- #  Make sure registers are cleaned out
- #  Check microwave/hood for operation, & confirm lights/grills work
- #  Bathroom mirror reveal at the wall is consistent from top to bottom (wall next to it plumb)

#### EXTERIOR (MINOR)

- 1  Silicone around base plate of light fixtures
- 2  Silicone around the base plate of the exterior weather proof outlet
- 3  Does the exterior entry door have all the screws in the hinges?
- 4  Silicone around all windows where it touches brick and/or masonry stone
- 5  Plastic protector is removed from all windows and doors
- 6  Make sure new fresh weather stripping has been added (If, destroyed)
- 7  Does the exterior entry door have all the door plugs?

#### EXTERIOR (MAJOR)

- 1  Are the railings secured?
- 2  Does the egress well have a ladder and is it secured in place within 12" of the slab?
- 3  Does the exterior entry door(s) open easily?
- 4  Ensure the sliding door(s) lock / latch
- 5  Ensure window(s) lock / latch
- 6  Check the roof for defect areas (no paint missing, exposed wood, buckling, etc)
- 7  Silicone exterior entry door sill front
- 8  Silicone exterior entry door sill sides by the jambs
- 9  Silicone all penetrations - HVAC, Electrical, FDC
- #  Downspout drain has 18" of cast iron coming from grade

#### QUICK FIXES

- 1  Make sure all screens on windows are installed
- 2  Verify that the egress well is cleaned out (front and rear)
- 3  Plastic removed from all appliances
- 4  Paint splatter removed from all floors

5	<input type="checkbox"/>	Stickers removed from all windows
6	<input type="checkbox"/>	Stickers removed from all plumbing fixtures
7	<input type="checkbox"/>	Stickers removed from all electrical fixtures
8	<input type="checkbox"/>	Stickers removed from vanity cabinets
9	<input type="checkbox"/>	Toilets do not have any residue or visual use
#	<input type="checkbox"/>	Water heaters are wiped down
#	<input type="checkbox"/>	Furnance(s) are wiped down
#	<input type="checkbox"/>	Mechanical rooms floors are swept with no debris
#	<input type="checkbox"/>	Unfinished areas are swept
#	<input type="checkbox"/>	Unfinished areas are wiped down
#	<input type="checkbox"/>	Carpet (if applicable) is vacuumed and free from stains
#	<input type="checkbox"/>	Make sure all paint is removed from all door trim, and other non-painted surfaces
#	<input type="checkbox"/>	Brick ties / scraps of wood removed from all concrete including egress wells

**COSMETIC FIXES**

1	<input type="checkbox"/>	Paint discoloration
2	<input type="checkbox"/>	Cracked grout corners
3	<input type="checkbox"/>	Discoloration of countertops
4	<input type="checkbox"/>	Appliance dents
5	<input type="checkbox"/>	Stair staining and caulk lines