

Condo PDI/Occupancy Preparation Checklist

Site _____ Lot/Unit 133 #2 Model _____

Date _____ Checklist completed by J. Ferris

H - Handyman

T - Trade

TBC - To Be Completed

C - Complete

Interior	H	T	TBC	C	Remarks
Caulking/dap check-out					
Drywall check-out					Lots of Drywall Patches Done
Wood fill check-out					By Patch guy and lots missed
Plumbing/leak/hot on left?				✓	They never sanded - I sanded
Tub/shower				✓	
Silicone fixtures				✓	
Furnace - on				✓	
Install clean furnace filter				✓	
Ducts/runs/diffusers			✓		all diffusers missing
Thermostat				✓	
Hydro panel labeled				✓	
Light fixtures				✓	
Plugs & switches/covers			✓		Cable + Phone To Be Completed
Bulb check out				✓	
Hood fan vented			✓		Not Done / Washroom Fans To Be Completed
Ventilation switch				✓	
Entry/Patio door locks					
Back trim/hardware			✓		Door stop on room with Hardwood
Interior doors				✓	To be Completed
Closet shelves/doors			✓		Not Installed
Mirrors			✓		Not Installed
Window operation/screens				✓	
Patio door/frame/screen			✓		Missing
Cabinets/Vanities				✓	
Counter tops				✓	
Ceiling Stipple/stucco				✓	
Floors/flat/square					High Holds missing / need sanded
Vinyl			N/A		
Carpet/seams				✓	
Ceramic tile/grout				✓	
Dryer vented				✓	
Remnant storage				✓	
Final clean			✓		Cleaning was Being Done at time of Insp
Entry door					
Storage locker					Paint and Door Knob missing

Collect the manuals for the furnace, HRV & fireplace and put them in the top drawer in the kitchen _____

Date deficient items completed: _____ signature _____

Notes/Comments: _____