

Thurs. May. 31/11

5002

# Condo PDI/Occupancy Preparation Checklist

Site \_\_\_\_\_ Lot/Unit 4002/14#2 Model \_\_\_\_\_

Date Mar 30<sup>th</sup> 2011 Checklist completed by Greg Ferrier

H - Handyman

T - Trade

TBC - To Be Completed

C - Complete

| Interior                     | H | T | TBC | C | Remarks                                           |
|------------------------------|---|---|-----|---|---------------------------------------------------|
| Caulking/dap check-out       |   |   |     | ✓ |                                                   |
| Drywall check-out            |   |   |     | ✓ |                                                   |
| Wood fill check-out          |   |   |     | ✓ |                                                   |
| Plumbing/leak/hot on left?   |   |   | ✓   | ✓ | Hot Water Tank Being Hooked up <del>at time</del> |
| Tub/shower                   |   |   |     | ✓ | at Time of Insp.                                  |
| Silicone fixtures            |   |   |     | ✓ |                                                   |
| Furnace - on                 |   |   |     | ✓ |                                                   |
| Install clean furnace filter |   |   | ✓   |   |                                                   |
| Ducts/runs/diffusers         |   |   |     | ✓ |                                                   |
| Thermostat                   |   |   |     | ✓ |                                                   |
| Hydro panel labeled          |   |   | ✓   | ✓ |                                                   |
| Light fixtures               |   |   | ✓   | ✓ | Pot light loose in stairs.                        |
| Plugs & switches/covers      |   |   |     | ✓ |                                                   |
| Bulb check out               |   |   |     | ✓ |                                                   |
| Hood fan vented              |   |   |     | ✓ |                                                   |
| Ventilation switch           |   |   |     | ✓ |                                                   |
| Entry/Patio door locks       |   |   |     | ✓ |                                                   |
| Back trim/hardware           |   |   |     | ✓ |                                                   |
| Interior doors               |   |   |     | ✓ |                                                   |
| Closet shelves/doors         |   |   | ✓   |   |                                                   |
| Mirrors                      |   | ✓ | ✓   | ✓ | Bed room # window needs adjusted                  |
| Window operation/screens     |   | ✓ | ✓   | ✓ | Hits when closing                                 |
| Patio door/frame/screen      |   |   |     | ✓ |                                                   |
| Cabinets/Vanities            |   |   |     | ✓ |                                                   |
| Counter tops                 |   |   |     | ✓ |                                                   |
| Ceiling Stipple/stucco       |   |   |     | ✓ |                                                   |
| Floors/flat/square           |   |   |     | ✓ |                                                   |
| Vinyl                        |   |   | N/A | ✓ |                                                   |
| Carpet/seams                 |   | ✓ | ✓   | ✓ | Towel Bar Needs to be Repaired                    |
| Ceramic tile/grout           |   |   |     | ✓ | No Bars on site.                                  |
| Dryer vented                 |   |   |     | ✓ | I Broke it                                        |
| Remnant storage              |   |   | ✓   | ✓ |                                                   |
| Final clean                  |   |   |     | ✓ |                                                   |
| Entry door                   |   |   |     | ✓ |                                                   |
| Storage locker               |   |   |     |   |                                                   |

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

Date deficient items completed: \_\_\_\_\_ signature Greg Ferrier

Notes/Comments: \_\_\_\_\_