

Closing Checklist

Room	Right Side	Left Side	Rear	Front	Lanai	Grt.Rm	Din Rm	Foyer	Studio	Study	Mstr Bed	Guest 1	Guest 2	Guest Hall	Small Hall	Mstr Hall/Clo.	Mstr Bath	Guest Bath	1/2 Bath	Kitchen	Utility Rm	Nook	Garage	Yard	Drive	Porch	Cage	
Electrician																												
Meter Box																												
Cover Closes																												
Breaker Works																												
Meter Reading																												
Surge Protector																												
Breaker Boxes																												
All Work																												
GFCI Test OK																												
All Labeled																												
Spare Slots Available																												
Hot Tub Breaker Box																												
Cover Closes																												
All Work																												
All Labeled																												
Outlets																												
Location OK, Incl. Height																												
All Work																												
GFCI Work																												
GFCI Labeled																												
Plates Square & OK																												
Switches																												
Location OK, Incl. height																												
Plates Square & OK																												
All Work																												
Switch Order Correct																												
1/2 hot correct / works																												
Dimmers in place																												
Fan Box Location OK																												
Lights																												
Cans Location OK & Work																												
Eyebrows OK																												
Vapor Trim OK																												
Fixtures Location OK & Work																												
Smoke Detectors OK & Interconnect																												
911 Switch Works																												
House Number Lights Work																												

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Structured Wiring																												
Outside wiring OK & labeled																												
Media Junction Box																												
Cover OK																												
Power outlet ok																												
All connections terminated																												
Connections Labeled																												
Tel locations terminated & work																												
Cable locations terminated & work																												
Ethernet locations terminated & work																												
Speaker locations terminated & work																												
Speaker locations labeled																												
Antenna Locations terminated/labeled																												
Door bell locations & work																												
Plumber																												
Shutoffs all work																												
Master Shutoff works																												
Street shutoff works																												
No flow at main meter / no leaks																												
Fixtures																												
Toilet																												
Clean & No Scratches																												
Shutoffs work																												
Toilet collars at wall																												
Flush / Refill OK																												
Sinks																												
Clean & No Scratches																												
Shutoffs work																												
Drains Operate Stop & Drain																												
Overflow connected / works ok																												
Faucets Work & Hot / Cold OK																												
Tubs - not damaged																												
Clean & No Scratches																												
Drains Operate Stop & Drain																												
Overflow connected / works ok																												
Faucets Work & Hot / Cold OK																												

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Showers																												
Floor tile ok - grout / no damage																												
Faucets Work & Hot / Cold OK																												
Diverters Work OK																												
Shower Rod Present																												
Drains Slope / Drain																												
Full System Check																												
OK flow when all sinks running																												
Fill sinks / tubs & drain all																												
No backups in shower																												
Sillcocks / Hose Bibbs / Spigots																												
Water heater works																												
Remote WH Controls																												
Mirror Installer																												
Mirrors																												
Clean - no damage																												
Installed correctly																												
Gas Technician																												
Shutoffs Work																												
Meter Reading																												
Line secured & neat																												
Trim Out																												
Door Hardware OK																												
Keys provided																												
Trim / Caulk																												
Door Stops installed																												
Frame																												
Attic Access																												
Garage Storage																												
Stairs OK																												
HVAC																												
Correct T'Stats Installed																												
Output ok																												
Return ok																												
Duct seal test passed																												
Zones Ok																												
T-Stats programmed & work																												
T-Stats Installer Setup Programmed																												
Full System Check																												

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Heats both stages																											
Cools both stages																											
Fan only works																											
Auto Changeover works																											
Variable Speeds Correct																											
Filter clean																											
Extra Filters																											
Compressor level / clean																											
Lines secured / caulked																											
Dry Wall & Texture																											
Ceiling																											
Walls																											
At Doors																											
At Windows																											
At Sills																											
At Outlets / Switches																											
Baseboard OK																											
Paint complete & no excess																											
Walls																											
Ceiling																											
Baseboard Trim																											
Window openings - all four sides																											
Doors - All six sides																											
At switches, outlets, lights																											
Meter Box & Conduit																											
Pest Defense Caulked / Painted																											
Excess paint removed from																											
- fascia / soffit																											
- roof																											
- door hinges																											
Vents painted, but not shut																											
Extra paint left - Ext, Int Flat, Semi																											
Extra paint left - Floor, Front Door																											

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Ro-Mac																												
Windows																												
Window #1 OK																												
- Works / no binding																												
- Locks OK																												
- Caulked Outside																												
- Caulked Inside																												
- Square in opening																												
- Screen installed & OK																												
- No excess paint																												
- labels off / cleaned																												
Window #2 OK																												
- Works / no binding																												
- Locks OK																												
- Caulked Outside																												
- Caulked Inside																												
- Square in opening																												
- Screen installed & OK																												
- No excess paint																												
- labels off / cleaned																												
Window #3 OK																												
- Works / no binding																												
- Locks OK																												
- Caulked Outside																												
- Caulked Inside																												
- Square in opening																												
- Screen installed & OK																												
- No excess paint																												
- labels off / cleaned																												
Front / Utility / Screen Doors Ok																												
Fully seals all around																												
Opens / Closes / Locks																												
Keys present																												
Glass OK / Sealed																												
Sidelights ok / sealed																												

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Sliders OK																												
No Gaps																												
Weatherstripping ok																												
Stops / Bumpers installed																												
Locks ok																												
Garage Doors																												
Door Openers work all features																												
By Hand works																												
Safety stops work																												
Braced																												
Sealed																												
Attachment points ok																												
Insulation																												
Lock OK																												
Keys present																												
Car Remotes present																												
Outside keypads present																												
Flooring																												
Tile																												
Correct color																												
No height mismatches																												
No cracks																												
Correct orientation																												
Grout OK exp at walls																												
Extra tile available																												
Extra Grout Available																												
Carpet																												
Correct color / style																												
Stretched OK																												
Trimmed ok / no bad seams																												
Sills OK & Clean																												
Overall floor cleanliness																												
Concrete Flatwork																												
Smooth / no bad cracks																												
Sloped / Drains ok																												
Excess removed																												
Texture OK																												
Color OK																												
No stains / cleaned																												

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Insulation																												
Radiant Barrier present																												
Blown Ceiling Depth / Location																												
Batts																												
Sound Deadening																												
Roll - Wall																												
Cabinets																												
Per Plan																												
Installed square / level																												
Doors ok & work																												
door bumpers																												
Knobs / Handles ok																												
Drawers work																												
Shelves, Clips, & Hardware Present																												
Tilt outs installed / operate																												
Trim																												
Countertops																												
Color & Surface OK																												
Edge OK																												
Backsplash OK																												
Installed OK																												
Appliances																												
Fans all work																												
Clothes Washer																												
Model as per NTP or better																												
Washer Works																												
Clothes Dryer																												
Model as per NTP or better																												
Dryer Works																												
Dryer Vent Works																												
Cooktop																												
Model as per NTP or better																												
All burners work																												
Square & level In countertop																												

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Double Oven																											
Model as per NTP or better																											
Oven Works																											
Microwave Works																											
Refrigerator																											
Model as per NTP or better																											
Fridge side works																											
Freezer side works																											
Door water works																											
Ice maker works																											
Hood																											
Model as per NTP or better																											
Light works																											
Exhausts OK																											
Dishwasher																											
Model as per NTP or better																											
Dishwasher works																											
Main disposal																											
Island disposal																											
Compactor																											
Model as per NTP or better																											
Compactor works																											
Stucco																											
Finish																											
Clean up																											
Decorative on Front																											
Termites / Bugs																											
Treatment Certificate present																											
Pest Defense Charged																											
Contact Information available																											
Screening / Cage																											
Properly screened																											
Caulked / no openings for bugs																											
Attached at floor / wall																											
Doors OK																											
Safety Bolt installed on Doors																											
Will Drain OK																											

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Gutters / Roof Vents																												
Gutters																												
Slope OK																												
Downspouts ok																												
Splashguards ok																												
Roof Vents																												
Straight																												
Caulked / Sealed																												
Painted - but Functional																												
Landscaping																												
Grade OK																												
Irrigation System All Zones Work																												
Coverage - full for Planting Beds																												
Coverage - full for Sod areas																												
No overspray on walls / Concrete																												
Irrigation programmed																												
Temporary override programmed																												
Trees Correct																												
Staked																												
Plumb																												
Shrubs																												
Ground Covers																												
Mulch																												
Sod																												
Other Pringle																												
Lot pins in place / visible																												
Permit Box removed																												
Signs removed																												
Decals for Gates																												
Gate Code																												
Names in Gate Telephone																												
Certificate of Occupancy																												
Increased Title Insurance																												
Waivier of Liens																												
Release of Conditions Subsequent																												
Warranty																												

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Manuals																											
Garage Door Openers																											
HVAC																											
Furnace																											
A/C																											
Zone Controller																											
Thermostats																											
Refrigerator																											
Dishwasher																											
Disposals																											
Cooktop Owner's Manual																											
Cooktop Warranty Guide																											
Oven																											
Microwave																											
Hood																											
Fans																											
Washer																											
Dryer																											
Termite Treatment Bond & Amount																											
Pest Defense																											
Den-Shield Tile Lifetime Warranty																											