

REMODEL CHECK-LIST FOR:

'EXAMPLE'

Date:

09

(START OF JOB- items)



Line when started



Cross when completed



LOCATE GAS AND WATER SHUT-OFFS



TRY TO FIND DRAIN AND IRRIGATION LINES



ASK OWNER FOR BIFFY LOCATION



TAKE BROOMS AND TRASH CANS TO SITE



HAVE SHUT-OFF TOOLS ALWAYS IN TRUCK



KEEP BASIC TOOL BOX ALWAYS IN TRUCK



POST SIGN IF PERMITTED



HAVE THE CONSTRUCTION PLAN ON SITE



CONFIRM START AND STOP TIMES



JOB CARDS FOR NEW JOBS



PHONE NUMBERS OF KEY PLAYERS



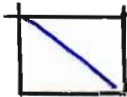
CHECK WITH OWNERS ITEMS TO SAVE!



INSURE OWNER UNDERSTANDS AREAS OF  
DEMOLITION - ITEMS TO REMOVE.

## REMODEL CHECK-LIST

Name of project: \_\_\_\_\_



Start



Complete

Notes

- |                                     |  | Notes |
|-------------------------------------|--|-------|
| <input checked="" type="checkbox"/> | Client review meeting                      | ↓     |
| <input checked="" type="checkbox"/> | Exterior additions?                        |       |
| <input checked="" type="checkbox"/> | Survey required?                           |       |
| <input checked="" type="checkbox"/> | Owner to identify sideyard setbacks        |       |
| <input checked="" type="checkbox"/> | Trip to City to verify                     |       |
| <input checked="" type="checkbox"/> | Owner to identify area for clean-up        |       |
| <input checked="" type="checkbox"/> | Where to park? Where to put trailer?       |       |
| <input checked="" type="checkbox"/> | What about dogs and pets                   |       |
| <input checked="" type="checkbox"/> | How will key, door locks be handled        |       |
| <input checked="" type="checkbox"/> | Alarm, security concerns                   |       |
| <input checked="" type="checkbox"/> | Will owner set up temp. kitchen?           |       |
| <input type="checkbox"/> No         | Is moving furniture part of contract (No)  |       |
| <input checked="" type="checkbox"/> | Write up exact contract and specifications |       |
| <input type="checkbox"/> No         | Is a meeting required with designer        |       |
| <input checked="" type="checkbox"/> | Will permits be required?                  |       |

**Remodel check-list**

**cont.**

- ~~\_\_\_\_\_~~ X Where does biffy go
- ~~\_\_\_\_\_~~ X Owner selections before demolition VAIVES
- ~~\_\_\_\_\_~~ X Confirm all owner selections with a list
- ~~\_\_\_\_\_~~ X Have owner sign all orders for mat.
- ~~\_\_\_\_\_~~ X Confirm delivery dates for appliances, light fixtures, plumbing fixtures, doors.
- \_\_\_\_\_ If assured all items ordered, proceed.
- ~~\_\_\_\_\_~~ X Areas to isolate for complete dust control
- ~~\_\_\_\_\_~~ X Insure owner is comfortable with plan
- \_\_\_\_\_ / Have tools, vacuum on site.
- \_\_\_\_\_ / How will trash be handled—dumpster?
- ~~\_\_\_\_\_~~ X For additions, complete all exterior walls before demo. on interior. Make secure.
- \_\_\_\_\_ / Walk every sub through job before awarding.
- \_\_\_\_\_ / Sign sub-contracts with complete lists.
- \_\_\_\_\_ / Be clear about their job responsibilities—clean-ups, trash haul, protecting furniture.
- \_\_\_\_\_ Furniture to protect.

*See*

*Ballroom*

**Remodel check-list**

- **cont.**

*(Specific to addition, foundation and framing)*

- X   Where to lose soils for excavation ? (OFF)
- X   Windows and doors to order—on time. (But glass)
- /   Any underground lines or drains in the way?
- /   Ask owner to locate sprinkler and electric
- No   Will a pump be required
- X   Check that forms are correct
- X   Underground plumbing, electric and ducting
- X   Who will put finish on concrete
- X   Can lumber be dropped.
- X   Owner to designate clean-up areas
- X   Line up framer, he should mark hold-downs.
- X   Rough window sizes to framer.
- /   Insure all dimensions are accurate.
- /   Be careful of transition framing from existing.
- Double check all framed walls for plumb.
- New roof considerations.

**Remodel check-list**

**cont.**

*(Framing, foundation for additions)*

- When to stock for drywall ?
- What about shear panel—is hardware correct?
- Exterior hosebibs
- Special attention to window flashings
- How to transition roof
- Dry in roof as soon as possible.
- Waterproof walls as soon as possible.
- Clean-up daily to insure safety.
- Will scaffolding need to be rented?
- Transition areas for siding or stucco.
- Skylights delivered on time.
- Meet with stucco or siding contractor
- Install exterior doors with temp. lock sets.

**Remodel check-list**

**cont.**

- Begin demolition on interior
- Cabinet doors to order, granite tops to order.
- How soon can tops be templated
- Have on hand copies of all fixtures, sinks and appliances.
- Review lighting and electrical with client and with electrician---be thorough.
- Copies of electrical revised plan to everyone.
- Insure all appliances are laid out for electrical.
- Any underground conduits, ducting required.
- Make sure about type flooring—affects all kinds of things like baseboard, toe kick, transitions.
- Go over all transition areas for floor.
- Will cabinets be pre-finished?
- Has owner selected all items now? colors?
- Samples of all colors approved?
- Drywall texture approved?
- Be clear with drywall contractor how much time is allotted.

Remodel check-list

cont.

- \_\_\_\_\_ Where to store deliveries?
- \_\_\_\_\_ Open boxes and check inventory
- \_\_\_\_\_ Keep a job box on site to store imp. items.
- \_\_\_\_\_ Confirm delivery date on windows before starting to frame.
- \_\_\_\_\_ Where to drop lumber. Where to have concrete clean-ups.
- \_\_\_\_\_ If there will be inspections, be on site for meeting each inspector!
- \_\_\_\_\_ Complete foundation and framing.
- \_\_\_\_\_ Check for walls be straight—verify twice!
- \_\_\_\_\_ Old to new transitions—get straight.
- \_\_\_\_\_ Bring back drywaller after prime coat to check texture before finish coat.
- \_\_\_\_\_ Take photos before walls closed up with drywall and insulation. Mark photos.
- \_\_\_\_\_ Keep job site plans marked up till end.
- \_\_\_\_\_ Once again, confirm all deliveries, finalize all last selections with owner such as cabinet hardware and light fixtures.
- \_\_\_\_\_ Install rough electric, rough plumbing.

## Remodel check-list

cont.

- \_\_\_\_\_ Double check all plumbing connections
- \_\_\_\_\_ Use new, better angle stops.
- \_\_\_\_\_ Do heat registers have to be moved?
- \_\_\_\_\_ Does ducting have to be moved?
- \_\_\_\_\_ Is house getting cleaned at end of each day?
- \_\_\_\_\_ Create now a tight schedule for owner review.
- \_\_\_\_\_ Install windows and double check flashing—  
caulk as necessary.
- \_\_\_\_\_ Insure owner understands how windows trim  
out—with drywall or wood casing.
- \_\_\_\_\_ Casings at doors and windows will affect cabinets.
- \_\_\_\_\_ Site measure for cabinets carefully.
- \_\_\_\_\_ Date to install cabinets? Call one week in  
advance to insure delivery on time.
- \_\_\_\_\_ Is there glass to order, enclosures to order.
- \_\_\_\_\_ Confirm tile delivery. Has owner selected the  
detail tile work. Do showers first.
- \_\_\_\_\_ Are towel bars, toilet paper holders ordered.
- \_\_\_\_\_ Do any toilets need to be pulled and set aside?

**Remodel check-list**

**cont.**

- \_\_\_\_\_ Ask the owner early on what items they want to keep—otherwise will get thrown.
- \_\_\_\_\_ Can a sign be posted on the street?
- \_\_\_\_\_ Cabinet installation.
- \_\_\_\_\_ Will scribe be used. Any items back-ordered?
- \_\_\_\_\_ Who is installing—professional?
- \_\_\_\_\_ Confirm all boxes straight and true.
- \_\_\_\_\_ Who is supplying rough tops?
- \_\_\_\_\_ When can they be templated?
- \_\_\_\_\_ Confirm sink cut-outs.
- \_\_\_\_\_ Has edging been determined on counters.
- \_\_\_\_\_ Backsplash detail—go over with client.
- \_\_\_\_\_ Light recess under cabinet lighting.
- \_\_\_\_\_ Crown mold detail—get this right.
- \_\_\_\_\_ Are all doors and drawers working correctly?
- \_\_\_\_\_ Is there now glass to order in doors?
- \_\_\_\_\_ Any nicks or problems in doors or drawers?

- \_\_\_\_\_ Have a meeting with the painter.
- \_\_\_\_\_ OK to paint before counter tops.
- \_\_\_\_\_ Coordinate painting with finish carpentry.
- \_\_\_\_\_ How long will finish carpentry take.
- \_\_\_\_\_ Any baseboard decisions? Crown mold.?
- \_\_\_\_\_ Special ceiling box beams to layout?
- \_\_\_\_\_ Is finish carpentry avoiding electrical outlets?
- \_\_\_\_\_ Insure good fits at all miters.
- \_\_\_\_\_ Go over any special needs for finish carpentry.
- \_\_\_\_\_ Make sure owner understands all finishes for gloss, semi-gloss, flat, etc.—walls and trim.
- \_\_\_\_\_ Check to make sure painter uses drops where needed. Insure good clean-up.

**Remodel check-list**

**cont.**

**Completion items:**

- \_\_\_\_\_ Quarts of all actual finishes marked for home
- \_\_\_\_\_ Towel bars, rings, cabinet hardware installed.
- \_\_\_\_\_ Create punch list, walk thru with owner and date.
- \_\_\_\_\_ Insure all appliances working correctly.
- \_\_\_\_\_ Schedule final detail clean of windows, counters fixtures, showers, counter tops, cabinets.
- \_\_\_\_\_ Trash to haul off. Can trailer now be removed.
- \_\_\_\_\_ Should site box be left with home?
- \_\_\_\_\_ Final sign off by City.
- \_\_\_\_\_ Insure all electric is operative.
- \_\_\_\_\_ Final paint touch-up.
- \_\_\_\_\_ Check for no leaks under sinks.
- \_\_\_\_\_ Copy of approved plan and card back to owner.
- \_\_\_\_\_ Final releases from sub-contractors.
- \_\_\_\_\_ Glass to install?
- \_\_\_\_\_ Owner satisfaction—ask them !