



Trade Contractor Checklist System

The checklists are in a single Excel workbook each tab includes a single checklist which is fully customizable for your particular needs

The following Trade Contractor checklists are included in the file

- Bath Accessories
- Building Envelope
- Cabinet Installation
- Ceramic Tile
- Concrete Flatwork
- Countertops
- Decks
- Demolition
- Drywall
- Electrical
- Foundation
- Framing
- Garage Doors
- HVAC
- Insulation
- Interior Trim
- Masonry Stucco
- Paint
- Plumbing
- Resilient Flooring
- Siding Exterior Trim
- Sitework
- Shop Built Staircases
- Wood Flooring

Framing Checklist

Project Name _____ **Trade Contractor** _____

This checklist is intended as an aid for you to insure a quality job. It is not intended to be a comprehensive list. We strongly suggest that you develop your own quality assurance checklist based on your requirements to complement this form. Review all sections of this list before starting work. When you are finished with your work, make sure that your work is complete, meets all applicable codes, and has no defects. Deliver this form to Contractor with your final invoice for the rough and finish phases the work. Payments will not be issued without this signed and completed form.

Contractor Use Only

General Information

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Confirm that you are working from a complete set of correct plans released for construction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Review plans thoroughly. Direct any questions to the Project Manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Read any instructions before installing products. Save all instructions for homeowner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Do not assume anything. Ask questions of project manager if you don't understand something. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Do not discuss the work with the homeowner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Do not make any changes or additions without consulting the Project Manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Inspect the existing conditions before you start work. Alert Project Manager to any problems with the substrate you are working on that are not acceptable. NOTE: Unless defects are pointed out prior to beginning work you will be responsible for the cost of any rework necessary to correct defects. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Maintain a clean and safe work area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> You are responsible for cleaning up all debris from your work, separating recycleable material from trash and placing each in appropriate containers or locations designated by Project Manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Pre Construction Checklist

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Check foundations for level and square. Anchor bolts placed correctly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Check material order. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Confirm correct fasteners for ACH treated lumber. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Confirm plumbing and electrical for framing layout. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Identify central cut location with Project Manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Review structural drawings thoroughly and confirm materials on site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Review structural drawings for correct header sizing for each opening. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Accepted By PM

Final Completion Checklist

- | | Yes | No | N/A | Retention |
|---|--------------------------|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> All engineered floor framing and beams installed according to structural drawings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check all room dimensions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check and sight all walls and floors for plumb and level | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check window and door openings. Square. correct dimensions. plumb. level. and matching plans | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check layout for plumbing and electrical installations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check stairs. min finished width. min finished headroom. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check bathrooms for blocking at edges of tile walls. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Fireblocking installed at all dropped ceiling areas and lowered chases | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Roof decking. gaps or H clips between sheets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Attic decking at HVAC and all storage areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Seal opening between roof decking and fascia completely | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> All corners stud open type | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> All T walls open type ladder framing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> All exterior headers have foam insulation between boards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> All headers size properly for load according to plans. no oversized headers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> No headers at non structural walls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check for all cutouts in framing members within code limits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> All bearing points and walls continuously supported to foundation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> ACQ sill plate installed with correct fasteners | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> No nails in finish roofing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Debris removed. excess materials stored and covered | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Work area clean. recycleable material stored. debris disposed of properly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Job Specific Items

- | | | | | |
|--------------------------------|--------------------------|--------------------------|--------------------------|-------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Trade Contractor certify that the work is complete. _____ Date _____

Project Manager Work is not complete. Initials _____ Date _____ Retain until completion _____

Work is fully completed. Initials _____ Date _____ Release full payment _____

Electrical Checklist

Project Name: _____ **Trade Contractor:** _____

This checklist is intended as an aide for you to ensure a quality job. It is not intended to be a comprehensive list. We strongly suggest that you develop your own quality assurance checklist based on your requirements to complement this form. Review all sections of this list before starting work. When you are finished with the rough and finish phases of your work, make sure that your work is complete, meets all applicable codes, and has no defects. Deliver this form to Contractor with your final invoice for the rough and finish phases of the work. Payments will not be issued without this signed and completed form.

Trade Initials	General Information	Contractor Use Only		
		Yes	No	N/A
_____	<input type="checkbox"/> Confirm that you are working from a complete set of correct plans released for construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Review plans thoroughly. Direct any questions to the Project Manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Read any instructions before installing products. Save all instructions for homeowner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Do not assume anything, ask questions of project manager if you don't understand something	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Do not discuss the work with the homeowner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Do not make any changes or additions without consulting the Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Inspect the existing conditions before you start work. Alert Project Manager to any problems with the substrate you are working on that are not acceptable. NOTE: Unless defects are pointed out prior to beginning work, you will be responsible for the cost of any rework necessary to correct defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Maintain a clean and safe work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> You are responsible for cleaning up all debris from your work, separating recycleable material from trash and placing each in appropriate containers or locations designated by Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Construction Checklist:				
_____	<input type="checkbox"/> Confirm all fixtures for correct rough in locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Confirm location of any new meters, panels, service entrance, or other equipment not noted on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/> Confirm appliance specifications and rough in locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Rough Phase Completion Checklist:	Accepted By PM			
		Yes	No	N/A	Retention
_____	<input type="checkbox"/> Rough inspection passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> Check all devices and fixtures for correct locations and heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> Check all devices to make sure they clear finished door and window casing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> Check all devices to make sure they are set correctly for wall finish material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> Collect any finish trim and deliver to project manager for storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> Work area clean, recycleable material stored, debris disposed of properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> All spare parts and documents delivered to Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Trade Contractor: I certify that the rough-in work is complete: _____ Date _____

Project Manager: Work is not complete, Initials _____ Date _____ Retain until completion: \$ _____
 Work is fully completed, Initials _____ Date _____ Release full payment

	Final Completion Checklist:				
_____	<input type="checkbox"/> Final inspection passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> All devices, fixtures, and equipment installed and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> Check operation of all fixtures, receptacles, and equipment to confirm they are correctly powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> Work area clean, recycleable material stored, debris disposed of properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> All spare parts and documents delivered to Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

	Job Specific Items:				
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Trade Contractor: I certify that the work is complete: _____ Date _____

Project Manager: Work is not complete, Initials _____ Date _____ Retain until completion: \$ _____
 Work is fully completed, Initials _____ Date _____ Release full payment