

Condo PDI/Occupancy Preparation Checklist

Site April 11th 2011 Lot/Unit 139 #8 Model 4008 Lot #Date _____ Checklist completed by J. Ferri

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?				✓	
Tub/shower				✓	
Silicone fixtures				✓	
Furnace - on				✓	
Install clean furnace filter				✓	
Ducts/runs/diffusers				✓	
Thermostat				✓	
Hydro panel labeled				✓	
Light fixtures				✓	
Plugs & switches/covers				✓	
Bulb check out				✓	
Hood fan vented				✓	
Ventilation switch				✓	
Entry/Patio door locks		✓	✓		Lock To be Replaced Not working
Back trim/hardware				✓	
Interior doors				✓	
Closet shelves/doors				✓	
Mirrors				✓	
Window operation/screens		✓	✓		Basement screens missing
Patio door/frame/screen			✓		missing
Cabinets/Vanities				✓	
Counter tops				✓	
Ceiling Stipple/stucco				✓	
Floors/flat/square				✓	
Vinyl			N/A	✓	
Carpet/seams				✓	
Ceramic tile/grout				✓	
Dryer vented				✓	
Remnant storage				✓	
Final clean			✓		
Entry door			✓		Door handle missing
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 _____

Notes/Comments: _____