

Jeri - Apr - 01/11

Condo PDI/Occupancy Preparation Checklist

Site _____ Lot/Unit 141#6 Model 3 Bed
 Date April 1st 2011 Checklist completed by J. Ferris
 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				✓	
Back trim/hardware			✓		Hand Rail NOT Installed
Interior doors					To 2nd Floor
Closet shelves/doors				✓	
Mirrors				✓	
Window operation/screens					Bedrooms #2 & #3 need adjusting
Patio door/frame/screen		✓	✓		(Hitting) Patio 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				✓	
Storage locker					

Don sweepen furnace closet

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

Date deficient items completed: _____ signature J. Ferris

Notes/Comments: _____