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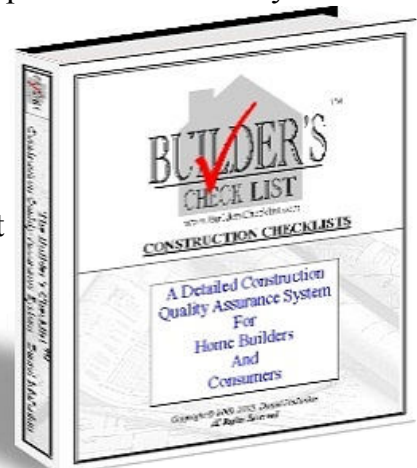
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## Introduction Regarding “Builder’s Checklist”

### **To the User of This “Builder’s Checklist” Product:**

**You have chosen the most organized approach available for checking the quality of your new home. Your decision to invest in this “Builder’s Checklist” product will help you get the home you’re paying for.**

### **Introduction:**

“Builder’s Checklist” is the same type of construction checklist system that many professional builders have available to ensure that their homes are built to their standards. Now, you have chosen to benefit from the same type of tool – one that will help you **build your house – your way.**

### **Professional Home Builders – Use “Builder’s Checklist”:**

- As a training tool for your construction staff - Construction Superintendents, Supervisors, Construction Trades, Vendors, and Suppliers.
- As an attachment or an addendum to vendor contracts to avoid confusion about when a phase is complete and ready to pay.
- To develop consistency among your construction supervisors and how they check their jobs.
- As a paper trail to ensure that jobs are being checked on a regular basis.

### **Consumers – Use “Builder’s Checklist”:**

- To know that your new home is progressing according to an established set of objective quality standards.
- To use as a communication tool with your homebuilder – to avoid miscommunication and misunderstandings about your expectation or quality.
- To ensure that you get the home you’re paying for.
- To find and document construction issues at the earliest possible point to avoid delays dealing with them later.
- To create a ‘paper trail’ and put your builder ‘on notice’ regarding issues you find during construction.

There are so many other benefits to using the “Builder’s Checklist” product that you can quickly see how wise you have been to make the investment. If you use this product on a consistent basis – you will get a better house - period

### **“Anything Measured Will Improve”**

It’s widely known that anything measured will improve. Once your vendors, trades and suppliers know that you will be checking their work every time you walk on site, they will instinctively tighten up. When they get the chance to see the checklist and that it is ‘objective’ and fair, they will see that you are also objective and fair.

### **“Involve Your Staff”**

Let your trades, vendors and suppliers – even your building inspectors know that you will be using the product. Ask for their feedback. Let them help you add to the quality standards and suggest acceptable ‘regional’ changes or other ideas to you using the framework or “Builder’s Checklist”.

### **Let Us Customize “Builder’s Checklist” just for you!**

As a professional homebuilder, you may find that you would like us to create a set of construction checklists specifically for your company. We can accept your edits and changes to create your company’s own unique set of construction checklists and you’ll own the rights to make as many copies as you need for your company’s staff to use.

We can change the checklist categories, sequences, descriptions, checklist items, and more – even the format if need be – to help you get the best checklist possible for the unique needs of your organization.

Call us for more information – 281-597-7301 or email us at [upgrademe@builderschecklist.com](mailto:upgrademe@builderschecklist.com).

As one that has been in your shoes, let me say “Thank you for investing in “Builder’s Checklist””. You’ll benefit from your purchase every day. Also, for more benefits be sure to see our other building-related products at [www.builderschecklist.com](http://www.builderschecklist.com) and [www.buildershandbook.com](http://www.buildershandbook.com).

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*Checklist Stage Phase/Title*

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### **Pre-Construction Activities**

#### ***Planning***

Plans and Engineering  
Site Requirements

### **Stage 1: Concrete**

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Lot Preparation  
Mark Drill and Pour Piers  
Set Forms  
Form Sand  
Knock Down Sand  
Plumbing Ground Work  
Makeup - Rebar Foundation  
Makeup - Cable Foundation  
Makeup - Cable Installation  
Float Forms  
Inspection  
Pour Slab

#### ***Flatwork***

Cut Driveway In-Turn  
Cut Drives and Walks  
Set Flatwork Forms  
Pour Flatwork

#### ***Final Grade 1***

Tractor Work

### **Stage 2: Frame**

#### ***Framing Labor***

Rough Structure

### **Stage 3: Cornice / Shingles**

#### ***Plumbing Issues***

Plumbing Top Out

#### ***Cornice Issues***

Sheathing (Gyp)  
Exterior Trim  
Roof Decking  
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#### ***Mechanical Issues***

A/C Rough

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Electric Rough

**Exterior Clean**

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Insulation Inspection

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**Sheetrock Issues**

Sheetrock

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**Brick Issues**

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**Interior Trim Issues**

Interior Trim

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**Garage Door Issues**

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**Ceramic Tile Issues**

Ceramic Tile

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Stair Parts - Production  
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Weatherstripping  
Vinyl Flooring  
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#### ***Mechanical Trims***

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HVAC Trim  
Electrical Trim

#### ***Completion - Interior***

Install Hardware - Custom  
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Rough Clean - Exterior  
Final Paint Touch-Up  
Wallpaper  
Mirrors

#### ***Completion - Exterior***

Gutters  
Cedar Fence  
Sod

#### ***Completion - Overall***

Completion Checklist.  
Carpet  
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Final Inspection

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Stage 5: Sheetrock / Brick

Sheetrock Issues

Sheetrock

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Builder _____	Plan # _____
Job Address _____	Legal Descr. _____
City _____	Subdivision _____

Vendor/Trade: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

## Sheetrock

After the house has passed insulation inspection and has been completely insulated, it is ready for sheetrock.

The Material for this work may be supplied by the Builder or it may be provided by the Sheetrock contractor as 'turnkey'. It consists of 4' x 12' sheets of 1/2" sheetrock downstairs, 4' x 10' sheets of 1/2" sheetrock upstairs, 5/8" type "X" (firecode) sheetrock for Garage areas and under stairways, water-resistant sheetrock (greenrock) to be used in bathroom areas around tubs and showers. Either way, the sheetrock contractor supplies all other material such as drywall mud, tape, glue, screws and nails as well as all labor to hang, tape, float, skim, sand and otherwise finish hanging the sheetrock.

Prior to starting work you should check that all tubs (and plastic shower pans if applicable) are clean and have no chips. Tub and shower pan protectors should also be in place. You should repeat this when the drywall contractor has completed his work to ensure the sheetrock contractor has not damaged your tubs during construction. Note that the sheetrocker should mark all lights, plugs and switches on the floor prior to beginning to ensure that none are covered up by the sheetrock hangers.

The sheetrocker hangs all the sheetrock and use plastic or metal corners on all outside corners or rounded corners if indicated. In some custom home applications, the sheetrocker may be required to 'glue and screw the sheetrock to the wall to hold it more securely. Once the sheetrock is completely hung, he tapes, floats, and skims all corner, joints and nails. The sheetrocker must also tape all corners on tub greenrock. When he is finished, he sweeps out house and piles all scrap in one pile, in driveway, away from garage doors or in a dumpster.

Do not pay for this work until it is 100% complete and you are satisfied with the condition of the sheetrock.

***This checklist system may not be shared, re-sold or re-distributed in whole or in part.***

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Fail Corrections Required

Pass

- |                                |   |
|--------------------------------|---|
| <input type="checkbox"/> _____ | <input type="checkbox"/> <b>Address is posted.</b>  |
| <input type="checkbox"/> _____ | <input type="checkbox"/> <b>Sheetrock is either nailed properly with 7 nails per stud on walls and 8 nails on ceiling joists or as specified by the structural engineer or is glued and screwed if specified or required.</b><br><i>Note that the Nailing pattern may be specified by the engineer. Gluing and screwing the sheetrock is often considered the best method of attaching the sheetrock and can result in fewer problems in the future. Note that this is often an 'upgrade' and most sheetrockers will charge more for this. Double-nailing in the field (2-nails about 1-1/2" apart) is a good idea and can help to prevent nail pops.</i> |
| <input type="checkbox"/> _____ | <input type="checkbox"/> <b>There are no bows in the sheetrock on walls and ceilings.</b><br><i>It's better to deal with bowed studs before hanging the sheetrock. If you didn't notice it until now, deal with it now - before the trim is on the wall and the house is painted.</i>   |

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- \_\_\_\_\_  **Sheetrock has been hung with staggered joints.**  
*Sheetrock should be hung horizontal. This helps hide the joints that would otherwise be VERY noticeable. In some areas of the country, hanging sheetrock vertically may be acceptable in areas such as basements or garages. However, this method may make the vertical joints very noticeable and you should take extra care to ensure the joints are finished well.*
- \_\_\_\_\_  **Make sure that the switches, plugs and fixtures are cut out and not oversized or over-cut.**  
*On occasion, the hangers will over-cut around plugs, switches and fixtures. Have this corrected now so that you do not have problems dealing with jumbo plug and switch covers.*
- \_\_\_\_\_  **Make sure that all fireplace openings, medicine cabinet openings, attic stair openings, tub inspection plate holes, and water disconnect valve holes are cut out.**  
*Sheetrock hangers often hang over important openings. It is a good idea to mark these on the slab IN PENCIL or to drive small nails at the openings so that the sheetrock hanger will notice that there is an opening there.*
- \_\_\_\_\_  **For 'thin-set tile' areas, tub should be 'double rocked' for thin-set drywall and stripped for bullnose tile.**  
*In thin-set tile areas - around tubs and showers - the sheetrock should be hung with regular sheetrock and have greenrock hung over it. This allows the use of traditional bull-nose tile at the edges and looks leaves the look of 'mud-bed tile*
- \_\_\_\_\_  **For mud-bed tile areas tub should be single rocked with water-resistant sheetrock.**  
*In mud-bed tile areas - around tubs and showers - the sheetrock should be hung with water-resistant sheetrock.*
- \_\_\_\_\_  **Tape and float all pipe stub-outs.**  
*Make sure that the sheetrock finisher uses tape and mud around all pipes that stick out of the wall. Often, they will leave these un-finished, which can be an entry point for bugs.*
- \_\_\_\_\_  **Bottom of garage walls nailed off properly.**  
*Often, sheetrock hangers do not nail the bottom of the sheetrock since there will usually be baseboard installed, which will secure the sheetrock. Garages do not always get interior trim, so you cannot depend on baseboard to secure the bottom of the sheetrock.*
- \_\_\_\_\_  **The ceilings over paneled areas have been finished to meet the walls.**  
*You will not be able to tape and float the sheetrock after paneling is installed.*
- \_\_\_\_\_  **The sheetrock has been cut flush with the door trimmers and is nailed tightly at the door jamb.**  
*Trim carpenters can be brutal to the sheetrock if it hangs over the framing and blocks the installation of the pre-hung door units. Make sure the sheetrock is nailed off well at this area.*

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- \_\_\_\_\_  **Make sure that all angles are floated on both sides.**  
*Both inside and outside corners must be finished properly. Note that outside corners must have plastic or metal corners to prevent damage to the corners that could be caused by even a small bump. Outside corners should be nailed in an 'alternating' pattern from one side to the other to avoid bowing, bulges and ripples that could occur otherwise. Note that plastic corners may be preferred because metal corners will dent when bumped, while plastic corners will not.*
- \_\_\_\_\_  **Make sure that there are no ridges visible after skimming.**  
*The only way to remove ridges is either sanding or skimming. Texture will not hide them.*
- \_\_\_\_\_  **Make sure that there are no ripples or bubbles in tape.**  
*The only way to remove ripples is either sanding or skimming. Bubbles must be cut out and re-taped. Texture will not hide them.*
- \_\_\_\_\_  **Check finish at cased openings, window returns, enameled walls, and around plugs and switches.**  
*You should pay particular attention to the finish quality at these areas since they will be the subject of much attention through the life of the home.*
- \_\_\_\_\_  **Window returns should be finished to the bottom of the window.**  
*Don't depend on the wood window sill that the trim carpenter will install to hide a poor sheetrock job. Have it done right now and you will appreciate it later.*
- \_\_\_\_\_  **Sheetrock should be nailed flush with bottom plate.**  
*Even though the trim carpenter will nail baseboard at the bottom of the wall, the sheetrock hanger should still nail all areas securely.*
- \_\_\_\_\_  **All framing members and insulation have been replaced if they were removed to deliver or move sheetrock.**  
*It is common for framing members and insulation to become dis-located to allow for the drywall delivery and installation. Make sure that the drywall contractor replaces insulation as needed as well as any loose or missing framing materials. (you may want to call your framing contractor for this).*
- \_\_\_\_\_  **Confirm that the tubs are not chipped and there are no nails left in them.**  
*Drywall nails are the greatest source of damage to bath tubs. Make sure that a tub liner / protector is used during construction (at least until the plumbing trim) and that your trades do not stand in your tubs!*
- \_\_\_\_\_  **Make sure that all nails in the garage have been floated and skimmed**  
*Many sheetrock contractors don't pay much attention to garage areas since they are not considered 'living' areas. Focus on them now - you are paying for a finished job!*
- \_\_\_\_\_  **Make sure that all wallpaper areas are completely finished.**  
*Wallpaper areas must be especially smooth since the quality of the wallpaper job will be no better than the quality of the wall it is glued to. Spend extra time in these areas but do not over-float the areas since that could cause bulging areas.*

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- \_\_\_\_\_  **The sides of water heater stand must be sheetrocked. Do not sheetrock the top of the water heater stand.**  
*Your trim carpenter should use plywood or Masonite to trim the top of the water heater stand since sheetrock will not support the weight of the water heater.*
- \_\_\_\_\_  **All sheetrock scraps have been placed in the dumpster or in the driveway and will not block the garage door installation.**  
*The minute that the sheetrock is completed, you will want to have the garage door(s) installed and the trim material delivered (if applicable). You don't want any obstructions such as debris in the house of garage.*
- \_\_\_\_\_  **Confirm that 5/8" fire-code sheetrock is installed in the garage where required.**  
*Check the plan to determine whether all walls require 5/8" firecode sheetrock or only the 'common calls' - walls which are common to both the house and the garage.*
- \_\_\_\_\_  **The greenrock must be taped and floated in corners of tub.**  
*Don't overlook the greenrock. You will have a better job if the sheetrock contractor tapes and floats the tub areas.*
- \_\_\_\_\_  **The House is swept out.**
- \_\_\_\_\_  **Jobsite is clean.**

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The finished quality of the home depends on the finish quality of the sheetrock installation.

Accepted By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_