

APPENDIX O

Project closeout & *punch list.*

The final 5% takes the same effort as the first 50%. Use this checklist before listing or leasing.

CODE & INSPECTIONS

- ☐ Certificate of occupancy or final sign-offs posted
- ☐ All open permits closed
- ☐ HVAC commissioning report on file
- ☐ Final electrical, plumbing inspections passed

DOCUMENTATION

- ☐ Warranties organized in a binder
- ☐ Final lien waivers from all contractors
- ☐ As-built drawings (if structural change)
- ☐ Energy audit / blower door results
- ☐ Receipts and invoices for tax basis

INTERIOR PUNCH LIST

- ☐ All doors open, close, latch
- ☐ All windows operate, latch, screens installed
- ☐ All outlets, switches, light fixtures working
- ☐ All plumbing fixtures operational, no drips
- ☐ All appliances installed, tested
- ☐ HVAC heating and cooling tested
- ☐ Smoke and CO detectors installed and tested
- ☐ Paint touchups, caulking, grout complete
- ☐ Floors cleaned, hard surfaces polished
- ☐ Cabinets and drawers operate smoothly

EXTERIOR PUNCH LIST

- ☐ Siding, fascia, trim complete
- ☐ Gutters and downspouts secure, directed
- ☐ Roof debris cleared
- ☐ Exterior paint touchups complete
- ☐ Concrete or sidewalks sealed or repaired
- ☐ Lawn established or mulch installed
- ☐ Exterior lighting installed and operating
- ☐ House numbers installed and visible
- ☐ Mailbox installed
- ☐ Trash removed, dumpster pulled

MARKETING & LEASE-UP

- ☐ Professional photos taken
- ☐ MLS or rental listing drafted
- ☐ Signage installed if applicable
- ☐ Open house scheduled or tenant screening initiated
- ☐ Keys and door codes inventoried

END OF GUIDEBOOK

Designed to be a *living resource*. Update as programs, codes, and market conditions change. Bring questions to Housing Forward.