

Site Preparation Check List

Here below is a list of items/tasks we normally require prior to commencing work on our projects. Unless otherwise expressly stated in our contracts, these items/tasks are responsibility of Owners or General Contractors on the project. Not all items apply at all projects, so the owner or General Contractor in charge may use this check list to first identify the things to do and then check the items once done. If in doubt about certain items, please contact us for advise. If assistance is needed on certain items/tasks, please notify our office immediately so that a Change Order can be issued and arrangements can be taken to prepare the site in time. The lack of proper site preparation often results in delays in the project beginning and completion.

Description	Required on all	Needed on this	Done
	projects	project	
Protective masking on floor removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing floor cover (tiles, carpet, VCT...) removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appliances removed (except dish washer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dish washer face plate removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture (movable objects) removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood stove/fireplace removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baseboard removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Built in baseboard masked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cabinet kick board removed/masked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling hanging light fixture masked (clear plastic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sink pedestalls removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom vanities removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors removed (but not frame and trim)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls masked (48" plastic sheeting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent floors masked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book shelves masked or removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slab broom cleaned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cables/wires removed or taped to walls off the floor	<input checked="" 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"/>
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