

CABINETS *Job Ready Checklist*

This list is to be reviewed by the Builder/Superintendent to verify that the job site is ready for the Trade Contractor to arrive and begin work.

Check box
when complete

- Permit card is clearly posted.
- Readable sign identifying the lot number is in place.
- Full accessibility to the site is established, including gravel pad or clear driveway.
- Silt fence is in place.
- Site is clear of trash and debris.
- The house is closed to outside elements.
- Stairs are installed per plan.
- Drywall has been installed and completed, including taping and texturing. Drywall has been primed, if required by Builder. Walls are square and plumb, with no more than 1/4" bow where cabinets will be installed.
- Interior trim has been completed.
- If ceiling is textured, ceiling work should be completed prior to cabinet installation.
- Trade Contractor has been notified of flooring styles. Flooring that should be installed prior to cabinets has been completed.
- Builder has notified the Trade Contractor of complete cabinet specifications for each room of the house, including cabinet style, color, location, size, etc. The opening for any appliance has been verified to meet the specifications for the required appliance. Cabinet specifications may include, but are not limited to the following: cut outs, glass doors, trim, hardware, cabinet types, cabinet numbers, locations, bread boxes, cutlery drawers, pull out trash, tilt out tray, appliance model numbers, color variations of cabinets, house trim specifications and heights of soffits or trim.
- Countertop surfaces have been selected.
- Downdraft vents, updraft vents and electrical conduits are in place for islands.

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company name: _____

Site Address: _____



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- House should be capable of being locked after the cabinets are installed.
- Trade Contractor has visited the site and verified that plumbing is properly located to accommodate cabinetry. Icemaker box is properly located and connections for all appliances have been properly located. Notching of cabinets is unacceptable. Trade Contractor has also verified final cabinet dimensions based on window locations and wall measurements after drywall has been installed.
- An area has been designated for trash and debris collection.

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company name: _____

Site Address: _____

ADDENDUM TO THE TRADE CONTACTOR AGREEMENT
Scopes of Work - Cabinets

- Builder has verified the completion of the Job Ready Checklist for Cabinets.
- Perform all work within the guidelines specified by the contract, applicable building codes, manufacturer's specifications and the *Homeowner Handbook* (or applicable warranty program of the builder).
- All work to be completed in a manner that respects the efforts and materials of other Trades.
- After installation, cabinet tops may not be used for workbenches or to hold tools, materials or toolboxes. Damage to base cabinets is the responsibility of the Trade Contractor.
- Do not stand in sink basins.
- Before installing cabinets, verify that there is no damage, scratches, chips, etc. on the cabinets. Do not install damaged cabinetry.
- Verify all appliance dimensions. Be sure that there is enough room in the kitchen for the dishwasher and oven to open and close properly without interference. Drawers and cabinets open and close properly, without obstruction. Cabinets should include the necessary cutouts for sinks, range, dishwasher, refrigerator, vented hood, built-in microwave, etc.
- If flooring is installed after the cabinets, the height of the cabinets should be adjusted to compensate for the thickness of the flooring.
- All cabinets should be installed level, plumb and square within 1/8". Shimming is acceptable to reach this tolerance.
- All holes for plumbing pipes should be cut accurately and neatly. Hole should be of a size so that the proper escutcheon covers the hole. On average, the hole should be 1/2" larger than the pipe.
- Wall cabinets should be installed with at least two screws per stud, which penetrate each stud at least 2". Screws should be located at the top and bottom.
- Attach cabinets with #8 wood screws, square head.
- Cap all screw heads with covers, especially in glass front or white cabinets.
- When individual cabinets are joined together to form a group of cabinets, they should fit together snugly with no visible cracks or open joints. Cabinets should be connected together with at least two screws between each set of cabinets.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

- Cabinet door or drawer warpage shall not exceed 1/8" as measured from the face frame to the point of furthest warpage, with the door or drawer front in the closed position.
- Cabinet tops should be level within 3/8" in 10'.
- The gap between the cabinet and the wall should not exceed 1/8".
- The closing mechanisms for cabinet doors shall be adequate to hold the doors in a closed position.
- Cabinet shelves should be level. Shelf clips should be in the proper position.
- Cabinet faces should be flush and cabinet bottoms should be in line.
- Roller tracks for rollout shelves should be attached securely. The shelf should roll smoothly and not tilt when extended.
- Revolving shelves should be securely anchored at the top and bottom, with smooth operation and no tilt.
- Cabinet crown molding should be level and uniform in appearance.
- Hardware for the cabinetry should be attached with screws and set smooth with no damage to the interior of the cabinets.
- Verify that all parties understand color variations of the cabinets.
- Cabinets are clean inside and out.
- Island should be secured to the floor, if specified by the Builder. Coordinate with the Builder as to who should secure the island.
- Materials, trash, and construction debris shall be cleaned up and deposited in the designated area.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

CABINETS
Job Complete Checklist

This checklist is to be reviewed by both the Trade Contractor and the Builder/Superintendent to verify that the work has been completed according to the Scopes of Work.

Check box
 when complete

TRADE BUILDER

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinets and trim are installed level, plumb and square within 1/8". |
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinets are secured correctly and tightly to the wall. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinets are free of damage, scratches, chips, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinet doors, drawer fronts, faces and corners are level and plumb. |
| <input type="checkbox"/> | <input type="checkbox"/> | All holes for plumbing have been cut neatly and accurately. |
| <input type="checkbox"/> | <input type="checkbox"/> | Islands are properly secured to the floor, if specified by the Builder. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinet shelves are level and free of damage. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjustable shelves rest securely on shelf holders. No shelf holders are missing or improperly placed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Screws attaching hardware have not splintered wood beyond the screw head or decorative washer. |
| <input type="checkbox"/> | <input type="checkbox"/> | No hammer tracks are visible in the trim material. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinet doors and drawers open and close with reasonable ease and without obstruction. |
| <input type="checkbox"/> | <input type="checkbox"/> | All cabinet doors operate properly, have an even reveal, do not swing open independently and do not squeak. |
| <input type="checkbox"/> | <input type="checkbox"/> | All joints are flush with no gaps. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rollout shelves operate smoothly and are tight and secure. |

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company Name: _____

Trade Contractor Signature: _____ **Date:** _____

Trade Contractor Company Name: _____

Site Address: _____

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TRADE **BUILDER**

- Revolving shelves are secured tightly, installed plumb and operate smoothly.
- HVAC vent in toe kick of cabinet is cut correctly so that shoe molding will fit below the vent.
- Any shims used are not visible after final trim is installed.
- Cabinets are clean inside and out.
- House can be locked.
- Materials, trash and debris has been collected and deposited in the designated trash collection area.

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company Name: _____

Trade Contractor Signature: _____ **Date:** _____

Trade Contractor Company Name: _____

Site Address: _____