

CLEANING - INTERIOR FINAL
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 a clear driveway.
- Silt fence is in place.
- House is complete and ready for final paint touch up.
- Builder has identified an area for collection of trash and debris.

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

Builder Company name: _____

Site Address: _____



ADDENDUM TO THE TRADE CONTRACTOR AGREEMENT
Scopes of Work - Cleaning – Interior Final

- Builder has verified the completion of the Job Ready Checklist for Interior Final Cleaning.
- Perform all work within the guidelines specified by the contract, applicable building codes, 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.
- Contractor is responsible for using appropriate cleaning materials and equipment.
- Clean cabinets inside and out, top and bottom, including the kitchen, bathroom, wet bar and utility room.
- Dust and clean all flat and vertical surfaces, including those that are out of sight and plant ledges.
- Clean all appliances, countertops and range hoods.
- Clean all mirrors, fixed glass, windows inside and out and window frames.
- Clean all exterior doors, interior doors, sliding doors inside and out, including all tracks, frames and thresholds.
- Clean plumbing fixtures including tubs, showers, lavatories, sinks, and water closets.
- Remove all glue, paint spots, caulking and labels (except energy labels on appliances).
- Remove tape, papers and cardboard from within appliances. Leave manuals in a designated area in the kitchen.
- Prevent any damages from tools, cleaners, solvents or chemicals used while cleaning.
- Report any damage to the builder, including chips.
- Vacuum all floors and floor coverings, including closets.
- Remove floor vents and ducts and vacuum inside.
- Mop vinyl flooring, tile and hardwoods. Only vinegar and water should be used on hardwood floors.
- Vinegar solution should also be used to clean stained wood stair railings and balusters.
- Clean all ceiling fans and light fixtures. Remove labels.
- All trash and debris should be collected and deposited in the designated area.

Contractor Initials: _____

Builder Initials: _____

Contractor Company Name: _____

Builder Company Name: _____



CLEANING – INTERIOR FINAL
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

- Checkboxes for: The house is completely clean and ready for homeowners to move in. House meets painter standards for acceptable paint touch up and final finish of stained surfaces. All trash and debris has been collected and deposited in the designated area. Manuals and warranties have been collected and placed in the designated kitchen cabinet.

Builder/Superintendent Signature: _____ Date: _____

Builder Company Name: _____

Trade Contractor Signature: _____ Date: _____

Trade Contractor Company Name: _____

Site Address: _____