

DAMP PROOFING *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 lot is established, including gravel pad.
- Silt fence is in place.
- Lot is clean and clear of litter and debris.
- Concrete walls have been completed and all forms removed.
- All Styrofoam, lumber, and other concrete-form materials have been removed.
- Styrofoam residue has been scraped from the concrete walls.
- Concrete vertical surfaces have been rubbed smooth and patched as needed.
- All footings are dry, with no standing water.
- All excess concrete and overflows have been removed from footings.
- All sleeves are in place and cleared out.
- An area designated for the deposit of trash and debris has been identified.

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

Builder Company name: _____

Site Address: _____



ADDENDUM TO THE TRADE CONTRACTOR AGREEMENT *Scopes of Work - Damp Proofing*

- Builder has verified the completion of the Job Ready Checklist for Damp Proofing.
- Perform all work within the guidelines specified in 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 the other Trades.
- Before spraying, sweep footings and brick ledges of all concrete debris.
- Fill all voids in the concrete with non-shrink grout.
- Spray all walls, pertaining to basement, with damp proofing.
- Spray damp proofing two feet above brick ledge or 1½ feet above estimated rough grade.
- Run drain tile continuously around the perimeter and extend the drain tile to exposed grade.
- Clean up all materials, litter, and construction debris and deposit in the designated area.

Contractor Initials: _____

Builder Initials: _____

Contractor Company Name: _____

Builder Company Name: _____

DAMP PROOFING
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"/> | Damp proofing has been applied with no voids in material. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drain tile has been extended to exposed grade. |
| <input type="checkbox"/> | <input type="checkbox"/> | Materials, litter, and construction debris have been cleaned up and deposited in the designated area. |

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

Builder Company Name: _____

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

Trade Contractor Company Name: _____

Site Address: _____