

ELECTRICAL - TRIM
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 clearly posted.
- Readable sign identifying lot number is posted.
- Full accessibility to house established, including gravel pad or clear driveway.
- Full accessibility to all rooms in the house. Surface of flooring is set and dry.
- Exterior stairs installed, if needed, for access to the house.
- House is clean and clear of debris.
- Painting is complete, interior and exterior.
- Plumbing is complete, including any appliance connections as identified in the plumbing scope of work.
- HVAC is complete, including air conditioners.
- HVAC contractor has located the furnace junction box opposite the filter and the junction box is easily accessible to the electrician.
- Thermostat wire for the furnace/AC is in the designated 1/4" hole.
- Low voltage wires have been pulled through the sheetrock for garage door operator devices.
- Kitchen islands are located but not secured to the floor.
- Receptacles in tiled areas are adequately sized and tile is complete, including dry grout.
- Brick has been cleaned.
- Exterior electrical boxes located in masonry areas are properly installed and accessible.
- Ceiling medallions are installed.
- Verify and mark the height of the bathroom wall-mounted light fixtures.
- All light fixtures are ordered. Sales contractor is tracking missing or back-ordered fixtures.
- Appliances and appropriate connection devices have been delivered to the site.

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

Builder Company name: _____

Site Address: _____

- Builder has verified the completion of the Job Ready Checklist for Electrical Trim.
- 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 other Trades.
- All electrical devices provided by the electrician shall be new and unused.
- Install all electrical fixtures and appliances as contracted, per manufacturer's instructions.
- Wire the garbage disposal and dishwasher. Verify the installation of the dishwasher kick plate.
- Wire high voltage lines to the furnace/AC. The HVAC contractor will install low voltage wiring for the furnace/AC.
- Install plate covers plumb, secure, and flush to wall, with no pressure cracks at screw heads.
- On a multi-gang switchplate, the first switch, by the door, shall be the light switch.
- All outlets and switches must not interfere with cabinet tops, base trim, decorative molding, etc. If so, the box must be moved.
- Do not cut the counter tops, trim, molding, or cover plates.
- All ground fault interrupt (GFI) and switch controlled outlets must be properly installed and labeled.
- All light fixtures to be installed as shipped, without field alteration.
- Install all wall-mounted lights plumb, level, and flush to wall.
- Ceiling fans may only be installed on fan-rated boxes with proper support, or on retrofit fan-rated boxes.
- Walls and fixtures shall be protected from fingerprints and dirt.
- Contractor shall always protect interior surfaces such as countertops, hearths, and finished floors, from damage caused by tools and equipment.
- Clearly mark and identify the electrical panel breakers. Abbreviations are unacceptable. Pencil is unacceptable.
- Electrical wiring at each AC compressor shall include a waterproof disconnect.
- Install keyless light fixtures for any missing or backordered light fixtures or ceiling fans.

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

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

Scopes of Work Continued – Electrical - Trim

- Provide the superintendent with all product manuals and warranty information for smoke detectors, ceiling fans, GFI and other electrical devices and appliances installed by the electrician.
- Any exposed wiring shall be protected from damage and secured every four (4) feet.
- Install bulbs in all light fixtures. No skin shall contact the halogen bulbs.
- Verify power to all appliances, fixtures and outlets. Verify proper operation of all electrical devices.
- If utilizing battery back-up smoke detectors, batteries shall be installed.
- Clean up all materials and construction debris resulting from the job and deposit in the designated area.
- Electrical work is ready for inspection.

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

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

ELECTRICAL - TRIM
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

- Proper fixtures and electrical devices installed per plan and contract.
- Bulbs are installed in all light fixtures.
- All electrical fixtures and appliances have power and are operating properly.
- All plate covers are plumb, secure and flush to the wall, with no pressure cracks at screw heads
- In a multi-gang switch, the light is the first switch next to the door.
- Wall mounted light fixtures are plumb, level, and flush to wall.
- Electrical panel breakers are clearly marked and labeled. No abbreviations. No pencil.
- Proper grounding installed.
- Electrical wiring at each AC compressor includes a waterproof disconnect.
- Verify that furnace junction box is located opposite from the filter and easily accessible.
- Exposed wiring is protected from damage and secured every four (4) feet.
- Keyless light fixtures have been installed for any missing or backordered light fixtures or ceiling fans.

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

Builder Company Name: _____

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

Trade Contractor Company Name: _____

Site Address: _____

ELECTRICAL - TRIM
Job Complete Checklist

Check box
 when complete

TRADE **BUILDER**

- Switches and outlets at consistent height throughout house, per plan.
- Whirlpool motor is readily accessible.
- Batteries are installed in smoke detectors, if designed with battery back-up.
- Walls, ceilings, fixtures, and appliances are free of fingerprints and dirt.
- All materials and construction debris resulting from the job have been cleaned up and deposited in the designated area.
- Electrical inspection has been scheduled.

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

Builder Company Name: _____

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

Trade Contractor Company Name: _____

Site Address: _____