

## MIRRORS *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.
- Walls on which mirrors will be installed have been primed, at a minimum.
- No wallpaper has been installed under the location of the mirror.
- Vanities and vanity tops have been installed and are level.
- Electrical wires should exit drywall at least 45" high, from the top of the vanity, to clear the mirrors.
- Verify that no walls are out of plumb beyond ¼ inch over 6'.
- Verify location, size, color, height, thickness and style of all mirrors with the Trade Contractor.
- Check for any customer options. Verify any electrical outlets within the mirror.
- An area has been designated for trash and debris collection.

**Builder/Superintendent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder Company name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**This scope of work does not include mirrored doors, closet doors, or specialty mirrors.**

- Builder has verified the completion of the Job Ready Checklist for Mirrors.
- 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.
- Verify the correct size, location, color, height, thickness and style of all mirrors with the Builder.
- Vanities may not be used for workbenches or to hold tools, materials or toolboxes. Damage to counter surfaces or base cabinets is the responsibility of the Trade Contractor.
- Damage to surrounding surfaces during the installation of the mirrors is unacceptable.
- Keep all mirror pieces and hardware out of drains.
- Notify Builder of any walls out of plumb greater than ¼" in 6'.
- Do not cover any defective or inferior work.
- Install mirrors level, square and plumb, within 1/8" in 6 feet.
- Mirrors should not be installed if they are chipped, scratched, cracked or have any distortions or damage to the backing.
- Secure mirrors to the wall with mastic. Apply one golf ball sized application of mastic per square foot, or per mastic manufacturer's specifications.
- Backing on mirror should be dry and free of dust prior to application.
- Mirror reveal may range from ½"-1" unless specified otherwise by the Builder.
- Mirrors should be 40"-42" high unless otherwise specified by the Builder.
- Use ¼" thick mirrors unless specified by Builder.
- Mirror clips, when used, must comply with FHA/VA standards and securely mount to the wall.
- All mirror edges should be seamed or polished.
- Mirror should be properly centered over the bowl or vanity, per Builder specifications.
- Mirror plate covers should be installed over electrical outlets in the mirrors.
- Beveled trim should be attached with double stick tape or RTV silicone. Do not use acidic silicone.
- Materials, trash, and debris shall be cleaned up and deposited in the designated trash collection area.

**Contractor Initials:** \_\_\_\_\_ **Builder Initials:** \_\_\_\_\_

**Contractor Company Name:** \_\_\_\_\_ **Builder Company Name:** \_\_\_\_\_

**MIRRORS**  
*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"/> | Size, color, location, height, thickness and style of all mirrors match the Builder's contract.        |
| <input type="checkbox"/> | <input type="checkbox"/> | No defective, chipped, cracked, distorted or broken mirrors are present.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Mirror edges are seamed or polished with no damage.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mirror clips, if used, comply with FHA/VA standards and are securely mounted to the wall.              |
| <input type="checkbox"/> | <input type="checkbox"/> | Mirrors are level, square and plumb.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Surfaces around the mirror have not been damaged.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All drains are free of mirror pieces and hardware.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mastic has been wiped clean from all surfaces.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Materials, trash and debris have 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:** \_\_\_\_\_