

SECURITY - 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 is established, including a clear driveway.
- Full accessibility to all rooms in the house. Surface of flooring is set and dry.
- Exterior and interior stairs installed.
- House is clean and clear of debris.
- Trim and all millwork have been completed.
- All hardware has been installed.
- All doors and windows close securely.
- Painting is complete, interior and exterior.
- Cabinets are installed.
- Plumbing, electrical and HVAC are complete. Electricity has been turned on for the house.
- Trade Contractor has been informed of start date for hardwood flooring installation.
- Final security trim-out plans have been reviewed and approved by the Builder, including types of devices, number of zones, contacts, motion detectors, horns, speakers and phone interface.
- An area has been designated for the collection of trash and debris.

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

Builder Company name: _____

Site Address: _____



ADDENDUM TO THE TRADE CONTRACTOR AGREEMENT

Scopes of Work – Security Trim

- Builder has verified the completion of the Job Ready Checklist for Security Trim.
- Perform all work within the guidelines specified in the contract, applicable building codes, manufacturer’s recommendations 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 equipment and devices provided by the Trade Contractor shall be new and unused.
- Walls and fixtures shall be protected from fingerprints and dirt.
- Contractor shall always protect interior surfaces such as countertops, hearths, finished floors, doors and windows from damage caused by tools and equipment. Notify Builder immediately of any damage.
- If Trade Contractor must remove sheetrock or trim to complete his/her work, notify Builder immediately.
- All contacts and low voltage devices must not interfere with the operation of doors, windows, drawers or cabinet doors.
- Clearly mark and identify all wiring to the panel. Abbreviations are unacceptable. Pencil is unacceptable. Identify and label all zones, including zone descriptions.
- Keypads must display the zone names.
- Provide the Builder with all product manuals and warranty information for smoke detectors and other electrical devices installed by the Trade Contractor.
- Verify power to all contacts and proper operation of all equipment.
- If utilizing battery back-up smoke detectors, batteries shall be installed.
- Security system terminates at a designated non-GFI outlet.
- Trade Contractor must test the system for proper operation.
- Trade Contractor has left a label in the house with his/her company’s phone number so the homeowner may call for training.
- Clean up all materials and construction debris resulting from the job and deposit in the designated area.
- Low voltage wiring passes final inspection.

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

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

SECURITY 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 devices are installed per plan and contract.
- All basic security components have been installed including the control panel (box, transformer and battery), main keypad, door and window contacts, motion detector, horn or speaker, and phone interface
- Security system has power and operates properly.
- Wiring and zones are clearly marked and labeled. No abbreviations. No pencil.
- Product manuals have been provided to the Builder, or deposited in the designated location.
- Keypad displays the zone names.
- Batteries are installed in smoke detectors, if designed with battery back up
- No damage, caused by the tools or equipment of the Trade Contractor, is present on the doors, windows, wall surfaces, interior trim, floor surfaces, countertops or any other surface. Builder has been notified of any damage.
- Walls, ceilings, fixtures, and appliances are free of fingerprints and dirt.
- Trade Contractor has left a label in the house with his/her company's phone number so the homeowner may call for training.
- All materials and construction debris resulting from the job have been cleaned up and deposited in the designated area.
- Low voltage inspection has been scheduled.

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

Builder Company Name: _____

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

Trade Contractor Company Name: _____

Site Address: _____