

## SHUTTERS *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.
- Builder has supplied the Trade Contractor with shutter style, sizes, composition, locations and color specifications.
- Builder has notified Trade Contractor of specific installation instructions, such as screws, clips or hinges.
- Builder has notified the contractor if shutters are to be delivered or installed turnkey.
- Windows and doors are installed.
- Exterior veneer of house has been completed.
- Final coat of exterior paint has been applied.

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

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

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

**ADDENDUM TO THE TRADE CONTRACTOR AGREEMENT**  
*Scopes of Work - Shutters*

- Builder has verified the completion of the Job Ready Checklist for Shutters.
- Perform all work within the guidelines specified by the contract, manufacturer, 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.
- Shutter materials, sizes, styles, locations and paint colors have been verified with the Builder.
- Method of installation has been verified with the Builder.
- If attaching shutters to vinyl siding, the penetration through the siding material shall be slightly over-bored to allow for natural expansion and contraction.
- Shutters should not be mounted to cover any electrical outlets, light outlets or hose bibs.
- All shutters should be properly primed and painted on all sides, prior to installation.
- Shutters to be secured to the house with a non-corrosive fastener. Fasteners are to be specified by the builder.
- Shutters are to be hung square and plumb to the window.
- Vinyl shutters should not be attached so tightly to the house that bending and crimping of the shutter is caused.
- Hinged shutters should open and close without binding. Shutters must latch if applicable.
- Fasteners and/or hinges are color matched or properly concealed.
- All trash and debris must be collected and deposited in the designated area.

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

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

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

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

**SHUTTERS**  
*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"/> | All work complies with plan, code, contract and warranty and manufacturers specifications. |
| <input type="checkbox"/> | <input type="checkbox"/> | Shutters are hung square and plumb without crimping or dimpling.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | No outlets, fixtures or hose bibs are covered.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Shutters are completely painted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Style of shutters complies with builder specifications.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | All trash and debris has been collected and deposited in the designated area.              |

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

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

**Trade Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trade Contractor Company Name:** \_\_\_\_\_

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