

FINAL QUALITY ASSURANCE INSPECTION				
CUSTOMER:	LOT:	QA PASS	Y	N
ADDRESS:				
PM:	Date:	NHO Date:		
CS:	Date:			
CS: <25 pcs blue tape: Y or N No Missing Items: Y or N NHO Ready/Final Clean: Y or N C of O: Y or N				
NOTE: If any of the above items are circled N, then circle N on QA PASS				
PM: Verify all Quality Inspections are Uploaded to Sapphire	Verified Correct:		Y	N
PM: Review purchase orders for vendor accuracy and approval	Verified Correct:		Y	N
PM: Review start sheet - all colors, selections and options correct	Verified Correct:		Y	N
Kitchen			PM	CS
Overall first impression / cleanliness / curb appeal upon arrival				
Turn on all water sources first, let run duration of QA - make sure everything is draining				
Paint TU kit is present, complete and labeled				
Cabinet doors defect free; adjusted/flush with frame and closing properly				
Cabinet drawers defect free; functioning properly				
Cabinets clean inside and out				
Cabinet shelves installed; all bumpers on doors/drawers in place				
Cabinet toe kick and scribe complete				
Cabinet knobs/handles installed and level (if applicable)				
Lazy susan shelves and door checked				
Microwave outlet cut to proper size; fir-out is complete				
Microwave venting complete, light and filter checked; time is set				
Dishwasher: cycled, checked for leaks; secured, level and square in opening				
Range is level, burners checked and anti-tip installed; Bake/Broil checked; time is set				
Refrigerator installed and assembled (if applicable)				
All appliances clean, checked for scratches/dings/damage				
Manuals and warranty info placed in a drawer, excess items removed				
Countertops checked for scratches, chips; seams are tight; clean and defect free				
Selfedge: puttied and painted				
Backsplash: caulking and grout complete, no voids; clean of excessive caulk/grout				
Sink and faucet: no scratches, dings or other defects				
Sink: caulking is complete with no voids				
Sink: pipe fittings are tight; no leaks				
Faucet: hot and cold are correct; functions properly				
Disposal: has been ran, free of debris; wrench/key either taped to drain or in a drawer				
Flooring: clean; checked for tears, defects and squeaks/deflections				
Outlets/GFIs: have been checked and are level/straight				
Pantry doors and shelves checked/TU complete; door reveal is square, no gaps				
Walls and baseboard: inspected for defects and TU complete				
Windows: proper install, operation, screens and locks				
Window sills: caulking and paint TU complete				
Windows: clean, includes excessive paint and caulking on frames				
Light fixtures/pendants: checked for defects; all bulbs in working order				
Under cab lighting: checked for defects and wires not exposed (if applicable)				

Doors: TU complete including jamb and trim, stops installed and knobs complete		
Dining Room / Formal Area		
Walls: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Window sills: caulking and paint TU complete		
Windows: clean, includes excessive paint and caulking on frames		
Baseboards: all caulking and paint TU is complete		
Doors: TU complete for jamb and trim, stops installed and knobs complete		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Outlets/GFIs: have been checked and are level/straight		
Light fixture: checked for defects; all bulbs checked		
Slider door: adjusted and locks properly; handle is scratch/defect free		
Slider door: screen installed and functions properly; lock installed		
Slider door: track is clean and debris free		
Slider door frame and glass: clean and free of excessive caulking/paint		
Living Room		
Walls: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Window sills: caulking and paint TU complete		
Windows: clean, includes excessive paint and caulking on frames		
Baseboards: caulking and paint TU complete		
Doors: TU complete for jamb and trim, stops installed and knobs complete		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Carpet tacks have been pounded down and transitions are secure		
Outlets/GFIs and half-hot outlets: checked and are level/straight		
Light fixtures/ceiling fan: checked for defects; all bulbs checked		
Furnace/AC/Heat Pump: has been run through a cycle		
Furnace: new filter has been installed		
Thermostat has been mounted properly and has power, date and time set		
Fire place: flame and fan working; dante valve key present (if applicable)		
Fire place: all tile and grout are defect free; frame is clean of excess grout		
Fire place: trim and mantel inspected for defects and TU complete		
Fire place: has been cleaned, including underneath		
Fire place: all penetrations underneath are properly insulated including gas line entry		
Den		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sills: caulking and paint TU is complete		
Baseboards: caulking and paint TU is complete		
Doors: TU complete for door, jamb and trim; glass is clean, checked for scratches/defects		
Doors: close properly, top strike plate installed; stops installed and knobs complete		
Closets: shelving checked; baseboard, doors and wall TU complete		
Closet doors glide smooth; floor guide installed; door reveal is square, no gaps		
Outlets/GFIs: have been checked and are level/straight		

Light fixture: checked for defects; all bulbs checked		
Powder Bathroom		
Sink and faucet: checked for scratches or other defects		
Sink: caulking in place and properly installed		
Sink: pipe fittings are tight; no leaks. Pull stopper, fill sinks		
Faucet: hot and cold are correct		
Exhaust fan/timer checked and working properly		
Towel bars /rings / cabinet hardware installed and secure		
Backsplash: caulking and grout complete and free of any voids		
Cabinets: doors/drawers checked for defects; adjustments made		
Cabinets: are clean inside and out		
Countertop is clean; checked for defects		
Self edge has been puttied and painted		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Outlets/GFIs: have been checked and are level/straight		
Walls: checked for defects and TU complete		
Windows: proper install, operation screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sill: caulking and paint TU complete		
Baseboards: caulking and paint TU complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Toilet: inspected for defects and leaks; adjusted properly; caulking complete		
Light fixture installed level; checked for defects; all bulbs checked		
Mirror: properly installed and defect free		
Hallways / Stairwell		
Walls: inspected for defects and TU complete		
Entry door: weather stripping installed		
Entry door: knob/deadbolt installed and functions properly		
Entry door: TU complete and is defect free		
Entry door: threshold adjusted, no air coming in below or on sides		
Entryway: tile/grout inspected, no excessive gaps at baseboard		
Entry door: keys tested and turned into sales team		
Entryway: casing/base, caulking and TU complete		
Entryway light fixture: bulbs checked, clean and no defects		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Linen/Coat Closets: shelving complete has been inspected, TU complete		
Outlets/GFIs: have been checked and are level/straight		
Stairs: carpet checked, edges secure; tacks are pounded down		
Stairs: skirt and hand railing checked for defects and TU complete		
Half wall caps and open rail checked and TU complete		
Bathroom #1		
Sink and faucet: checked for scratches or other defects		
Sink: caulking in place and properly installed		
Sink: pipe fittings are tight; no leaks		
Faucet: hot and cold are correct		

Exhaust fan/timer checked and working properly		
Towel bars /rings / cabinet hardware installed and secure		
Backsplash: caulking and grout complete and free of any voids; Schlueter installed correctly		
Backsplash: clean of excessive caulking and grout		
Cabinets: doors/drawers checked for defects; adjustments made		
Cabinets: are clean inside and out		
Countertop is clean; checked for defects		
Self edge has been puttied and painted		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Outlets/GFIs: have been checked and are level/straight		
Walls and baseboard: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sills: caulking and paint TU complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Toilet: inspected for defects and leaks; adjusted properly; caulking complete		
Light fixture installed level; checked for defects; all bulbs checked		
Bathtub: inspected for chips, scratches or other defects		
Bathtub: enclosure and floor caulking complete		
Tub faucet: hot and cold are correct; Run water through showerhead. Fill tub to overflow.		
Mirrors: properly installed and defect free		
Bathroom #2 or Junior Suite Bathroom		
Sink and faucet: checked for scratches or other defects		
Sink: caulking in place and properly installed		
Sink: pipe fittings are tight; no leaks		
Faucet: hot and cold are correct		
Exhaust fan/timer checked and working properly		
Towel bars /rings / cabinet hardware installed and secure		
Backsplash: caulking and grout complete and free of any voids; Schlueter installed correctly		
Backsplash: clean of excessive caulking and grout		
Cabinets: doors/drawers checked for defects; adjustments made		
Cabinets: are clean inside and out		
Countertop is clean; checked for defects		
Self edge has been puttied and painted		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Outlets/GFIs: have been checked and are level/straight		
Walls and baseboard: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sills: caulking and paint TU complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Toilet: inspected for defects and leaks; adjusted properly; caulking complete		
Light fixture installed level; checked for defects; all bulbs checked		
Bathtub: inspected for chips, scratches or other defects		
Bathtub: enclosure and floor caulking complete		
Tub/shower: hot and cold are correct; Run water through showerhead. Fill tub to overflow.		

Mirrors: properly installed and defect free		
Bedroom # 1		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls and baseboard: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sill: caulking and paint TU complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Closets: shelving checked; baseboard, doors and wall TU complete		
Closet doors glide smooth; floor guide installed; door reveal is square, no gaps		
Outlets: have been checked and are level/straight		
Light fixture: checked for defects; all bulbs checked		
Bedroom # 2		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls and baseboard: checked for defects and TU complete		
Windows: proper install, operation, screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sills: caulking and paint TU complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Closets: shelving checked; baseboard, doors and wall TU complete		
Closet doors glide smooth; floor guide installed; door reveal is square, no gaps		
Outlets: have been checked and are level/straight		
Light fixture: checked for defects; all bulbs checked		
Bedroom # 3		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls and baseboard: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sill: caulking and paint TU complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Closets: shelving checked; baseboard, doors and wall TU complete		
Closet doors glide smooth; floor guide installed; door reveal is square, no gaps		
Outlets: have been checked and are level/straight		
Light fixture: checked for defects; all bulbs checked		
Bonus Room / Loft Area		
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls and baseboard: inspected for defects and TU complete		
Windows: proper install, operation, screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sill: caulking and paint TU complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Closets: shelving, baseboard, and paint TU complete		
Outlets: have been checked and are level/straight		
Light fixture: checked for defects; all bulbs checked		
Master Bedroom		
Flooring: clean; checked for tears, defects and squeaks/deflections		

Walls: inspected for defects and TU complete		
Windows: proper install, operation, screen and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sills: caulking and paint TU complete		
Baseboards: caulking and paint TU is complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Closets: shelving checked; baseboard, doors and wall TU complete		
Closet doors glide smooth; floor guide installed; door reveal is square, no gaps		
Outlets: have been checked and are level/straight		
Light fixture: checked for defects; all bulbs checked		
Master Bathroom		
Sink and faucet: checked for scratches or other defects		
Sink: caulking in place and properly installed		
Sink: pipe fittings are tight; no leaks		
Faucet: hot and cold are correct		
Exhaust fan/timer checked and working properly		
Towel bars / rings / cabinet hardware installed and secure		
Backsplash: caulking and grout complete and free of any voids		
Backsplash: clean of excessive caulking and grout		
Cabinets: doors/drawers checked for defects; adjustments made		
Cabinets: are clean inside and out		
Countertop is clean; checked for defects		
Self edge has been puttied and stained		
Flooring: clean; checked for tears, nicks and squeaks/deflections		
Outlets/GFIs: have been checked and are level/straight		
Walls and baseboard: checked for defects and TU complete		
Windows: proper install, operation screens and locks		
Windows: clean, includes excessive paint and caulking on frames		
Window sill: caulking and paint TU is complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Bathtub: inspected for scratches, chips or other defects		
Bathtub: enclosure and floor, caulking is complete		
Tab/shower: hot and cold are correct; Run water through showerhead. Fill tub to overflow.		
Tile showers: check weep holes in pan, should be clear		
Shower: inspected for scratches, chips or other defects		
Shower: enclosure and floor, caulking complete		
Shower door installed correctly, clean and checked for defects		
Toilet: inspected for defects and leaks; adjusted properly; caulking complete		
Light fixture installed level; checked for defects; all bulbs checked		
Mirrors: properly installed and defect free		
Utility Room		
Flooring: clean; checked for tears, nicks and squeaks/deflections		
Walls: inspected for defects and TU complete		
Laundry shelf complete; rod is installed and stained		
Cabinet doors scratch free and functioning properly; scribe complete		
Cabinets clean inside and out and shelves installed		

Exhaust fan/timer checked and working properly (if applicable)		
Sink: checked for scratches or other defects; caulking complete		
Sink: pipe fittings are tight and there are no leaks		
Backsplash free of defects - caulk/grout complete		
Windows: proper install, operation, screen and locks		
Windows: clean, includes excessive paint and caulking on frames		
Baseboards: caulking and paint TU is complete		
Doors: TU complete for door, jamb and trim; stops installed and knobs complete		
Outlets/GFIs: have been checked and are level/straight		
Light fixture is clean, checked for defects; all bulbs checked		
Washer hook-up and trim is complete, clean of paint and drywall mud; no leaks		
Dryer vent complete, sticking out min. of 2"		
Attic		
Insulation in place		
Heat tape is installed and working properly (if applicable)		
Float switch is installed and working (if applicable)		
Attic light in place and working		
Verify primary and secondary condensate lines are properly installed		
Verify condensate pan is clean		
Crawlspace		
Crawl lid and floor insulation complete		
Carpet tacks have been pounded down and edges are secure		
Verify main sewer connection; backfill complete		
Verify main water line is insulated; pipe clamps in place; backfill complete		
Vapor barrier complete and installed correctly		
Verify no leaks in plumbing system with water running		
Underfloor drain installed and grade adequate for drain (if applicable)		
Crawlspace is clean and any wood/debris has been removed		
Garage		
Garage has been hosed out; clean of excess paint/stains/drywall mud		
Garage slab sloped properly; correct amount of cut/tooled joints		
Garage door opener works properly; light bulb checked		
Garage door remotes (attached to opener or in kitchen drawer)		
Garage door latches correctly and pre-wiring complete (if no GDO installed)		
Water heater set properly; no gas or water leaks		
Water shut off valve verified installed and working		
Sprinkler system timer has been checked and set up		
Outlets/GFIs: have been checked and all work		
Electrical panel is clearly labeled; Sherwin paint codes sticker in place		
Light fixtures: checked for defects; all bulbs checked		
Attic access checked (if separate from interior access)		
Mandoor: installed correctly and no gaps under threshold		
Mandoor: inspected for any defects and TU complete		
Mandoor: weather stripping installed and threshold adjusted, no gaps below or on sides		
Mandoor light fixture inspected for defects, bulb checked		
Door knob and deadbolt installed - functions properly		

All sheetrock voids / nails / screws covered and filled properly		
Exterior		
Property pins located, verified and marked with stakes (ALL FOUR)		
Sewer clean out located and not burried; cap is installed		
Concrete flatwork is free of defects, flaking, chips, damage and has consistent finish		
Dryer vent screen has been removed (roof or crawlspace vent)		
Mandoor pad clear of debris, hosed off and proper slope		
Mandoor threshold block in place and painted		
Utility/cable/phone conduits complete with pull ropes in place		
Utility ground line verified		
AC/Heat pump is level; lineset complete with power disconnect box		
Verify secondary condensate line to exterior		
All siding/exterior penetrations caulking and TU complete		
Driveway: clear of debris and has been hosed off		
Driveway: proper amount of cut or tool joints		
Garage door checked for dings or other defects		
Garage door TU complete, check top and sides		
Garage lights are straight and defect free		
Garage door windows clean		
Address numbers are installed and level		
Front patio: clear of debris and has been hosed off		
Front patio: correct amount of cuts or tool joints; proper slope		
Entry door and trim: all TU complete no defects		
Threshold is clean and free of defects		
Entry door: knob/handle set inspected for defects		
Columns: straight, plumb and capped		
Columns: caulk and paint TU complete		
Landscaping: sod, plants, trees and bark mulch/rocks complete (if applicable)		
Landscaping is clean and free from trash		
Sprinklers adjusted properly, not hitting the home (if applicable)		
Siding: nailing checked for over/under driven; caulk and TU complete		
Siding: checked for damage and is defect free		
Soffit: nailed correctly; no excessive gaps; caulking and paint TU complete		
Trim, shutters and plant shelves: checked for damage; caulking and TU complete		
Exterior: all caulking and paint TU is complete		
Windows: checked for Low-E; clean, includes excessive paint and caulking on frames		
Screens are in place and in good condition		
Rear patio: clear of debris and hosed off; proper slope		
Fencing/gates complete with no defects, stain complete (if applicable)		
Decking: complete and stairs/railing finished properly (if applicable)		
Grading: rough grade in back complete; debris, trash and large rocks removed		
Grading: checked for proper drainage and compaction. 6" of fall away from foundation		
Gutters / downspouts drain away from home (if applicable)		
Drip edge is complete (if applicable)		
Fascia: nail and joints have been caulked		
Roof: visually inspected and no defects found		

Roof: flashing checked, vents, test caps all checked		
Foundation: all vent screens are in tact; vent wells installed where needed		

PAINT QUALITY: (circle one)

Interior

Great OK Poor

Exterior

Great OK Poor

ADDITIONAL QI NOTES: Construction

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ADDITIONAL QA NOTES: Warranty

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