

# Sample Check Quality Inspection Template

## E - Quality Management Final List

A- Kitchen	100	Cab. door: adjusted, scratch free & functioning properly	Project Manager
A- Kitchen	102	Cab. drawers: adjusted, scratch free & functioning properly	Project Manager
A- Kitchen	104	Cab: clean inside & out	Project Manager
A- Kitchen	106	Cab: properly secured to walls	Project Manager
A- Kitchen	108	Lazy susan: shelves checked & functioning properly	Project Manager
A- Kitchen	110	Microwave outlet: cut is proper size	Project Manager
A- Kitchen	112	Cab: all scribe complete, no X-tra screw holes	Project Manager
A- Kitchen	114	Dishwasher: has been cycled, checked for leaks	Project Manager
A- Kitchen	116	Dishwasher: properly secured	Project Manager
A- Kitchen	120	Range: burners checked, anti-tip installed	Project Manager
A- Kitchen	122	Microwave: venting complete, light & filter checked	Project Manager
A- Kitchen	124	Refer: optional, installed & assembled	Project Manager
A- Kitchen	126	Appliances: checked for scratches & dings	Project Manager
A- Kitchen	128	All appliances are clean & working	Project Manager
A- Kitchen	130	All warranty info placed in Warranty Drawer in kitchen	Project Manager
A- Kitchen	132	Countertops: checked for scratches, chips or flaws	Project Manager
A- Kitchen	134	Countertops: seams are tight	Project Manager
A- Kitchen	136	Countertops: clean & defect free	Project Manager
A- Kitchen	136	Selfedge: puttied & stained	Project Manager
A- Kitchen	138	Backsplash: caulking complete & free of any voids	Project Manager
A- Kitchen	140	Backsplash: grout is complete & free of any voids	Project Manager
A- Kitchen	142	Backsplash: clean of any excessive caulking or grout	Project Manager
A- Kitchen	144	Sink: no scratches, dings or flaws	Project Manager
A- Kitchen	146	Sink: caulking is complete with no voids	Project Manager
A- Kitchen	148	Sink: checked for leaks & fittings are tight	Project Manager
A- Kitchen	150	Faucet: hot & cold are correct	Project Manager
A- Kitchen	152	Faucet: clean & defect free	Project Manager
A- Kitchen	154	Disposal: has been ran & is debris free	Project Manager
A- Kitchen	156	Flooring: checked for tears, nicks or other defects	Project Manager
A- Kitchen	158	Flooring: clean & properly installed	Project Manager
A- Kitchen	160	Outlets: have been checked & are in working order	Project Manager
A- Kitchen	162	Walls: inspected for defects	Project Manager
A- Kitchen	164	Walls: all touch - up complete	Project Manager
A- Kitchen	166	Windows: proper install, operation, screens & locks	Project Manager
A- Kitchen	168	Windows: clean includes paint & excessive caulking	Project Manager
A- Kitchen	170	Window sills: caulking & paint touch-up complete	Project Manager
A- Kitchen	172	Baseboards: caulking & paint touch - up complete	Project Manager
A- Kitchen	174	Doors: caulking & paint complete includes door trim	Project Manager
A- Kitchen	176	Door stops, knobs complete & functions properly	Project Manager
A- Kitchen	178	Doors jamb, casing: All touch-ups complete	Project Manager
B - Dinning Rm.	200	Walls: inspected for defects	Project Manager
B - Dinning Rm.	204	Walls: all touch - up complete	Project Manager
B - Dinning Rm.	206	Windows: proper install, operation, screens & locks	Project Manager

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B - Dinning Rm.	208	Window: clean, includes paint excessive caulking	Project Manager
B - Dinning Rm.	210	Baseboards: all caulking & paint touch - up is comple	Project Manager
B - Dinning Rm.	212	Window sills: all caulking & paint touch - up complete	Project Manager
B - Dinning Rm.	214	Doors: caulking & paint complete includes door trim	Project Manager
B - Dinning Rm.	216	Door stops, knobs complete & functions properly	Project Manager
B - Dinning Rm.	217	Doors jambs, casing: All touch-ups complete	Project Manager
B - Dinning Rm.	218	Flooring: checked for tears, nicks or other defects	Project Manager
B - Dinning Rm.	220	Flooring: clean & properly installed	Project Manager
B - Dinning Rm.	222	Outlets: have been checked & are in working order	Project Manager
B - Dinning Rm.	224	Light fixture has been inspected for bulbs & other defe	Project Manager
C - Living Rm	228	Windows: proper install, operation, screens & locks	Project Manager
C - Living Rm	232	Baseboards: caulking & paint touch-up complete	Project Manager
C - Living Rm	234	Window sills: caulking & paint touch-up complete	Project Manager
C - Living Rm	238	Door stops, knobs complete & function properly	Project Manager
C - Living Rm	240	Door jamb, casing: All touch-ups complete	Project Manager
C - Living Rm	300	Walls: inspected for defects	Project Manager
C - Living Rm	304	Doors: caulking & paint touch-up complete	Project Manager
C - Living Rm	306	Windows: clean, includes paint & excessive caulk	Project Manager
C - Living Rm	308	Flooring: checked for tears, nicks or other defects	Project Manager
C - Living Rm	310	Outlets: have been checked & are in working order	Project Manager
C - Living Rm	312	Light fixture: all bulbs in working order	Project Manager
C - Living Rm	314	Light fixture: checked for scratches, nicks or other fla	Project Manager
C - Living Rm	318	Light fixture: properly secured & functions	Project Manager
C - Living Rm	320	Fire pl: flame working & fan with switches	Project Manager
C - Living Rm	322	Fire pl: all tile & grout are defect free	Project Manager
C - Living Rm	324	Fire pl: all trim touch-up is complete	Project Manager
C - Living Rm	326	Fire pl: mantel has been thoroughly inspected	Project Manager
C - Living Rm	328	Fire pl. has been cleaned & touched up	Project Manager
C - Living Rm	330	Slider door: adjusted & locks properly	Project Manager
C - Living Rm	332	Slider door: screen installed & fuctions proper	Project Manager
C - Living Rm	334	Slider door: track is clean & debris free	Project Manager
C - Living Rm	336	Slider door is clean & free of excessive caulk/paint	Project Manager
C - Living Rm	400	Entry door: weather stripping installed	Project Manager
C - Living Rm	402	Entry door: knob/deadbolt installed & functions proper	Project Manager
C - Living Rm	404	Entry door: touch-up complete & is defect free	Project Manager
C - Living Rm	406	Entry door: threshold adjusted & stained	Project Manager
C - Living Rm	408	Entryway: tile/grout has been inspected	Project Manager
C - Living Rm	410	Entry door: keys tested & turned into Sales team	Project Manager
C - Living Rm	412	Entryway: casing/ base, caulking & touch-up complete	Project Manager
C - Living Rm	414	Light fixture entryway: bulb(s) have been checked	Project Manager
C - Living Rm	416	Light fixture entryway: checked for defcects	Project Manager
C - Living Rm	418	Light fixture entryway: clean & properly secured	Project Manager
D - Hallways	500	Walls: inspected for defects	Project Manager
D - Hallways	502	Walls: paint touch-up complete	Project Manager
D - Hallways	504	Doors: caulking & paint touch-up complete	Project Manager
D - Hallways	508	Door jamb, casing: all touch-ups complete	Project Manager

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D - Hallways	510	Door stops, knobs complete & function proper	Project Manager
D - Hallways	512	Closets:shelving complete & has been inspected	Project Manager
D - Hallways	514	Closets: baseboard / walls touch-up complete	Project Manager
D - Hallways	516	Outlets: have been checked & are in working order	Project Manager
D - Hallways	518	Furnace: has been run through a cycle	Project Manager
D - Hallways	520	Furnace: new filter has been installed	Project Manager
D - Hallways	522	A/C or heat pump: has been cycled	Project Manager
D - Hallways	524	Thermostat has been mounted properly & has power	Project Manager
E - Bathroom #1	600	Sink: checked for scratches or other defects	Project Manager
E - Bathroom #1	602	Sink: caulking in place & properly installed	Project Manager
E - Bathroom #1	604	Sink: pipe fittings are tight NO leaks	Project Manager
E - Bathroom #1	606	Faucet: hot & cold are correct	Project Manager
E - Bathroom #1	608	Faucet: clean & defect free	Project Manager
E - Bathroom #1	610	Backsplash: caulking complete & free of voids	Project Manager
E - Bathroom #1	612	Backsplash: grout complete & void free	Project Manager
E - Bathroom #1	614	Backsplash: clean of excessive grout, caulking or oth	Project Manager
E - Bathroom #1	616	Cabinets: door / drawer adjustment have been made	Project Manager
E - Bathroom #1	618	Cabinets: doors/drawers checked for any defects	Project Manager
E - Bathroom #1	620	Cabinets: properly secured	Project Manager
E - Bathroom #1	622	Cabinets: are clean inside & out	Project Manager
E - Bathroom #1	624	Countertops: checked for scratches, chips or other	Project Manager
E - Bathroom #1	626	Countertops: seams are tight & has been installed pr	Project Manager
E - Bathroom #1	628	Countertop: clean & defect free	Project Manager
E - Bathroom #1	630	Self edge has been puttied & stained	Project Manager
E - Bathroom #1	632	Flooring: checked for tears, nicks & other defects	Project Manager
E - Bathroom #1	634	Flooring: clean & properly installed	Project Manager
E - Bathroom #1	636	Outlets: have been checked & are in working order	Project Manager
E - Bathroom #1	638	Walls: inspected for defects	Project Manager
E - Bathroom #1	640	Walls: touch-up has been completed	Project Manager
E - Bathroom #1	642	Windows:proper install, operation, screens & locks	Project Manager
E - Bathroom #1	644	Windows: clean, includes excessive paint / caulking	Project Manager
E - Bathroom #1	646	Baseboards: caulking & paint touch-up complete	Project Manager
E - Bathroom #1	648	Window sills: caulking & paint touch-up complete	Project Manager
E - Bathroom #1	650	Doors: caulking & paint touch-up complete	Project Manager
E - Bathroom #1	652	Door jamb, casing touch-up is complete	Project Manager
E - Bathroom #1	654	Door stop / knob, complete & fuctions properly	Project Manager
E - Bathroom #1	656	Bathtubs: inspected for chips, scratches or other defe	Project Manager
E - Bathroom #1	658	Bathtub: inclosure & floor, caulking is complete	Project Manager
E - Bathroom #1	660	Faucet: hot & cold are correct	Project Manager
E - Bathroom #1	662	Toilet: inspected for chips,scratches or other defects	Project Manager
E - Bathroom #1	664	Toilet: has been inspected for leaks	Project Manager
E - Bathroom #1	668	Toilet: has been adjusted properly	Power Wash
E - Bathroom #1	670	Toilet: caulking has been properly installed	Project Manager
E - Bathroom #1	672	Light fixture: all bulbs have been checked	Project Manager
E - Bathroom #1	674	Light fixture: inspected for scratches, nick or other dfe	Project Manager
E - Bathroom #1	678	Light fixture: has been installed level	Project Manager

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E - Bathroom #1	680	All bath hardware is propely installed	Project Manager
E - Bathroom #1	682	Mirrors: properly installed & defect free	Project Manager
F - Master Bathroom	700	Sinks: checked for scratches or other defects	Project Manager
F - Master Bathroom	702	Sink: caulking in place & properly installed	Project Manager
F - Master Bathroom	704	Sink: pipe fittings are tight & are NO leaks	Project Manager
F - Master Bathroom	706	Faucet: hot & cold are correct	Project Manager
F - Master Bathroom	708	Faucet: clean & defect free	Power Wash
F - Master Bathroom	710	Backsplash: caulking is complete & free of any voids	Project Manager
F - Master Bathroom	712	Backsplash: grout is complete & free of any voids	Project Manager
F - Master Bathroom	714	Bcksplash: clean of excessive grout, caulking or other	Project Manager
F - Master Bathroom	716	Cabinets:doors / drawers adjustment have been mad	Project Manager
F - Master Bathroom	718	Cabinets: doors/drawers checked for any defects	Project Manager
F - Master Bathroom	720	Cabinets: have been properly secured	Project Manager
F - Master Bathroom	722	Cabinets: are clean inside & out	Project Manager
F - Master Bathroom	724	Countertop: inspected for scratches or other defects	Project Manager
F - Master Bathroom	726	Countertop: seams are tight & have been installed pr	Project Manager
F - Master Bathroom	728	Countertop: clean & free of any defects	Project Manager
F - Master Bathroom	730	Self edge has been puttied & stained	Project Manager
F - Master Bathroom	732	Flooring: checked for tears,nicks & other defects	Project Manager
F - Master Bathroom	734	Flooring: is clean & properly installed	Project Manager
F - Master Bathroom	736	Outlets: have been checked & in working order	Project Manager
F - Master Bathroom	738	Walls: checked for defects	Project Manager
F - Master Bathroom	740	Walls: touch-up has been completed	Project Manager
F - Master Bathroom	742	Windows: proper install, operation screens & locks	Project Manager
F - Master Bathroom	744	Windows: clean, includes excessive paint & caulking	Project Manager
F - Master Bathroom	748	Baseboards: caulking & paint touch-up is complete	Project Manager
F - Master Bathroom	750	Window sill: caulking & paint touch-up is complete	Project Manager
F - Master Bathroom	752	Doors: caulking & paint touch-up is complete	Project Manager
F - Master Bathroom	754	Door jamb, casing touch-up is complete	Project Manager
F - Master Bathroom	756	Door stop / knob complete & functions properly	Project Manager
F - Master Bathroom	758	Bathtubs: inspected for scratches, nicks or other defe	Project Manager
F - Master Bathroom	760	Bathtub: inclosure & floor, caulking is complete	Project Manager
F - Master Bathroom	762	Faucet: hot & cold are correct	Project Manager
F - Master Bathroom	764	Toilet: inspected for chips, scratches or other dfects	Project Manager
F - Master Bathroom	766	Toilet: has been inspected for leaks	Project Manager
F - Master Bathroom	768	Toilet: has been adjusted properly	Project Manager
F - Master Bathroom	770	Toilet: caulking has been properly installed	Project Manager
F - Master Bathroom	772	Light fixture: all bulbs have been checked	Project Manager
F - Master Bathroom	774	Light fixture:inspected scratches,nicks or other defect	Project Manager
F - Master Bathroom	776	Light fixture: has been installed level	Project Manager
F - Master Bathroom	778	All bath hardware is properly installed	Project Manager
G- Bedroom # 1	800	Flooring: clean, proper install & defect free	Project Manager
G- Bedroom # 1	802	Walls: inspected for defects	Project Manager
G- Bedroom # 1	804	Walls: all touch-up has been complete	Project Manager
G- Bedroom # 1	806	Windows:proper install, operation, screens & locks	Project Manager
G- Bedroom # 1	808	Windows: clean includes excessive paint & caulking	Power Wash

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G- Bedroom # 1	810	Window sill: caulking & paint touch-up complete	Project Manager
G- Bedroom # 1	812	Baseboards:caulking & paint touch-up is complete	Project Manager
G- Bedroom # 1	814	Doors: caulking & paint touch-up complete	Project Manager
G- Bedroom # 1	816	Door jamb, casing touch -up is complete	Project Manager
G- Bedroom # 1	818	Door stop / knob complete & functions properly	Project Manager
G- Bedroom # 1	820	Closet: shelving complete & has been inspected	Project Manager
G- Bedroom # 1	822	Closets: baseboard / walls touch-up complete	Project Manager
G- Bedroom # 1	824	Outlets: have been checked & in working properly	Project Manager
G- Bedroom # 1	826	Light fixture:inspt. for chips,scratches or other defects	Project Manager
G- Bedroom # 1	828	Light fixture: all bulbs have been checked	Project Manager
H - Bedroom # 2	900	Flooring:clean, proper install & defect free	Project Manager
H - Bedroom # 2	902	Walls: checked for defects	Project Manager
H - Bedroom # 2	904	Walls:all touch-up is complete	Project Manager
H - Bedroom # 2	906	Windows: proper install, operation, screens & locks	Project Manager
H - Bedroom # 2	908	Windows:clean includes excessive paint & caulk	Project Manager
H - Bedroom # 2	910	Window sills:caulking & paint touch-up complete	Project Manager
H - Bedroom # 2	912	Baseboards:caulking & paint touch-up is complete	Project Manager
H - Bedroom # 2	914	Doors: caulking & paint touch-up is complete	Project Manager
H - Bedroom # 2	916	Door jamb,casing touch-up complete	Project Manager
H - Bedroom # 2	918	Door stops / knobs complete & functions proper	Project Manager
H - Bedroom # 2	920	Closets:shelving complete & has been inspected	Project Manager
H - Bedroom # 2	922	Closets: baseboards / wall touch-up is complete	Project Manager
H - Bedroom # 2	924	Outlets: have been checked & are working proper	Project Manager
H - Bedroom # 2	926	Light fixture: all bulbs have been checked	Project Manager
H - Bedroom # 2	928	Light fixture:inspt. for chips, scratches or other defect	Project Manager
I - Bedroom 3 or Den	100	Flooring:clean, proper install & defect free	Project Manager
I - Bedroom 3 or Den	102	Walls: inspected for defects	Project Manager
I - Bedroom 3 or Den	104	Walls: touch-up is complete	Project Manager
I - Bedroom 3 or Den	106	Windows: proper install, operation, screens & locks	Project Manager
I - Bedroom 3 or Den	108	Windows: clean includes excessive paint or caulking	Project Manager
I - Bedroom 3 or Den	110	Window sills:caulking & paint touch-up is complete	Project Manager
I - Bedroom 3 or Den	112	Baseboards: caulking & paint touch-up is complete	Project Manager
I - Bedroom 3 or Den	114	Doors: caulking & paint touch-up is complete	Project Manager
I - Bedroom 3 or Den	116	Door jamb, casing touch-up is complete	Project Manager
I - Bedroom 3 or Den	118	Door stops / knobs complete & function properly	Project Manager
I - Bedroom 3 or Den	120	Closets: shelving installed & has been inspected	Project Manager
I - Bedroom 3 or Den	122	Closets: baseboards / wall touch-up is complete	Project Manager
I - Bedroom 3 or Den	124	Outlets: have been checked & are working	Project Manager
I - Bedroom 3 or Den	126	Light fixture: all bulbs have been checked	Project Manager
I - Bedroom 3 or Den	128	Light fixture: inspt. for chips, scratches or other defect	Project Manager
J- Master Bedrm	200	Flooring:clean, proper install & defect free	Project Manager
J- Master Bedrm	202	Walls: inspected for defects	Project Manager
J- Master Bedrm	204	Walls: touch-up is complete	Project Manager
J- Master Bedrm	206	Windows: proper install, operation, screen & locks	Project Manager
J- Master Bedrm	208	Windows:clean includes excessive paint or caulking	Project Manager
J- Master Bedrm	210	Window sills: caulking & paint touch-up complete	Project Manager

# Sample Check Quality Inspection Template

J- Master Bedrm	212	Baseboards: caulking & paint touch-up is complete	Project Manager
J- Master Bedrm	214	Doors: caulking & paint touch-up complete	Project Manager
J- Master Bedrm	216	Door jamb, casing touch-up complete	Project Manager
J- Master Bedrm	218	Door stops / knob complete & funtions properly	Project Manager
J- Master Bedrm	220	Closets: shelving in place & has been inspected	Project Manager
J- Master Bedrm	222	Closets:baseboard / walls touch-up complete	Project Manager
J- Master Bedrm	224	Outlets: have been checked & are working	Project Manager
J- Master Bedrm	226	Light fixture:all bulbs have been checked	Project Manager
J- Master Bedrm	228	Light fixture:inspt for chips, scratches or other defects	Project Manager
K - Utility Rm	300	Flooring: clean, proper install & defect free	Project Manager
K - Utility Rm	302	Walls: inspected for defects	Project Manager
K - Utility Rm	304	Walls: all touch-up is complete	Project Manager
K - Utility Rm	306	Windows:proper install, operation, screen & locks	Project Manager
K - Utility Rm	308	Window:clean include excessive paint or caulking	Project Manager
K - Utility Rm	310	Baseboards: caulking & paint touch-up is complete	Project Manager
K - Utility Rm	312	Doors: caulking & touch-up complete	Project Manager
K - Utility Rm	314	Doors jambs, casing touch-up complete	Project Manager
K - Utility Rm	316	Door stops / knobs complete& function properly	Project Manager
K - Utility Rm	318	Outlets: have been checked & are working	Project Manager
K - Utility Rm	320	Washer hook-up & trim complete	Project Manager
K - Utility Rm	322	Dryer vent complete sticking out min. of 2"	Project Manager
L - Attic	400	Insulation in place	Project Manager
L - Attic	402	Attic light in place & working	Project Manager
L - Attic	404	Verify condisate pan is clean	Project Manager
M - Crawlspace	500	Verify insulation	Project Manager
M - Crawlspace	502	Verify main sewer connection	Project Manager
M - Crawlspace	504	Verify main water line is insulated	Project Manager
M - Crawlspace	506	Crawlspace is clean	Project Manager
M - Crawlspace	508	Crawl lid is insulated	Project Manager
N - Garage	600	Garage is clean & hosed out	Project Manager
N - Garage	602	Outlets: have been checked & all work	Project Manager
N - Garage	604	Garage slab has correct amount of cut or tooled joints	Project Manager
N - Garage	606	Garage door latches correctly & is defect free	Project Manager
N - Garage	610	Electrical panel is clearly marked	Project Manager
N - Garage	612	Mandoor: inspected for any defect touch-up complete	Project Manager
N - Garage	614	Mandoor: weather stripping installed	Project Manager
N - Garage	616	Mandoor: threshold adjusted & stained	Project Manager
N - Garage	618	Door knob functions properly	Project Manager
N - Garage	712	Siding: all penetrations have been caulked & painted	Project Manager
O - Exterior	700	Driveway: clean & has been hosed off	Project Manager
O - Exterior	702	Driveway: proper amount of cut or tool joints	Project Manager
O - Exterior	704	Garage door checked for dings or other	Project Manager
O - Exterior	706	Garage lights are straight & defect free	Project Manager
O - Exterior	708	Windows: clean includes excessive paint or caulking	Project Manager
O - Exterior	710	Screens are in place & in good condition	Project Manager
O - Exterior	714	Siding: over driven nails have been caulked & painted	Project Manager

# Sample Check Quality Inspection Template

O - Exterior	716	Siding: checked for damage & is defect free	Project Manager
O - Exterior	718	Trim: checked for damage & is defect free	Project Manager
O - Exterior	720	Exterior: all caulking & paint touch-up is complete	Project Manager
O - Exterior	722	Rear patio: clean & no defects	Project Manager
O - Exterior	724	Facia: nail & joints have been caulked	Project Manager
O - Exterior	726	Roof: visually inspected & no defects found	Project Manager
O - Exterior	728	Roof: flashing installed correctly & siding is nailed	Project Manager
O - Exterior	730	Roof: ALL vents & pipe flashing installed	Project Manager
O - Exterior	732	Roof: all plumbing "test caps" are removed	Project Manager
O - Exterior	734	Foundation: all vent screens are in tact	Project Manager
O - Exterior	736	Front patio: clean & hosed off	Project Manager
O - Exterior	738	Front patio: correct amount of cuts or tool joints	Project Manager
O - Exterior	740	Columns: straight & plumb	Project Manager
O - Exterior	742	Columns: caulk & paint touch-up complete	Project Manager
O - Exterior	744	Soffit: nailed correctly	Project Manager
O - Exterior	748	Soffit: caulking & painting touch-up complete	Project Manager
O - Exterior	750	Entry door: all touch-up complete No defects	Project Manager
O - Exterior	752	Threshold block in place & painted	Project Manager
O - Exterior	754	Entry door: knob / handle set inspected for defects	Project Manager