

## FINAL QUALITY ASSURANCE INSPECTION

COMMUNITY:	LOT:	QA PASS:	Y	N
ADDRESS:				
PM:	Date:	STO Date:		
CS:	Date:	STO Signed off by:		
CM:	Date:	STO Signed off by :		
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				
TU paint provided 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, stain raw edges				
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: Pull kickplate to check for leaks				
Dishwasher: cycled, secured and square in opening, does not tip forward				
Range: bake and broil tested				
Range is level, burners checked and anti-tip installed; time is set				
Refrigerator water line hooked up and tested (if applicable)				
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 free of defects - caulk/grout Schluter metal installed correctly				
Sink and faucet: no scratches, dings or other defects, pull out functions				
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 taped to disposal (if applicable)				
Flooring: clean; checked for tears, defects and squeaks/deflections				
Outlets/GFI: 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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, shut off tested		
Fire place: all penetrations underneath are properly insulated including gas line entry		
Den	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sink and faucet: checked for scratches or other defects		
Sink: caulking in place and properly installed		
Sink: pipe fittings are tight; no leaks, pull sink stopper and fill sink		
Faucet: hot and cold are correct		
Exhaust fan/timer checked and working properly		
Towel bars /rings / cabinet hardware installed and secure		
Backsplash free of defects - caulk/grout Schluter metal installed correctly		
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: Seat has been inspected for scratches or defects		
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sink and faucet: checked for scratches or other defects		
Sink: caulking in place and properly installed		
Sink: pipe fittings are tight; no leaks, pull sink stoper and fill sink		
Faucet: hot and cold are correct		
Exhaust fan/timer checked and working properly		
Towel bars /rings / cabinet hardware installed and secure		
Backsplash free of defects - caulk/grout Schluter metal 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: Seat has been inspected for scratches or defects		
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		
Bathtub : Run water through shower head		
Tub faucet: hot and cold are correct, fill tub overflow and test for leaks		
Mirrors: properly installed and defect free		
Bathroom #2 or Junior Suite Bathroom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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 free of defects - caulk/grout Schluter metal 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: Seat has been inspected for scratches or defects		
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		
Bathtub: Run water through showerhead		
Tub faucet: Tub spout is caulked		
Tub faucet: hot and cold are correct, fill tub overflow and test for leaks		
Mirrors: properly installed and defect free		
Bedroom # 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls and baseboard: inspected for defects and TU complete		
Verify Ventilation pass-through installed or Door has 1/2" clearance from Completed floor		
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls and baseboard: checked for defects and TU complete		
Verify Ventilation pass-through installed or Door has 1/2" clearance from Completed floor		
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls and baseboard: inspected for defects and TU complete		
Verify Ventilation pass-through installed or Door has 1/2" clearance from Completed floor		
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flooring: clean; checked for tears, defects and squeaks/deflections		
Walls: inspected for defects and TU complete		
Verify Ventilation pass-through installed or Door has 1/2" clearance from Completed floor		
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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 free of defects - caulk/grout Schluter metal 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 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		
Tub faucet has been caulked		
Tub and/or shower faucet: hot and cold are correct		
Shower: inspected for scratches, chips or other defects		
Shower: Tile showers, check weep holes in pan, should be clear. (SEE DETAIL)		
Shower: enclosure and floor, caulking complete		
Shower door installed correctly, clean and checked for defects		
Toilet: Seat has been inspected for scratches or 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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 Schluter metal installed correctly		
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 not leaking (if applicable)		
Washer hook-up and trim is complete, clean of paint and drywall mud		
Dryer vent complete, sticking out min. of 2"		
Attic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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		
Verify BOLT is installed in Roof Anchor (s) 2-3 might be required per SQ Ft of home		
Crawlspace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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; backfill complete pipe clamps on mainline		
Vapor barrier complete and installed correctly		
Underfloor drain installed and grade adequate for drain (if applicable)		

Crawlspace has been checked for leaks at plumbing systems with running water		
Crawlspace radon checked (if applicable)		
Crawlspace is clean and any wood/debris has been removed		
Garage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Garage has been hosed out; clean of excess paint/stains/drywall mud		
Garage slab sloped properly; correct amount of cut/tooled joints		
Garage slab has slope or a lip where garage door contacts slab to prevent water intrusion		
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 lines have pipe insulation, ballard if needed		
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Property pins located, verified and marked with stakes (ALL FOUR)		
Sewer clean out located and not burried. Verify water flowing and test ball removed		
Concrete flatwork has tool joints in place		
Concrete flatwork throughout 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: check valve box for leaks		
Landscaping: clear and free of trash		
Landscaping: sod, plants, trees and bark mulch/rocks complete		
Sprinklers adjusted properly, not hitting the home		
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: 6" of fall away from foundation		
Grading: checked for proper drainage and compaction		
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		

ADDITIONAL QI NOTES: Construction

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ADDITIONAL QA NOTES: Warranty

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