

# QUALITY CONTROL CHECKLIST

## NEW CONSTRUCTION

**Customer Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

### Bathrooms

- \_\_\_ Shower doors
- \_\_\_ Vanity and sinks
- \_\_\_ Mirrors
- \_\_\_ Floors vacuumed and mopped
- \_\_\_ Toilets
- \_\_\_ Window sills
- \_\_\_ Cabinets interior/exterior
- \_\_\_ Baseboards
- \_\_\_ Light Fixtures
- \_\_\_ Doors
- \_\_\_ Towel/toilet paper holders

### Kitchen

- \_\_\_ Countertops
- \_\_\_ Top and front of range
- \_\_\_ Drip pans
- \_\_\_ Sinks
- \_\_\_ Interior/Exterior all appliances  
(refrigerator/freezer/oven)
- \_\_\_ Floors vacuumed and mopped
- \_\_\_ Dusting
- \_\_\_ Cabinets interior/exterior
- \_\_\_ Shelves/pantry
- \_\_\_ Doors

### Laundry Room

- \_\_\_ Interior/exterior cabinets
- \_\_\_ Sinks
- \_\_\_ Washer/dryer
- \_\_\_ Floors vacuumed and mopped
- \_\_\_ Baseboards
- \_\_\_ Window sills
- \_\_\_ Doors

### All Rooms

- \_\_\_ Doors dusted
- \_\_\_ Fingerprints from doors and  
light switches removed
- \_\_\_ Return air vents dusted
- \_\_\_ Baseboards
- \_\_\_ Mini blinds dusted
- \_\_\_ Ceiling fans cleaned
- \_\_\_ Light fixtures cleaned
- \_\_\_ Edges of carpet vacuumed
- \_\_\_ Window sills
- \_\_\_ Mirrors
- \_\_\_ Closet shelves and racks
- \_\_\_ Floors vacuumed and mopped
- \_\_\_ Bruce hardwood floors
- \_\_\_ Door frames
- \_\_\_ Basement swept if not finished
- \_\_\_ Garage swept
- \_\_\_ Porches swept
- \_\_\_ Protector Plastic replaced on carpet  
(walkway)
- \_\_\_ Vacuum out floor vents

### Trash

- \_\_\_ Interior trash removed

### Windows/Doors

- \_\_\_ All windows scraped and cleaned
- \_\_\_ French doors/sliding glass doors/storm  
doors scraped and cleaned

### Entrance Doors

- \_\_\_ All tape/stickers removed
- \_\_\_ Tracking cleaned

**EMPLOYEE SIGNATURES:**

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