

Job Site Order

Quality Cleanliness Safety with Respect to the Neighbors

Address: _____ City: _____

- Install Yard Sign.
- Install Lockbox
- Complete Repair Manifest
- Confirm all utilities are on
- Schedule Cabinet Repair
- Schedule Window Repair
- Schedule Flooring
- Schedule Roof Repair
- Schedule Air/Heater Repair
- Schedule final Clean-up
- Schedule Termite Work
- Buy all material
- Remove Carpet if replacing
- Remove all electrical plates
- Remove all ceiling fans
- Remove all large based lighting
- Remove Damaged Sheetrock
- Remove all damaged millwork
- Trash Out House
- Trash Out Yard
- Mow lawn
- Trim Greenery
- Remove all Hardware
- Replace all damaged Millwork
- Patch Sheet Rock
- Texture Sheet Rock
- Install Window Repair
- Repair all Counter tops
- Caulk all Millwork
- Remove Toilets
- Do Roof Repair
- Mask and protect Cabinets
- Mask and Protect Good flooring
- Mask and Protect Windows
- Prime All walls
- Paint Kitchen, Baths and Millwork
- Mask all Millwork
- Protect Kitchen, Baths and Millwork
- Paint all walls
- Remove all masking
- Replace all switches and plugs
- Replace all lighting
- Install All Smoke Detectors
- Install all hardware
- Install all hard Surfaces
- Install all Toilets
- Install water heater Straps
- Install balance of Plumbing
- Install Cabinet repair
- Install Flooring
- Do final Interior Clean-up
- Do final Exterior Clean-up
- Schedule Walk thru with Buyer
- Complete list of Walk Thru Items
- _____
- _____
- _____
- _____