

UNIT PRE-CONSTRUCTION CHECK LIST

Name: _____ Unit No: _____

Received in Management Office:

- ___ 'Project Scope' defining the project and the work to be done – drawings as necessary
- ___ Inspection Schedule
- ___ Security Deposit - \$500.00
- ___ Water Shut Down Fee - \$150.00, if applicable
- ___ Procedures for Unit Construction and Inspection signed by Owner(s) and Contractor(s)
- ___ Construction Rules and Regulations signed by Owners(s) and Contractor(s)
- ___ Contractor(s) current Insurance and License documentation
- ___ Permission to Enter form on file for Contractor(s)

Owner's Liability Insurance Expiration Date: ___/___/_____

This is a Category _____ Project.

(A, B, or C)

If this is a Washer/Dryer installation, please provide the Manufacturer and Model Number:

Washer: _____ Dryer: _____

A licensed electrician must perform all electrical work. All plumbing work is to be completed by a licensed plumber. If this is a Category 'C' [see Construction Rules and Regulations] type project, the final approval may require a legal and/or architectural opinion before the project can proceed. Any expenses incurred in getting these reviews would be passed on and paid for directly by the unit owner making the request.

Certificates of insurance from:

___ Contractor 1: _____ License #: _____
___ Contractor 2: _____ License #: _____
___ Contractor 3: _____ License #: _____

Scope of Work: _____

Review from Chief Engineer: _____ Review from Management: _____

Start Date: _____ Project Duration: _____ Anticipated Completion Date: _____

Approval of Board: _____ Notifications sent to nearby units on: _____

Date Construction Security Deposit Check Returned: _____