

PRE-MOVE-IN QUALITY CHECKLIST

Room-by-room final quality walk ~2 weeks before move-in (ties to the Pre-Completion Meeting, 3.8).
Each area starts on its own page — photocopy per room. Mark N/A where a check does not apply.

INTERIOR ROOM

Photocopy one per room — Room: _____

Walls & ceilings

- ☐ No visible cracks, dents, or uneven surfaces
- ☐ Paint evenly applied — no streaks, bubbles, or drips
- ☐ Corners and edges smooth and properly sealed
- ☐ Ceilings free from stains, cracks, or imperfections

Flooring

- ☐ Flooring (hardwood, tile, carpet) installed without gaps or uneven surfaces
- ☐ Floor-to-floor transitions smooth, secure, and clean
- ☐ No visible scratches, dents, or damage
- ☐ Carpet/runners clean, taut, and properly stretched (if applicable)
- ☐ Grout uniform and sealed where applicable
- ☐ Floor heat working (if applicable)

Lighting & electrical

- ☐ All fixtures securely mounted and operational
- ☐ Switches and outlets aligned, secure, free from defects
- ☐ Dimmers and smart switches function correctly
- ☐ Recessed light color consistent throughout
- ☐ All recessed lights work
- ☐ Ceiling fan remote wall-mounted and paired to fan
- ☐ All outlets work (test with plug tester)
- ☐ Decorative lights installed and working (sconces, pendants, bedside)
- ☐ Smoke detectors in bedrooms; smoke + CO outside bedrooms (1 per floor)
- ☐ All light bulbs installed

Windows & doors

- ☐ Frames level; weatherstripping working
- ☐ Hardware (handles, locks, hinges) smooth and quiet
- ☐ No drafts or air leaks around seals
- ☐ Glass free from scratches, chips, smudges

- ☐ Doors open/close smoothly without cracking or sticking
- ☐ Window/door screens installed
- ☐ Interior doors open, close, and lock
- ☐ Exterior doors lock/open/close properly; weatherstripping installed (if applicable)

Trim & molding

- ☐ Baseboards, crown, and casing aligned and free from gaps and dings
- ☐ Joints seamless; no visible nail or filler marks

Fireplaces

- ☐ Surround and hearth materials free of cracks or chips
- ☐ Firebox and venting clean and functioning properly
- ☐ Fireplace remotes accounted for and working

Audio-visual systems

- ☐ TVs mounted and working; remotes accounted for
- ☐ Speakers trimmed out
- ☐ Smart-home controls integrated and operating
- ☐ Low-volt plates trimmed out

Cabinets / built-ins

- ☐ Bunk-bed rail locks installed
- ☐ Built-in cabinetry doors and drawers operate correctly
- ☐ All built-in/cabinet parts installed
- ☐ Bunk-bed trundles roll out smoothly

Closets

- ☐ Shelving and rods level, secure, and damage-free
- ☐ Doors and drawers operate smoothly and are clean
- ☐ Closet safe installed; key/electronic code working (if applicable)

Window treatments

- ☐ Blinds/shutters operate smoothly
- ☐ Wires to blinds not visible
- ☐ Blind remotes mounted and working
- ☐ Window treatments installed

Heating & air conditioning

- ☐ Thermostats clean and working
- ☐ Units clean
- ☐ Filters clean
- ☐ Units labeled per system (clear which unit serves which thermostat)
- ☐ HVAC registers installed; louvers working

Appliances

- ☐ Beverage center installed and working
- ☐ Ice machine installed and working

Countertops

- ☐ Countertops installed, clean, free of dings/scratches

Fire suppression (if applicable)

- ☐ Sprinkler head covers installed, even reveal to ceiling
- ☐ Fire bell/alarms tied into pressure switch
- ☐ Backflow tied into system
- ☐ Booster pump installed on the system
- ☐ Tags labeled for inspection (shutoff)
- ☐ Pressure switch/booster pump working properly
- ☐ Spare suppression heads + tool kit in mechanical room

Elevator (if applicable)

- ☐ Elevator key on site and working
- ☐ Elevator buttons work properly
- ☐ Flooring installed
- ☐ Cab trimmed
- ☐ Shaft clean and finished
- ☐ Pit clean and free of trash

KITCHEN / LAUNDRY

Photocopy per room — Room: _____

Client handoff (stage in kitchen)

- ☐ Signed card from Marnie to homeowner in gift bag with champagne
- ☐ Client gift on site
- ☐ Warranty binder/bin on site

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- ☐ Floor heat working (if applicable)

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- ☐ Smoke detectors in bedrooms; smoke + CO outside bedrooms (1 per floor)
- ☐ All light bulbs installed

Windows & doors

- ☐ Frames level; weatherstripping working
- ☐ Hardware (handles, locks, hinges) smooth and quiet
- ☐ No drafts or air leaks around seals

- ☐ Glass free from scratches, chips, smudges
- ☐ Doors open/close smoothly without cracking or sticking
- ☐ Window/door screens installed
- ☐ Interior doors open, close, and lock
- ☐ Exterior doors lock/open/close properly; weatherstripping installed (if applicable)

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Audio-visual systems

- ☐ TVs mounted and working; remotes accounted for
- ☐ Speakers trimmed out
- ☐ Smart-home controls integrated and operating
- ☐ Low-volt plates trimmed out

Cabinets / built-ins

- ☐ Bunk-bed rail locks installed
- ☐ Built-in cabinetry doors and drawers operate correctly
- ☐ All built-in/cabinet parts installed
- ☐ Bunk-bed trundles roll out smoothly
- ☐ Cabinet doors & drawers operational and clean
- ☐ Cabinet dimensions match approved plans and specifications
- ☐ No dents or dings in the cabinetry finish
- ☐ Drawers/doors level with even reveal around frames
- ☐ All shelf support pins installed
- ☐ All hinge covers installed
- ☐ Soft-close mechanisms work; drawer track clips intact
- ☐ Glass inserts securely installed, clean, free of scratches/smudges (if any)
- ☐ Handles, knobs, and pulls securely installed and aligned
- ☐ Toe kicks and crown molding installed (check appliance toe kicks)
- ☐ No gaps between top of crown cabinet and ceiling (if to ceiling)
- ☐ Lazy Susans, spice racks, and dividers functional and meet plans

- ☐ Shipping clips removed from shelving/drawers
- ☐ Integrated cabinet lighting functioning and concealed
- ☐ Electrical outlets and charging stations installed and working per plan
- ☐ All protective coverings removed

Closets

- ☐ Shelving and rods level, secure, and damage-free
- ☐ Doors and drawers operate smoothly and are clean
- ☐ Closet safe installed; key/electronic code working (if applicable)

Window treatments

- ☐ Blinds/shutters operate smoothly
- ☐ Wires to blinds not visible
- ☐ Blind remotes mounted and working
- ☐ Window treatments installed

Heating & air conditioning

- ☐ Thermostats clean and working
- ☐ Units clean
- ☐ Filters clean
- ☐ Units labeled per system (clear which unit serves which thermostat)
- ☐ HVAC registers installed; louvers working

Appliances

- ☐ Beverage center installed and working
- ☐ Ice machine making ice; drain line connected
- ☐ All cooktop burners work
- ☐ Range/oven preheats to 300°
- ☐ Exhaust hood/downdraft: lights and blower work
- ☐ Run dishwasher a full cycle
- ☐ Fridge/freezer working; ice/water on
- ☐ Garbage disposal works — no clogs or odd noises
- ☐ Trash compactor working (if applicable)
- ☐ Run microwave with something in it
- ☐ Steam oven working and producing steam (if applicable)
- ☐ Washer tested (run one cycle)
- ☐ Hot and cold water lines connected properly to washer
- ☐ Washer box trim ring installed

- ☐ Dryer working (test on short run)
- ☐ Dryer vent hooked up
- ☐ Steam hooked up (if applicable)
- ☐ Gas hooked up to dryer (if applicable)
- ☐ Vent flap installed with no bird cage

Countertops

- ☐ Countertops installed, clean, free of dings/scratches
- ☐ Tile backsplash installed
- ☐ Dog-bowl station complete (if applicable)

Plumbing

- ☐ Sink stoppers hold water
- ☐ Hot and cold water working
- ☐ All drain lines installed; escutcheon plates installed
- ☐ Pot filler installed and working (if applicable)
- ☐ All shutoff valves labeled under sink (dishwasher, pot filler)
- ☐ Purified-water dispenser installed and working

Fire suppression (if applicable)

- ☐ Sprinkler head covers installed, even reveal to ceiling
- ☐ Fire bell/alarms tied into pressure switch
- ☐ Backflow tied into system
- ☐ Booster pump installed on the system
- ☐ Tags labeled for inspection (shutoff)
- ☐ Pressure switch/booster pump working properly
- ☐ Spare suppression heads + tool kit in mechanical room

BATHROOMS

Photocopy per bath — Room: _____

Walls & ceilings

- ☐ No visible cracks, dents, or uneven surfaces
- ☐ Paint evenly applied — no streaks, bubbles, or drips
- ☐ Corners and edges smooth and properly sealed
- ☐ Ceilings free from stains, cracks, or imperfections

Flooring

- ☐ Flooring (hardwood, tile, carpet) installed without gaps or uneven surfaces
- ☐ Floor-to-floor transitions smooth, secure, and clean
- ☐ No visible scratches, dents, or damage
- ☐ Carpet/runners clean, taut, and properly stretched (if applicable)
- ☐ Grout uniform and sealed where applicable
- ☐ Floor heat working (if applicable)

Lighting & electrical

- ☐ All fixtures securely mounted and operational
- ☐ Switches and outlets aligned, secure, free from defects
- ☐ Dimmers and smart switches function correctly
- ☐ Recessed light color consistent throughout
- ☐ All recessed lights work
- ☐ Ceiling fan remote wall-mounted and paired to fan
- ☐ All outlets work (test with plug tester)
- ☐ Decorative lights installed and working (sconces, pendants, bedside)
- ☐ Smoke detectors in bedrooms; smoke + CO outside bedrooms (1 per floor)
- ☐ All light bulbs installed
- ☐ GFI outlets working
- ☐ Exhaust fan works, no odd noises; fan trim installed

Windows & doors

- ☐ Frames level; weatherstripping working
- ☐ Hardware (handles, locks, hinges) smooth and quiet
- ☐ No drafts or air leaks around seals
- ☐ Glass free from scratches, chips, smudges
- ☐ Doors open/close smoothly without cracking or sticking
- ☐ Window/door screens installed

- ☐ Interior doors open, close, and lock
- ☐ Exterior doors lock/open/close properly; weatherstripping installed (if applicable)

Trim & molding

- ☐ Baseboards, crown, and casing aligned and free from gaps and dings
- ☐ Joints seamless; no visible nail or filler marks

Audio-visual systems

- ☐ TVs mounted and working; remotes accounted for
- ☐ Speakers trimmed out
- ☐ Smart-home controls integrated and operating
- ☐ Low-volt plates trimmed out

Cabinets / built-ins

- ☐ Bunk-bed rail locks installed
- ☐ Built-in cabinetry doors and drawers operate correctly
- ☐ All built-in/cabinet parts installed
- ☐ Bunk-bed trundles roll out smoothly
- ☐ Cabinet doors & drawers operational and clean
- ☐ Cabinet dimensions match approved plans and specifications
- ☐ No dents or dings in the cabinetry finish
- ☐ Drawers/doors level with even reveal around frames
- ☐ All shelf support pins installed
- ☐ All hinge covers installed
- ☐ Soft-close mechanisms work; drawer track clips intact
- ☐ Glass inserts securely installed, clean, free of scratches/smudges (if any)
- ☐ Handles, knobs, and pulls securely installed and aligned
- ☐ Toe kicks and crown molding installed (check appliance toe kicks)
- ☐ No gaps between top of crown cabinet and ceiling (if to ceiling)
- ☐ Lazy Susans, spice racks, and dividers functional and meet plans
- ☐ Shipping clips removed from shelving/drawers
- ☐ Integrated cabinet lighting functioning and concealed
- ☐ Electrical outlets and charging stations installed and working per plan
- ☐ All protective coverings removed

Closets

- ☐ Shelving and rods level, secure, and damage-free
- ☐ Doors and drawers operate smoothly and are clean
- ☐ Closet safe installed; key/electronic code working (if applicable)

Window treatments

- ☐ Blinds/shutters operate smoothly
- ☐ Wires to blinds not visible
- ☐ Blind remotes mounted and working
- ☐ Window treatments installed

Heating & air conditioning

- ☐ Thermostats clean and working
- ☐ Units clean
- ☐ Filters clean
- ☐ Units labeled per system (clear which unit serves which thermostat)
- ☐ HVAC registers installed; louvers working

Countertops

- ☐ Countertops installed, clean, free of dings/scratches
- ☐ Tile backsplash installed
- ☐ Dog-bowl station complete (if applicable)

Plumbing

- ☐ Sink stoppers hold water
- ☐ Hot and cold water working
- ☐ All drain lines installed; escutcheon plates installed
- ☐ All shutoff valves labeled under sink
- ☐ Bidet seats working; remotes mounted (if applicable)
- ☐ Flush toilet 3 times
- ☐ Fill vanity bowls to overflow; check overflow for leaks
- ☐ Run shower and all fixtures for 20 minutes
- ☐ Sit on toilet — confirm secure
- ☐ Fill tub to overflow
- ☐ All plumbing fixtures installed
- ☐ Escutcheon plates installed at vanity/plumbing locations
- ☐ Line-drain removal tool located in vanity or owner binder
- ☐ Line drains clean and free of debris

Bath accessories

- ☐ Towel bars installed/working (heated towel bar if applicable)
- ☐ Bath mirrors installed
- ☐ All bath accessories installed
- ☐ Shower doors operate; free of scratches/smudges

Tile

- ☐ Shower tile to ceiling; grout caulked

Fire suppression (if applicable)

- ☐ Sprinkler head covers installed, even reveal to ceiling
- ☐ Fire bell/alarms tied into pressure switch
- ☐ Backflow tied into system
- ☐ Booster pump installed on the system
- ☐ Tags labeled for inspection (shutoff)
- ☐ Pressure switch/booster pump working properly
- ☐ Spare suppression heads + tool kit in mechanical room

EXTERIORS

Downspouts & gutters

- ☐ Downspouts, splash blocks, dry wells, pop-ups installed
- ☐ Gutters clean, level, proper fall for drainage

Driveway, walkways & patios

- ☐ Driveways clean, free from cracks
- ☐ Two conduits under driveway apron, marked for future use

Landscaping

- ☐ Plants and trees installed per landscaping plan
- ☐ Irrigation operational; all zones work (if applicable)
- ☐ Mulch/sod/ground cover evenly distributed

Foundation

- ☐ Exposed concrete walls free of chips, form ties, cracks
- ☐ Flood vents installed per plan; level; flaps work
- ☐ Skirting installed per plan/flood zone (pile foundations)
- ☐ Exposed concrete piles free of chips/cracks greater than 1/4"
- ☐ Timber pile bolts/caps installed; nuts tight at beam connections

Walls & cladding

- ☐ Siding uniformly installed and secured
- ☐ No gaps, cracks, or damage on cladding
- ☐ Paint/stain consistent; no flashing (if applicable)
- ☐ Siding back-caulked; caulk at windows/doors sealed, no gaps
- ☐ Exterior penetrations sealed
- ☐ HVAC exhaust vents have bird cages; dryer vents have none

Roof & gutters

- ☐ Roof complete; no missing shingles/metal/composite
- ☐ No damaged shingles/metal needing replacement

Windows

- ☐ Windows operate smoothly
- ☐ Glass clean; no condensation between panes
- ☐ Weatherstripping installed and undamaged
- ☐ Hurricane shutters work; remote accessible (if applicable)

Doors

- ☐ Doors aligned (even reveal around opening)
- ☐ Doors open, close, lock properly
- ☐ Keys located and accessible for turnover
- ☐ Keypads programmed to MCH code (or homeowner code if known)
- ☐ Weatherstripping installed and working (no paint/damage)
- ☐ No light visible through door weatherstripping
- ☐ No chips or dings on doors
- ☐ Door knobs installed tight and secure
- ☐ Wood exterior frames/jambs painted with exterior paint

Decking & porches

- ☐ All decking installed
- ☐ Decking free from scratches and gouges
- ☐ Porch column and beam wraps installed; no missing parts
- ☐ Railings sturdy at proper height (36"; 42" at 4-story decks)
- ☐ All decking screw plugs installed
- ☐ Deck gaps free of debris and fasteners
- ☐ Screen porches installed

Mechanical equipment

- ☐ HVAC units level
- ☐ HVAC units secured to platform with screws (flood-zone inspection)
- ☐ VE-zone platforms supported by cables/brackets above flood
- ☐ All mechanical equipment above design base flood elevation
- ☐ VE-zone: bottom of HVAC platform above design flood
- ☐ Water-heater vents/intakes trimmed out
- ☐ Exterior outlets work and are GFCI protected

Exterior lights

- ☐ All lights installed per lighting plan
- ☐ All light bulbs installed
- ☐ No broken glass on fixtures
- ☐ Lights level, plumb, and secure

Exterior plumbing

- ☐ Hose bibs work; shutoff location labeled
- ☐ Hose bibs/outdoor shower/foot wash winterized (if winter)
- ☐ Outside shower fixtures installed
- ☐ Foot wash installed

Exterior trim

- ☐ All exterior trim installed
- ☐ Trim free from gouges and breaks
- ☐ Plastic removed from PVC trim
- ☐ All screw holes plugged with PVC plugs
- ☐ Decorative detail blocks installed per plan (trellis, brackets)
- ☐ Exterior trim and cladding power washed

Miscellaneous

- ☐ Pool equipment complete and installed (if applicable)
- ☐ Pool operational (winterized if winter)
- ☐ Pool cover installed
- ☐ Fencing installed, level, secure, undamaged
- ☐ Gates operate smoothly and latch properly
- ☐ Fire pits/fireplaces work; remote available for turnover
- ☐ Exterior appliances installed and working
- ☐ Exterior built-in cabinets installed; doors/drawers clean and working

INTERIOR & EXTERIOR STEPS

Stairs — interior / exterior

- ☐ Riser height does not exceed 7-3/4"
- ☐ Riser variance 3/8" or less between risers
- ☐ Tread depth uniform, minimum 10"
- ☐ Stair width 36" (min 27" between grab rails)
- ☐ Treads undamaged; coordinate with flooring selection
- ☐ Handrails installed 34"–38" high
- ☐ Grab rails continuous (no post breaking the grasp)
- ☐ Balusters/cable rails spaced less than 4" apart
- ☐ Stair nosing overhang less than 1-1/4"
- ☐ Cable rail parts tight; cables not sagging (if applicable)
- ☐ Stairwell chandelier installed
- ☐ Step lights installed and working (if applicable)
- ☐ Stairs level and plumb
- ☐ Railings smooth; free from splits/splinters

Exterior steps (all interior checks apply, plus)

- ☐ All materials installed are weather-resistant
- ☐ Rusted areas cleaned before homeowner walk (if any)
- ☐ Handrail installed if 4 or more risers
- ☐ Base of stairs stable; not shifting or settling
- ☐ Deck-board plugs and 45° returns smooth and flush on same plane

PANTRY

Photocopy per pantry / scullery — Room: _____

Pantry checklist

- ☐ Doors open, close & lock
- ☐ Recessed lights work
- ☐ Decorative lights work
- ☐ Check outlets
- ☐ Low-volt trimmed out
- ☐ HVAC register installed; louvers working
- ☐ Windows open, close & lock
- ☐ Window screens installed
- ☐ All window parts installed
- ☐ Pantry doors & drawers operate & clean
- ☐ Range/oven preheats to 300°
- ☐ Range burners all work
- ☐ Exhaust hood/downdraft working (lights/blower)
- ☐ Run dishwasher a full cycle
- ☐ Fridge/freezer working; ice/water on
- ☐ Beverage center working
- ☐ Ice machine making ice; drain line connected
- ☐ Trash compactor working
- ☐ Run microwave with something in it
- ☐ Garbage disposal works; no clogs
- ☐ Cabinet doors & drawers operational & clean

SIGN-OFF

Walk completed by (Superintendent): _____

Date: _____

Re-walk / verified by: _____

Date: _____