

Address: _____

WO#: _____

SECURING	Bid In PPW	Allow Done	BATF Done	Not Present
Most securing is done while on the first visit. Call from site if the property is not secure.				
*Padlocks (Check "Allowables") Garage Doors, Sheds, Outbuildings, Fence Gates, Pool Gates, Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Door Replacement (Prehung Steel Door)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door Frame Repair Check for any decay or cracks around wood pieces and frames for windows and doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door Boarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garage Overhead Door Replacement (Client approval prices are low, bid only if needed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window Boarding (Broken or cracked. Take measurement photos and record in bid.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window Reglazing (Broken or cracked. Take measurement photos and record in bid.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window & Sliding Door Locks (Check "Allowables") (Bid if windows/sliding doors cannot lock.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC Window Units (Removing any window AC units to secure.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POOLS	Bid In PPW	Allow Done	BATF Done	Not Present
Pool & Hot Tub Cover (Measure all pools/hot tubs length and width for cover. Waters edge to waters edge.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mosquito Dunks (If pools have any standing water, request mosquito dunks in bids. Photo bugs in pool & water.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above Ground Pool/Hot Tub Removal or Securing Bid to remove or secure all above ground pools. Removal is better.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool Drain (If the pool is full or the water is high, request to drain. (Standard priced item.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAPPING (CHECK "ALLOWABLES")	Bid In PPW	Allow Done	BATF Done	Not Present
These are standardized on the price sheet. Count in photos using fingers or whiteboard.				
*Water Caps (HWH, washing machine hookups, exterior spigots.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wire Caps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Caps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer Caps (Bid to cap laundry drain as well.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dryer Vent (Interior and/or Exterior)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chimney Cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ROOF	Bid In PPW	Allow Done	BATF Done	Not Present
Use ladder to take roof photos. Suggested to take from safe height on ladder and not directly on roof.				
Tarp Roof (Check inside/ceilings for signs of leak.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair Roof (List all materials needd to repair roof. Ex: # pipe jacks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof Debris Removal (Bid trees touching roof separately on trees line.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soffit & Fascia (Check the soffit and fascia boards for holes or issues. Measurement photos.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siding (Is siding intact?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCOLORATION	Bid In PPW	Allow Done	BATF Done	Not Present
Show under each sink in photos if present or not. This will protect us if it develops later.				
*Discoloration (Mold, fungus, water stains. Ceilings, under cabinets, etc. Take SF measurement photos.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Discoloration Source Correction (If any discoloration is present add a bid to correct the source.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damprid (If discoloration is present, note that we should hang 5 "damprid" around the house.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall Moisture Issues Note: Peeling/slipping/bubbling wallpaper where moisture may exist behind it. Notate possible issues: mildew, roof leak, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GUTTER	Bid In PPW	Allow Done	BATF Done	Not Present
Gutter Cleaning (LF measurement photos.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gutter/Downspout Repair (LF measurement photos.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gutter/Downspout Replacement (LF measurement photos.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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DEBRIS, DEMOLITION, CLEAN	Bid In PPW	Allow Done	BATF Done	Not Present
Debris including checking cabinet doors & drawers for debris, attics, & crawlspaces. Photo even if empty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior & Exterior Debris (Count #CY int & ext separately. 1CY = 3FTx3FTx3FT. Approx Size = Clothes Dryer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Debris (Unsafe or hazardous materials.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires (Count & photo well. Client will request special dump receipt, if bid at additional cost.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw Garbage/Perishables (Check "Allowables")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Cleaning (Cleaning any excessively soiled areas/components.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Personals (Check "Allowables") (Count CY & note need to be move to shed or other protected location.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pathways (If debris is excessive you can count CY in pathways and ask to relocate.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demolition of Unsafe Sheds/Outbuildings (List safety reasons for why building is a risk if left. Measurement photos.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Clean (Bid a complete maid service, ceiling to floor scrubdown itemized. House should be live-in ready after.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*PEST EXTERMINATION If you can find bugs alive or dead around the house, photo and bid to place "3 bug bombs". You can also do with with 3 wasp nests attached to the home. Spray and then knock down. If there are rat droppings we can do rat traps instead. If professional level pest extermination is needed, do not bid as "bug bombs", bid properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEAD ANIMAL REMOVAL If there are dead animals on site, list them with photos and whiteboard or fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FENCE If no damage: Show gates and fence lines in tact and in good condition. Bid: Show good measurement photos in LF. Specify in bid what specific parts are being replaced or repaired. Ex: Pickets, beams, cross supports, or panels. Debris of fence removed, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TREES & SHRUBS	Bid In PPW	Allow Done	BATF Done	Not Present
See allowables before bidding. List #CY debris that will be generated on each removal or trimming bid.				
Tree Removal Bid individually. Describe & photo why tree is a danger to structure or fence. Measure circumference & estimate height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tree Trimming - All Structures If within 2FT of house, bid to trim to 2FT from house. Measurement photos & written details. Sheds & outbuildings also.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tree Trimming - Pathways (If blocking the walkway, bid to trim to 6FT above walkway. Measurement photos.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shrub Trimming (Bid separately from trees.) If within 2FT of house, bid to trim to 2FT from house. LF measurement photos. Sheds & outbuildings also.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vine Removal (Get accurate SF measurements.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*CODE VIOLATION / POTENTIAL CODE ISSUES Document existing code violations and potential code violations. Bid to correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER ISSUES	Bid In PPW	Allow Done	BATF Done	Not Present
Winterization Issues (If the winterization failed bid to correct or call from site for instructions on how to bid.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basement Water Pumping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Water Damage (Seepage/water intrusion & damages - Bid to remediate source.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basement Sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decks, Rails, Walkways, Steps Decks, steps, railings in good safe and working condition. Any deck that's over 18" must have railing and handrails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle/Boat Removal (If vehicle is present call from site before securing.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpet Removal Wet/moldy/pet stained carpet including tack strips or uneven flooring that is a trip hazard, including transitions trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graffiti / Vandalism (Measure and bid to Kilz over.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trip Hazards (Including holes in the yard, unkempt wall cords needing securing, uneven flooring, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Missing Outlets / Switch Plates (Please list QTY, location, single, double, blank, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Hazards (Interior, exterior.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Notate to Show: Property Item Damages Missing/damaged: HVAC, plumbing, floor/wall/ceiling vent covers, appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notate to Show: Disaster Damages (Fire, water, tornado, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notate to Show: Foundation & Structural Issues (Cracks in walls or foundation etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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