

The Ultimate Post-Construction Checklist

1. Primary Post-Construction Inspection

- ☐ Tools & equipment removed
- ☐ Appliances installed & working
- ☐ Utilities reconnected
- ☐ No property damage
- ☐ Walk-through with contractor done
- ☐ Inspector review scheduled
- ☐ Code & zoning compliance confirmed
- ☐ Structure approved
- ☐ HVAC systems reviewed by inspector
- ☐ Plumbing systems reviewed
- ☐ Electrical systems reviewed

2. Project Documentation

- ☐ All contracts, quotes & receipts stored
- ☐ All communication records archived
- ☐ Secure cloud storage used
- ☐ Warranties collected for equipment
- ☐ All instruction manuals gathered
- ☐ Maintenance guides saved
- ☐ Tenant copies (if applicable)

3. Systems and Utilities

Electrical

- ☐ All outlets and switches tested
- ☐ All light fixtures working with bulbs installed
- ☐ Circuit breakers/panels inspected
- ☐ Circuit breakers properly labeled
- ☐ GFCI outlets installed in water-prone areas

Plumbing

- ☐ All pipes inspected for leaks
- ☐ Water pressure tested
- ☐ No signs of water damage, mildew, or mold
- ☐ Water heaters tested and thermostat settings verified

HVAC

- ☐ Heating system works correctly
- ☐ Cooling system works correctly
- ☐ All vents and ducts unobstructed and operational

THE ULTIMATE POST-CONSTRUCTION CHECKLIST

4. Safety and Compliance

- ☐ Smoke detectors installed and functional
- ☐ Fire alarms tested and operational
- ☐ Fire extinguishers placed and accessible
- ☐ Emergency exits clearly marked and unobstructed
- ☐ Directional signage installed as per code
- ☐ Accessibility features installed
- ☐ ADA compliance confirmed

5. Post-Construction Cleaning

Interior Cleaning

- ☐ Debris removed
- ☐ Dust vacuumed
- ☐ Corners/windows cleaned
- ☐ All surfaces wiped
- ☐ Floors scrubbed
- ☐ Windows cleaned and streak-free

Exterior Cleaning

- ☐ Dumpsters scheduled for pickup
- ☐ Waste sorted & disposed
- ☐ Walkways & exterior surfaces cleared
- ☐ Pressure washing completed
- ☐ Rust/paint cleaned

6. Final Post-Construction Inspection

- ☐ All windows and doors inspected for seals and alignment
- ☐ No gaps, cracks, or leaks around windows/doors
- ☐ Flooring checked for imperfections
- ☐ Walls and paint surfaces inspected
- ☐ Cabinetry and appliance finishes inspected
- ☐ Final punch list items identified and addressed
- ☐ Tenant walkthrough completed (if applicable)
- ☐ Property prepared for marketing or occupancy

Final Sign-Off

- ☐ Project officially closed out
- ☐ All stakeholders notified of completion