

Southview Properties, LLC

Construction Completion Procedure

LOT # _____

- _____ Construction Manager contacts Project Scheduler and confirms that **ALL** trades have completed final trim work and that **ALL** work meets construction performance standards with the exception of Sheetrock and Paint.
- _____ Construction Manager / Sales walk home and identify any sheetrock repair needed.
- _____ Sheetrock contractor inspects home for repairs missed by Construction Manager & Sales; Sheetrock contractor repairs **ALL** identified repairs.
- _____ Construction Manager walks home and identifies **ALL** touch-up paint requirements.
- _____ Sales walks home and identifies **ALL** touch-up paint requirements.
- _____ Painter inspects home for touch-up requirements missed by Construction Manager and Sales; Painting contractor performs **ALL** paint touch-up.
- _____ Sales performs Customer walk-thru; Identifies **ALL** repairs or incomplete work remaining. Customer signs customer walk-thru sheet accepting home subject to final completion items.
- _____ Sales delivers customer walk-thru sheet to Project Scheduler; Sales walks home with Construction Manager to review final completion items.
- _____ Construction Manager facilitates completion of outstanding work identified on customer walk-thru sheet.
- _____ Construction Manager contacts Sales for final walk-thru when final completion work items are completed. Construction Manager and Sales walk home and confirms that all final completion items meet construction performance standards.
- _____ Sales walks home with Customer for review of final completion items; Acceptance of home as complete.