



COVENANT DEVELOPMENT GROUP LLC

HOMES BY COVENANT™ • MODULAR & RESIDENTIAL CONSTRUCTION

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SITE PREPARATION & PRE-DELIVERY CHECKLIST PACKET

COVENANT DEVELOPMENT GROUP, LLC

MODULAR CONSTRUCTION DIVISION

SITE PREPARATION & PRE-DELIVERY CHECKLIST PACKET

PROJECT NAME: _____

PROJECT ADDRESS: _____

MUNICIPALITY: _____

PARCEL / TAX ID: _____

PERMIT NUMBER: _____

CDG JOB NUMBER: _____

PREPARED FOR: _____

PREPARED BY (CDG SUPERVISOR): _____

DATE PREPARED: _____

PURPOSE OF THIS PACKET

THIS CHECKLIST PACKET IS DESIGNED TO PROVIDE A COMPREHENSIVE, STEP-BY-STEP VERIFICATION PROCESS FOR PREPARING A SITE FOR MODULAR HOME DELIVERY, CRANE OPERATIONS, UTILITY INSTALLATION, AND FOUNDATION COMPLETION. IT ENSURES COMPLIANCE WITH:

- ❖ NEW YORK STATE RESIDENTIAL CODE
- ❖ 19 NYCRR PART 1209 (MODULAR CONSTRUCTION REQUIREMENTS)
- ❖ LOCAL MUNICIPAL ZONING AND SITE PREPARATION STANDARDS
- ❖ APPLICABLE OSHA CONSTRUCTION SITE SAFETY REQUIREMENTS
- ❖ CDG INTERNAL STANDARDS FOR MODULAR SITE READINESS

THIS DOCUMENT IS INTENDED FOR USE BY:

- ❖ CDG FIELD SUPERVISORS
- ❖ EXCAVATION SUBCONTRACTORS
- ❖ SET CREWS
- ❖ MUNICIPAL INSPECTORS
- ❖ HOMEOWNERS REQUIRING CONFIRMATION OF SITE READINESS

ALL CHECKLIST ITEMS INCLUDE:

- ❖ A PRIMARY VERIFICATION CHECKBOX
- ❖ A “NOTES” SECTION FOR FIELD OBSERVATIONS
- ❖ A LIST OF CODES FOLLOWED FOR THAT SPECIFIC REQUIREMENT

LEGEND (APPLIES TO ALL CHECKLIST ITEMS)

COMPLETED: MARK WITH A CHECKMARK

NOT COMPLETED: MARK WITH AN X

NOT APPLICABLE (N/A): MARK WITH N/A

PHASE 0 — CLIENT SETUP, DOCUMENTATION & PERMITTING

PURPOSE: ESTABLISH FULL ADMINISTRATIVE, LEGAL, AND MUNICIPAL COMPLIANCE BEFORE PHYSICAL WORK BEGINS.

0.1 — CLIENT & PROJECT INITIATION

0.1.1 — INITIAL CLIENT ENGAGEMENT & PRE-QUALIFICATION



CODES FOLLOWED:

- NYS RESIDENTIAL CODE ADMINISTRATIVE REQUIREMENTS
- CDG CLIENT INTAKE STANDARDS

NOTES:

0.1.2 — VERIFY PROPERTY OWNERSHIP & LEGAL AUTHORITY



CODES FOLLOWED:

- MUNICIPAL PERMIT APPLICATION REQUIREMENTS

NOTES:

0.1.3 — CONDUCT INITIAL SITE FEASIBILITY REVIEW

(ROAD ACCESS, SLOPE, DRAINAGE, ENVIRONMENTAL, ZONING FEASIBILITY)

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CODES FOLLOWED:

- NYS RESIDENTIAL CODE SITE EVALUATION GUIDELINES

NOTES:

0.1.4 — CONFIRM MODULAR MODEL, OPTIONS & STRUCTURAL REQUIREMENTS

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CODES FOLLOWED:

- 19 NYCRR 1209 MODULAR DOCUMENTATION REQUIREMENTS

NOTES:

0.1.5 — CONFIRM BUDGET & FINANCING PLAN

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CODES FOLLOWED:

- CDG INTERNAL CONTRACT REQUIREMENTS

NOTES:

0.1.6 — EXECUTE CONTRACT & COLLECT DEPOSIT

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CODES FOLLOWED:

- CDG CONTRACT ADMINISTRATION POLICIES

NOTES:

0.1.7 — CREATE PROJECT FILE IN CDG MANAGEMENT SYSTEM

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CODES FOLLOWED:

- CDG DOCUMENTATION RETENTION STANDARDS

NOTES:

0.2 — REQUIRED DOCUMENT COLLECTION

0.2.1 — OBTAIN PROPERTY SURVEY

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CODES FOLLOWED:

- MUNICIPAL PERMIT SUBMISSION REQUIREMENTS

NOTES:

0.2.2 — OBTAIN PLOT PLAN / GENERATE SITE PLAN

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CODES FOLLOWED:

- NYS RESIDENTIAL CODE SITE PLANNING REQUIREMENTS

NOTES:

0.2.3 — OBTAIN DEED / LEGAL DESCRIPTION

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CODES FOLLOWED:

- MUNICIPAL PERMIT DOCUMENTATION STANDARDS

NOTES:

0.2.4 — SEPTIC/WELL ENGINEERING OR SEWER APPROVAL

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CODES FOLLOWED:

- NYS HEALTH DEPARTMENT REQUIREMENTS
- NYS RESIDENTIAL CODE PLUMBING/SANITATION PROVISIONS

NOTES:

0.2.5 — HOA REQUIREMENTS (IF APPLICABLE)

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CODES FOLLOWED:

- LOCAL ASSOCIATION REGULATORY STANDARDS

NOTES:

0.2.6 — OBTAIN MODULAR FACTORY ENGINEERING SET

(STRUCTURAL, MECHANICAL, MARRIAGE WALL LAYOUT, ROOF HINGE DETAILS)

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CODES FOLLOWED:

- 19 NYCRR 1209 FACTORY ENGINEERING REQUIREMENTS

NOTES:

0.3 — MUNICIPAL RESEARCH & REQUIREMENTS

0.3.1 — IDENTIFY ZONING DISTRICT & LAND USE CLASSIFICATION

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CODES FOLLOWED:

- LOCAL ZONING CODE

NOTES:

0.3.2 — CONFIRM SETBACKS, HEIGHT RESTRICTIONS, LOT COVERAGE

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CODES FOLLOWED:

- LOCAL ZONING ORDINANCES
- NYS RESIDENTIAL CODE GENERAL PROVISIONS

NOTES:

0.3.3 — IDENTIFY OVERLAY ZONES (FLOODPLAIN, HISTORIC, WATERFRONT)

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CODES FOLLOWED:

- FEMA FLOODPLAIN REQUIREMENTS
- LOCAL ENVIRONMENTAL REGULATIONS

NOTES:

0.3.4 — DETERMINE REQUIRED MUNICIPAL APPROVALS

(PLANNING BOARD, ZONING BOARD, ARCHITECTURAL REVIEW BOARD)

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CODES FOLLOWED:

- LOCAL ZONING & PLANNING BOARD RULES

NOTES:

0.3.5 — IDENTIFY REQUIRED PERMITS

(BUILDING, DRIVEWAY, SEWER/WATER, SEPTIC/WELL, TREE REMOVAL)

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CODES FOLLOWED:

- MUNICIPAL BUILDING DEPARTMENT REGULATIONS

NOTES:

0.3.6 — IDENTIFY REQUIRED INSPECTIONS

(FOOTINGS, FOUNDATION, TRENCHES, PRE-SET INSPECTION)

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CODES FOLLOWED:

- NYS RESIDENTIAL CODE INSPECTION PROCEDURES

NOTES:

0.4 – CDG-MANAGED PERMIT PREPARATION

0.4.1 – PREPARE BUILDING PERMIT APPLICATION PACKAGE



CODES FOLLOWED:

- NYS RESIDENTIAL CODE ADMINISTRATIVE PROVISIONS
- MUNICIPAL SUBMISSION REQUIREMENTS

NOTES:

0.4.2 – PREPARE ZONING/PLANNING/VARIANCE APPLICATIONS (IF REQUIRED)



CODES FOLLOWED:

- LOCAL ZONING BOARD APPLICATION STANDARDS

NOTES:

0.4.3 – PREPARE SEPTIC/WELL PERMIT OR SEWER CONNECTION APPLICATION



CODES FOLLOWED:

- NYS HEALTH DEPARTMENT REGULATION
- LOCAL SEWER AUTHORITY REQUIREMENTS

NOTES:

0.4.4 — PREPARE DRIVEWAY PERMIT APPLICATION (IF REQUIRED)

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CODES FOLLOWED:

- MUNICIPAL HIGHWAY DEPARTMENT REQUIREMENTS

NOTES:

0.4.5 — SUBMIT ALL APPLICATIONS & PAY REQUIRED FEES

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CODES FOLLOWED:

- MUNICIPAL FILING & FEE REQUIREMENTS

NOTES:

0.4.6 — MONITOR APPROVAL TIMELINES & RESPOND TO REQUESTS

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CODES FOLLOWED:

- NYS RESIDENTIAL CODE ADMINISTRATIVE REVIEW PROCEDURES

NOTES:

0.5 – MUNICIPAL BOARD MEETINGS (IF REQUIRED)

0.5.1 – PREPARE PRESENTATION MATERIALS

(ELEVATIONS, RENDERINGS, SITE PLAN, MODEL DATA)

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CODES FOLLOWED:

- LOCAL BOARD SUBMISSION STANDARDS

NOTES:

0.5.2 – ATTEND PLANNING BOARD MEETING

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CODES FOLLOWED:

- LOCAL PLANNING BOARD PROCEDURES

NOTES:

0.5.3 – ATTEND ZONING BOARD / VARIANCE MEETING

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CODES FOLLOWED:

- LOCAL ZONING VARIANCE LAWS

NOTES:

0.5.4 — ATTEND ARCHITECTURAL REVIEW BOARD MEETING

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CODES FOLLOWED:

- ARB GUIDELINES & LOCAL ORDINANCES

NOTES:

0.5.5 — REVISE PLANS & RESUBMIT (IF REQUIRED BY BOARD)

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CODES FOLLOWED:

- LOCAL MUNICIPAL REVIEW STANDARDS

NOTES:

0.6 — PERMIT ISSUANCE

0.6.1 — BUILDING PERMIT APPROVED & ISSUED

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CODES FOLLOWED:

- MUNICIPAL BUILDING DEPARTMENT APPROVAL PROTOCOL

NOTES:

0.6.2 — PRINT PERMIT & POST ONSITE AT REQUIRED LOCATION

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CODES FOLLOWED:

- MUNICIPAL POSTING REQUIREMENTS

NOTES:

0.6.3 — RECORD INSPECTION CALENDAR IN CDG SYSTEM

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CODES FOLLOWED:

- NYS REQUIRED INSPECTION SCHEDULE

NOTES:

0.6.4 — NOTIFY CLIENT OF PERMIT APPROVAL

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CODES FOLLOWED:

- CDG CLIENT COMMUNICATION STANDARDS

NOTES:



PHASE I – PROJECT COORDINATION & SCHEDULING

PURPOSE: ESTABLISH COMPLETE COMMUNICATION, SCHEDULING, AND ALIGNMENT WITH FACTORY, SUBCONTRACTORS, UTILITIES, INSPECTORS, AND ALL INVOLVED PARTIES BEFORE ANY PHYSICAL WORK BEGINS.

1.1 – FACTORY COORDINATION

1.1.1 – CONFIRM MODULAR HOME ORDER WITH FACTORY



CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — MODULAR INSTALLATIONS MUST COMPLY WITH THE NYS UNIFORM FIRE PREVENTION & BUILDING CODE, INCLUDING FOUNDATION, UTILITY, AND SERVICE CONNECTION REQUIREMENTS.

NOTES:

1.1.2 – CONFIRM MODEL, OPTIONS, AND FACTORY ENGINEERING SPECIFICATIONS



CODES FOLLOWED:

- **19 NYCRR 1209.3(A-C)** — MODULAR MANUFACTURERS MUST PROVIDE STAMPED PLANS AND ENGINEERING DOCUMENTATION BEARING A NY-LICENSED ARCHITECT OR ENGINEER SEAL.

NOTES:

1.1.3 — OBTAIN STRUCTURAL, MECHANICAL, AND MARRIAGE WALL DRAWINGS



CODES FOLLOWED:

- **19 NYCRR 1209.3(E)** — ALL MODULAR PLANS MUST INCLUDE STRUCTURAL, MECHANICAL, ELECTRICAL SYSTEM LOCATIONS, AND INSIGNIA PLACEMENT.

NOTES:

1.1.4 — CONFIRM MODULAR PRODUCTION TIMELINE



CODES FOLLOWED:

- **19 NYCRR 1209.3(F)** — MODULAR PLAN APPROVAL IS VALID FOR SPECIFIC PRODUCTION CYCLES AND MUST MATCH APPROVED DRAWINGS.

NOTES:

1.1.5 — CONFIRM TENTATIVE MODULAR DELIVERY DATE



CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — DELIVERY AND INSTALLATION MUST ALIGN WITH APPROVED FOUNDATION AND SERVICE CONNECTION READINESS.

NOTES:

1.1.6 — CONFIRM MODULE DIMENSIONS, WEIGHTS, AND RIGGING POINTS



CODES FOLLOWED:

- **19 NYCRR 1209.1 (DEFINITIONS)** — FACTORY-MANUFACTURED MODULES MUST MEET APPROVED ENGINEERING SPECIFICATIONS.

NOTES:

1.1.7 — OBTAIN FACTORY SET INSTRUCTIONS (ROOF HINGES, MARRIAGE WALL, TIE-INS)



CODES FOLLOWED:

- **19 NYCRR 1209.3(G)** — MANUFACTURER MUST PROVIDE INSTALLATION PROCEDURES AND QUALITY CONTROL REQUIREMENTS.

NOTES:

1.2 — SUBCONTRACTOR COORDINATION

1.2.1 — SCHEDULE EXCAVATION CONTRACTOR



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.2** — EXCAVATION AND SOIL PREPARATION MUST SUPPORT APPROVED FOUNDATION DESIGN.

NOTES:

1.2.2 — SCHEDULE FOUNDATION CONTRACTOR

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403** — FOOTINGS AND FOUNDATIONS MUST ADHERE TO APPROVED DESIGN SIZE, DEPTH, LOAD, AND BEARING REQUIREMENTS.

NOTES:

1.2.3 — SCHEDULE LICENSED PLUMBER (UNDERGROUND & FINISH WORK)

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CODES FOLLOWED:

- **2020 NYS PLUMBING CODE §P2603.5.1** — SEWER AND WATER LINE BURIAL DEPTH, BEDDING, AND FROST PROTECTION REQUIREMENTS.

NOTES:

1.2.4 — SCHEDULE LICENSED ELECTRICIAN (UNDERGROUND & FINISH WORK)

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CODES FOLLOWED:

- **NFPA 70 (NEC 2017) §230.70(A)** — SERVICE DISCONNECTS MUST BE INSTALLED IN AN ACCESSIBLE LOCATION.

NOTES:

1.2.5 — SCHEDULE HVAC CONTRACTOR



CODES FOLLOWED:

- **2020 NYS MECHANICAL CODE §M1401.1** — MECHANICAL SYSTEMS MUST BE INSTALLED PER MANUFACTURER INSTRUCTIONS AND STATE REQUIREMENTS.

NOTES:

1.2.6 — SCHEDULE DRIVEWAY / ACCESS CONTRACTOR (IF REQUIRED)



CODES FOLLOWED:

- **MUNICIPAL HIGHWAY DEPARTMENT REQUIREMENTS** — DRIVEWAY CONSTRUCTION, APRON CONNECTION, AND ACCESS APPROVALS.

NOTES:

1.2.7 — SCHEDULE SIDING / ROOFING TIE-IN CREW



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R903** — ROOF COVERING AND FLASHING MUST BE WEATHER-TIGHT DURING TIE-IN.

NOTES:

1.2.8 — SCHEDULE INTERIOR FINISH CREW (DRYWALL, TRIM, PAINT)

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R702** — INTERIOR COVERINGS AND FINISHES MUST COMPLY WITH FIRE-RATING AND INSTALLATION STANDARDS.

NOTES:

1.3 — CRANE & SET CREW COORDINATION

1.3.1 — BOOK CRANE FOR MODULAR SET DAY

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(B)** — CRANE GROUND CONDITIONS MUST BE FIRM, DRAINED, AND GRADED TO SUPPORT EQUIPMENT PER MANUFACTURER SPECIFICATIONS.

NOTES:

1.3.2 — CONFIRM CRANE SIZE (TONNAGE) AND BOOM REQUIREMENTS

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(A)** — CRANE SETUP REQUIRES VERIFICATION OF GROUND CONDITIONS, SLOPE, COMPACTION, AND SUPPORT MATERIALS.

NOTES:

1.3.3 — CONFIRM RIGGING TEAM AND REQUIRED RIGGING EQUIPMENT

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.251(A)** — RIGGING EQUIPMENT MUST MEET LOAD, INSPECTION, AND SAFE-USE REQUIREMENTS.

NOTES:

1.3.4 — SCHEDULE MODULAR SET CREW

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CODES FOLLOWED:

- **19 NYCRR 1209.3(G)(7-9)** — MANUFACTURER MUST PROVIDE APPROVED INSTALLATION AND INSPECTION PROCEDURES FOR ON-SITE ASSEMBLY.

NOTES:

1.3.5 — CONFIRM CRANE PAD REQUIREMENTS (SOIL BEARING, MATS, COMPACTION)

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(c)(1)** — CONTROLLING ENTITY MUST ENSURE GROUND PREPARATIONS NECESSARY TO SUPPORT CRANE OPERATIONS.

NOTES:

1.4 — UTILITY COMPANY COORDINATION

1.4.1 — CONTACT ELECTRIC UTILITY PROVIDER

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CODES FOLLOWED:

- **NFPA 70 (NEC 2017) ARTICLE 230** — SERVICE INSTALLATION, CONDUCTOR SIZING, AND UTILITY COORDINATION REQUIREMENTS.

NOTES:

1.4.2 — CONTACT GAS UTILITY OR PROPANE SUPPLIER

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CODES FOLLOWED:

- **2020 NYS FUEL GAS CODE §404.12** — GAS PIPING BURIAL DEPTH AND CORROSION PROTECTION REQUIREMENTS.

NOTES:

1.4.3 — CONTACT WATER AUTHORITY



CODES FOLLOWED:

- **2020 NYS PLUMBING CODE CHAPTER 6** — WATER SUPPLY DISTRIBUTION AND CONNECTION REQUIREMENTS.

NOTES:

1.4.4 — CONTACT SEWER AUTHORITY OR SEPTIC INSPECTOR



CODES FOLLOWED:

- **TOWN OF CICERO CODE §166-17(J-M)** — EXCAVATION, TRENCH WORK, LATERAL BURIAL DEPTH, FROST PROTECTION, WATERTIGHT JOINT STANDARDS, AND INSPECTION PRIOR TO BACKFILL.

NOTES:

1.5 — MUNICIPAL & SAFETY NOTIFICATIONS

1.5.1 — CALL DIG SAFELY NY (811) FOR UTILITY MARK-OUT



CODES FOLLOWED:

- **NYS INDUSTRIAL CODE RULE 753** — MANDATORY UTILITY LOCATION BEFORE EXCAVATION.

NOTES:

1.5.2 — NOTIFY MUNICIPALITY OF CONSTRUCTION START DATE

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CODES FOLLOWED:

- **MUNICIPAL CONSTRUCTION NOTIFICATION REQUIREMENTS**

NOTES:

1.5.3 — NOTIFY LOCAL POLICE/FIRE IF ROAD IMPACTS ARE EXPECTED

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CODES FOLLOWED:

- **PUBLIC SAFETY TRAFFIC CONTROL POLICIES**

NOTES:

1.6 — INSPECTION SCHEDULING

1.6.1 — SCHEDULE FOOTING INSPECTION

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R109.1.1** — FOOTINGS MUST BE INSPECTED BEFORE CONCRETE PLACEMENT.

NOTES:

1.6.2 — SCHEDULE FOUNDATION INSPECTION

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R109.1.2** — FOUNDATION INSPECTION REQUIRED BEFORE BACKFILLING.

NOTES:

1.6.3 — SCHEDULE UNDERGROUND UTILITY INSPECTIONS

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CODES FOLLOWED:

- **2020 NYS PLUMBING CODE CHAPTER 3 & 6** — UNDERGROUND PLUMBING INSPECTION REQUIREMENTS.
- **NEC ARTICLE 300** — UNDERGROUND ELECTRICAL REQUIREMENTS.

NOTES:

1.6.4 — SCHEDULE PRE-SET FOUNDATION INSPECTION

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CODES FOLLOWED:

- **19 NYCRR 1209.2(b)** — FOUNDATION MUST COMPLY WITH NYS UNIFORM FIRE PREVENTION & BUILDING CODE PRIOR TO MODULAR INSTALLATION.

NOTES:



PHASE 2 — SITE SETUP & SAFETY ESTABLISHMENT

PURPOSE: ESTABLISH A SAFE, COMPLIANT, AND PROPERLY ORGANIZED CONSTRUCTION SITE PRIOR TO ANY EARTHWORK OR STRUCTURAL OPERATIONS.

2.1 — SITE ACCESS PREPARATION

2.1.1 — VERIFY DELIVERY TRUCK ROUTE (WIDTH, TURNS, OVERHEAD CLEARANCE)



CODES FOLLOWED:

- **DOT OVERSIZE VEHICLE ROUTING REGULATIONS** — CLEARANCE AND ROUTE SUITABILITY REQUIREMENTS FOR OVERSIZED MODULAR TRANSPORT.

NOTES:

2.1.2 — REMOVE LOW BRANCHES AND OBSTRUCTIONS ALONG ROUTE



CODES FOLLOWED:

- **MUNICIPAL RIGHT-OF-WAY MAINTENANCE STANDARDS** — CLEARANCE OF OBSTRUCTIONS FOR TRANSPORT ACCESS.

NOTES:

2.1.3 — CONFIRM DRIVEWAY/ENTRANCE SUPPORTS CONSTRUCTION TRAFFIC



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.3** — SITE DRAINAGE AND SURFACE REQUIREMENTS FOR STABLE ACCESS.

NOTES:

2.2 — JOBSITE SAFETY CONTROLS

2.2.1 — INSTALL SILT FENCE & EROSION CONTROL MEASURES



CODES FOLLOWED:

- **NYS DEC STORMWATER MANAGEMENT REQUIREMENTS (SWPPP)** — SOIL EROSION AND SEDIMENT CONTROL STANDARDS.

NOTES:

2.2.2 — INSTALL TEMPORARY CONSTRUCTION FENCING (IF REQUIRED)



CODES FOLLOWED:

- **LOCAL MUNICIPAL CONSTRUCTION SITE SAFETY ORDINANCES** — PROTECTION OF PUBLIC AND ADJACENT PROPERTIES.

NOTES:

2.2.3 — INSTALL STONE CONSTRUCTION ENTRANCE (STABILIZED CONSTRUCTION ACCESS)



CODES FOLLOWED:

- **NYS DEC STORMWATER SPECIFICATIONS** — STABILIZED ENTRANCE REQUIREMENTS TO PREVENT SEDIMENT TRACKING.

NOTES:

2.2.4 — INSTALL CDG PROJECT SIGNAGE AND REQUIRED SAFETY SIGNS



CODES FOLLOWED:

- **OSHA 29 CFR §1926.200** — ACCIDENT PREVENTION SIGNAGE REQUIREMENTS.

NOTES:

2.2.5 — ESTABLISH TRAFFIC CONTROL MEASURES (CONES, BARRIERS, FLAGGING)



CODES FOLLOWED:

- **OSHA 29 CFR §1926.200 & §1926.201** — SIGNALING, BARRICADES, AND FLAGGER CONTROL REQUIREMENTS.

NOTES:

2.3 — TEMPORARY FACILITIES

2.3.1 — DELIVER DUMPSTER & CONFIRM SAFE PLACEMENT



CODES FOLLOWED:

- **OSHA 29 CFR §1926.25(A)** — JOBSITE CLEANLINESS AND DEBRIS MANAGEMENT REQUIREMENTS.

NOTES:

2.3.2 — DELIVER PORTABLE TOILET & CONFIRM ACCESSIBILITY



CODES FOLLOWED:

- **OSHA 29 CFR §1926.51(C)** — SANITATION FACILITIES REQUIRED ON CONSTRUCTION SITES.

NOTES:

2.3.3 — INSTALL TEMPORARY POWER WITH GFCI PROTECTION



CODES FOLLOWED:

- **NFPA 70 (NEC 2017) ARTICLE 590** — TEMPORARY POWER INSTALLATION REQUIREMENTS.
- **OSHA 29 CFR §1926.404(B)(1)** — GFCI PROTECTION REQUIRED ON CONSTRUCTION SITES.

NOTES:

2.3.4 — PROVIDE ONSITE WATER ACCESS (IF REQUIRED FOR CONSTRUCTION)



CODES FOLLOWED:

- **2020 NYS PLUMBING CODE CHAPTER 6** — WATER SUPPLY PROVISIONS FOR CONSTRUCTION REQUIREMENTS.

NOTES:

2.4 — STAGING & SITE ORGANIZATION

2.4.1 — ESTABLISH MATERIAL STAGING AREA (CLEAR, LEVEL, SECURED)



CODES FOLLOWED:

- **OSHA 29 CFR §1926.250(A)** — MATERIAL STORAGE MUST BE STABLE, SECURE, AND ORGANIZED TO PREVENT HAZARDS.

NOTES:

2.4.2 — DESIGNATE MODULAR BOX STAGING AREA (ARRIVAL & SET DAY LAYOUT)

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CODES FOLLOWED:

- **19 NYCRR 1209.2(b)** — SITE MUST MEET MODULAR INSTALLATION REQUIREMENTS, INCLUDING STAGING AND ACCESS COORDINATION.

NOTES:

2.4.3 — MARK CREW WORK ZONES AND RESTRICTED AREAS

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.20(b)** — EMPLOYER MUST MAINTAIN SAFE WORK ZONES AND RESTRICT HAZARDOUS AREAS.

NOTES:

2.4.4 — ESTABLISH EMERGENCY ACCESS & FIRST AID AREA

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.23** — FIRST AID AND MEDICAL ATTENTION MUST BE AVAILABLE ONSITE.

NOTES:

2.5 – FINAL SITE SETUP VERIFICATION

2.5.1 – CONFIRM SITE IS SAFE & READY FOR LAND CLEARING AND EXCAVATION

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R109** — REQUIRED INSPECTIONS MUST PRECEDE FURTHER CONSTRUCTION ACTIVITY.

NOTES:

2.5.2 – SUPERVISOR WALKTHROUGH & PRE-CONSTRUCTION APPROVAL

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CODES FOLLOWED:

- **CDG INTERNAL CONSTRUCTION SAFETY AND QUALITY STANDARDS**

NOTES:

PHASE 3 — LAND CLEARING & ROUGH GRADING

PURPOSE: PREPARE, SHAPE, AND STABILIZE THE SITE TO MEET NYS CODE REQUIREMENTS FOR FOUNDATION CONSTRUCTION, DRAINAGE, ACCESS, AND EQUIPMENT OPERATIONS.

3.1 — TREE, BRUSH & OBSTRUCTION REMOVAL

3.1.1 — REMOVE DESIGNATED TREES, BRUSH, AND OVERGROWTH



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.3** — SITE MUST BE GRADED TO DIRECT WATER AWAY FROM THE FOUNDATION AFTER VEGETATION REMOVAL.

NOTES:

3.1.2 — PERFORM STUMP GRINDING AND ROOT REMOVAL



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403.1** — SOIL UNDER FOUNDATIONS MUST BE UNDISTURBED OR PROPERLY COMPACTED, REQUIRING FULL ROOT REMOVAL.

NOTES:

3.1.3 — REMOVE ROCKS, DEBRIS, AND ORGANIC MATERIAL FROM BUILDING AREA



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R506.2.1** — ORGANIC OR DELETERIOUS MATERIAL MUST BE REMOVED FROM AREAS SUPPORTING SLABS OR FOUNDATIONS.

NOTES:

3.2 — TOPSOIL STRIPPING & EARTH MANAGEMENT

3.2.1 — STRIP TOPSOIL FROM FOUNDATION, DRIVEWAY, AND WORK AREAS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.4** — FOUNDATION SUPPORT SOILS MUST BE FREE OF TOPSOIL OR ORGANIC MATERIALS.

NOTES:

3.2.2 — STOCKPILE OR REMOVE TOPSOIL ACCORDING TO SITE PLAN



CODES FOLLOWED:

- **NYS DEC STORMWATER MANAGEMENT STANDARDS** — STOCKPILES MUST NOT CAUSE RUNOFF, SEDIMENTATION, OR ENVIRONMENTAL IMPACT.

NOTES:

3.2.3 — ESTABLISH PROPER SITE DRAINAGE FLOW BEFORE EXCAVATION

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.3** — SURFACE DRAINAGE MUST SLOPE AWAY FROM PROPOSED FOUNDATION.

NOTES:

3.3 — ROUGH GRADING OPERATIONS

3.3.1 — ROUGH GRADE BUILDING PAD TO REQUIRED ELEVATION

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403.1.7** — FOUNDATION ELEVATIONS MUST RISE ABOVE EXTERIOR GRADE PER CODE REQUIREMENTS.

NOTES:

3.3.2 — ROUGH GRADE DRIVEWAY AND ACCESS AREAS TO REQUIRED SLOPES

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CODES FOLLOWED:

- **MUNICIPAL DRIVEWAY SLOPE REQUIREMENTS** — ACCESS MUST MEET TOWN DESIGN CRITERIA AND SUPPORT CONSTRUCTION EQUIPMENT.

NOTES:

3.3.3 — VERIFY PROPER SLOPE AWAY FROM ALL STRUCTURES

☐

CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.3** — REQUIRED MINIMUM SLOPE: 6 INCHES FALL WITHIN THE FIRST 10 FEET AWAY FROM THE BUILDING.

NOTES:

3.4 — SOIL PREPARATION & COMPACTION

3.4.1 — REMOVE SOFT, LOOSE, OR UNSUITABLE SOILS

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.4.1** — UNSTABLE OR UNSUITABLE SOILS MUST BE REPLACED WITH PROPER FILL MATERIAL.

NOTES:

3.4.2 — INSTALL AND COMPACT STRUCTURAL FILL WHERE REQUIRED



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R404.1** — FILL SUPPORTING FOUNDATIONS MUST BE COMPACTED TO CODE-GRADE DENSITY.

NOTES:

3.4.3 — VERIFY SOIL BEARING CAPACITY MEETS ENGINEERING REQUIREMENTS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.4** — FOUNDATION SOILS MUST HAVE ADEQUATE BEARING CAPACITY PER ENGINEERING SPECIFICATIONS.

NOTES:

3.5 — WORKSPACE & CLEARANCE PREPARATION

3.5.1 — ESTABLISH REQUIRED WORKING SPACE AROUND FOUNDATION AREA



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403** — ADEQUATE WORKSPACE MUST BE MAINTAINED AROUND FOUNDATION LOCATIONS FOR SAFE CONSTRUCTION.

NOTES:

3.5.2 — ENSURE SAFE ACCESS FOR EXCAVATION, TRUCKS, AND EQUIPMENT

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.651(D)** — SAFE ACCESS AND EGRESS MUST BE PROVIDED FOR WORKERS AND EQUIPMENT IN EXCAVATION AREAS.

NOTES:

3.5.3 — VERIFY ROUGH-GRADED CRANE ACCESS PATH IS STABLE

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(B)** — GROUND CONDITIONS FOR CRANE MOVEMENT MUST BE FIRM, DRAINED, AND GRADED TO SUPPORT EQUIPMENT LOAD.

NOTES:

3.6 — SUPERVISOR REVIEW & PRE-EXCAVATION APPROVAL

3.6.1 — CDG SUPERVISOR WALKTHROUGH OF ROUGH GRADING & CLEARING

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CODES FOLLOWED:

- **CDG INTERNAL QUALITY STANDARDS**

NOTES:

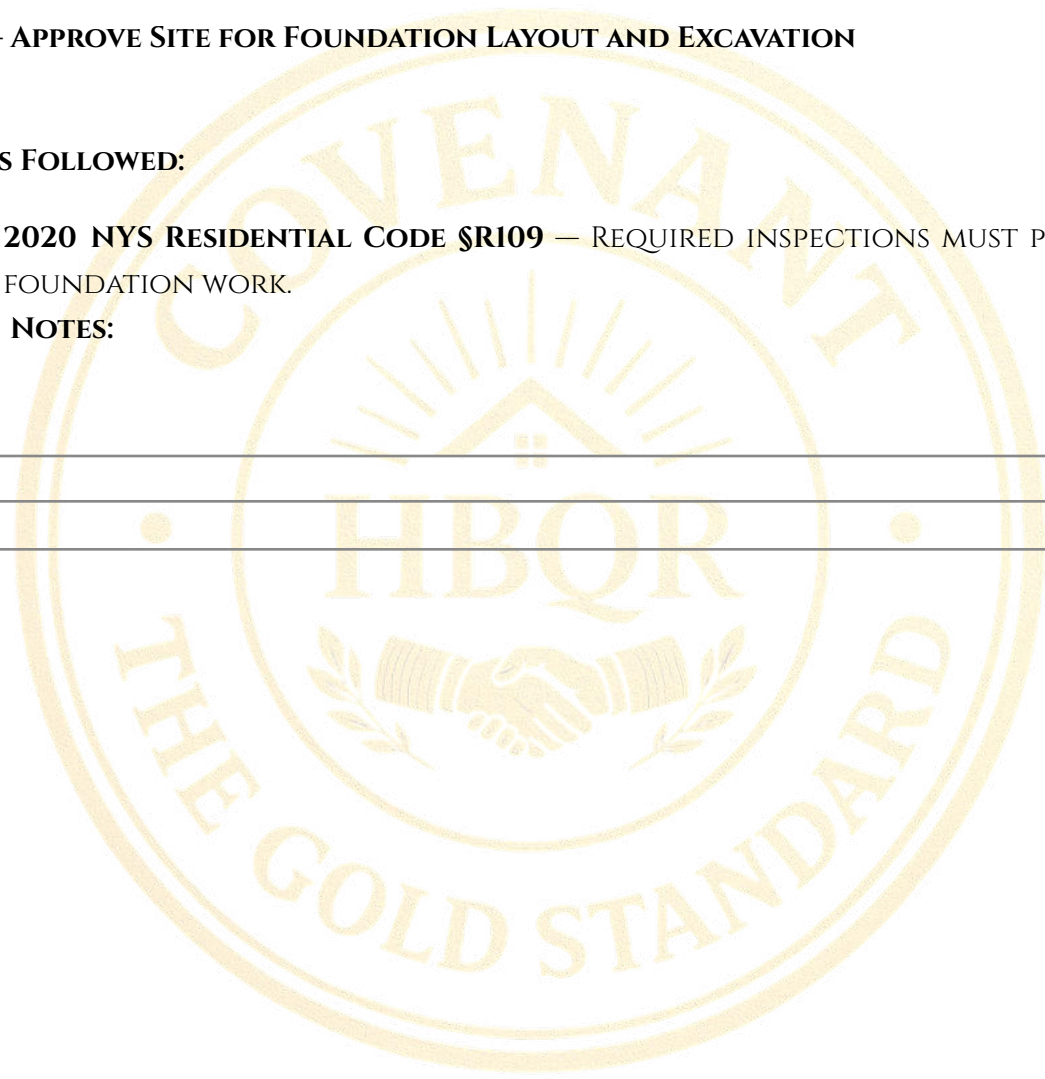
3.6.2 — APPROVE SITE FOR FOUNDATION LAYOUT AND EXCAVATION



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R109** — REQUIRED INSPECTIONS MUST PRECEDE FOUNDATION WORK.

NOTES:



PHASE 4 – LAYOUT & FOUNDATION CONSTRUCTION

PURPOSE: ESTABLISH PRECISE BUILDING LAYOUT, PERFORM COMPLIANT EXCAVATION, CONSTRUCT FOUNDATION SYSTEMS, AND ENSURE ALL FOUNDATION CONDITIONS MEET NYS RESIDENTIAL CODE, NYCRR MODULAR REQUIREMENTS, AND MUNICIPAL INSPECTION STANDARDS.

4.1 – BUILDING LAYOUT & FOOTPRINT FLAGGING

4.1.1 – STAKE HOUSE CORNERS ACCORDING TO APPROVED SURVEY / PLOT PLAN



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R109.1.1** — FOUNDATION LAYOUT MUST MATCH APPROVED PERMITTED PLANS BEFORE INSPECTION AND EXCAVATION.

NOTES:

4.1.2 – CONFIRM SETBACKS MATCH MUNICIPAL REQUIREMENTS



CODES FOLLOWED:

- **LOCAL ZONING ORDINANCE — SETBACK & LOT COVERAGE REQUIREMENTS**

NOTES:

4.1.3 – SPRAY PAINT / FLAG FULL BUILDING FOOTPRINT



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R401.3** — SITE LAYOUT MUST SUPPORT COMPLIANT SURFACE DRAINAGE AWAY FROM FUTURE FOUNDATION.

NOTES:

4.1.4 — CONFIRM HOUSE ORIENTATION (COMPASS CHECK: FRONT/REAR/SIDE ACCURACY)



CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — MODULAR INSTALLATION MUST CONFORM TO SITE PLAN, LAYOUT, AND ALL APPLICABLE LOCAL REQUIREMENTS.

NOTES:

4.1.5 — MARK LOCATIONS OF PORCHES, GARAGE, AND ADDITIONAL STRUCTURES



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R301.1** — STRUCTURAL PLANNING MUST ALIGN WITH APPROVED DRAWINGS AND LOADS.

NOTES:

4.1.6 — ESTABLISH OVERDIG AREA AROUND FOUNDATION (4–6 FEET MINIMUM)



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403.1** — ADEQUATE WORKING ROOM REQUIRED FOR FOUNDATION CONSTRUCTION AND FORMWORK.

NOTES:

4.2 — EXCAVATION

4.2.1 — EXCAVATE FOUNDATION TO REQUIRED DEPTH AND DIMENSIONS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403** — FOOTINGS AND FOUNDATIONS MUST BE EXCAVATED TO FROST DEPTH AND ENGINEERED DIMENSIONS.

NOTES:

4.2.2 — MAINTAIN SAFE EXCAVATION PERIMETER AND ACCESS



CODES FOLLOWED:

- **OSHA 29 CFR §1926.651(D)** — SAFE ACCESS MUST BE PROVIDED IN ALL EXCAVATIONS DEEPER THAN 4 FEET.

NOTES:

4.2.3 — MANAGE SPOILS (HAUL OFF OR STOCKPILE SAFELY)

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CODES FOLLOWED:

- **NYS DEC STORMWATER MANAGEMENT GUIDELINES** — SPOILS PILES MUST NOT CREATE EROSION OR OBSTRUCT DRAINAGE.

NOTES:

4.2.4 — PROTECT EXCAVATION FROM WATER ACCUMULATION

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.651(h)** — EXCAVATION MUST BE KEPT FROM ACCUMULATING WATER HAZARDS.

NOTES:

4.3 — FOOTINGS

4.3.1 — INSTALL FOOTING FORMS AND REQUIRED REINFORCEMENT

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403.1.3** — FOOTING THICKNESS, WIDTH, AND REINFORCEMENT MUST MATCH PLANS.

NOTES:

4.3.2 — INSPECT FOOTINGS PRIOR TO POUR

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R109.1.1** — MANDATORY FOOTING INSPECTION BEFORE CONCRETE PLACEMENT.

NOTES:

4.3.3 — POUR CONCRETE FOOTINGS ACCORDING TO PLAN SPECIFICATIONS

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R402.2** — CONCRETE MUST MEET MINIMUM STRENGTH AND PLACEMENT STANDARDS.

NOTES:

4.4 — FOUNDATION WALLS

4.4.1 — CONSTRUCT FOUNDATION WALLS (POURED OR BLOCK) TO ENGINEERED DIMENSIONS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R404.1** — FOUNDATION WALLS MUST MEET ENGINEERING AND LOAD-BEARING REQUIREMENTS.

NOTES:

4.4.2 — INSTALL ANCHOR BOLTS PER CODE AND MODULAR ENGINEERING REQUIREMENTS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403.1.6** — ANCHOR BOLTS MUST MEET SPACING, EMBEDMENT, AND PLACEMENT SPECS.

NOTES:

4.4.3 — INSTALL TREATED SILL PLATES ON FOUNDATION



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R317.1** — PRESSURE-TREATED WOOD REQUIRED WHERE IN CONTACT WITH CONCRETE.

NOTES:

4.4.4 — VERIFY FOUNDATION MEASUREMENTS: LEVEL, SQUARE, AND PLUMB

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CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — MODULAR INSTALLATION REQUIRES FOUNDATION THAT MATCHES APPROVED PLANS FOR ALIGNMENT AND SUPPORT.

NOTES:

4.5 — WATERPROOFING & DRAINAGE

4.5.1 — APPLY FOUNDATION WATERPROOFING MEMBRANE

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R406.1** — FOUNDATION WALLS MUST BE WATERPROOFED PER CODE REQUIREMENTS.

NOTES:

4.5.2 — INSTALL DRAIN TILE (PERFORATED PIPE) AT BASE OF FOOTINGS

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R405.1** — FOUNDATION DRAINAGE REQUIRED FOR BASEMENTS AND CRAWLSPACES.

NOTES:

4.5.3 — INSTALL INTERIOR & EXTERIOR STONE DRAINAGE BEDS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R405.1** — DRAINAGE LAYERS AND GRAVEL BEDS MUST MEET MINIMUM SPECIFICATIONS.

NOTES:

4.6 — BACKFILLING

4.6.1 — BACKFILL FOUNDATION AFTER APPROVAL AND REQUIRED CURE TIME



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R404.1.7** — BACKFILL PROHIBITED UNTIL FOUNDATION ACHIEVES REQUIRED STRENGTH.

NOTES:

4.6.2 — COMPACT BACKFILL AND ENSURE NO PRESSURE ON WALLS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R404.1.7.3** — BACKFILL MUST NOT IMPOSE LOADING BEFORE STRUCTURE CAN RESIST LATERAL SOIL PRESSURES.

NOTES:

4.7 — FINAL FOUNDATION VERIFICATION

4.7.1 — CONFIRM FOUNDATION HEIGHT ABOVE EXTERIOR GRADE



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403.1.7.3** — FOUNDATION ELEVATION MUST PREVENT WATER INTRUSION.

NOTES:

4.7.2 — CONFIRM ALL FOUNDATION DIMENSIONS MATCH MODULAR ENGINEERING



CODES FOLLOWED:

- **19 NYCRR 1209.2(b)** — MODULAR INSTALLATION REQUIRES EXACT DIMENSIONAL CONFORMITY WITH APPROVED FOUNDATION PLANS.

NOTES:

4.7.3 – SUPERVISOR FINAL APPROVAL PRIOR TO UTILITY INSTALLATION

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CODES FOLLOWED:

- **CDG INTERNAL QUALITY ASSURANCE PROCEDURES**

NOTES:



PHASE 5 — UNDERGROUND UTILITY INSTALLATION

PURPOSE: INSTALL WATER, SEWER, GAS, ELECTRICAL, AND DRAINAGE UTILITIES BENEATH THE GROUND IN FULL COMPLIANCE WITH NYS PLUMBING, ELECTRICAL, FUEL GAS CODES, MUNICIPAL SEWER RULES, AND OSHA TRENCHING SAFETY STANDARDS.

5.1 — TRENCHING OPERATIONS

5.1.1 — EXCAVATE UTILITY TRENCHES TO REQUIRED DEPTH AND ALIGNMENT



CODES FOLLOWED:

- **OSHA 29 CFR §1926.651(B)** — UTILITY TRENCHES MUST BE EXCAVATED TO PREVENT CAVE-INS AND MAINTAIN SAFE CONDITIONS.
- **2020 NYS PLUMBING CODE §P2603.5** — UTILITY TRENCHES MUST BE PROTECTED FROM FREEZING AND PHYSICAL DAMAGE.

NOTES:

5.1.2 — PROVIDE SAFE ACCESS/EGRESS TO TRENCHES



CODES FOLLOWED:

- **OSHA 29 CFR §1926.651(C)** — TRENCHES 4 FEET OR DEEPER REQUIRE SAFE LADDERS, RAMPS, OR STEPS WITHIN 25 FEET OF WORKERS.

NOTES:

5.1.3 — PROTECT ADJACENT STRUCTURES AND EXCAVATIONS



CODES FOLLOWED:

- **OSHA 29 CFR §1926.651(i)** — EXCAVATIONS MUST NOT COMPROMISE THE STABILITY OF ADJACENT STRUCTURES.

NOTES:

5.2 — WATER SERVICE INSTALLATION

5.2.1 — INSTALL WATER LINE AT APPROVED BURIAL DEPTH



CODES FOLLOWED:

- **2020 NYS PLUMBING CODE §P2603.5.1** — WATER SERVICE PIPING MUST BE INSTALLED BELOW FROST DEPTH AND PROTECTED FROM FREEZING.

NOTES:

5.2.2 — INSTALL APPROVED PIPE MATERIAL AND FITTINGS



CODES FOLLOWED:

- **2020 NYS PLUMBING CODE CHAPTER 6** — WATER DISTRIBUTION SYSTEM MATERIALS MUST BE APPROVED AND INSTALLED PER CODE.

NOTES:

5.2.3 — PRESSURE-TEST WATER SERVICE LINE

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CODES FOLLOWED:

- **2020 NYS PLUMBING CODE §P312** — WATER PIPING MUST BE TESTED FOR LEAKS AND STRUCTURAL INTEGRITY BEFORE BACKFILLING.

NOTES:

5.3 — SEWER / SEPTIC INSTALLATION

5.3.1 — INSTALL BUILDING SEWER WITH PROPER SLOPE AND BEDDING

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CODES FOLLOWED:

- **2020 NYS PLUMBING CODE §P3005.2** — BUILDING SEWER LINES MUST HAVE PROPER SLOPE (TYPICALLY 1/4" PER FOOT).
- **TOWN OF CICERO CODE §166-17(J-M)** — OPEN TRENCH WORK, MINIMUM BURIAL DEPTH OF 4 FEET, WATERTIGHT JOINTS, AND MANDATORY INSPECTION BEFORE BACKFILL.

NOTES:

5.3.2 — INSTALL PIPE WITH APPROVED JOINTS (WATERTIGHT/GASTIGHT)



CODES FOLLOWED:

- **TOWN OF CICERO CODE §166-17(L)** — SEWER JOINTS MUST BE WATERTIGHT AND GASTIGHT USING APPROVED FITTINGS.

NOTES:

5.3.3 — INSTALL SEWER CLEANOUTS PER CODE



CODES FOLLOWED:

- **2020 NYS PLUMBING CODE §P3005.2.9** — CLEANOUTS MUST BE INSTALLED AT REQUIRED INTERVALS AND ACCESSIBLE LOCATIONS.

NOTES:

5.3.4 — PERFORM MANDATORY SEWER OR SEPTIC INSPECTION BEFORE BACKFILL



CODES FOLLOWED:

- **TOWN OF CICERO CODE §166-17(K)** — NO BACKFILL MAY BE PLACED UNTIL INSPECTED BY THE ENFORCEMENT OFFICER.

NOTES:

5.4 – GAS SERVICE INSTALLATION

5.4.1 – INSTALL GAS PIPING TO REQUIRED BURIAL DEPTH



CODES FOLLOWED:

- **2020 NYS FUEL GAS CODE §404.12** — UNDERGROUND GAS PIPING MUST MEET MINIMUM BURIAL DEPTH AND PROTECTION REQUIREMENTS.

NOTES:

5.4.2 – PROTECT UNDERGROUND GAS LINE FROM CORROSION & DAMAGE



CODES FOLLOWED:

- **2020 NYS FUEL GAS CODE §404.17** — GAS PIPING MUST BE CORROSION-PROTECTED WHEN INSTALLED UNDERGROUND.

NOTES:

5.4.3 – PERFORM GAS PRESSURE TEST BEFORE BACKFILL



CODES FOLLOWED:

- **2020 NYS FUEL GAS CODE §406.4** — GAS PIPING MUST PASS PRESSURE TESTING BEFORE CONCEALMENT.

NOTES:

5.5 — ELECTRICAL SERVICE INSTALLATION

5.5.1 — INSTALL ELECTRICAL CONDUIT FOR UNDERGROUND SERVICE



CODES FOLLOWED:

- **NFPA 70 (NEC 2017) ARTICLE 300.5** — MINIMUM BURIAL DEPTHS FOR UNDERGROUND ELECTRICAL SERVICE CONDUCTORS.

NOTES:

5.5.2 — INSTALL SERVICE CONDUCTORS AND METER BASE (IF REQUIRED BEFORE DELIVERY)



CODES FOLLOWED:

- **NFPA 70 (NEC 2017) ARTICLE 230** — SERVICE ENTRANCE CONDUCTORS AND EQUIPMENT INSTALLATION REQUIREMENTS.

NOTES:

5.5.3 — PERFORM ELECTRICAL TRENCH INSPECTION BEFORE BACKFILL



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R109.1.3** — UNDERGROUND ELECTRICAL INSTALLATIONS MUST BE INSPECTED BEFORE COVERING.

NOTES:

5.6 — DRAINAGE & STORMWATER CONNECTIONS

5.6.1 — INSTALL FOUNDATION DRAINAGE OUTLETS (IF REQUIRED BY PLAN)

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R405.1** — DRAINS MUST DISCHARGE TO APPROVED LOCATIONS.

NOTES:

5.6.2 — INSTALL ROOF DRAINAGE OR DRYWELL PIPING (IF APPLICABLE)

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CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R903.4** — ROOF DRAINAGE MUST BE DIRECTED TO APPROVED DISPOSAL LOCATIONS.

NOTES:

5.7 — BACKFILLING & FINAL UTILITY VERIFICATION

5.7.1 — BACKFILL UTILITY TRENCHES WITH PROPER MATERIAL & COMPACTION



CODES FOLLOWED:

- **OSHA 29 CFR §1926.651(H)** — TRENCHES MUST BE BACKFILLED SAFELY AND PROPERLY AFTER INSPECTION.

NOTES:

5.7.2 — CONFIRM ALL UTILITY LOCATIONS WITH AS-BUILT SKETCH



CODES FOLLOWED:

- **MUNICIPAL UTILITY DOCUMENTATION REQUIREMENTS**

NOTES:

5.7.3 — SUPERVISOR APPROVAL PRIOR TO DELIVERING MODULAR UNITS



CODES FOLLOWED:

- **CDG INTERNAL QA STANDARDS**

NOTES:

PHASE 6 — CRANE & DELIVERY PREPARATION

PURPOSE: PREPARE ALL ACCESS ROUTES, CRANE AREAS, STAGING ZONES, AND SAFETY MEASURES REQUIRED FOR DELIVERY AND SAFE MODULAR HOME LIFTING OPERATIONS.

6.1 — DELIVERY ROUTE PREPARATION

6.1.1 — VERIFY ROADWAY WIDTH, TURNING RADIUS, AND ACCESS GEOMETRY



CODES FOLLOWED:

- **DOT OVERSIZE VEHICLE ROUTING REGULATIONS** — ADEQUATE ROAD WIDTH AND TURNING RADIUS REQUIRED FOR MODULAR TRANSPORT.

NOTES:

6.1.2 — CLEAR OVERHEAD BRANCHES, WIRES, AND OBSTRUCTIONS ALONG ROUTE



CODES FOLLOWED:

- **DOT OVERSIZE CLEARANCE REQUIREMENTS** — TRANSPORT PATH MUST BE FREE OF OVERHEAD OBSTRUCTIONS.

NOTES:

6.1.3 — REMOVE OR RELOCATE PHYSICAL BARRIERS (FENCES, MAILBOXES, ROCKS)



CODES FOLLOWED:

- **MUNICIPAL RIGHT-OF-WAY MAINTENANCE STANDARDS** — TEMPORARY REMOVAL ALLOWED FOR CONSTRUCTION ACCESS.

NOTES:

6.1.4 — MARK DELIVERY PATH WITH STAKES OR FLAGS



CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — MODULAR INSTALLATION MUST CONFORM TO APPROVED LAYOUT AND SITE ACCESS REQUIREMENTS.

NOTES:

6.2 — CRANE PAD CONSTRUCTION & VERIFICATION

6.2.1 — GRADE CRANE PAD TO REQUIRED SIZE AND SHAPE



CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(B)** — CRANE MUST BE SET ON FIRM, DRAINED, AND GRADED GROUND CONDITIONS.

NOTES:

6.2.2 — COMPACT CRANE PAD AREA FOR REQUIRED BEARING CAPACITY

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(c)(1)** — CONTROLLING ENTITY MUST ENSURE PROPER GROUND PREPARATION FOR CRANE SUPPORT.

NOTES:

6.2.3 — INSTALL CRANE MATS, BLOCKING, OR SUPPORTING MATERIAL (IF REQUIRED)

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(a)(2)** — SUPPORTING MATERIALS (MATS, CRIBBING) MUST BE USED WHEN NEEDED FOR STABILITY.

NOTES:

6.2.4 — VERIFY CRANE PAD CLEARANCE FROM OVERHEAD WIRES AND OBSTACLES

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.1408(a)** — MINIMUM CLEARANCE DISTANCES REQUIRED FROM ENERGIZED POWER LINES.

NOTES:

6.3 — SITE STAGING AND SET-ZONE LAYOUT

6.3.1 — MARK DESIGNATED STAGING AREA FOR MODULAR BOXES



CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — SITE MUST SUPPORT MODULAR INSTALLATION AND PROPER PLACEMENT OF UNITS.

NOTES:

6.3.2 — MARK CRANE SWING RADIUS AND RESTRICTED AREAS



CODES FOLLOWED:

- **OSHA 29 CFR §1926.1424(A)** — WORKERS MUST BE PREVENTED FROM ENTERING CRANE SWING RADIUS.

NOTES:

6.3.3 — ESTABLISH SAFE WORKER STAND-OFF ZONES USING BARRIERS OR CONES



CODES FOLLOWED:

- **OSHA 29 CFR §1926.20(B)** — EMPLOYER MUST MAINTAIN SAFE WORK ENVIRONMENTS FREE FROM HAZARDS.

NOTES:

6.3.4 — PREPARE AND MARK TAGLINE POSITIONS FOR RIGGING CREW



CODES FOLLOWED:

- **OSHA 29 CFR §1926.251(A)** — RIGGING OPERATIONS MUST USE SAFE POSITIONING AND PERSONNEL CONTROL.

NOTES:

6.4 — SAFETY, TRAFFIC, AND EMERGENCY PREPARATION

6.4.1 — INSTALL TRAFFIC CONTROL DEVICES (SIGNAGE, CONES, BARRIERS)



CODES FOLLOWED:

- **OSHA 29 CFR §1926.200 & §1926.201** — BARRICADES, SIGNALING, AND TRAFFIC CONTROL REQUIRED NEAR CRANE OPERATIONS.

NOTES:

6.4.2 — VERIFY EMERGENCY ACCESS ROUTE FOR FIRST RESPONDERS



CODES FOLLOWED:

- **OSHA 29 CFR §1926.23** — EMERGENCY MEDICAL GUIDANCE AND ACCESS MUST BE ENSURED ON JOB SITES.

NOTES:

6.4.3 — PREPARE EMERGENCY EQUIPMENT (FIRE EXTINGUISHER, FIRST AID KIT)



CODES FOLLOWED:

- **OSHA 29 CFR §1926.150(A)** — FIRE PROTECTION EQUIPMENT REQUIRED ON CONSTRUCTION SITES.

NOTES:

6.4.4 — CONDUCT MORNING JOB HAZARD ANALYSIS (JHA) PRIOR TO SET



CODES FOLLOWED:

- **OSHA 29 CFR §1926.21(B)(2)** — WORKERS MUST BE TRAINED AND MADE AWARE OF JOB HAZARDS BEFORE WORK BEGINS.

NOTES:

6.5 — DELIVERY DAY FINAL PREPARATION

6.5.1 — CONFIRM DELIVERY SCHEDULE WITH FACTORY AND TRUCKING COMPANY



CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — DELIVERY MUST ALIGN WITH APPROVED INSTALLATION PLAN AND SITE READINESS.

NOTES:

6.5.2 — INSPECT MODULAR BOXES UPON ARRIVAL (DAMAGE, WRAPPING, LABELS)



CODES FOLLOWED:

- **19 NYCRR 1209.3(G)(6)** — MODULAR UNITS MUST BE INSPECTED AT RECEIPT BEFORE INSTALLATION.

NOTES:

6.5.3 — CONFIRM PROPER SEQUENCING OF MODULAR BOXES FOR SET



CODES FOLLOWED:

- **19 NYCRR 1209.3(G)(7-9)** — MANUFACTURER MUST PROVIDE CORRECT INSTALLATION AND SEQUENCING PROCEDURES.

NOTES:

6.5.4 — SUPERVISOR APPROVAL: CRANE AREA, DELIVERY ROUTE, STAGING AREAS READY



CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(B-C)** — CRANE MUST NOT OPERATE UNLESS GROUND AND ACCESS ROUTES ARE FULLY PREPARED.

NOTES:



PHASE 7 — FINAL CRANE SET & HOME DELIVERY

PURPOSE: ENSURE SAFE, COMPLIANT, AND PRECISE LIFTING, POSITIONING, AND SETTING OF MODULAR HOME SECTIONS ONTO THE PREPARED FOUNDATION IN ACCORDANCE WITH NYS MODULAR LAW, OSHA CRANE REGULATIONS, MANUFACTURER INSTRUCTIONS, AND MUNICIPAL INSPECTION REQUIREMENTS.

7.1 — PRE-SET FINAL VERIFICATIONS

7.1.1 — COMPLETE PRE-SET FOUNDATION INSPECTION



CODES FOLLOWED:

- **19 NYCRR 1209.2(b)** — MODULAR INSTALLATION MUST COMPLY WITH FOUNDATION, UTILITY, HEIGHT, BULK, AREA, AND SITE DEVELOPMENT RESTRICTIONS.
- **2020 NYS RESIDENTIAL CODE §R109.1.2** — FOUNDATION MUST BE INSPECTED AND APPROVED PRIOR TO SET.

NOTES:

7.1.2 — CONFIRM ANCHOR BOLTS, SILL PLATES, AND DIMENSIONS MATCH MODULAR PLANS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R403.1.6** — ANCHOR BOLT PLACEMENT AND SILL PLATES MUST MEET CODE-SPECIFIED SPACING AND EMBEDMENT.
- **19 NYCRR 1209.2(b)** — FOUNDATION MUST MATCH APPROVED MODULAR ENGINEERING.

NOTES:

7.1.3 — VERIFY FINAL UTILITY POSITIONS DO NOT INTERFERE WITH SET

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CODES FOLLOWED:

- **2020 NYS PLUMBING CODE §P2603.5** — UNDERGROUND UTILITIES MUST BE PROTECTED AND PROPERLY LOCATED PRIOR TO CONSTRUCTION.

NOTES:

7.1.4 — CONFIRM CRANE PAD MEETS LOAD-BEARING & LEVEL REQUIREMENTS

☐

CODES FOLLOWED:

- **OSHA 29 CFR §1926.1402(B)** — CRANE MUST BE SET ON FIRM, DRAINED, AND GRADED GROUND CONDITIONS MEETING MANUFACTURER LOAD SUPPORT.

NOTES:

7.2 — MODULE ARRIVAL & INSPECTION

7.2.1 — CONFIRM MODULAR BOXES ARRIVE IN CORRECT ORDER



CODES FOLLOWED:

- **19 NYCRR 1209.3(G)(7-9)** — MANUFACTURER MUST PROVIDE INSTALLATION SEQUENCE AND SITE PROCEDURES.

NOTES:

7.2.2 — INSPECT BOXES FOR DAMAGE, MOISTURE, WRAPPING INTEGRITY, AND LABEL PLACEMENT



CODES FOLLOWED:

- **19 NYCRR 1209.3(G)(6)** — MODULAR UNITS MUST BE INSPECTED AT POINT OF RECEIPT BEFORE INSTALLATION.

NOTES:

7.2.3 — CONFIRM NYS MODULAR LABELS / INSIGNIAS ARE PRESENT



CODES FOLLOWED:

- **19 NYCRR 1209.5** — MODULAR HOMES MUST BEAR INSIGNIAS OF APPROVAL AS EVIDENCE OF COMPLIANCE WITH NYS UNIFORM CODE.

NOTES:

7.3 — CRANE LIFT & SET OPERATIONS

7.3.1 — CONDUCT PRE-LIFT SAFETY MEETING WITH ALL CREWS (RIGGING, CRANE, SET CREW)



CODES FOLLOWED:

- **OSHA 29 CFR §1926.21(B)(2)** — WORKERS MUST BE INSTRUCTED IN RECOGNITION AND AVOIDANCE OF UNSAFE CONDITIONS.

NOTES:

7.3.2 — CONFIRM RIGGING CONFIGURATION MATCHES MANUFACTURER LOAD REQUIREMENTS



CODES FOLLOWED:

- **OSHA 29 CFR §1926.251(A)** — RIGGING EQUIPMENT AND METHODS MUST MEET LOAD-BEARING AND INSPECTION REQUIREMENTS.

NOTES:

7.3.3 — LIFT EACH SECTION PER CRANE OPERATOR'S SIGNAL AND RIGGING CREW INSTRUCTIONS



CODES FOLLOWED:

- **OSHA 29 CFR §1926.1419(A)** — ONLY DESIGNATED SIGNAL PERSON MAY DIRECT CRANE OPERATIONS.

NOTES:

7.3.4 — MAINTAIN EXCLUSION ZONE AROUND CRANE & LOAD PATH



CODES FOLLOWED:

- **OSHA 29 CFR §1926.1424(A)** — WORKERS MUST BE PREVENTED FROM ENTERING CRANE SWING RADIUS OR LOAD TRAVEL PATHS.

NOTES:

7.3.5 — SET MODULES CAREFULLY ON SILL PLATES AND STRUCTURAL BEARING POINTS



CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — INSTALLATION MUST CONFORM TO APPROVED MODULAR ENGINEERING FOR SUPPORT, PLACEMENT, AND STRUCTURAL LOADS.

NOTES:

7.4 — ALIGNMENT, FASTENING & SECURING

7.4.1 — ALIGN MARRIAGE WALLS, FLOORS, AND ROOF SYSTEMS PRECISELY



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R502 & §R602** — STRUCTURAL FLOOR AND WALL SYSTEMS MUST BE ALIGNED AND FASTENED PER CODE.

NOTES:

7.4.2 — FASTEN MARRIAGE WALLS PER MANUFACTURER ENGINEERING REQUIREMENTS



CODES FOLLOWED:

- **19 NYCRR 1209.3(G)(8)** — MANUFACTURER MUST PROVIDE INSTALLATION FASTENER SCHEDULE AND TIE-IN PROCEDURES.

NOTES:

7.4.3 — ENGAGE ROOF HINGES AND SECURE ALL ROOF COMPONENTS



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R802** — ROOF FRAMING AND HINGED SYSTEMS MUST BE PROPERLY SECURED PER ENGINEERING.

NOTES:

7.4.4 — PERFORM TEMPORARY WEATHERPROOFING (SEAMS, ROOF GAPS, MARRIAGE LINE EXTERIOR)



CODES FOLLOWED:

- **2020 NYS RESIDENTIAL CODE §R903.1** — ROOF AND EXTERIOR JOINTS MUST PROVIDE WEATHER-RESISTANT PERFORMANCE.

NOTES:

7.5 — POST-SET INSPECTION & APPROVAL

7.5.1 — CONDUCT INITIAL POST-SET STRUCTURAL REVIEW (CDG SUPERVISOR)



CODES FOLLOWED:

- **CDG INTERNAL POST-SET QUALITY ASSURANCE REQUIREMENTS**

NOTES:

7.5.2 — CONFIRM TEMPORARY BRACING IS INSTALLED AND STABLE



CODES FOLLOWED:

- **OSHA 29 CFR §1926.305(D)** — TEMPORARY SUPPORTS AND BRACING MUST BE SECURE AND MAINTAINED UNTIL PERMANENT FASTENING.

NOTES:

7.5.3 – MUNICIPAL SET-DAY INSPECTION (IF REQUIRED BY JURISDICTION)

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CODES FOLLOWED:

- **19 NYCRR 1209.2(B)** — INSTALLATION IS SUBJECT TO PERMITTING, INSPECTION, AND APPROVAL BY LOCAL ENFORCEMENT AGENCIES.

NOTES:

7.5.4 – CONFIRM SITE IS SAFE FOR POST-SET TRADES (ELECTRICIAN, PLUMBER, HVAC)

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CODES FOLLOWED:

- **OSHA 29 CFR §1926.20(B)** — EMPLOYER MUST MAINTAIN SAFE WORK CONDITIONS FOR ALL FOLLOW-UP TRADES.

NOTES:

CDG APPENDIX — CODES, LAWS, AND REGULATORY REQUIREMENTS

THIS PROJECT FOLLOWS ALL APPLICABLE FEDERAL, STATE, AND MUNICIPAL LAWS GOVERNING MODULAR HOME INSTALLATION, SITE PREPARATION, EXCAVATION, UTILITIES, CRANE OPERATIONS, AND CONSTRUCTION SAFETY.

SECTION A — NEW YORK STATE MODULAR LAWS

19 NYCRR PART 1209 — REGULATIONS FOR FACTORY MANUFACTURED (MODULAR) HOMES

§1209.1 – DEFINITIONS

DEFINES MODULAR CONSTRUCTION TERMINOLOGY, ENGINEERING REQUIREMENTS, AND QUALITY ASSURANCE TERMS.

§1209.2 – ADMINISTRATION

INSTALLATION OF MODULAR HOMES MUST CONFORM TO THE NYS UNIFORM FIRE PREVENTION & BUILDING CODE, INCLUDING FOUNDATIONS, UTILITIES, AND SITE DEVELOPMENT RESTRICTIONS.

§1209.3 – INSIGNIA OF APPROVAL: APPLICATIONS & DOCUMENTATION

MANUFACTURERS MUST SUBMIT STAMPED PLANS, ENGINEERING DETAILS, STRUCTURAL SPECS, AND INSTALLATION PROCEDURES TO THE NYS DEPARTMENT OF STATE.

§1209.5 – INSIGNIA OF APPROVAL

EACH MODULAR UNIT MUST BEAR A NYS INSIGNIA VERIFYING COMPLIANCE WITH THE UNIFORM CODE.

§1209.6 – INSIGNIA FEES

ESTABLISHES STATE-REQUIRED INSIGNIA FEES FOR MODULAR UNIT LABELING.

SECTION B — NEW YORK STATE RESIDENTIAL CODE (2020)

§R109 — REQUIRED INSPECTIONS

FOOTINGS, FOUNDATIONS, UTILITIES, FRAMING, AND PRE-SET CONDITIONS MUST BE INSPECTED AND APPROVED.

§R401 — GENERAL SITE REQUIREMENTS

SOILS, FROST PROTECTION, GRADING, AND DRAINAGE STANDARDS.

§R401.3 — DRAINAGE

SITE MUST SLOPE AWAY FROM THE FOUNDATION MINIMUM 6 INCHES WITHIN 10 FEET.

§R401.4 — SOIL TESTS & BEARING CAPACITY

SOILS MUST BE SUITABLE AND COMPACTED PER ENGINEERING REQUIREMENTS.

§R402 & R403 — FOOTINGS & FOUNDATIONS

DEPTH, WIDTH, REINFORCEMENT, FROST PROTECTION, ANCHOR BOLTS, AND SUPPORT STANDARDS.

§R404 — FOUNDATION WALLS

DESIGN, THICKNESS, BRACING, WATERPROOFING, AND LATERAL SUPPORT.

§R405 — FOUNDATION DRAINAGE

DRAIN TILE/PERFORATED PIPE REQUIRED FOR BASEMENTS AND CRAWLSPACES.

§R406 — FOUNDATION WATERPROOFING

DAMP-PROOFING OR WATERPROOFING REQUIRED DEPENDING ON OCCUPANCY AND SOIL.

§R502, R602, R802 — STRUCTURAL CONNECTIONS

FLOOR, WALL, AND ROOF SYSTEMS MUST ALIGN WITH MODULAR ENGINEERING.

§R311 — MEANS OF EGRESS

STAIR, LANDING, AND EXIT REQUIREMENTS.

§R312 — GUARDS & RAILINGS

GUARDRAIL HEIGHTS AND OPENING LIMITATIONS.

§R322 — FLOOD-RESISTANT CONSTRUCTION

REQUIREMENTS FOR CONSTRUCTION INSIDE DESIGNATED FLOOD ZONES.

§R703 — EXTERIOR WALL COVERING & WATER-RESISTIVE BARRIERS

HOUSE WRAP, FLASHING, AND EXTERIOR TIE-IN REQUIREMENTS.

§R806 — ROOF VENTILATION

ATTIC AND ROOF VENTILATION REQUIREMENTS.

§R903 — ROOF DRAINAGE & WEATHER PROTECTION

REQUIRED WEATHERPROOFING AND ROOF TIE-IN REQUIREMENTS FOR MODULAR SETS.

SECTION C — 2020 NYS PLUMBING CODE

§P2603.5 & §P2603.5.1 — FROST PROTECTION & BURIAL DEPTH

WATER AND SEWER LINES MUST BE BURIED BELOW FROST DEPTH.

§P3005 — SEWER LINE SLOPE

MINIMUM SLOPE AND CLEANOUT REQUIREMENTS.

§P312 — PIPE TESTING REQUIREMENTS

WATER AND DRAINAGE SYSTEMS MUST BE PRESSURE-TESTED BEFORE COVERING.

SECTION D — 2020 NYS FUEL GAS CODE

§404.12 — MINIMUM BURIAL DEPTH FOR GAS PIPING

MINIMUM EXCAVATION DEPTH FOR SAFE INSTALLATION.

§404.17 — CORROSION PROTECTION

CORROSION-PROOFING REQUIREMENTS FOR UNDERGROUND GAS PIPING.

§406.4 — GAS PRESSURE TESTING

GAS SYSTEM PRESSURE TESTING BEFORE BACKFILL.

SECTION E — NFPA 70 (NEC 2017) — NATIONAL ELECTRICAL CODE

ARTICLE 230 — SERVICE ENTRANCE REQUIREMENTS

SERVICE DISCONNECT AND METER LOCATION REQUIREMENTS.

ARTICLE 300.5 — UNDERGROUND ELECTRICAL BURIAL DEPTHS

MINIMUM BURIAL DEPTHS FOR ELECTRICAL CONDUCTORS.

ARTICLE 590 — TEMPORARY POWER

JOBSITE TEMPORARY POWER AND GFCI REQUIREMENTS.

SECTION F — 2020 NYS MECHANICAL CODE

§M1401.1 — MECHANICAL INSTALLATION

HVAC EQUIPMENT MUST BE INSTALLED PER MANUFACTURER SPECIFICATIONS AND STATE CODE.

SECTION G — ENERGY CONSERVATION CODE (ECCCNYS 2020)

§R402 — BUILDING THERMAL ENVELOPE

INSULATION, U-VALUES, AIR SEALING, WINDOW/DOOR PERFORMANCE.

§R402.4.1.2 — BLOWER DOOR TESTING

AIR LEAKAGE TESTING REQUIRED FOR FINAL CO.

§R403 — MECHANICAL SYSTEMS EFFICIENCY

HIGH-EFFICIENCY HVAC, DUCT SEALING, AND INSULATION STANDARDS.

§R404 — ELECTRICAL POWER & LIGHTING SYSTEMS

HIGH-EFFICACY LIGHTING AND ELECTRICAL EFFICIENCY REQUIREMENTS.

SECTION H — FIRE & LIFE SAFETY REQUIREMENTS

§R314 — SMOKE ALARMS

LOCATIONS AND INTERCONNECTION REQUIREMENTS.

§R315 — CARBON MONOXIDE ALARMS

REQUIRED FOR ALL HOMES CONTAINING FUEL-FIRED APPLIANCES OR ATTACHED GARAGES.

SECTION I — OSHA 29 CFR PART 1926 — FEDERAL CONSTRUCTION SAFETY

§1926.20 — GENERAL SAFETY REQUIREMENTS

EMPLOYER OBLIGATIONS FOR SAFETY COMPLIANCE.

§1926.21(B)(2) — WORKER TRAINING

TRAINING FOR HAZARD RECOGNITION MUST BE PROVIDED.

§1926.25 — HOUSEKEEPING

DEBRIS CONTROL AND MATERIAL STORAGE.

§1926.51(C) — SANITATION

MINIMUM NUMBER OF TOILETS PER WORKERS.

§1926.150 — FIRE PROTECTION

FIRE EXTINGUISHERS AND EMERGENCY ACCESS REQUIRED.

CRANE & RIGGING REQUIREMENTS (SUBPART CC)

§1926.1402 — GROUND CONDITIONS

GROUND MUST BE FIRM, GRADED, AND CAPABLE OF SUPPORTING CRANE OPERATIONS.

§1926.1408 — POWER LINE SAFETY

CLEARANCES REQUIRED FOR OVERHEAD LINES.

§1926.1419 — SIGNAL PERSONS

ONLY QUALIFIED SIGNALERS MAY DIRECT LIFTS.

§1926.1424 — SWING RADIUS

SWING RADIUS MUST BE BARRICADED.

§1926.251 — RIGGING EQUIPMENT

RIGGING MUST BE RATED, INSPECTED, AND SAFELY USED.

EXCAVATION & TRENCHING (SUBPART P)

§1926.651 — SPECIFIC EXCAVATION REQUIREMENTS

ACCESS, SPOIL PLACEMENT, UTILITY LOCATING, AND HAZARD CONTROL.

§1926.652 — PROTECTIVE SYSTEMS

TRENCH SHORING, SLOPING, AND PROTECTIVE SYSTEMS REQUIRED.

SECTION J — NYS DEC STORMWATER & EROSION CONTROL

SPDES GP-0-20-001 (STORMWATER PERMIT)

REQUIRED IF DISTURBANCE EXCEEDS 1 ACRE OR AS MANDATED BY MUNICIPALITY.

NYS STANDARDS FOR EROSION & SEDIMENT CONTROL (BLUE BOOK)

REGULATES SILT FENCE, STOCKPILE PROTECTION, STABILIZED ENTRANCES, DEWATERING, AND RUNOFF CONTROL.

SECTION K — MUNICIPAL & RIGHT-OF-WAY REGULATIONS

LOCAL DRIVEWAY / ROW PERMIT REQUIREMENTS

REQUIRED FOR ALL CURB CUTS, DRIVEWAY APRONS, AND RIGHT-OF-WAY DISTURBANCES.

MUNICIPAL ZONING ORDINANCES

SETBACKS, HEIGHT LIMITS, LOT COVERAGE, ACCESSORY STRUCTURE PLACEMENT.

SECTION L — EXTERIOR STRUCTURES & DECK CODES

§R403.1.4 — EXTERIOR FOOTINGS

FROST PROTECTION FOR PORCHES AND DECKS.

§R507 — EXTERIOR DECK CONSTRUCTION

LEDGER CONNECTIONS, SPANS, JOIST REQUIREMENTS, GUARDS, AND RAILINGS.

SECTION M — ROOF, ATTIC & WEATHERPROOFING REQUIREMENTS

§R802 — ROOF FRAMING

RAFTER AND RIDGE SUPPORT REQUIREMENTS.

§R806 — ATTIC VENTILATION

PROPER VENTILATION RATIOS AND PATHWAYS.

§R903 — ROOF WEATHER PROTECTION

FLASHING, SHINGLES, AND TIE-IN REQUIREMENTS.

§R905 & §R908 — ROOFING MATERIALS & FLASHINGS

ROOF COVERING INSTALLATION STANDARDS.

SECTION N — WATER-RESISTIVE BARRIERS (WRB) AND FLASHINGS

§R703 — EXTERIOR COVERINGS & WRB

HOUSE WRAP, MOISTURE BARRIERS, SIDING REQUIREMENTS, AND FLASHING AROUND WINDOWS, DOORS, AND MARRIAGE WALLS.

SECTION O — MANUFACTURER INSTALLATION REQUIREMENTS

FACTORY-PROVIDED MODULAR SET INSTRUCTIONS

REQUIRED BY 19 NYCRR 1209.3(G) FOR:

- FASTENER SCHEDULE
 - MARRIAGE WALL CONNECTION
 - ROOF HINGE OPERATION
 - STRUCTURAL TIE-IN PROCEDURES
 - WEATHERPROOFING
 - MECHANICAL CHASE ALIGNMENT
-

SECTION P – CDG INTERNAL QUALITY & SAFETY STANDARDS

CDG PRE-CONSTRUCTION AUTHORIZATION REQUIREMENTS

CDG FOUNDATION MEASUREMENT & VERIFICATION STANDARDS

CDG CONSTRUCTION SAFETY PROTOCOLS

CDG CRANE & SET-DAY OPERATIONAL PROCEDURES

CDG POST-SET QUALITY ASSURANCE CHECKLIST





COVENANT DEVELOPMENT GROUP LLC

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CDG MASTER WORKSITE OPERATIONS CHECKLIST

PHASE 8.0 — BOX PREPARATION & PRE-LIFT OPERATIONS

8.0.1 — MARK FOUNDATION CENTERLINE



CODES FOLLOWED:

- RCNYS §R403.1 — GENERAL FOUNDATION REQUIREMENTS
- 19 NYCRR PART 1209.1(A)(3) — MODULAR UNITS MUST BE INSTALLED PER APPROVED PLANS

NOTES:

8.0.2 — MARK MARRIAGE WALL ALIGNMENT POINTS



CODES FOLLOWED:

- 19 NYCRR PART 1209.3(B) — REQUIRED ALIGNMENT OF MODULAR COMPONENTS DURING INSTALLATION
- MANUFACTURER-SEALED ENGINEERING DRAWINGS (REQUIRED UNDER 19 NYCRR PART 1204 & 1209)

NOTES:

8.0.3 — MARK BEARING POINTS INSIDE BASEMENT/CRAWL



CODES FOLLOWED:

- RCNYS §R403.1.1 — LOAD BEARING VERIFICATION
- RCNYS §R502.6 — BEARING SUPPORT FOR STRUCTURAL MEMBERS
- 19 NYCRR PART 1209.3(C) — COMPLIANCE WITH MANUFACTURER'S LOAD PATH REQUIREMENTS

NOTES:

8.0.4 — SET TEMPORARY JACK POSTS TO CORRECT HEIGHT



CODES FOLLOWED:

- OSHA 29 CFR §1926.305(D) — JACKS: LOAD RATING & SUPPORT REQUIREMENTS
- OSHA 29 CFR §1926.703(B)(1) — SHORING & TEMPORARY SUPPORT, STABILITY REQUIREMENTS
- 19 NYCRR PART 1209.5 — STRUCTURAL STABILITY OF MODULAR UNITS DURING SETUP

NOTES:

8.0.5 — VERIFY SILL PLATES ARE CLEAN AND DEBRIS-FREE



CODES FOLLOWED:

- RCNYS §R317.1 — SILL PLATE PROTECTION REQUIREMENTS
- RCNYS §R403.1.6 — SILL PLATE PREP, LEVEL, AND BEARING REQUIREMENTS
- 19 NYCRR 1209.3 — MODULAR UNIT MUST BEAR PROPERLY ON FOUNDATION

NOTES:

8.0.6 — REMOVE EXTERIOR PLASTIC WRAP FROM LIFTING ACCESS AREAS



CODES FOLLOWED:

- OSHA 29 CFR §1926.25 — HOUSEKEEPING; REMOVAL OF DEBRIS BEFORE OPERATIONS
- 19 NYCRR PART 1209.2(C) — REMOVAL OF TRANSPORT MATERIALS FOR ASSEMBLY ACCESS
- MANUFACTURER SET INSTRUCTIONS (REQUIRED BY 19 NYCRR 1209.1(A)(3))

NOTES:

8.0.7 — REMOVE PLASTIC WRAP FROM MARRIAGE WALL SEAMS



CODES FOLLOWED:

- 19 NYCRR §1209.3(D) — MARRIAGE WALL FINISH & STRUCTURAL CONNECTION ACCESS
- RCNYS §R602.3 — WALL ASSEMBLY REQUIRES ACCESS FOR STRUCTURAL FASTENING

NOTES:

8.0.8 — OPEN LIFTING POCKETS / REMOVE KNOCK-OUT PANELS



CODES FOLLOWED:

- OSHA 29 CFR §1926.753(C)(1) — RIGGING MEMBERS MUST BE ACCESSIBLE & PREPARED
- OSHA 29 CFR §1926.251(A)(1) — RIGGING HARDWARE MUST BE EXPOSED AND SUITABLE
- MANUFACTURER LIFTING POCKET INSTRUCTIONS (REQUIRED BY 19 NYCRR 1209.1)

NOTES:

8.0.9 — DRILL RIGGING HOLES (IF REQUIRED BY MANUFACTURER)



CODES FOLLOWED:

- OSHA 29 CFR §1926.753(D) — ATTACHMENT POINTS MUST FOLLOW ENGINEERED SPECIFICATIONS
- 19 NYCRR PART 1209.1(A)(3) — FIELD OPERATIONS MUST FOLLOW MANUFACTURER’S ENGINEERING

NOTES:

8.0.10 — REMOVE INTERNAL SHIPPING BRACES



CODES FOLLOWED:

- 19 NYCRR §1209.5(B) — REMOVAL OF TEMPORARY TRANSPORTATION BRACING PRIOR TO SET
- RCNYS §R301.1.3 — STRUCTURAL MEMBERS MUST MATCH APPROVED PLANS AFTER BRACING REMOVAL

NOTES:

8.0.11 — REMOVE PROTECTION BOARDS OVER STAIR OPENINGS



CODES FOLLOWED:

- OSHA 29 CFR §1926.501(B)(4) — HOLES MUST BE PROTECTED UNTIL WORK REQUIRES REMOVAL
- 19 NYCRR PART 1209 — SAFE ACCESS TO MODULAR INTERIOR DURING SETUP

NOTES:

8.0.12 — REMOVE APPLIANCE TRANSPORT STRAPS AND BLOCKS



CODES FOLLOWED:

- MANUFACTURER APPLIANCE INSTALLATION REQUIREMENTS (MANDATORY UNDER 19 NYCRR 1209.1)
- OSHA 29 CFR §1926.25 — TRANSPORT PACKAGING MUST BE REMOVED TO AVOID HAZARDS

NOTES:

8.0.13 — CLEAR MARRIAGE WALL AREAS OF TRANSPORT MATERIALS



CODES FOLLOWED:

- 19 NYCRR §1209.3(D)(2) — MARRIAGE WALL MUST BE FULLY ACCESSIBLE FOR FASTENING
- OSHA 29 CFR §1926.25(A) — DEBRIS MUST BE CLEARED TO ENSURE SAFE ACCESS

NOTES:

8.0.14 — CLEAR CHASEWAYS (HVAC / PLUMBING / ELECTRICAL)



CODES FOLLOWED:

- RCNYS §M1305.1 — MECHANICAL SYSTEM ACCESS REQUIREMENTS
- RCNYS §P2603 — PLUMBING SYSTEM ACCESS REQUIREMENTS
- RCNYS §E3401 — ELECTRICAL SYSTEM ACCESS REQUIREMENTS

NOTES:

8.0.15 — PREPARE ROOF HINGE AREAS



CODES FOLLOWED:

- MANUFACTURER-APPROVED ROOF FOLD DETAILS (REQUIRED BY 19 NYCRR 1209.1)
- RCNYS §R802 — ROOF ASSEMBLY REQUIREMENTS & ACCESS FOR STRUCTURAL CONNECTORS

NOTES:

8.0.16 — CUT FACTORY HINGE BANDS (IF APPLICABLE)



CODES FOLLOWED:

- OSHA 29 CFR §1926.302(B)(1) — TOOL/MECHANICAL CUTTING SAFETY REQUIREMENTS
- MANUFACTURER HINGE-RELEASE PROCEDURES (MANDATORY UNDER 19 NYCRR 1209.1)

NOTES:

8.0.17 — CLEAR HINGE PINS AND FOLDING POINTS



CODES FOLLOWED:

- MANUFACTURER HINGE ASSEMBLY INSTRUCTIONS (ENFORCED UNDER 19 NYCRR 1209)
- RCNYS §R802.11 — STRUCTURAL ROOF CONNECTION ACCESS REQUIREMENTS

NOTES:

8.0.18 — STAGE ROOF MATERIALS FOR TIE-IN



CODES FOLLOWED:

- OSHA 29 CFR §1926.251 — MATERIAL HANDLING & STORAGE REQUIREMENTS
- RCNYS §R904 — ROOF COVERING INSTALLATION PREP REQUIREMENTS

NOTES:

8.0.19 — STAGE TEMPORARY BRACING MATERIALS



CODES FOLLOWED:

- MANUFACTURER TEMPORARY BRACING SPECIFICATIONS (REQUIRED 19 NYCRR 1209.1-1209.3)
- OSHA 29 CFR §1926.752(a) — STABILITY MUST BE MAINTAINED UNTIL PERMANENT CONNECTIONS MADE

NOTES:

8.0.20 — CONFIRM TOOLS, LADDERS, AND EQUIPMENT READY

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CODES FOLLOWED:

- OSHA 29 CFR §1926.1053 — LADDER USE & SAFETY REQUIREMENTS
- OSHA 29 CFR §1926.300–302 — TOOL SAFETY REQUIREMENTS

NOTES:

8.0.21 — PERFORM PRE-LIFT BOX INSPECTION (EXTERIOR AND INTERIOR)

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CODES FOLLOWED:

- OSHA 29 CFR §1926.1412(F) — PRE-LIFT INSPECTIONS MANDATORY BEFORE CRANE OPERATIONS
- 19 NYCRR PART 1209 — MODULAR SET MUST BE INSPECTED PRIOR TO LIFTING

NOTES:

8.0.22 — PHOTOGRAPH MODULE CONDITION BEFORE LIFTING

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CODES FOLLOWED:

- 19 NYCRR PART 1209 — DOCUMENTATION OF MODULAR SETUP CONDITIONS REQUIRED
- CDG INTERNAL QA DOCUMENTATION STANDARDS

NOTES:

8.0.23 — SUPERVISOR APPROVAL FOR CRANE LIFT TO BEGIN



CODES FOLLOWED:

- OSHA 29 CFR §1926.1417(C) — LIFT MAY NOT BEGIN WITHOUT COMPETENT-PERSON AUTHORIZATION
- 19 NYCRR §1209.2(D) — MODULAR SET SUPERVISION REQUIREMENT

NOTES:

PHASE 8.1 — CRANE LIFTS & MODULE SETTING

8.1.1 — CONDUCT PRE-LIFT SAFETY MEETING (ENTIRE TEAM)



CODES FOLLOWED:

- OSHA 29 CFR §1926.1417(A) — CRANE OPERATIONS REQUIRE PRE-LIFT COMMUNICATION
- OSHA 29 CFR §1926.1425(C) — CREW BRIEFING & LOAD PATH AWARENESS

NOTES:

8.1.2 — ASSIGN SIGNAL PERSON



CODES FOLLOWED:

- OSHA 29 CFR §1926.1428(A) — SIGNAL PERSON QUALIFICATION REQUIREMENTS
- OSHA 29 CFR §1926.1419 — MANDATORY USE OF SIGNALS FOR CRANE OPERATIONS

NOTES:

8.1.3 — ASSIGN TAGLINE CREW POSITIONS

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CODES FOLLOWED:

- OSHA 29 CFR §1926.1425(B) — CONTROL OF LOAD DURING SWING & POSITIONING
- OSHA 29 CFR §1926.1412 — SAFE HANDLING OF LOADS & PERSONNEL POSITIONING

NOTES:

8.1.4 — INSPECT RIGGING EQUIPMENT

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CODES FOLLOWED:

- OSHA 29 CFR §1926.251(A)(1) — RIGGING HARDWARE INSPECTION REQUIREMENTS
 - OSHA 29 CFR §1926.753(C)(2) — RIGGING MUST MATCH MANUFACTURER SPECIFICATIONS

NOTES:

8.1.5 — ATTACH RIGGING TO APPROVED LIFTING POINTS

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CODES FOLLOWED:

- OSHA 29 CFR §1926.753(D) — ATTACHMENT ONLY AT ENGINEERED LIFTING POINTS
- 19 NYCRR PART 1209.1(A)(3) — MODULAR UNITS MUST BE LIFTED PER APPROVED PLANS

NOTES:

8.1.6 — VERIFY CRANE BOOM PLACEMENT AND RADIUS



CODES FOLLOWED:

- OSHA 29 CFR §1926.1402(C) — CRANE MUST BE POSITIONED ON PROPER GROUND CONDITIONS
- OSHA 29 CFR §1926.1415 — OPERATIONAL AIDS FOR RADIUS & BOOM ANGLE

NOTES:

8.1.7 — CONFIRM EXCLUSION ZONE BOUNDARIES



CODES FOLLOWED:

- OSHA 29 CFR §1926.1425(A) — NO PERSONNEL IN FALL ZONE DURING LIFT
- OSHA 29 CFR §1926.1424 — WORK AREA CONTROL & BARRICADES REQUIRED

NOTES:

8.1.8 — LIFT FIRST BOX PER OPERATOR DIRECTION



CODES FOLLOWED:

- OSHA 29 CFR §1926.1417(E) — OPERATOR IS SOLE AUTHORITY TO MOVE LOAD
- 19 NYCRR §1209.3(A) — MODULAR UNITS MUST BE KEPT LEVEL & STABLE DURING LIFT

NOTES:

8.1.9 — GUIDE BOX USING TAGLINES

**CODES FOLLOWED:**

- OSHA 29 CFR §1926.1407(B)(3) — TAGLINES REQUIRED WHEN NECESSARY TO CONTROL LOAD
- OSHA 29 CFR §1926.1425(B) — CREW MUST MAINTAIN CONTROL OF LOAD PATH

NOTES:

8.1.10 — SET FIRST BOX ONTO SILL PLATES**CODES FOLLOWED:**

- RCNYS §R403.1.6 — SILL PLATE BEARING REQUIREMENTS
- 19 NYCRR §1209.3(C) — MODULAR UNIT MUST SEAT PROPERLY ON FOUNDATION

NOTES:

8.1.11 — VERIFY HEIGHT AND LEVEL**CODES FOLLOWED:**

- RCNYS §R401.2 — STRUCTURAL SUPPORT MUST BE LEVEL & UNIFORM
- 19 NYCRR §1209.5(A) — PROPER ELEVATION REQUIRED FOR MODULAR ALIGNMENT

NOTES:

8.1.12 — SHIM AS REQUIRED**CODES FOLLOWED:**

- 19 NYCRR §1209.3(D) — TEMPORARY SHIMS ALLOWED ONLY PER MANUFACTURER

INSTRUCTIONS

- RCNYS §R502.6 — BEARING CONDITIONS MUST BE CORRECTED FOR STRUCTURAL LOAD TRANSFER

NOTES:

8.1.13 — VERIFY BEARING POINTS INSIDE BASEMENT/CRAWL



CODES FOLLOWED:

- RCNYS §R403.1.1 — BEARING MUST MATCH APPROVED FOUNDATION LAYOUT
- 19 NYCRR §1209.1(A)(3) — FIELD SETUP MUST FOLLOW ENGINEERED LOAD PATHS

NOTES:

8.1.14 — LIFT SECOND BOX



CODES FOLLOWED:

- OSHA 29 CFR §1926.1417(A–C) — SAFE REPETITION OF CRANE LIFTING PROCEDURES REQUIRED
- 19 NYCRR §1209.3 — MULTI-BOX LIFTING MUST FOLLOW SEQUENCE IN ENGINEERING

NOTES:

8.1.15 — ALIGN MARRIAGE WALLS



CODES FOLLOWED:

- 19 NYCRR §1209.3(D)(1) — MODULAR MARRIAGE LINE MUST ALIGN BEFORE FASTENING

- RCNYS §R602.3 — WALL ASSEMBLY ALIGNMENT REQUIREMENTS

NOTES:

8.1.16 — LOWER AND SEAT SECOND BOX ON SILL PLATES



CODES FOLLOWED:

- RCNYS §R403 — SILL PLATE & FOUNDATION LOAD DISTRIBUTION
- 19 NYCRR §1209.5 — REQUIRED STABILITY DURING LOWERING & SEATING

NOTES:

8.1.17 — ALIGN FLOORS



CODES FOLLOWED:

- RCNYS §R502.1 — FLOOR SYSTEMS MUST ALIGN FOR STRUCTURAL CONTINUITY
- 19 NYCRR §1209.3(D)(2) — MODULAR FLOOR MARRIAGE MUST MATCH ENGINEERING

NOTES:

8.1.18 — ALIGN CEILINGS



CODES FOLLOWED:

- RCNYS §R305 — CEILING HEIGHT & ALIGNMENT REQUIREMENTS
- 19 NYCRR §1209.3(D)(3) — CEILING MARRIAGE ALIGNMENT REQUIRED

NOTES:

8.1.19 — ALIGN ROOFS



CODES FOLLOWED:

- RCNYS §R802 — ROOF STRUCTURAL ALIGNMENT REQUIREMENTS
- 19 NYCRR §1209.4 — PROPER ASSEMBLY OF ROOF HINGES & MARRIAGE LINES

NOTES:

8.1.20 — SHIM SECOND BOX AS REQUIRED



CODES FOLLOWED:

- RCNYS §R401 — FOUNDATION SUPPORT ADJUSTMENTS MUST MAINTAIN STRUCTURAL INTEGRITY
- 19 NYCRR §1209.5(B) — SHIMMING ONLY AS SPECIFIED IN MANUFACTURER ENGINEERING

NOTES:

8.1.21 — REPEAT PROCESS FOR ADDITIONAL MODULES (IF MULTI-BOX HOME)



CODES FOLLOWED:

- 19 NYCRR §1209 — ALL MODULAR UNITS MUST BE INSTALLED FOLLOWING APPROVED SEQUENCE
- OSHA 29 CFR §1926.1417 — REPEAT LIFT OPERATIONS MUST FOLLOW CRANE SAFETY PROTOCOL

NOTES:

8.1.22 — COMPLETE ALL LIFTS SAFELY



CODES FOLLOWED:

- OSHA 29 CFR §1926.1417 — SAFE OPERATION OF CRANES DURING ALL LIFTS
- OSHA 29 CFR §1926.1425 — CONTROL OF LOADS & FALL ZONE RESTRICTIONS

NOTES:

8.1.23 — CRANE DISENGAGES RIGGING FROM FINAL MODULE



CODES FOLLOWED:

- OSHA 29 CFR §1926.1415 — RIGGING MUST BE REMOVED ONLY WHEN LOAD IS STABLE
- OSHA 29 CFR §1926.753(C)(3) — RIGGING REMOVAL MUST FOLLOW ENGINEERED SEQUENCE

NOTES:

8.1.24 — FINAL CRANE MOVEMENT CLEAR



CODES FOLLOWED:

- OSHA 29 CFR §1926.1417(D-F) — CRANE SHUTDOWN & POST-LIFT SAFETY REQUIREMENTS
- OSHA 29 CFR §1926.1424 — WORK AREA MUST REMAIN CONTROLLED AFTER LIFT

NOTES:

PHASE 8.2 — POST-SET STRUCTURAL COMPLETION

8.2.1 — MARRIAGE WALL FLOOR FASTENING



CODES FOLLOWED:

- 19 NYCRR §1209.3(D)(2) — REQUIRED STRUCTURAL FASTENING OF MODULAR MARRIAGE LINES
- RCNYS §R502.1 & §R502.6 — FLOOR SYSTEM CONTINUITY & BEARING REQUIREMENTS

NOTES:

8.2.2 — MARRIAGE WALL WALL FASTENING



CODES FOLLOWED:

- 19 NYCRR §1209.3(D)(1) — WALL MARRIAGE LINE FASTENING PER MANUFACTURER ENGINEERING
- RCNYS §R602.3 — STUD WALL FASTENING & CONNECTION REQUIREMENTS

NOTES:

8.2.3 — MARRIAGE WALL CEILING FASTENING



CODES FOLLOWED:

- 19 NYCRR §1209.3(D)(3) — CEILING MARRIAGE LINE STRUCTURAL CONNECTION
- RCNYS §R305 & §R802.10 — CEILING/ROOF STRUCTURAL ALIGNMENT REQUIREMENTS

NOTES:

8.2.4 — MARRIAGE WALL ROOF FASTENING



CODES FOLLOWED:

- 19 NYCRR §1209.4(A) — PROPER ROOF SECTION CONNECTION & ENGAGEMENT
- RCNYS §R802.11 — ROOF CONNECTION & UPLIFT RESISTANCE REQUIREMENTS

NOTES:

8.2.5 — INSTALL REQUIRED STRUCTURAL FASTENERS PER ENGINEERING



CODES FOLLOWED:

- 19 NYCRR §1209.1(A)(3) — INSTALLATION MUST FOLLOW ENGINEER-SEALED MANUFACTURER PLANS
- RCNYS §R301.1.3 — STRUCTURAL FASTENER REQUIREMENTS MUST MATCH APPROVED DESIGN

NOTES:

8.2.6 — INSTALL HURRICANE TIES / STRAPS (IF APPLICABLE)



CODES FOLLOWED:

- RCNYS §R802.11.1 — ROOF/WALL UPLIFT RESISTANCE HARDWARE REQUIREMENTS
- 19 NYCRR §1209.4(B) — REINFORCEMENT REQUIREMENTS FOR MODULAR ROOF ASSEMBLY

NOTES:

8.2.7 — VERIFY BOX-TO-BOX ALIGNMENT

**CODES FOLLOWED:**

- 19 NYCRR §1209.3(D) — MODULAR UNITS MUST BE ALIGNED PRIOR TO CONNECTION
- RCNYS §R602.10 — WALL & FLOOR ALIGNMENT FOR STRUCTURAL LOAD PATHS

NOTES:

8.2.8 — VERIFY STRUCTURAL BEARING TRANSFER POINTS**CODES FOLLOWED:**

- RCNYS §R403.1.1 — REQUIRED LOAD TRANSFER TO FOUNDATION OR BEAMS
- 19 NYCRR §1209.1(A)(3) — FIELD INSTALL MUST MAINTAIN ENGINEERED LOAD PATH

NOTES:

8.2.9 — FASTEN RIDGE BEAM (IF APPLICABLE)**CODES FOLLOWED:**

- RCNYS §R802.3 & §R802.6 — RIDGE BEAM BEARING & CONNECTION REQUIREMENTS
- 19 NYCRR §1209.4(A) — MODULAR ROOF SYSTEM CLOSURE REQUIREMENTS

NOTES:

8.2.10 — LOCK ROOF HINGES**CODES FOLLOWED:**

- 19 NYCRR §1209.4 — ROOF ASSEMBLY MUST BE FULLY SECURED TO PREVENT STRUCTURAL INSTABILITY

• RCNYS §R802.10 — ROOF STRUCTURAL COMPONENT LOCKING/CONNECTION REQUIREMENTS

NOTES:

8.2.11 — INSTALL TEMPORARY BRACING INSIDE HOME



CODES FOLLOWED:

- OSHA 29 CFR §1926.752(A) — STABILITY MUST BE MAINTAINED UNTIL PERMANENT FASTENERS INSTALLED
- 19 NYCRR §1209.5(B) — TEMPORARY BRACING REQUIRED UNTIL FINAL STRUCTURAL COMPLETION

NOTES:

8.2.12 — INSTALL TEMPORARY BRACING IN ATTIC (IF REQUIRED)



CODES FOLLOWED:

- OSHA 29 CFR §1926.754(D)(1) — BRACING & STABILITY FOR ELEVATED WORK ZONES
- 19 NYCRR §1209.5 — STRUCTURAL STABILITY OF MODULAR UNITS DURING SETUP

NOTES:

8.2.13 — REMOVE REMAINING TRANSPORTATION BRACES



CODES FOLLOWED:

- 19 NYCRR §1209.5(B)(1) — TRANSPORTATION BRACING MUST BE REMOVED BEFORE STRUCTURAL CLOSURE

- RCNYS §R301.1.3 — INSTALLED CONDITIONS MUST MATCH APPROVED ENGINEERING AFTER REMOVAL

NOTES:

8.2.14 — REMOVE INTERIOR BRACING INSIDE MODULE ROOMS



CODES FOLLOWED:

- OSHA 29 CFR §1926.25(A) — REMOVAL OF TEMPORARY MATERIALS FOR SAFE ACCESS
- 19 NYCRR §1209.5 — INTERIOR BRACING REMOVED AFTER STRUCTURAL STABILITY ACHIEVED

NOTES:

8.2.15 — REMOVE BLOCKING USED DURING TRANSPORTATION



CODES FOLLOWED:

- 19 NYCRR §1209.5 — ALL TEMPORARY TRANSPORTATION BLOCKS MUST BE REMOVED
- OSHA 29 CFR §1926.25 — WORK AREA MUST BE CLEARED OF DEBRIS & OBSTRUCTIONS

NOTES:

8.2.16 — INSPECT STAIRWELL ALIGNMENT



CODES FOLLOWED:

- RCNYS §R311.7 — STAIRWAY STRAIGHTNESS & CONSISTENCY REQUIREMENTS
- 19 NYCRR §1209.3(D) — ALIGNMENT REQUIRED FOR MODULAR INTERCONNECTION

POINTS

NOTES:

8.2.17 — OPEN ATTIC ACCESS POINTS (IF PRESENT)

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CODES FOLLOWED:

- RCNYS §R807.1 — REQUIRED ATTIC ACCESS & CLEARANCE
- OSHA 29 CFR §1926.1053 — SAFE ACCESS FOR LADDERS & OPENINGS

NOTES:

8.2.18 — INSPECT ALL HINGE AREAS FOR FULL ENGAGEMENT

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CODES FOLLOWED:

- 19 NYCRR §1209.4(A) — ROOF HINGES MUST FULLY ENGAGE PER MANUFACTURER SPECS
- RCNYS §R802 — ROOF STRUCTURAL COMPONENT VERIFICATION

NOTES:

8.2.19 — INSTALL TEMPORARY WEATHER PROTECTION OVER ROOF SEAMS

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CODES FOLLOWED:

- OSHA 29 CFR §1926.501(A)(2) — PROTECTION FROM WEATHER-RELATED HAZARDS
- RCNYS §R903.2 — ROOF WEATHER PROTECTION REQUIREMENTS

NOTES:

8.2.20 — INSTALL TEMPORARY WEATHER PROTECTION OVER MARRIAGE LINE

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CODES FOLLOWED:

- 19 NYCRR §1209.4(C) — TEMPORARY WEATHER PROTECTION MUST BE INSTALLED AFTER SET
- RCNYS §R703.1 — EXTERIOR WEATHER-RESISTIVE BARRIER REQUIREMENTS

NOTES:

8.2.21 — INSPECT FOR ANY CRACKS REQUIRING LATER DRYWALL REPAIR

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CODES FOLLOWED:

- 19 NYCRR §1209.3 — POST-SET INSPECTION REQUIRED FOR FIT & FINISH
- RCNYS §R702 — INTERIOR GYPSUM FINISH REQUIREMENTS

NOTES:

8.2.22 — DOCUMENT POST-SET STRUCTURAL CONDITION

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CODES FOLLOWED:

- 19 NYCRR §1209.2(D) — DOCUMENTATION OF INSTALLATION CONDITIONS REQUIRED
- CDG INTERNAL QA DOCUMENTATION STANDARDS

NOTES:

8.2.23 — SUPERVISOR SIGN-OFF THAT SET IS STRUCTURALLY COMPLETE



CODES FOLLOWED:

- 19 NYCRR §1209.2(D)(2) — COMPETENT SUPERVISOR MUST APPROVE INSTALLATION STATUS
- OSHA 29 CFR §1926.752(C) — FINAL STABILITY MUST BE VERIFIED BY COMPETENT PERSON

NOTES:



PHASE 9.0 — ROOF HINGE PREPARATION & SAFETY SETUP

9.0.1 — ACCESS ATTIC/ROOF HINGE AREAS SAFELY



CODES FOLLOWED:

- OSHA 29 CFR §1926.1053 — LADDER SAFETY REQUIREMENTS
- OSHA 29 CFR §1926.501(B)(13) — FALL PROTECTION FOR ROOF ACCESS

NOTES:

9.0.2 — VERIFY LADDERS/SCAFFOLDING ARE SECURE



CODES FOLLOWED:

- OSHA 29 CFR §1926.451(A) — SCAFFOLDING LOAD & SUPPORT REQUIREMENTS
- OSHA 29 CFR §1926.1053(B) — LADDER ANGLE, SUPPORT & STABILITY REQUIREMENTS

NOTES:

9.0.3 — CLEAR DEBRIS FROM HINGE LINES



CODES FOLLOWED:

- OSHA 29 CFR §1926.25(A) — WORKSITE HOUSEKEEPING REQUIREMENTS
- 19 NYCRR §1209.4(A) — ROOF HINGE AREAS MUST BE CLEARED FOR PROPER ENGAGEMENT

NOTES:

9.0.4 — INSPECT HINGE FASTENERS AND ALIGNMENT



CODES FOLLOWED:

- 19 NYCRR §1209.4(A) — MODULAR ROOF HINGES MUST BE CHECKED BEFORE ACTIVATION
- RCNYS §R802.11 — ROOF FASTENER & CONNECTOR REQUIREMENTS

NOTES:

9.0.5 — CONFIRM ROOF HINGE AREAS ARE UNOBSTRUCTED



CODES FOLLOWED:

- OSHA 29 CFR §1926.754 — STRUCTURAL ASSEMBLY MUST BE FREE OF OBSTRUCTIONS
- 19 NYCRR §1209.4 — ROOF FOLD/SET AREAS MUST BE CLEARED

NOTES:

9.0.6 — STAGE ROOFING MATERIALS ON GROUND FOR LIFT-UP



CODES FOLLOWED:

- OSHA 29 CFR §1926.250 — MATERIAL STORAGE & STAGING REQUIREMENTS
- OSHA 29 CFR §1926.1425(B) — LOAD PATH CLEARANCE REQUIREMENTS

NOTES:

9.0.7 — STAGE RIDGE VENT COMPONENTS

**CODES FOLLOWED:**

- RCNYS §R806.1–R806.3 — ATTIC/ROOF VENTILATION REQUIREMENTS
- OSHA 29 CFR §1926.251 — MATERIAL HANDLING COMPLIANCE

NOTES:

9.0.8 — STAGE FLASHING MATERIALS**CODES FOLLOWED:**

- RCNYS §R903.2.1 — FLASHING REQUIRED AT ALL ROOF PENETRATIONS
- OSHA 29 CFR §1926.250(A)(1) — PROPER MATERIAL STAGING & STORAGE

NOTES:

9.0.9 — STAGE SHINGLES AND UNDERLAYMENT PATCHES**CODES FOLLOWED:**

- RCNYS §R905.1 — ROOF COVERING REQUIREMENTS
- RCNYS §R905.2.7 — UNDERLAYMENT REQUIREMENTS FOR ASPHALT SHINGLES

NOTES:

9.0.10 — CONFIRM SAFE WEATHER CONDITIONS FOR ROOF WORK**CODES FOLLOWED:**

- OSHA 29 CFR §1926.1417(N) — CRANE OPERATIONS RESTRICTED IN HAZARDOUS WEATHER

- OSHA 29 CFR §1926.501 — FALL PROTECTION FOR ELEVATED ROOF WORK

NOTES:

PHASE 9.1 — ROOF HINGE ENGAGEMENT & LOCKDOWN

9.1.1 — ENGAGE ROOF HINGE SYSTEMS FULLY



CODES FOLLOWED:

- 19 NYCRR §1209.4(A) — MODULAR ROOF FOLD SYSTEMS MUST BE FULLY ENGAGED PER ENGINEERING
- RCNYS §R802.11 — ROOF SYSTEM CONNECTORS MUST BE PROPERLY INSTALLED

NOTES:

9.1.2 — SECURE HINGE LOCKS PER MANUFACTURER INSTRUCTIONS



CODES FOLLOWED:

- 19 NYCRR §1209.1(A)(3) — INSTALLATION MUST FOLLOW MANUFACTURER-SEALED ENGINEERING DOCUMENTS
- RCNYS §R802.10.3 — WOOD STRUCTURAL CONNECTORS MUST BE INSTALLED AS SPECIFIED

NOTES:

9.1.3 — INSTALL HINGE BOLTS/SCREWS AS REQUIRED

**CODES FOLLOWED:**

- 19 NYCRR §1209.4(B) — ALL STRUCTURAL FASTENERS FOR ROOF CLOSURE MUST BE INSTALLED PER ENGINEERING
- RCNYS §R602.3 — FASTENER SCHEDULES FOR STRUCTURAL ELEMENTS MUST BE FOLLOWED

NOTES:

9.1.4 — VERIFY HINGE ALIGNMENT AND FLUSH CONNECTION**CODES FOLLOWED:**

- 19 NYCRR §1209.4(A)(2) — ROOF HINGE ALIGNMENT MUST MATCH APPROVED MODULAR ENGINEERING
- RCNYS §R802.6 — RIDGE & ROOF ALIGNMENT MUST BE STRUCTURALLY CONTINUOUS

NOTES:

9.1.5 — INSPECT HINGE SEALS FOR PROPER SEATING**CODES FOLLOWED:**

- RCNYS §R903.2 — ROOF PENETRATIONS MUST BE SEALED TO PREVENT WATER INTRUSION
- 19 NYCRR §1209.4(C) — WEATHER PROTECTION REQUIRED AT ALL MODULAR ROOF ASSEMBLY SEAMS

NOTES:

9.1.6 — CONFIRM ROOF PANELS ARE FULLY OPENED AND IN FINAL POSITION



CODES FOLLOWED:

- 19 NYCRR §1209.4(A)(I) — ROOF SECTIONS MUST BE PLACED IN FINAL ENGINEERED CONFIGURATION
- RCNYS §R802.3 — ROOF STRUCTURAL MEMBERS MUST BE SUPPORTED IN FINAL DESIGN POSITION

NOTES:

PHASE 9.2 — RIDGE BEAM, RAFTER, & STRUCTURAL ROOF CONNECTIONS

9.2.1 — INSTALL RIDGE BEAM CONNECTIONS



CODES FOLLOWED:

- RCNYS §R802.3 — RIDGE BEAM BEARING & STRUCTURAL CONNECTION REQUIREMENTS
- 19 NYCRR §1209.4(A) — MODULAR ROOF SYSTEM STRUCTURAL CONNECTIONS MUST FOLLOW ENGINEERING

NOTES:

9.2.2 — FASTEN RAFTER-TO-RAFTER MARRIAGE CONNECTIONS



CODES FOLLOWED:

- RCNYS §R802.11 — ROOF TIE, COLLAR TIE, AND RAFTER CONNECTION STRUCTURAL FASTENING
- 19 NYCRR §1209.3(D)(3) — STRUCTURAL FASTENING AT MODULAR MARRIAGE LINES REQUIRED

NOTES:

9.2.3 — VERIFY ROOF PITCH ACCURACY

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CODES FOLLOWED:

- RCNYS §R802.2 — DESIGN & INSTALLATION MUST MATCH ENGINEERED ROOF GEOMETRY
- 19 NYCRR §1209.1(A)(3) — FIELD INSTALLATION MUST FOLLOW MANUFACTURER-SEALED ROOF DESIGN

NOTES:

9.2.4 — SECURE RAFTER TIES, COLLAR TIES, OR RIDGE STRAPS

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CODES FOLLOWED:

- RCNYS §R802.11.1 — UPLIFT RESISTANCE HARDWARE (TIES, STRAPS) REQUIRED PER DESIGN
- 19 NYCRR §1209.4(B) — ALL ROOF CONNECTION HARDWARE MUST BE INSTALLED PER MODULAR ENGINEERING

NOTES:

9.2.5 — INSTALL ADDITIONAL BRACING IF SPECIFIED

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CODES FOLLOWED:

- OSHA 29 CFR §1926.754(D)(1) — TEMPORARY BRACING REQUIRED UNTIL PERMANENT STABILITY IS ACHIEVED
- 19 NYCRR §1209.5 — MANDATORY STRUCTURAL STABILITY DURING MODULAR SETUP

NOTES:

9.2.6 — INSPECT ATTIC STRUCTURAL ALIGNMENT

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CODES FOLLOWED:

- RCNYS §R802.1.3 — STRUCTURAL ROOF FRAMING MUST ALIGN PER ENGINEERED LOAD PATH
- 19 NYCRR §1209.3(D) — MODULAR INTERCONNECTIONS MUST BE VISUALLY VERIFIED FOR PROPER ALIGNMENT

NOTES:

9.2.7 — CONFIRM NO SAGGING, TWISTING, OR MISALIGNMENT

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CODES FOLLOWED:

- RCNYS §R301.1 — ROOF STRUCTURAL COMPONENTS MUST RESIST DESIGN LOADS WITHOUT DEFORMATION
- 19 NYCRR §1209.4(A) — MODULAR ROOF ASSEMBLIES MUST MAINTAIN ENGINEERED GEOMETRY

NOTES:

PHASE 9.3 — UNDERLAYMENT & ROOF DECK COMPLETION

9.3.1 — INSTALL UNDERLAYMENT OVER HINGE SEAMS

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CODES FOLLOWED:

- RCNYS §R905.1.1 — UNDERLAYMENT REQUIRED BENEATH ROOF COVERINGS
- RCNYS §R905.2.7 — ASPHALT SHINGLE UNDERLAYMENT INSTALLATION REQUIREMENTS
- 19 NYCRR §1209.4(C) — WEATHER PROTECTION REQUIRED AT MODULAR ROOF JOINTS

NOTES:

9.3.2 — PATCH ANY MISSING OR TORN UNDERLAYMENT



CODES FOLLOWED:

- RCNYS §R903.2 — ROOFS MUST BE WEATHERPROOFED AGAINST MOISTURE
- RCNYS §R905.2.7.1 — DEFECTS IN UNDERLAYMENT MUST BE REPAIRED

NOTES:

9.3.3 — INSTALL ICE & WATER SHIELD OVER MARRIAGE-LINE VALLEYS (IF APPLICABLE)



CODES FOLLOWED:

- RCNYS §R905.1.2 — ICE BARRIER REQUIRED IN AREAS PRONE TO ICE DAMMING
- RCNYS §R905.2.7.1 — ICE BARRIERS REQUIRED AT EAVES & VALLEYS

NOTES:

9.3.4 — INSTALL ICE & WATER SHIELD OVER VULNERABLE EDGES



CODES FOLLOWED:

- RCNYS §R905.1.2 — ICE BARRIER INSTALLATION LOCATIONS
- RCNYS §R903.4 — ROOF DRAINAGE AND WATER-INTRUSION PREVENTION

NOTES:

9.3.5 — INSPECT ROOF DECKING FOR GAPS OR SOFT SPOTS



CODES FOLLOWED:

- RCNYS §R803.1 — ROOF SHEATHING MUST BE STRUCTURALLY SOUND
 - RCNYS §R803.2 — PLYWOOD/OSB ROOF DECK INSTALLATION & CONDITION REQUIREMENTS

NOTES:

9.3.6 — INSTALL DECKING PATCHES (IF NEEDED)



CODES FOLLOWED:

- RCNYS §R803.2.3 — DAMAGED SHEATHING MUST BE REPAIRED OR REPLACED
- 19 NYCRR §1209.4 — STRUCTURAL COMPONENTS MUST MATCH APPROVED ENGINEERING

NOTES:

9.3.7 — VERIFY COMPLETE WRB ROOF BARRIER COVERAGE



CODES FOLLOWED:

- RCNYS §R903.2 — ROOF WEATHER PROTECTION REQUIREMENTS
 - RCNYS §R905.1.1 — UNDERLAYMENT MUST PROVIDE FULL WEATHER-RESISTIVE COVERAGE
- 19 NYCRR §1209.4(C) — MODULAR ROOF MUST BE TEMPORARILY WEATHER-PROTECTED

NOTES:

PHASE 9.4 — SHINGLE INSTALLATION & ROOF COVERING COMPLETION

9.4.1 — INSTALL SHINGLES OVER HINGE FOLD SEAM



CODES FOLLOWED:

- RCNYS §R905.2.7 — SHINGLE UNDERLAYMENT & COVERING REQUIREMENTS
- RCNYS §R905.2.8 — SHINGLE INSTALLATION FASTENING & LAYERING STANDARDS
- 19 NYCRR §1209.4(C) — WEATHER PROTECTION REQUIRED AT MODULAR ROOF JOINTS

NOTES:

9.4.2 — INSTALL SHINGLES OVER MARRIAGE LINE



CODES FOLLOWED:

- RCNYS §R905.2.8.2 — ROOF SHINGLE APPLICATION ACROSS ROOF TRANSITIONS
- RCNYS §R903.2 — WEATHERPROOF COVERING FOR ROOF JUNCTIONS

NOTES:

9.4.3 — INSTALL SHINGLES ON RIDGE LINE



CODES FOLLOWED:

- RCNYS §R905.2.8.5 — RIDGE CAP SHINGLE INSTALLATION REQUIREMENTS
- RCNYS §R806.1 — VENTILATION OPENINGS CANNOT BE OBSTRUCTED

NOTES:

9.4.4 — INSTALL STARTER COURSE WHERE NEEDED



CODES FOLLOWED:

- RCNYS §R905.2.8.1 — STARTER STRIP REQUIRED AT ROOF EAVES

NOTES:

9.4.5 — INSTALL FINAL SHINGLE COURSE TO MATCH FACTORY-INSTALLED SHINGLES



CODES FOLLOWED:

- RCNYS §R905.2.8 — SHINGLE INSTALLATION CONTINUITY REQUIREMENT
- 19 NYCRR §1209.4(A) — MODULAR FIELD CLOSE-UP MUST MATCH APPROVED FINISH

MATERIALS

NOTES:

9.4.6 — BLEND SHINGLE COLORS TO ELIMINATE VISIBLE TRANSITIONS



CODES FOLLOWED:

- 19 NYCRR §1209.3 — REQUIRED CONSISTENCY BETWEEN MODULAR SECTIONS AND FIELD-INSTALLED COMPONENTS
- RCNYS §R905.2 — ROOF COVERING UNIFORMITY AND CONTINUITY

NOTES:

9.4.7 — INSPECT SHINGLE NAILING PATTERN



CODES FOLLOWED:

- RCNYS §R905.2.8.3 — ASPHALT SHINGLE FASTENING & NAILING SCHEDULE
- OSHA 29 CFR §1926.302(B)(1) — POWER FASTENING TOOL SAFETY (IF USED)

NOTES:

9.4.8 — INSPECT SHINGLE ALIGNMENT & STRAIGHTNESS



CODES FOLLOWED:

- RCNYS §R905.2.8 — INSTALLATION ALIGNMENT, EXPOSURE, AND STRAIGHTENING REQUIREMENTS
- 19 NYCRR §1209.4 — ROOF FINISHING MUST CONFORM TO MANUFACTURER INSTALLATION GUIDES

NOTES:

PHASE 9.5 — FLASHING INSTALLATION & WEATHER SEALING

9.5.1 — INSTALL STEP FLASHING AT ALL ROOF/WALL INTERSECTIONS



CODES FOLLOWED:

- RCNYS §R903.2.1 — FLASHING REQUIRED AT ROOF-WALL INTERSECTIONS
- RCNYS §R905.2.8.3 — SHINGLE/STEP FLASHING INTEGRATION REQUIREMENTS
- 19 NYCRR §1209.4(C) — MODULAR ROOF WEATHERPROOFING AT ALL JOINTS

NOTES:

9.5.2 — INSTALL FLASHING AROUND CHIMNEYS (IF APPLICABLE)



CODES FOLLOWED:

- RCNYS §R903.2.2 — CHIMNEY FLASHING AND CRICKET REQUIREMENTS
- RCNYS §R1003.20 — CHIMNEY VERTICAL/HORIZONTAL FLASHING DETAILING

NOTES:

9.5.3 — INSTALL FLASHING AROUND PLUMBING VENTS



CODES FOLLOWED:

- RCNYS §P3103.1 — VENTS MUST TERMINATE THROUGH ROOF WITH APPROVED FLASHINGS
- RCNYS §R903.2 — PENETRATIONS MUST BE SEALED AGAINST MOISTURE

NOTES:

9.5.4 — INSTALL FLASHING AROUND EXHAUST VENTS



CODES FOLLOWED:

- RCNYS §M1503.4 / §M1504 — EXHAUST ROOF TERMINATIONS MUST BE SEALED/WEATHERPROOF
- RCNYS §R903.2 — ALL ROOF PENETRATIONS MUST BE FLASHED

NOTES:

9.5.5 — SEAL ALL FLASHING PENETRATIONS



CODES FOLLOWED:

- RCNYS §R903.2 — SEALANT REQUIRED TO PREVENT WATER INTRUSION AT ALL PENETRATION POINTS
- 19 NYCRR §1209.4(C) — MODULAR ROOF JOINTS MUST BE TEMPORARILY WEATHER-SEALED

NOTES:

9.5.6 — INSTALL DRIP EDGE ALONG ROOF PERIMETER



CODES FOLLOWED:

- RCNYS §R905.2.8.5 — DRIP EDGE REQUIRED AT EAVES & RAKES
- RCNYS §R903.4 — ROOF DRAINAGE MUST PREVENT WATER ENTRY INTO STRUCTURE

NOTES:

9.5.7 — INSTALL DRIP EDGE WHERE MODULAR MEETS SITE-BUILT ROOF



CODES FOLLOWED:

- RCNYS §R905.2.8.5 — PROPER TERMINATION AND DRIP EDGE INSTALLATION AT TRANSITIONS
- 19 NYCRR §1209.4 — MODULAR CLOSE-UP WORK MUST PROTECT AGAINST WATER INFILTRATION

NOTES:

9.5.8 — INSPECT FLASHING FOR CONTINUITY AND TIGHT FIT



CODES FOLLOWED:

- RCNYS §R903.2.1 — FLASHING MUST DIRECT WATER AWAY FROM WALLS AND JOINTS
- RCNYS §R703.4 — FLASHING MUST BE INSTALLED PER MANUFACTURER AND IRC STANDARDS

NOTES:

9.5.9 — SEAL ANY EXPOSED NAIL HEADS



CODES FOLLOWED:

- RCNYS §R903.2 / §R905.2.8 — ALL EXPOSED FASTENERS MUST BE SEALED TO PREVENT WATER ENTRY
- 19 NYCRR §1209.4 — FIELD INSTALLATION MUST ENSURE WEATHER INTEGRITY

NOTES:

9.5.10 — VERIFY ROOF PERIMETER IS WATERTIGHT



CODES FOLLOWED:

- RCNYS §R903.1 — ROOFS MUST BE FULLY WEATHERPROOF
- 19 NYCRR §1209.4(C) — FINAL SET WEATHERPROOFING REQUIRED BEFORE COMPLETION

NOTES:

PHASE 9.6 — ROOF VENTILATION COMPLETION

9.6.1 — INSTALL RIDGE VENT



CODES FOLLOWED:

- RCNYS §R806.2 — MINIMUM NET FREE VENTILATION AREA REQUIREMENTS
- RCNYS §R806.1 — VENTILATION OPENINGS MUST BE PROPERLY INSTALLED TO ALLOW AIRFLOW
- MANUFACTURER RIDGE VENT INSTALLATION SPECS (REQUIRED PER 19 NYCRR §1209.1(A)(3))

NOTES:

9.6.2 — INSTALL SOFFIT VENTS (IF NOT FACTORY-INSTALLED)



CODES FOLLOWED:

- RCNYS §R806.2 — INTAKE VENTILATION REQUIRED AT EAVES/SOFFITS
- RCNYS §R703.1 — EXTERIOR COMPONENTS MUST MAINTAIN VENTILATION INTEGRITY

NOTES:

9.6.3 — CONFIRM AIR PASSAGE FROM SOFFIT TO RIDGE IS UNOBSTRUCTED



CODES FOLLOWED:

- RCNYS §R806.3 — VENTILATION PATH MUST BE CONTINUOUS FROM EAVE TO RIDGE
- RCNYS §N1102.4.1.1 — VENTILATION PATHWAYS MUST NOT BE BLOCKED BY INSULATION

NOTES:

9.6.4 — INSTALL VENTILATION BAFFLES (IF REQUIRED BY ATTIC INSULATION PLAN)



CODES FOLLOWED:

- RCNYS §R806.3 — BAFFLES REQUIRED TO MAINTAIN AIRFLOW AT EAVES
- RCNYS §R303.1 — MINIMUM VENTILATION PERFORMANCE STANDARDS

NOTES:

9.6.5 — VERIFY VENTILATION PATHWAY AT MARRIAGE LINE IS NOT BLOCKED



CODES FOLLOWED:

- RCNYS §R806.2 — MODULAR ROOF SECTIONS MUST MAINTAIN UNINTERRUPTED VENT AIRFLOW
- 19 NYCRR §1209.4 — ROOF CLOSE-UP MUST NOT OBSTRUCT DESIGNED AIR CHANNELS

NOTES:

9.6.6 — INSPECT ATTIC AIRFLOW VISUALLY (DAYLIGHT TEST)



CODES FOLLOWED:

- RCNYS §R806.1 — VENT OPENINGS MUST PROVIDE VISUAL OR MEASURABLE AIRFLOW
- RCNYS §N1102.2.3 — INSULATION INSTALLATION MUST NOT IMPEDE VENTILATION

NOTES:

PHASE 9.7 — FINAL WEATHERPROOFING & ROOF QA

9.7.1 — INSTALL ROOF SEALANT WHERE REQUIRED (SPARINGLY AND CORRECTLY)



CODES FOLLOWED:

- RCNYS §R903.2 — ROOF COVERINGS MUST BE SEALED AGAINST WATER INTRUSION
- RCNYS §R905.2.8.5 — SEALANT REQUIRED AT SHINGLE TERMINATIONS AND EXPOSED FASTENERS

NOTES:

9.7.2 — SEAL HINGE PENETRATION POINTS



CODES FOLLOWED:

- 19 NYCRR §1209.4(C) — MODULAR HINGE JOINTS MUST BE TEMPORARILY AND PERMANENTLY WEATHER-SEALED
- RCNYS §R903.4 — FLASHING/SEALANT REQUIRED AT JOINTS & PENETRATIONS TO PREVENT LEAKS

NOTES:

9.7.3 — INSPECT ALL ROOF TRANSITIONS (MODULES → SITE-BUILT)



CODES FOLLOWED:

- RCNYS §R903.2.1 — FLASHING REQUIRED AT ALL ROOF TRANSITIONS
- 19 NYCRR §1209.3 — MODULAR SEAMS MUST BE CLOSED PER APPROVED ENGINEERING

NOTES:

9.7.4 — INSPECT ROOF DRIPLINE FOR PROPER RUNOFF

**CODES FOLLOWED:**

- RCNYS §R903.4 — ROOF DRAINAGE MUST DIRECT WATER AWAY FROM STRUCTURE
- RCNYS §R905.2.8 — ROOF COVERING MUST NOT INTERFERE WITH EFFECTIVE DRAINAGE PATHS

NOTES:

9.7.5 — INSPECT FOR SHINGLE LIFT OR GAPS**CODES FOLLOWED:**

- RCNYS §R905.2.8 — ROOFING MUST LAY FLAT; NO LIFTED TABS OR GAPS ALLOWED
- RCNYS §R905.2.8.3 — PROPER FASTENING REQUIRED TO PREVENT SHINGLE UPLIFT

NOTES:

9.7.6 — CHECK FOR LOOSE SHINGLES OR FASTENERS**CODES FOLLOWED:**

- RCNYS §R905.2.8.3 — ALL SHINGLES MUST BE NAILED PER FASTENING SCHEDULE
- RCNYS §R903.1 — LOOSE COMPONENTS NOT PERMITTED ON ROOF ASSEMBLY

NOTES:

9.7.7 — WATER TEST VULNERABLE SEAMS (IF WEATHER-PERMITTING)**CODES FOLLOWED:**

- RCNYS §R903.2 — ROOF SYSTEM MUST PREVENT WATER INFILTRATION UNDER RAINFALL

CONDITIONS

- 19 NYCRR §1209.4 — MODULAR SET ROOF SEAMS MUST BE WATERTIGHT PRIOR TO INSPECTION

NOTES:

9.7.8 — CONFIRM ATTIC IS DRY AND NO LIGHT PENETRATION VISIBLE



CODES FOLLOWED:

- RCNYS §R806.4 — ROOF VENTILATION MUST FUNCTION WITHOUT UNINTENDED OPENINGS
- RCNYS §R903.2 — ANY VISIBLE LIGHT INDICATES A WEATHERPROOFING FAILURE

NOTES:

9.7.9 — SECURE ATTIC ACCESS HATCH



CODES FOLLOWED:

- RCNYS §R807.1 — ATTIC ACCESS MUST BE MAINTAINED AND CLOSE SECURELY
- RCNYS §N1102.2.4 — ATTIC HATCHES MUST BE SEALED TO MAINTAIN THERMAL BOUNDARY

NOTES:

9.7.10 — SUPERVISOR ROOF COMPLETION SIGN-OFF



CODES FOLLOWED:

- 19 NYCRR §1209.2(D)(2) — COMPETENT SUPERVISOR MUST APPROVE MODULAR ASSEMBLY

COMPLETION

- OSHA 29 CFR §1926.752(C) — COMPETENT PERSON MUST VERIFY STABILITY PRIOR TO ADVANCING WORK

NOTES:



PHASE 10 — ATTIC & INSULATION COMPLETION

10.0 — ATTIC ACCESS PREPARATION

10.0.1 — CONFIRM ATTIC IS SAFELY ACCESSIBLE



CODES FOLLOWED:

RCNYS §R807.1 — ATTIC ACCESS MINIMUM DIMENSIONS • OSHA 29 CFR §1926.1053 — LADDER ACCESS REQUIREMENTS

NOTES:

10.0.2 — INSTALL TEMPORARY LIGHTING IF NEEDED



CODES FOLLOWED:

OSHA 29 CFR §1926.56(A) — MINIMUM ILLUMINATION FOR CONSTRUCTION AREAS • OSHA 29 CFR §1926.403(A) — SAFE LIGHTING EQUIPMENT

NOTES:

10.0.3 — ENSURE LADDERS/SCAFFOLDING ARE STABLE



CODES FOLLOWED:

OSHA 29 CFR §1926.1053(B)(6) — LADDER STABILITY REQUIREMENTS • OSHA 29 CFR §1926.451(B) — SCAFFOLD LOAD AND STABILITY

NOTES:

10.0.4 — REMOVE ANY FACTORY TRANSPORT MATERIALS LEFT IN ATTIC



CODES FOLLOWED:

OSHA 29 CFR §1926.25(A) — HOUSEKEEPING REQUIREMENTS • 19 NYCRR §1209.5(B) — REMOVAL OF TEMPORARY TRANSPORT BRACING

NOTES:

10.0.5 — VERIFY ATTIC IS DRY AND CLEAN AFTER CRANE-SET



CODES FOLLOWED:

RCNYS §R903.2 — ROOF WEATHERPROOFING REQUIREMENTS • 19 NYCRR §1209.4(C) — MODULAR SEAM WEATHER PROTECTION

NOTES:

10.1 — ATTIC STRUCTURAL VERIFICATION

10.1.1 — VERIFY ROOF HINGES ARE FULLY LOCKED AND STRUCTURALLY SECURE



CODES FOLLOWED:

19 NYCRR §1209.4(A) — ROOF HINGE ENGAGEMENT REQUIREMENTS • RCNYS §R802 — ROOF STRUCTURAL ASSEMBLY STANDARDS

NOTES:

10.1.2 — INSPECT RIDGE BEAM AND RAFTER CONNECTIONS



CODES FOLLOWED:

RCNYS §R802.3 — RIDGE BEAM CONNECTION REQUIREMENTS • 19 NYCRR §1209.3(D) —

STRUCTURAL MARRIAGE LINE FASTENING

NOTES:

10.1.3 — CHECK FOR SAGGING OR MISALIGNMENT



CODES FOLLOWED:

RCNYS §R301.1 — STRUCTURAL FRAMING MUST RESIST LOADS WITHOUT DISTORTION • 19
NYCRR §1209.4 — PROPER MODULAR ROOF ALIGNMENT

NOTES:

10.1.4 — CONFIRM NO DAYLIGHT PENETRATION THROUGH ROOF SEAMS



CODES FOLLOWED:

RCNYS §R903.2 — ROOF ASSEMBLY MUST PREVENT WATER/LIGHT INTRUSION • 19 NYCRR
§1209.4(C) — WEATHER SEALING OF MODULAR ROOF JOINTS

NOTES:

10.1.5 — INSPECT HINGE FOLD FRAMING FOR FULL ENGAGEMENT



CODES FOLLOWED:

19 NYCRR §1209.4(A)(I) — MODULAR ROOF FOLD ASSEMBLY REQUIREMENTS • RCNYS
§R802.10 — ROOF FRAMING CONNECTION STANDARDS

NOTES:

10.1.6 — INSPECT ATTIC COLLAR TIES / RAFTER TIES (IF APPLICABLE)



CODES FOLLOWED:

RCNYS §R802.3.1 — COLLAR TIES/RAFTER TIES SPACING & STRUCTURAL REQUIREMENTS • 19
NYCRR §1209.3 — MARRIAGE LINE STRUCTURAL VERIFICATION

NOTES:

10.1.7 — VERIFY ROOF DECK INTEGRITY (NO GAPS OR FLEX SPOTS)



CODES FOLLOWED:

RCNYS §R803.2 — ROOF SHEATHING INSTALLATION & STRUCTURAL CONDITION • RCNYS
§R803.1 — LOAD CAPACITY REQUIREMENTS FOR ROOF DECKS

NOTES:

10.2 — AIR SEALING (CRITICAL FOR ENERGY PERFORMANCE)

10.2.1 — SEAL ALL PLUMBING PENETRATIONS THROUGH ATTIC FLOOR



CODES FOLLOWED:

RCNYS §N1102.4.1.1 — PLUMBING PENETRATIONS MUST BE SEALED • RCNY ENERGY CODE
§R402.4 — AIR LEAKAGE CONTROL

NOTES:

10.2.2 — SEAL ELECTRICAL PENETRATIONS



CODES FOLLOWED:

RCNYS §N1102.4.1 — AIR BARRIER SEALING AT ELECTRICAL PENETRATIONS • RCNY ENERGY

CODE §R402.4.1 — MANDATORY CONTINUITY OF AIR SEAL

NOTES:

10.2.3 — SEAL HVAC/DUCT PENETRATIONS

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CODES FOLLOWED:

RCNYS §M1601.4.1 — SEALING OF DUCT PENETRATIONS • ENERGY CODE §R403.3.5 — AIR SEALING AT DUCT JOINTS AND OPENINGS

NOTES:

10.2.4 — SEAL MARRIAGE-LINE PENETRATION GAPS

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CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR MARRIAGE LINE SEALING REQUIRED • RCNY ENERGY CODE §R402.4 — AIR BARRIER CONTINUITY REQUIREMENTS

NOTES:

10.2.5 — SEAL MECHANICAL CHASES (KITCHEN/BATH STACKS)

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CODES FOLLOWED:

RCNYS §N1102.4.1.1(7) — MECHANICAL CHASE SEALING REQUIRED • RCNYS §M1502–1504 — MECHANICAL SHAFT INTEGRITY

NOTES:

10.2.6 — SEAL ATTIC BYPASS AREAS (CRITICAL LEAK POINTS)



CODES FOLLOWED:

RCNYS §N1102.4.1.2 — MANDATORY SEALING OF ATTIC BYPASSES • ENERGY CODE §R402.4.1
— AIR LEAKAGE CONTROL PERFORMANCE

NOTES:

10.2.7 — SEAL TOP-PLATES AT MARRIAGE LINES



CODES FOLLOWED:

RCNYS §N1102.4 — TOP PLATE AIR SEALING REQUIRED • 19 NYCRR §1209.3 — MODULAR
JOINT SEALING REQUIREMENTS

NOTES:

10.2.8 — CONFIRM ALL FOAM/CAULK IS CONTINUOUS WITH NO OPEN JOINTS



CODES FOLLOWED:

RCNY ENERGY CODE §R402.4 — CURTAIN WALL/AIR BARRIER CONTINUITY • RCNYS
§N1102.4.1.1 — VISUAL INSPECTION CRITERIA FOR SEALING

NOTES:

10.3 — INSULATION INSTALLATION

10.3.1 — INSTALL INSULATION TO REQUIRED R-VALUE (ATTIC)



CODES FOLLOWED:

RCNY ENERGY CODE TABLE R402.1.2 — PRESCRIPTIVE R-VALUES FOR ATTIC SPACES •

RCNYS §N1102.2.1 — INSULATION REQUIREMENTS

NOTES:

10.3.2 — INSTALL INSULATION OVER MARRIAGE-LINE CEILING JOINT



CODES FOLLOWED:

19 NYCRR §1209.3(D) — PROPER SEALING AND INSULATION AT MODULAR MARRIAGE LINES
• RCNY ENERGY CODE §R402.2.1 — ATTIC INSULATION CONTINUITY

NOTES:

10.3.3 — INSTALL INSULATION AT ROOF HINGE AREAS (AFTER LOCK-DOWN)



CODES FOLLOWED:

RCNYS §N1102.2 — INSULATION MUST FOLLOW ROOF/CEILING DESIGN • 19 NYCRR §1209.4
— ROOF FOLD AREAS MUST BE THERMALLY SEALED

NOTES:

10.3.4 — INSTALL INSULATION OVER RIM JOISTS (IF ACCESSIBLE)



CODES FOLLOWED:

RCNY ENERGY CODE §R402.2.10 — RIM JOIST INSULATION REQUIREMENTS • RCNYS
§N1102.2.10 — AIR SEALING & INSULATION AT BAND JOISTS

NOTES:

10.3.5 — ENSURE FULL COVERAGE WITH NO VOIDS OR THIN SPOTS



CODES FOLLOWED:

RCNYS §N1102.2 — INSULATION MUST CONTACT AIR BARRIER & COVER ENTIRE SURFACE •
ENERGY CODE §R402.4.1 — THERMAL ENVELOPE INTEGRITY

NOTES:

10.3.6 — MAINTAIN REQUIRED DEPTH ACROSS ATTIC (BLOWN-IN)



CODES FOLLOWED:

RCNY ENERGY CODE §R303.1.1 — INSULATION THICKNESS IDENTIFICATION &
VERIFICATION • R402.2 — PRESCRIPTIVE DEPTH COMPLIANCE

NOTES:

10.3.7 — RESET INSULATION MARKERS (DEPTH RULERS)



CODES FOLLOWED:

RCNY ENERGY CODE §R303.1.1 — MARKER RULERS REQUIRED FOR LOOSE-FILL INSULATION
DEPTH VERIFICATION

NOTES:

10.3.8 — AVOID BLOCKING AIRFLOW FROM SOFFIT TO RIDGE



CODES FOLLOWED:

RCNYS §R806.2 — ATTIC VENTILATION CANNOT BE OBSTRUCTED • RCNY ENERGY CODE
§R402.4 — AIRFLOW/VENTILATION CONTINUITY

NOTES:

10.3.9 — CONFIRM INSULATION IS NOT COVERING BAFFLES

**CODES FOLLOWED:**

RCNYS §R806.3 — BAFFLES REQUIRED TO MAINTAIN VENTILATION PATHWAYS • ENERGY CODE §R402.2.3 — PROTECTION OF AIRFLOW CHANNELS

NOTES:

10.3.10 — BATT INSTALLATION: EDGES FULLY TUCKED, NO GAPS

**CODES FOLLOWED:**

RCNYS §N1101.10 — BATT INSULATION MUST BE INSTALLED PER MANUFACTURER SPECS • RCNY ENERGY CODE §R402.2.1 — CORRECT BATT PLACEMENT

NOTES:

10.3.11 — BATT INSTALLATION: NO COMPRESSION FROM WIRING/PIPES

**CODES FOLLOWED:**

RCNY ENERGY CODE §R402.2 — FULL LOFT, NO COMPRESSION ALLOWED • RCNYS §N1102 — PROPER INSULATION SUPPORT REQUIREMENTS

NOTES:

10.3.12 — BATT INSTALLATION: CORRECT FACING ORIENTATION

**CODES FOLLOWED:**

RCNYS §N1102.2 — VAPOR RETARDER PLACEMENT COMPLIANCE • MANUFACTURER
INSTALLATION INSTRUCTIONS (MANDATORY UNDER 19 NYCRR §1209.1)

NOTES:

10.4 — VENTILATION SYSTEM COMPLETION

10.4.1 — INSTALL VENTILATION BAFFLES (SOFFIT BAFFLES)

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CODES FOLLOWED:

RCNYS §R806.3 — BAFFLES REQUIRED TO MAINTAIN AIRFLOW • ENERGY CODE §R402.2.3 —
PREVENT INSULATION BLOCKAGE OF VENTS

NOTES:

10.4.2 — ENSURE ALL BAFFLES ALLOW FULL AIRFLOW

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CODES FOLLOWED:

RCNYS §R806.2 — FULL AND UNOBSTRUCTED VENTILATION PATH REQUIRED

NOTES:

10.4.3 — CLEAR INSULATION BLOCKING BAFFLES

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CODES FOLLOWED:

RCNYS §R806.3 — VENTILATION CHANNEL MUST REMAIN OPEN • ENERGY CODE §R402.2.3
— VENTILATION PRESERVATION

NOTES:

10.4.4 — CONFIRM RIDGE VENT IS OPEN AND UNOBSTRUCTED

**CODES FOLLOWED:**

RCNYS §R806.1 — RIDGE VENTILATION OPENING REQUIREMENTS • R806.2 — NET FREE AREA CALCULATIONS

NOTES:

10.4.5 — CONFIRM SOFFIT VENTS ARE OPEN AND UNOBSTRUCTED

**CODES FOLLOWED:**

RCNYS §R806.2 — REQUIRED INTAKE VENTILATION

NOTES:

10.4.6 — VERIFY CONTINUOUS AIRFLOW PATH FROM SOFFIT → ATTIC → RIDGE

**CODES FOLLOWED:**

RCNYS §R806.3 — VENTILATION SYSTEM CONTINUITY REQUIRED

NOTES:

10.4.7 — INSPECT GABLE VENTS (IF INCLUDED)

**CODES FOLLOWED:**

RCNYS §R806.1 — VENT PLACEMENT AND MINIMUM AREA

NOTES:

10.4.8 — ENSURE INSULATION IS KEPT BELOW RIDGE VENT AREA



CODES FOLLOWED:

RCNYS §R806.3 — VENTILATION OPENINGS MUST NOT BE BLOCKED BY INSULATION

NOTES:

10.5 — ATTIC MOISTURE & AIRFLOW CHECKS

10.5.1 — INSPECT FOR CONDENSATION OR MOISTURE STAINS



CODES FOLLOWED:

RCNYS §R703.1 — MOISTURE CONTROL IN BUILDING ENVELOPE • ENERGY CODE §R402.4 — AIR LEAKAGE & MOISTURE INTRUSION CONTROL

NOTES:

10.5.2 — INSPECT FOR ROOFING NAIL FROST (COLD WEATHER SETS)



CODES FOLLOWED:

RCNYS §R903.2 — ROOF MUST PREVENT MOISTURE ACCUMULATION • RCNYS §N1102.4 — THERMAL ENVELOPE PERFORMANCE

NOTES:

10.5.3 — VERIFY NO LEAKS FROM PLUMBING VENTS



CODES FOLLOWED:

RCNYS §P3103.1 — ROOF VENT FLASHING & LEAK-PREVENTION REQUIREMENTS

NOTES:

10.5.4 — ENSURE BATH FAN VENTS TERMINATE OUTSIDE



CODES FOLLOWED:

RCNYS §M1507.2 — EXHAUST DUCTS MUST TERMINATE OUTDOORS • RCNYS §M1501.1 — NO VENTING INTO ATTIC

NOTES:

10.5.5 — ENSURE KITCHEN HOOD VENTS TERMINATE OUTSIDE



CODES FOLLOWED:

RCNYS §M1503.3 — KITCHEN EXHAUST TERMINATION OUTDOORS REQUIRED

NOTES:

10.5.6 — CHECK FOR AIR LEAKS AROUND ATTIC ACCESS HATCH



CODES FOLLOWED:

ENERGY CODE §R402.2.4 — ATTIC ACCESS WEATHERSTRIPPING REQUIRED • RCNYS §N1102 — AIR BARRIER COMPLIANCE

NOTES:

10.5.7 — INSULATE AND WEATHERSTRIP ATTIC HATCH IF REQUIRED



CODES FOLLOWED:

ENERGY CODE §R402.2.4 — ATTIC ACCESS INSULATION REQUIREMENTS

NOTES:

10.6 — FIREBLOCKING & SAFETY REQUIREMENTS

10.6.1 — INSTALL FIREBLOCKING AROUND VERTICAL PENETRATIONS



CODES FOLLOWED:

RCNYS §R302.11 — FIREBLOCKING AT CONCEALED SPACES • 19 NYCRR §1209.3 — MODULAR FIRE SAFETY CLOSE-UP COMPLIANCE

NOTES:

10.6.2 — FIREBLOCK MARRIAGE-LINE CHASES



CODES FOLLOWED:

RCNYS §R302.11(4) — FIRESTOPPING AT INTERCONNECTIONS • 19 NYCRR §1209.3(B) — FIRE SAFETY REQUIREMENTS AT MODULAR JOINTS

NOTES:

10.6.3 — INSTALL FIRE-RESISTANT FOAM OR MINERAL WOOL WHERE REQUIRED



CODES FOLLOWED:

RCNYS §R302.11 — APPROVED FIRE-BLOCKING MATERIALS • ENERGY CODE §R402.4 —

FIRE-RATED AIR SEALING MATERIALS

NOTES:

10.6.4 — VERIFY NO EXPOSED FOAM EXISTS WITHOUT PROTECTION

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CODES FOLLOWED:

RCNYS §R302.10 — FOAM PLASTIC PROTECTION REQUIREMENTS

NOTES:

10.6.5 — CONFIRM ATTIC FLOORING/TEMPORARY BOARDS REMOVED OR SECURED

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CODES FOLLOWED:

OSHA 29 CFR §1926.25 — HOUSEKEEPING & REMOVAL OF TEMPORARY WORK SURFACES

NOTES:

10.6.6 — CONFIRM NO TOOLS OR DEBRIS LEFT IN ATTIC

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CODES FOLLOWED:

OSHA 29 CFR §1926.25(A) — HOUSEKEEPING TO ELIMINATE HAZARDS

NOTES:

10.7 — INSULATION / ATTIC CLEANUP & FINAL QA

10.7.1 — REMOVE INSULATION SPILLS FROM ATTIC ACCESS AREA



CODES FOLLOWED:

OSHA 29 CFR §1926.25 — HOUSEKEEPING REQUIREMENTS FOR SAFETY

NOTES:



PHASE II — EXTERIOR WEATHERPROOFING & SIDING

11.0 — BUILDING WRAP & WRB PREPARATION

11.0.1 — INSPECT FACTORY WRB FOR TEARS, GAPS, MISSING SECTIONS



CODES FOLLOWED:

RCNYS §R703.2 — WEATHER-RESISTANT BARRIER REQUIRED • 19 NYCRR §1209.3 — EXTERIOR MODULAR SURFACES MUST BE WEATHER-PROTECTED

NOTES:

11.0.2 — REPAIR ALL DAMAGED WRB WITH APPROVED PATCHES



CODES FOLLOWED:

RCNYS §R703.1 — EXTERIOR WALL ENVELOPE MOISTURE PROTECTION • WRB REPAIRS MUST FOLLOW MANUFACTURER INSTRUCTIONS (1209.1)

NOTES:

11.0.3 — INSTALL WRB OVER MARRIAGE-LINE EXTERIOR SEAMS



CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR MARRIAGE-LINE EXTERIOR SEALING REQUIRED • RCNYS §R703.2 — WRB COVERAGE CONTINUITY

NOTES:

11.0.4 — TAPE ALL WRB SEAMS WITH EXTERIOR-RATED FLASHING TAPE



CODES FOLLOWED:

RCNYS §R703.4 — FLASHING & WRB SEAM TREATMENT REQUIRED • 19 NYCRR §1209.3 —
MOISTURE BARRIER CONTINUITY

NOTES:

11.0.5 — SEAL WRB AROUND ALL CORNERS AND EDGES



CODES FOLLOWED:

RCNYS §R703.2 — WRB MUST FULLY COVER AND WRAP CORNERS • R703.4 —
FLASHING/WRB INTEGRATION REQUIREMENTS

NOTES:

11.0.6 — ENSURE WRB OVERLAPS CORRECTLY (TOP OVER BOTTOM)



CODES FOLLOWED:

RCNYS §R703.2 — WRB INSTALLATION SEQUENCING • ASTM E2556 (REFERENCED
STANDARD)

NOTES:

11.0.7 — VERIFY WRB INTEGRATES CORRECTLY WITH FLASHINGS



CODES FOLLOWED:

RCNYS §R703.4 — FLASHING MUST INTEGRATE WITH WRB SHINGLE-STYLE • 19 NYCRR
§1209.3 — MODULAR CLOSE-UP WEATHER PROTECTION

NOTES:

11.0.8 — CONFIRM WRB COVERS ANY SITE-BUILT FRAMING ADDITIONS



CODES FOLLOWED:

RCNYS §R703.1 — ALL EXTERIOR ASSEMBLIES MUST BE PROTECTED FROM WATER

NOTES:

11.1 — EXTERIOR FLASHING INSTALLATION

11.1.1 — FLASH WINDOW HEADS, JAMBS, AND SILLS



CODES FOLLOWED:

RCNYS §R703.4 — WINDOW FLASHING REQUIRED • ASTM E2112 INSTALLATION STANDARDS

NOTES:

11.1.2 — FLASH EXTERIOR DOORS (THRESHOLD, JAMBS, HEAD)



CODES FOLLOWED:

RCNYS §R703.4 — DOOR FLASHING REQUIRED FOR WATER PROTECTION

NOTES:

11.1.3 — INSTALL DRIP CAPS ABOVE DOORS AND WINDOWS



CODES FOLLOWED:

RCNYS §R703.4 — DRIP CAPS REQUIRED AT OPENINGS (EXCEPT WHERE EXEMPTED BY MANUFACTURER)

NOTES:

11.1.4 — ENSURE SILL FLASHING DRAINS OUTWARD

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CODES FOLLOWED:

RCNYS §R703.4 — FLASHING MUST DIRECT WATER TO EXTERIOR

NOTES:

11.1.5 — FLASH PLUMBING PENETRATIONS

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CODES FOLLOWED:

RCNYS §R903.2 — ROOF/WALL PENETRATIONS MUST BE SEALED • R703.4 — FLASHING AROUND PENETRATIONS

NOTES:

11.1.6 — FLASH HVAC LINE-SET EXITS

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CODES FOLLOWED:

RCNYS §R703.4 — PENETRATION FLASHING REQUIRED • M1411.5.1 — EXTERIOR PROTECTION

NOTES:

11.1.7 — FLASH ELECTRICAL FIXTURES AND BOXES

**CODES FOLLOWED:**

RCNYS §E3905 — EXTERIOR ELECTRICAL BOXES MUST BE WEATHERPROOF • R703.4 — FLASHING REQUIREMENT

NOTES:

11.1.8 — FLASH EXHAUST VENTS (BATH, KITCHEN, DRYER)**CODES FOLLOWED:**

RCNYS §R703.4 — FLASH ALL VENT PENETRATIONS • M1503/M1502 — EXTERIOR TERMINATION SEALING

NOTES:

11.1.9 — FLASH HOSE BIBS**CODES FOLLOWED:**

RCNYS §P2603.5 — WEATHER PROTECTION AT PIPING PENETRATIONS • R703.4 — PENETRATION FLASHING

NOTES:

11.2 — SIDING PREPARATION**11.2.1 — INSPECT SHEATHING AND REPAIR ANY DAMAGE****CODES FOLLOWED:**

RCNYS §R703.1.1 — SHEATHING MUST BE STRUCTURALLY SOUND BEFORE SIDING

INSTALLATION

NOTES:

11.2.2 — CONFIRM SOFFIT VENTS AND ATTIC VENTS ARE NOT BLOCKED

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CODES FOLLOWED:

RCNYS §R806.3 — VENTILATION PATH MUST NOT BE OBSTRUCTED

NOTES:

11.2.3 — INSTALL FURRING STRIPS IF REQUIRED FOR SIDING TYPE

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CODES FOLLOWED:

RCNYS §R703.15 — FURRING/LATH REQUIREMENTS FOR PANEL SIDINGS

NOTES:

11.2.4 — MARK STUD LOCATIONS FOR SIDING FASTENER PATTERN

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CODES FOLLOWED:

RCNYS §R703.3 — FASTENER SPACING MUST MATCH STUD LAYOUT

NOTES:

11.2.5 — STAGE SIDING, TRIM, AND FASTENERS

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CODES FOLLOWED:

OSHA 29 CFR §1926.250 — MATERIAL STORAGE & STACKING REQUIREMENTS

NOTES:

11.2.6 — SET UP SAFE ACCESS (LADDERS/SCAFFOLDING)



CODES FOLLOWED:

OSHA 29 CFR §1926.1053 — LADDER SAFETY • OSHA §1926.451 — SCAFFOLDING SAFETY

NOTES:

11.3 — TRIM INSTALLATION

11.3.1 — INSTALL CORNER BOARDS



CODES FOLLOWED:

RCNYS §R703.1 — TRIM COMPONENTS MUST SHED WATER PROPERLY

NOTES:

11.3.2 — INSTALL FRIEZE BOARD UNDER SOFFIT



CODES FOLLOWED:

RCNYS §R703.1.1 — EXTERIOR TRIM ATTACHMENT REQUIREMENTS

NOTES:

11.3.3 — INSTALL WINDOW TRIM



CODES FOLLOWED:

RCNYS §R703.4 — TRIM MUST INTEGRATE WITH FLASHING

NOTES:

11.3.4 — INSTALL DOOR TRIM



CODES FOLLOWED:

RCNYS §R703.4 — FLASHING & TRIM INTEGRATION REQUIRED

NOTES:

11.3.5 — INSTALL RAKE AND FASCIA TRIM



CODES FOLLOWED:

RCNYS §R703.1 — EXTERIOR ELEMENTS MUST PREVENT WATER INTRUSION

NOTES:

11.3.6 — CAULK TRIM JOINTS AS NEEDED



CODES FOLLOWED:

RCNYS §R703.1 — MOISTURE CONTROL & SEALING REQUIREMENTS

NOTES:

11.3.7 — VERIFY TRIM IS STRAIGHT, LEVEL, AND SECURE



CODES FOLLOWED:

RCNYS §R703.3 — REQUIRED FASTENING AND INSTALLATION STANDARDS

NOTES:

11.4 — SIDING INSTALLATION

11.4.1 — INSTALL STARTER STRIP FOR SIDING



CODES FOLLOWED:

RCNYS §R703.3 — SIDING INSTALLATION MUST BEGIN WITH PROPER STARTER STRIP

NOTES:

11.4.2 — INSTALL FIRST SIDING COURSE LEVEL AND STRAIGHT



CODES FOLLOWED:

RCNYS §R703.3.2 — LAP SIDING ALIGNMENT REQUIREMENTS

NOTES:

11.4.3 — INSTALL SIDING UP TO AND OVER MARRIAGE LINE



CODES FOLLOWED:

19 NYCRR §1209.3(D) — EXTERIOR MODULAR JOINT FINISHING REQUIRED • RCNYS §R703.1

NOTES:

11.4.4 — INSTALL SIDING ON END WALLS



CODES FOLLOWED:

RCNYS §R703.3 — SIDING COVERAGE REQUIREMENTS

NOTES:

11.4.5 — INSTALL SIDING ON UPPER GABLES AND DORMERS



CODES FOLLOWED:

RCNYS §R703.3.2 — SIDING FASTENING ON GABLES

NOTES:

11.4.6 — INSTALL SIDING AROUND PENETRATIONS AND FIXTURES



CODES FOLLOWED:

RCNYS §R703.4 — FLASHING REQUIRED AROUND ALL PENETRATIONS

NOTES:

11.4.7 — MAINTAIN PROPER CLEARANCES FROM GRADE, ROOF, AND CONCRETE



CODES FOLLOWED:

RCNYS §R703.7.1 — MINIMUM GROUND CLEARANCE FOR SIDING

NOTES:

11.4.8 — VERIFY CORRECT FASTENER SPACING AND DEPTH



CODES FOLLOWED:

RCNYS §R703.3 — FASTENER SCHEDULE COMPLIANCE

NOTES:

11.4.9 — INSPECT ROWS FOR STRAIGHTNESS AND ALIGNMENT



CODES FOLLOWED:

RCNYS §R703.3.2 — SIDING ALIGNMENT REQUIREMENTS

NOTES:

11.5 — SOFFIT & FASCIA

11.5.1 — INSTALL SOFFIT PANELS (VENTED/SOLID AS SPECIFIED)



CODES FOLLOWED:

RCNYS §R806.2 — VENTILATION REQUIREMENTS FOR VENTED SOFFIT AREAS

NOTES:

11.5.2 — INSTALL FASCIA BOARDS OR ALUMINUM FASCIA



CODES FOLLOWED:

RCNYS §R703.1 — WEATHER PROTECTION REQUIRED FOR ROOF EDGE COMPONENTS

NOTES:

11.5.3 — ENSURE SOFFIT VENTS REMAIN OPEN



CODES FOLLOWED:

RCNYS §R806.3 — VENTILATION PATHWAYS MUST BE UNOBSTRUCTED

NOTES:

11.5.4 — SEAL SOFFIT AND FASCIA TRANSITIONS



CODES FOLLOWED:

RCNYS §R703.1 — EXTERIOR ASSEMBLIES MUST PREVENT WATER INTRUSION

NOTES:

11.6 — CAULKING & SEALING

11.6.1 — CAULK SIDING-TO-TRIM JOINTS



CODES FOLLOWED:

RCNYS §R703.1 — MOISTURE CONTROL THROUGH SEALING EXTERNAL JOINTS

NOTES:

11.6.2 — CAULK TRIM-TO-WALL JOINTS



CODES FOLLOWED:

RCNYS §R703.1 — WATER INTRUSION CONTROL

NOTES:

11.6.3 — CAULK AROUND PENETRATIONS (PIPES, VENTS, FIXTURES)



CODES FOLLOWED:

RCNYS §R703.4 — FLASHING & SEALANT REQUIRED AT ALL PENETRATIONS

NOTES:

11.6.4 — USE EXTERIOR-GRADE SEALANT ONLY



CODES FOLLOWED:

RCNYS §R703.1 — APPROVED MATERIALS FOR EXTERIOR SEALING

NOTES:

11.6.5 — CONFIRM WINDOW SILLS WEEP FREELY (BOTTOM NOT OVER-CAULKED)



CODES FOLLOWED:

RCNYS §R703.4 — DRAINAGE PLANE REQUIREMENTS AT WINDOW ASSEMBLIES

NOTES:

11.7 — EXTERIOR DOOR INSTALLATION

11.7.1 — INSTALL EXTERIOR DOOR UNITS



CODES FOLLOWED:

RCNYS §R612 — EXTERIOR DOOR INSTALLATION REQUIREMENTS

NOTES:

11.7.2 — VERIFY FRAMES ARE LEVEL, PLUMB, SQUARE

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CODES FOLLOWED:

RCNYS §R612.3 — DOOR FRAME ALIGNMENT REQUIREMENTS

NOTES:

11.7.3 — INSTALL SHIMS AND FASTEN CORRECTLY

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CODES FOLLOWED:

RCNYS §R612 — DOOR FASTENING MUST FOLLOW MANUFACTURER SPECS

NOTES:

11.7.4 — INSTALL WEATHERSTRIPPING AND THRESHOLD SEALS

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CODES FOLLOWED:

ENERGY CODE §R402.4.3 — MANDATORY DOOR WEATHERSTRIPPING

NOTES:

11.7.5 — INSTALL EXTERIOR TRIM AND SEALANT

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CODES FOLLOWED:

RCNYS §R703.4 — FLASHING AND TRIM INTEGRATION

NOTES:

11.7.6 — TEST DOOR OPERATION AND LATCH FUNCTION

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CODES FOLLOWED:

RCNYS §R612.4 — OPERABILITY COMPLIANCE

NOTES:

11.8 — FINAL EXTERIOR WEATHERPROOFING QA

11.8.1 — INSPECT SIDING TRANSITIONS AND SEAMS

☐

CODES FOLLOWED:

RCNYS §R703.1 — EXTERIOR MOISTURE PROTECTION

NOTES:

11.8.2 — INSPECT ALL FLASHING FOR CORRECT LAYERING AND FIT

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CODES FOLLOWED:

RCNYS §R703.4 — FLASHING INSPECTION REQUIREMENTS

NOTES:

11.8.3 — CONFIRM NO EXPOSED FASTENER PENETRATIONS THROUGH WRB WITHOUT SEALANT



CODES FOLLOWED:

RCNYS §R703.2 — WRB INTEGRITY MUST NOT BE COMPROMISED

NOTES:

11.8.4 — CHECK J-CHANNELS AND TRIM FOR PROPER DRAINAGE PATH



CODES FOLLOWED:

RCNYS §R703.3.2 — TRIM AND SIDING DRAINAGE REQUIREMENTS

NOTES:

11.8.5 — VERIFY ALL PENETRATIONS ARE SEALED



CODES FOLLOWED:

RCNYS §R903.2 — ALL EXTERIOR PENETRATIONS MUST BE SEALED

NOTES:

11.8.6 — WALK THE PERIMETER FOR ANY VISIBLE GAPS OR DEFECTS



CODES FOLLOWED:

RCNYS §R703.1 — CONTINUITY OF BUILDING ENVELOPE

NOTES:

11.8.7 — SUPERVISOR SIGN-OFF ON EXTERIOR WEATHERPROOFING & SIDING



CODES FOLLOWED:

19 NYCRR §1209.2(D)(2) — SUPERVISOR APPROVAL REQUIRED FOR MODULAR ASSEMBLY COMPLETION

NOTES:



PHASE 12 — MEP TIE-INS (MECHANICAL, ELECTRICAL & PLUMBING)

12.0 — ELECTRICAL SERVICE CONNECTION

12.0.1 — INSTALL METER BASE (IF NOT ALREADY INSTALLED)



CODES FOLLOWED:

RCNYS §E3601 — SERVICE EQUIPMENT INSTALLATION • NEC 230.70–230.85 (ADOPTED BY NYS)

NOTES:

12.0.2 — INSTALL SERVICE MAST OR METER PANEL (IF OVERHEAD SERVICE)



CODES FOLLOWED:

RCNYS §E3602 — SERVICE MAST & SUPPORT REQUIREMENTS • NEC 230.24 — OVERHEAD CLEARANCES

NOTES:

12.0.3 — INSTALL SERVICE LATERAL CONDUIT (IF UNDERGROUND)



CODES FOLLOWED:

RCNYS §E3606 — UNDERGROUND SERVICE INSTALLATION • NEC 300.5 — BURIAL DEPTH REQUIREMENTS

NOTES:

12.0.4 — MOUNT MAIN SERVICE DISCONNECT PER PLAN



CODES FOLLOWED:

RCNYS §E3601.5 — SERVICE DISCONNECT LOCATION • NEC 230.70(A)(1) — READILY ACCESSIBLE DISCONNECT

NOTES:

12.0.5 — CONNECT FEEDERS FROM METER TO MAIN PANEL



CODES FOLLOWED:

NEC 310.12 — CONDUCTOR SIZING • RCNY ELECTRICAL §E3705 — FEEDER CONNECTION STANDARDS

NOTES:

12.0.6 — INSTALL BONDING AND GROUNDING SYSTEM



CODES FOLLOWED:

NEC 250.50–250.68 — GROUNDING ELECTRODE SYSTEM • RCNYS §E3607 — BONDING REQUIREMENTS

NOTES:

12.0.7 — INSTALL GROUNDING ELECTRODE(S) OR GROUND ROD(S)



CODES FOLLOWED:

NEC 250.52 — GROUNDING ELECTRODES • NEC 250.53 — ROD INSTALLATION REQUIREMENTS

NOTES:

12.0.8 — VERIFY CORRECT PANEL LABELING



CODES FOLLOWED:

RCNYS §E3404 — IDENTIFICATION OF CIRCUITS • NEC 110.22 — LABELING OF DISCONNECTS

NOTES:

12.0.9 — CONNECT HOME PANEL TO SERVICE PANEL



CODES FOLLOWED:

NEC 110.14 — TERMINATION REQUIREMENTS • RCNYS §E3705 — PANELBOARD CONNECTIONS

NOTES:

12.0.10 — CONFIRM GFCI/AFCI CIRCUITS ARE INSTALLED CORRECTLY



CODES FOLLOWED:

RCNYS §E3902 — GFCI REQUIREMENTS • RCNYS §E3902.16 — AFCI REQUIREMENTS

NOTES:

12.0.11 — INSTALL NECESSARY BREAKERS (RANGE, DRYER, HVAC, WATER HEATER)



CODES FOLLOWED:

NEC 240.6 — OVERCURRENT DEVICE RATINGS • RCNY ELECTRICAL §E3601 — PANELBOARD

PROTECTION

NOTES:

12.0.12 — TEST INCOMING SERVICE VOLTAGE

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CODES FOLLOWED:

NEC 110.4 — VOLTAGE TESTING • NEC 215.2 — FEEDER CONDUCTOR VERIFICATION

NOTES:

12.0.13 — ENERGIZE PANEL ONLY AFTER INSPECTION APPROVAL

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CODES FOLLOWED:

RCNYS §E3601.6 — ENERGIZING PROHIBITED UNTIL APPROVED • NEC 90.4 — AHJ
APPROVAL REQUIRED

NOTES:

12.1 — INTERIOR ELECTRICAL COMPLETION

12.1.1 — CONNECT MODULAR SECTION WIRING AT MARRIAGE WALLS

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CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR INTERCONNECTION REQUIREMENTS • NEC 300.14 —
CONDUCTOR LENGTHS IN BOXES

NOTES:

12.1.2 — CONNECT ATTIC WIRING SPLICES (LIGHTING CIRCUITS)



CODES FOLLOWED:

NEC 314.29 — JUNCTION BOX ACCESSIBILITY • RCNY §E3905 — LIGHTING CIRCUIT CONNECTION

NOTES:

12.1.3 — INSTALL LIGHT FIXTURES



CODES FOLLOWED:

NEC 410 — LUMINAIRE INSTALLATION • RCNYS §E3903 — LIGHTING OUTLET REQUIREMENTS

NOTES:

12.1.4 — INSTALL SWITCHES AND RECEPTACLES



CODES FOLLOWED:

NEC 404 — SWITCH INSTALLATION • NEC 406 — RECEPTACLE INSTALLATION

NOTES:

12.1.5 — INSTALL EXTERIOR FIXTURES (PORCH LIGHTS, GARAGE LIGHTS)



CODES FOLLOWED:

NEC 410.10(D) — EXTERIOR LUMINAIRE WEATHERPROOFING • RCNYS §E3903.7 — EXTERIOR LIGHTING

NOTES:

12.1.6 — INSTALL SMOKE/CO DETECTORS



CODES FOLLOWED:

RCNYS §R314 — SMOKE ALARMS • RCNY §R315 — CO ALARMS

NOTES:

12.1.7 — INSTALL BATHROOM EXHAUST FANS



CODES FOLLOWED:

RCNYS §M1507 — VENTILATION FAN REQUIREMENTS

NOTES:

12.1.8 — INSTALL KITCHEN HOOD VENT WIRING



CODES FOLLOWED:

RCNYS §M1503 — KITCHEN HOOD ELECTRICAL/VENTING • NEC 422 — APPLIANCE WIRING

NOTES:

12.1.9 — CONNECT DISHWASHER CIRCUIT



CODES FOLLOWED:

NEC 422.16(B)(2) — DISHWASHER BRANCH-CIRCUIT REQUIREMENTS

NOTES:

12.1.10 — CONNECT MICROWAVE CIRCUIT



CODES FOLLOWED:

NEC 422 — FIXED APPLIANCE WIRING

NOTES:

12.1.11 — CONNECT REFRIGERATOR CIRCUIT



CODES FOLLOWED:

NEC 210.52(B)(1) — KITCHEN APPLIANCE CIRCUITS

NOTES:

12.1.12 — INSTALL COVER PLATES



CODES FOLLOWED:

NEC 406.5 — OUTLET BOX COVER REQUIREMENTS

NOTES:

12.1.13 — TEST ALL CIRCUITS WITH TESTER



CODES FOLLOWED:

NEC 110.7 — ELECTRICAL SYSTEM MUST BE VERIFIED SAFE PRIOR TO ENERGIZING

NOTES:

12.1.14 — VERIFY POLARITY AND GROUNDING



CODES FOLLOWED:

NEC 200.11 — CORRECT CONDUCTOR IDENTIFICATION • NEC 250 — GROUNDING REQUIREMENTS

NOTES:

12.1.15 — TEST GFCI/AFCI PROTECTION



CODES FOLLOWED:

RCNYS §E3902 — GFCI • §E3902.16 — AFCI

NOTES:

12.1.16 — CONFIRM BREAKER PANEL IS FULLY FUNCTIONAL



CODES FOLLOWED:

NEC 110.3 — EQUIPMENT MUST OPERATE PER LISTING • NEC 408 — PANELBOARD INSTALLATION

NOTES:

12.2 — PLUMBING CONNECTIONS (WATER & SEWER)

12.2.1 — CONNECT WATER LINE FROM METER OR WELL TO MAIN SHUTOFF



CODES FOLLOWED:

RCNYS §P2903 — WATER DISTRIBUTION SYSTEMS

NOTES:

12.2.2 — INSTALL WATER SHUTOFF VALVE INSIDE HOME



CODES FOLLOWED:

RCNYS §P2903.9.1 — REQUIRED ACCESSIBLE SHUTOFF LOCATION

NOTES:

12.2.3 — CONNECT WATER HEATER COLD INPUT



CODES FOLLOWED:

RCNYS §P2801 — WATER HEATER INSTALLATION REQUIREMENTS

NOTES:

12.2.4 — CONNECT HOT WATER DISTRIBUTION LINES



CODES FOLLOWED:

RCNYS §P2903.5 — HOT WATER DELIVERY REQUIREMENTS

NOTES:

12.2.5 — CONNECT REFRIGERATOR WATER LINE



CODES FOLLOWED:

RCNYS §P2903 — WATER DISTRIBUTION STANDARDS

NOTES:

12.2.6 — CONNECT DISHWASHER SUPPLY LINE



CODES FOLLOWED:

RCNYS §P2902 — BACKFLOW PREVENTION REQUIREMENTS

NOTES:

12.2.7 — CONNECT WASHING MACHINE BOX & SUPPLY VALVES



CODES FOLLOWED:

RCNYS §P2906 — FIXTURE SUPPLY CONNECTION STANDARDS

NOTES:

12.2.8 — PRESSURE-TEST WATER SYSTEM



CODES FOLLOWED:

RCNYS §P2503.7 — WATER PRESSURE TESTING REQUIREMENTS

NOTES:

12.2.9 — FLUSH WATER LINES BEFORE USE



CODES FOLLOWED:

RCNYS §P2903.11 — SYSTEM FLUSHING REQUIREMENTS

NOTES:

12.2.10 — CONNECT SEWER LATERAL TO BUILDING DRAIN



CODES FOLLOWED:

RCNYS §P3005 — DRAINAGE PIPE CONNECTION REQUIREMENTS

NOTES:

12.2.11 — CONNECT MODULAR DRAIN LINES AT MARRIAGE WALL



CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR PLUMBING INTERCONNECTION REQUIREMENTS

NOTES:

12.2.12 — CONNECT TUB/SHOWER DRAINS



CODES FOLLOWED:

RCNYS §P2705 — FIXTURE DRAIN CONNECTION REQUIREMENTS

NOTES:

12.2.13 — CONNECT TOILET DRAINS



CODES FOLLOWED:

RCNYS §P2705.1 — WATER CLOSET CONNECTION STANDARDS

NOTES:

12.2.14 — CONNECT VANITY DRAINS



CODES FOLLOWED:

RCNYS §P3201 — TRAP AND DRAIN CONNECTION REQUIREMENTS

NOTES:

12.2.15 — CONNECT KITCHEN SINK DRAINS



CODES FOLLOWED:

RCNYS §P3201 — DRAIN & TRAP REQUIREMENTS

NOTES:

12.2.16 — CONFIRM TRAPS INSTALLED CORRECTLY



CODES FOLLOWED:

RCNYS §P3201.6 — APPROVED TRAP CONFIGURATIONS

NOTES:

12.2.17 — TEST SLOPE OF DRAIN LINES



CODES FOLLOWED:

RCNYS §P3005.3 — DRAIN SLOPE REQUIREMENTS

NOTES:

12.2.18 — PERFORM FULL DRAIN-FLOW TEST



CODES FOLLOWED:

RCNYS §P2503.5.2 — DRAINAGE PERFORMANCE TESTING

NOTES:

12.2.19 — INSPECT ALL FITTINGS FOR LEAKS



CODES FOLLOWED:

RCNYS §P2503.1 — PLUMBING LEAK TESTING REQUIREMENT

NOTES:

12.3 — GAS / FUEL SYSTEM CONNECTIONS

12.3.1 — INSTALL GAS METER (UTILITY OR PROPANE COMPANY)



CODES FOLLOWED:

RCNYS §G2420 — GAS SHUTOFF & METERING REQUIREMENTS

NOTES:

12.3.2 — INSTALL MAIN GAS SHUTOFF VALVE



CODES FOLLOWED:

RCNYS §G2420.5 — ACCESSIBLE SHUTOFF REQUIREMENT

NOTES:

12.3.3 — CONNECT EXTERIOR GAS LINE TO HOUSE STUB



CODES FOLLOWED:

RCNYS §G2414 — GAS PIPING INSTALLATION STANDARDS

NOTES:

12.3.4 — CONNECT MAIN GAS MANIFOLD INSIDE HOME



CODES FOLLOWED:

RCNYS §G2415 — MANIFOLD CONNECTION REQUIREMENTS

NOTES:

12.3.5 — CONNECT FURNACE GAS SUPPLY



CODES FOLLOWED:

RCNYS §G2422 — APPLIANCE GAS CONNECTION RULES

NOTES:

12.3.6 — CONNECT WATER HEATER GAS SUPPLY



CODES FOLLOWED:

RCNYS §G2422 — GAS APPLIANCE CONNECTION

NOTES:

12.3.7 — CONNECT STOVE/RANGE GAS SUPPLY



CODES FOLLOWED:

RCNYS §G2422.1.2 — GAS RANGE CONNECTION STANDARDS

NOTES:

12.3.8 — CONNECT DRYER GAS LINE



CODES FOLLOWED:

RCNYS §G2439 — DRYER GAS CONNECTION AND VENTING

NOTES:

12.3.9 — TEST ALL GAS CONNECTIONS WITH GAUGE



CODES FOLLOWED:

RCNYS §G2417 — GAS SYSTEM PRESSURE TESTING

NOTES:

12.3.10 — SOAP-BUBBLE TEST ON ALL FITTINGS



CODES FOLLOWED:

RCNYS §G2417.4 — APPROVED LEAK DETECTION METHOD

NOTES:

12.3.11 — BLEED GAS LINES



CODES FOLLOWED:

RCNYS §G2417.5 — PURGING OF GAS PIPING SYSTEMS

NOTES:

12.3.12 — START FURNACE AND WATER HEATER UNDER SUPERVISION



CODES FOLLOWED:

RCNYS §M1411 — HEATING EQUIPMENT STARTUP & TESTING REQUIREMENTS

NOTES:

12.4 — HVAC SYSTEM SETUP & CONNECTIONS

12.4.1 — INSTALL HVAC CONDENSER ON PAD



CODES FOLLOWED:

RCNYS §M1403 — OUTDOOR UNIT INSTALLATION REQUIREMENTS

NOTES:

12.4.2 — SECURE CONDENSER WITH APPROVED ANCHORS



CODES FOLLOWED:

RCNYS §MI307.2 — APPLIANCE ANCHORING FOR STABILITY

NOTES:

12.4.3 — INSTALL ELECTRICAL WHIP TO CONDENSER



CODES FOLLOWED:

NEC 440 — A/C EQUIPMENT WIRING REQUIREMENTS

NOTES:

12.4.4 — INSTALL DISCONNECT BOX NEAR CONDENSER



CODES FOLLOWED:

NEC 440.14 — SERVICE DISCONNECT PROXIMITY REQUIREMENTS

NOTES:

12.4.5 — CONNECT REFRIGERANT LINE SETS



CODES FOLLOWED:

RCNYS §MI411 — REFRIGERANT PIPING INSTALLATION

NOTES:

12.4.6 — PULL VACUUM ON REFRIGERANT LINES



CODES FOLLOWED:

IMC §1108.1 (REFERENCED) — SYSTEM EVACUATION PRIOR TO CHARGING

NOTES:

12.4.7 — CHARGE SYSTEM TO MANUFACTURER SPECS



CODES FOLLOWED:

RCNYS §M1411.6 — REFRIGERANT CHARGING MUST FOLLOW MANUFACTURER REQUIREMENTS

NOTES:

12.4.8 — CONFIRM SYSTEM REFRIGERANT PRESSURES



CODES FOLLOWED:

RCNYS §M1411 — REFRIGERATION SYSTEM PERFORMANCE VERIFICATION

NOTES:

12.4.9 — INSTALL FURNACE OR AIR HANDLER (IF SITE-BUILT)



CODES FOLLOWED:

RCNYS §M1307 — EQUIPMENT INSTALLATION CLEARANCE AND SAFETY

NOTES:

12.4.10 — CONNECT SUPPLY PLENUMS

**CODES FOLLOWED:**

RCNYS §M1601 — DUCT INSTALLATION & PLENUM CONNECTION

NOTES:

12.4.11 — CONNECT RETURN PLENUMS**CODES FOLLOWED:**

RCNYS §M1601.4 — RETURN AIR PLENUM INSTALLATION REQUIREMENTS • RCNY ENERGY CODE §R403.3 — DUCT SYSTEM INTEGRITY

NOTES:

12.4.12 — CONNECT REFRIGERANT LINE SET TO INDOOR COIL**CODES FOLLOWED:**

RCNYS §M1411 — REFRIGERANT PIPING CONNECTIONS • IMC §1108.1 (REFERENCED) — REFRIGERANT LINE JOINT REQUIREMENTS

NOTES:

12.4.13 — CONNECT CONDENSATE DRAIN**CODES FOLLOWED:**

RCNYS §M1411.3 — CONDENSATE DISPOSAL REQUIREMENTS • RCNYS §M1411.3.1 — CONDENSATE DRAINAGE PROTECTION

NOTES:

12.4.14 — CONFIRM CORRECT FILTER SIZE & INSTALLATION

☐

CODES FOLLOWED:

RCNYS §M1602.2 — FILTRATION REQUIREMENTS FOR HVAC SYSTEMS • RCNY ENERGY CODE §R403.3.1 — SYSTEM EFFICIENCY REQUIREMENTS

NOTES:

12.4.15 — INSTALL THERMOSTAT

☐

CODES FOLLOWED:

RCNYS §M1307.2 — CONTROL INSTALLATION REQUIREMENTS • ENERGY CODE §R403.1.1 — THERMOSTAT REQUIREMENTS (PROGRAMMABLE/AUTO-SETBACK WHEN REQUIRED)

NOTES:

12.4.16 — POWER UP HVAC EQUIPMENT

☐

CODES FOLLOWED:

RCNYS §M1307 — EQUIPMENT STARTUP SAFETY • NEC 422 — APPLIANCE ENERGIZING REQUIREMENTS

NOTES:

12.4.17 — TEST HEAT MODE



CODES FOLLOWED:

RCNYS §M1411 — REQUIRED OPERATIONAL TESTING OF HEATING EQUIPMENT • ENERGY CODE §R403.2 — HVAC SYSTEM PERFORMANCE VERIFICATION

NOTES:

12.4.18 — TEST COOLING MODE



CODES FOLLOWED:

RCNYS §M1411 — COOLING EQUIPMENT OPERATION TESTING • ENERGY CODE §R403.2 — EFFICIENCY AND FUNCTION VERIFICATION

NOTES:

12.4.19 — BALANCE AIRFLOW REGISTERS



CODES FOLLOWED:

RCNYS §M1602 — RETURN/SUPPLY BALANCING REQUIREMENTS • ENERGY CODE §R403.3.3 — AIRFLOW DELIVERY COMPLIANCE

NOTES:

12.4.20 — VERIFY TEMPERATURE DIFFERENTIAL PER MANUFACTURER SPECS



CODES FOLLOWED:

RCNYS §M1411 — REQUIRED SYSTEM PERFORMANCE TESTING • MANUFACTURER PERFORMANCE SPECS (ENFORCED VIA 19 NYCRR §1209.1)

NOTES:

12.5 — MECHANICAL VENTS & EXHAUST SYSTEMS

12.5.1 — INSTALL BATHROOM EXHAUST VENTS

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CODES FOLLOWED:

RCNYS §M1507.2 — BATHROOM MECHANICAL VENTILATION REQUIRED

NOTES:

12.5.2 — INSTALL KITCHEN HOOD VENT

☐

CODES FOLLOWED:

RCNYS §M1503.3 — KITCHEN HOOD MUST EXHAUST OUTDOORS

NOTES:

12.5.3 — INSTALL DRYER VENT (RIGID PREFERRED)

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CODES FOLLOWED:

RCNYS §M1502.4 — DRYER DUCT MATERIAL, LENGTH, AND INSTALLATION REQUIREMENTS

NOTES:

12.5.4 — VERIFY ALL VENTS DISCHARGE OUTSIDE (NOT INTO ATTIC OR SOFFIT)

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CODES FOLLOWED:

RCNYS §M1501.1 — EXHAUST MUST TERMINATE OUTDOORS • M1507.2 — BATHROOM EXHAUST PROHIBITION INTO ATTIC

NOTES:

12.5.5 — SEAL ALL VENT PENETRATIONS

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CODES FOLLOWED:

RCNYS §R703.4 — FLASHING/SEALING AT EXTERIOR PENETRATIONS REQUIRED

NOTES:

12.5.6 — CONFIRM AIRFLOW WITH BASIC TEST (TISSUE TEST OR AIRFLOW METER)

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CODES FOLLOWED:

RCNYS §M1507.3 — MECHANICAL VENTILATION MUST MEET REQUIRED AIRFLOW • ENERGY CODE §R403.6 — MECHANICAL VENTILATION PERFORMANCE

NOTES:

12.6 — APPLIANCE INSTALLATION & HOOKUP

12.6.1 — INSTALL DISHWASHER



CODES FOLLOWED:

NEC 422.16(B)(2) — DISHWASHER HARDWIRED/CORD CONNECTION • RCNY §P2717 — DISHWASHER DRAIN REQUIREMENTS

NOTES:

12.6.2 — CONNECT DISHWASHER DRAIN LOOP



CODES FOLLOWED:

RCNYS §P2717.2 — HIGH LOOP OR AIR GAP REQUIREMENT

NOTES:

12.6.3 — INSTALL STOVE/RANGE (GAS OR ELECTRIC)



CODES FOLLOWED:

RCNYS §G2422.1.2 — GAS RANGE CONNECTION • NEC 422 — ELECTRIC RANGE CONNECTION

NOTES:

12.6.4 — INSTALL REFRIGERATOR & CONNECT WATER LINE



CODES FOLLOWED:

RCNYS §P2903 — WATER DISTRIBUTION REQUIREMENTS

NOTES:

12.6.5 — INSTALL MICROWAVE/HOOD VENT COMBO



CODES FOLLOWED:

NEC 422 — FIXED APPLIANCE INSTALLATION • RCNYS §M1503 — VENT DISCHARGE COMPLIANCE

NOTES:

12.6.6 — INSTALL WASHING MACHINE



CODES FOLLOWED:

RCNYS §P2906 — FIXTURE CONNECTION REQUIREMENTS • NEC 422 — APPLIANCE CIRCUITS

NOTES:

12.6.7 — INSTALL DRYER (GAS OR ELECTRIC)



CODES FOLLOWED:

RCNYS §G2439 — GAS DRYER VENTING • NEC 422 — ELECTRIC DRYER CIRCUIT

NOTES:

12.6.8 — CONNECT DRYER VENT

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CODES FOLLOWED:

RCNYS §M1502 — DRYER VENT INSTALLATION REQUIREMENTS

NOTES:

12.6.9 — VERIFY APPLIANCE LEVELING

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CODES FOLLOWED:

MANUFACTURER INSTALLATION STANDARDS (REQUIRED VIA 19 NYCRR §1209.1)

NOTES:

12.6.10 — VERIFY APPLIANCE OPERATION

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CODES FOLLOWED:

RCNYS §M1307 — APPLIANCE OPERATION & TESTING • NEC 110.3(B) — FOLLOW LISTING & LABELING

NOTES:

12.7 — FINAL MEP SAFETY CHECKS

12.7.1 — VERIFY ALL SHUTOFF VALVES ARE ACCESSIBLE



CODES FOLLOWED:

RCNYS §P2903.9.1 — SHUTOFF ACCESSIBILITY • RCNYS §G2420.5 — GAS SHUTOFF ACCESSIBILITY

NOTES:

12.7.2 — VERIFY MAIN ELECTRICAL DISCONNECT LABELED



CODES FOLLOWED:

NEC 110.22 — DISCONNECT LABELING REQUIREMENTS

NOTES:

12.7.3 — VERIFY MAIN WATER SHUTOFF LABELED



CODES FOLLOWED:

RCNYS §P2903.9.1 — WATER SHUTOFF IDENTIFICATION & ACCESS

NOTES:

12.7.4 — VERIFY GAS SHUTOFF LABELED



CODES FOLLOWED:

RCNYS §G2420 — GAS SHUTOFF LABELING & IDENTIFICATION

NOTES:

12.75 — VERIFY CONDENSATE DRAIN IS CLEAR AND TEST DRAIN FLOW

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CODES FOLLOWED:

RCNYS §M1411.3 — CONDENSATE DISPOSAL REQUIREMENTS

NOTES:

12.76 — VERIFY NO WATER LEAKS UNDER FIXTURES

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CODES FOLLOWED:

RCNYS §P2503.1 — PLUMBING SYSTEM LEAK-TESTING REQUIREMENTS

NOTES:

12.77 — VERIFY NO GAS ODOR PRESENT

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CODES FOLLOWED:

RCNYS §G2417 — GAS TESTING AND LEAK IDENTIFICATION

NOTES:

12.7.8 — VERIFY ALL EXTERIOR PENETRATIONS ARE SEALED



CODES FOLLOWED:

RCNYS §R703.4 — WEATHER PROTECTION FOR ALL WALL PENETRATIONS

NOTES:

12.7.9 — CONFIRM ALL BATHROOM/KITCHEN VENTS ARE FUNCTIONING



CODES FOLLOWED:

RCNYS §M1507 — BATHROOM VENTILATION AIRFLOW • §M1503 — KITCHEN HOOD OPERATION

NOTES:

12.7.10 — SUPERVISOR MEP SIGN-OFF



CODES FOLLOWED:

19 NYCRR §1209.2(D)(2) — SUPERVISOR APPROVAL REQUIRED FOR MODULAR SYSTEM COMPLETION

NOTES:

PHASE 13 — ROUGH INSPECTIONS (PRE-DRYWALL)

13.0 — PRE-INSPECTION PREPARATION

13.0.1 — ENSURE ALL MARRIAGE WALLS REMAIN OPEN FOR INSPECTION



CODES FOLLOWED:

19 NYCRR §1203.3 — REQUIRED INSPECTIONS BEFORE CONCEALMENT • 19 NYCRR §1209.3(D) — MODULAR MARRIAGE LINE CONNECTIONS MUST BE VISIBLE FOR INSPECTION

NOTES:

13.0.2 — ENSURE CEILING MARRIAGE LINES REMAIN EXPOSED



CODES FOLLOWED:

19 NYCRR §1203.3 — FRAMING AND STRUCTURAL ELEMENTS MUST BE EXPOSED PRIOR TO INSPECTION • 19 NYCRR §1209.3(D)(3) — CEILING MARRIAGE CONNECTIONS

NOTES:

13.0.3 — ENSURE MECHANICAL CHASES ARE ACCESSIBLE



CODES FOLLOWED:

RCNYS §R109.1 — REQUIRED ACCESS FOR INSPECTION OF SYSTEMS • 19 NYCRR §1203.3 — ROUGH-IN INSPECTION ACCESSIBILITY

NOTES:

13.0.4 — CLEAR ATTIC ACCESS HATCH FOR INSPECTOR

**CODES FOLLOWED:**

RCNYS §R807.1 — ATTIC ACCESS MUST BE PROVIDED AND KEPT CLEAR FOR INSPECTION

NOTES:

13.0.5 — PROVIDE SAFE LADDER ACCESS**CODES FOLLOWED:**

OSHA 29 CFR §1926.1053 — LADDER SAFETY AND USE REQUIREMENTS • 19 NYCRR §1203.3 —
SAFE ACCESS REQUIRED FOR CODE OFFICIALS

NOTES:

13.0.6 — REMOVE CONSTRUCTION DEBRIS FROM INSPECTION AREAS**CODES FOLLOWED:**

OSHA 29 CFR §1926.25(A) — HOUSEKEEPING AND DEBRIS REMOVAL • 19 NYCRR §1203.3 —
UNOBSTRUCTED INSPECTION ACCESS

NOTES:

13.0.7 — CONFIRM TEMPORARY POWER IS AVAILABLE**CODES FOLLOWED:**

NEC 2017 ARTICLE 590 — TEMPORARY POWER FOR CONSTRUCTION • RCNYS §E3601 —
SERVICE AND POWER AVAILABILITY FOR TESTING

NOTES:

13.0.8 — TURN ON ALL REQUIRED CIRCUITS FOR TESTING



CODES FOLLOWED:

NEC 110.7 — ELECTRICAL TESTING BEFORE USE • RCNYS §E3901–E3902 — ROUGH ELECTRICAL INSPECTION REQUIREMENTS

NOTES:

13.0.9 — PRESSURIZE PLUMBING SYSTEM FOR INSPECTOR



CODES FOLLOWED:

RCNYS §P2503.5 & §P2503.7 — ROUGH PLUMBING PRESSURE TESTS REQUIRED BEFORE CONCEALMENT

NOTES:

13.0.10 — ENSURE GAS SYSTEM IS PRESSURIZED (IF REQUIRED)



CODES FOLLOWED:

RCNYS §G2417 — GAS PIPING PRESSURE TESTING PRIOR TO CONCEALMENT

NOTES:

13.0.11 — PREPARE HVAC ROUGH FOR VISIBILITY (VENTS, RETURNS, DUCT TIES)



CODES FOLLOWED:

RCNYS §M1601 — DUCT CONSTRUCTION AND INSTALLATION MUST BE VISIBLE FOR INSPECTION • 19 NYCRR §1203.3 — ROUGH MECHANICAL INSPECTION

NOTES:

13.0.12 — VERIFY ALL PENETRATIONS ARE VISIBLE FOR INSPECTION

**CODES FOLLOWED:**

RCNYS §RI09.1 — REQUIRED INSPECTIONS OF PENETRATIONS BEFORE FIREBLOCKING/AIR SEALING

NOTES:

13.0.13 — PREPARE INSPECTION DOCUMENTS IF REQUIRED

**CODES FOLLOWED:**

19 NYCRR §1203.3 & §1203.4 — DOCUMENTATION MUST BE AVAILABLE TO THE CODE ENFORCEMENT OFFICIAL

NOTES:

13.1 — ROUGH ELECTRICAL INSPECTION

13.1.1 — MARRIAGE WALL ELECTRICAL BOX CONNECTIONS EXPOSED

**CODES FOLLOWED:**

RCNYS §E3905 — JUNCTION AND DEVICE BOX REQUIREMENTS • 19 NYCRR §1209.3(D) — MODULAR MARRIAGE ELECTRICAL CONNECTIONS MUST BE INSPECTABLE

NOTES:

13.1.2 — SPLICE BOXES ACCESSIBLE AND OPEN



CODES FOLLOWED:

NEC 314.29 — BOXES MUST REMAIN ACCESSIBLE • RCNYS §E3905.1 — NO CONCEALED JUNCTION BOXES AT ROUGH INSPECTION

NOTES:

13.1.3 — ALL ROMEX/MC PROPERLY STAPLED AND SUPPORTED



CODES FOLLOWED:

NEC 334.30 (NM CABLE SUPPORT) • NEC 330.30 (MC CABLE SUPPORT) • RCNYS §E3802 — CONDUCTOR SUPPORT REQUIREMENTS

NOTES:

13.1.4 — WIRING PROTECTED THROUGH STUDS WITH NAIL PLATES



CODES FOLLOWED:

NEC 300.4(A)(1) — PROTECTION FROM PHYSICAL DAMAGE WITH PLATES • RCNYS §E3802.1.2 — PROTECTION WHERE WITHIN 1¼" OF EDGE

NOTES:

13.1.5 — CORRECT WIRE GAUGE FOR EACH CIRCUIT



CODES FOLLOWED:

NEC 210.19 & 310.15 — CONDUCTOR AMPACITY REQUIREMENTS • RCNYS §E3705 — BRANCH CIRCUIT CONDUCTOR SIZING

NOTES:

13.1.6 — PANEL WIRING INSTALLED AND VISIBLE

**CODES FOLLOWED:**

NEC 408.3–408.41 — PANELBOARD WIRING REQUIREMENTS • 19 NYCRR §1203.3 — ELECTRICAL ROUGH INSPECTION PRIOR TO COVER

NOTES:

13.1.7 — HVAC CIRCUITS IN PLACE (CONDENSER, FURNACE, AIR HANDLER)

**CODES FOLLOWED:**

NEC 422 & 440 — APPLIANCE AND HVAC CIRCUIT REQUIREMENTS • RCNYS §M1307 — MECHANICAL EQUIPMENT ELECTRICAL PROVISIONS

NOTES:

13.1.8 — KITCHEN APPLIANCE CIRCUITS INSTALLED (RANGE, MICROWAVE, DISHWASHER)

**CODES FOLLOWED:**

NEC 210.52(B) — KITCHEN SMALL APPLIANCE & DEDICATED CIRCUITS • NEC 422 — APPLIANCE CONNECTION REQUIREMENTS

NOTES:

13.1.9 — BATHROOM GFCI CIRCUITS INSTALLED

**CODES FOLLOWED:**

RCNYS §E3902.1 — GFCI PROTECTION IN BATHROOMS • NEC 210.8(A)(1) — BATHROOM RECEPTACLE GFCI PROTECTION

NOTES:

13.1.10 — SMOKE/CO ROUGH WIRING INSTALLED



CODES FOLLOWED:

RCNYS §R314 — SMOKE ALARM ROUGH-IN LOCATIONS • RCNY §R315 — CO ALARM ROUGH-IN LOCATIONS

NOTES:

13.1.11 — EXTERIOR LIGHTING CIRCUITS INSTALLED



CODES FOLLOWED:

RCNYS §E3903.7 — OUTDOOR LIGHTING REQUIREMENTS • NEC 410.10(D) — WET/DAMP LOCATION LUMINAIRES

NOTES:

13.1.12 — GROUNDING AND BONDING VISIBLE AND ACCESSIBLE



CODES FOLLOWED:

NEC 250 — GROUNDING AND BONDING RULES • RCNYS §E3607 — GROUNDING ELECTRODE AND BONDING DOCUMENTATION

NOTES:

13.1.13 — JUNCTION BOXES ACCESSIBLE, NOT BURIED



CODES FOLLOWED:

NEC 314.29 — BOXES MUST REMAIN ACCESSIBLE • RCNYS §E3905.1 — NO COVERED JUNCTION BOXES

NOTES:

13.1.14 — REQUIRED ARCS/GFCIS READY FOR FINAL INSTALL



CODES FOLLOWED:

RCNYS §E3902 — GFCI/AFCI CIRCUIT LOCATIONS • NEC 210.12 — AFCI PROTECTION RULES

NOTES:

13.1.15 — ELECTRICAL INSPECTOR WALK-THROUGH COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.3(A) — ELECTRICAL ROUGH INSPECTION REQUIRED BY CODE ENFORCEMENT OFFICIAL

NOTES:

13.1.16 — ANY CORRECTIONS COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTIONS REQUIRED FOR CODE COMPLIANCE BEFORE CONCEALMENT

NOTES:

13.2 — ROUGH PLUMBING INSPECTION

13.2.1 — MARRIAGE WALL PLUMBING EXPOSED

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CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR PLUMBING JOINTS MUST BE VISIBLE FOR INSPECTION •
RCNYS §P2503 — ROUGH PLUMBING INSPECTION

NOTES:

13.2.2 — DRAIN LINES CONNECTED AND SLOPED CORRECTLY

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CODES FOLLOWED:

RCNYS §P3005.3 — MINIMUM SLOPE FOR HORIZONTAL DRAINAGE PIPING

NOTES:

13.2.3 — VENT LINES CONNECTED

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CODES FOLLOWED:

RCNYS §P3101–P3107 — VENT CONNECTION AND SIZING REQUIREMENTS

NOTES:

13.2.4 — TUB/SHOWER DRAINS CONNECTED



CODES FOLLOWED:

RCNYS §P2708 & §P2713 — TUB AND SHOWER DRAIN & TRAP INSTALLATION

NOTES:

13.2.5 — TOILET FLANGE LOCATIONS CONFIRMED



CODES FOLLOWED:

RCNYS §P2705.1 — LOCATION AND ALIGNMENT OF WATER CLOSET OUTLETS

NOTES:

13.2.6 — TRAP ARMS PROPERLY PITCHED



CODES FOLLOWED:

RCNYS §P3105 & §P3005 — TRAP ARM SLOPE AND VENT CONNECTION STANDARDS

NOTES:

13.2.7 — WATER SUPPLY LINES CONNECTED



CODES FOLLOWED:

RCNYS §P2903 — WATER DISTRIBUTION PIPING CONNECTION REQUIREMENTS

NOTES:

13.2.8 — HOT/COLD LINES CORRECTLY ROUTED



CODES FOLLOWED:

RCNYS §P2903.5 & §P2903.6 — HOT AND COLD BRANCH DISTRIBUTION REQUIREMENTS

NOTES:

13.2.9 — PRESSURE TEST SYSTEM READY (AIR OR WATER TEST)



CODES FOLLOWED:

RCNYS §P2503.5 & §P2503.7 — WATER SUPPLY AND DRAINAGE PRESSURE/LEAK TESTING

NOTES:

13.2.10 — WASHING MACHINE BOX INSTALLED



CODES FOLLOWED:

RCNYS §P2906 & §P2706 — LAUNDRY BOX/STANDPIPE INSTALLATION

NOTES:

13.2.11 — KITCHEN SINK DRAIN INSTALLED



CODES FOLLOWED:

RCNYS §P2711 & §P3201 — KITCHEN SINK TRAP AND DRAIN CONFIGURATION

NOTES:

13.2.12 — DISHWASHER DRAIN LOOP PRESENT



CODES FOLLOWED:

RCNYS §P2717.2 — HIGH LOOP OR AIR GAP REQUIREMENT FOR DISHWASHERS

NOTES:

13.2.13 — EXTERIOR HOSE BIBS ROUGHED IN



CODES FOLLOWED:

RCNYS §P2903.9.3 — HOSE BIB AND BACKFLOW PROVISIONS

NOTES:

13.2.14 — DRAIN FLOW TEST PREPARED (IF REQUIRED)



CODES FOLLOWED:

RCNYS §P2503.5.2 — DRAINAGE PERFORMANCE TESTING REQUIREMENTS

NOTES:

13.2.15 — PLUMBING INSPECTOR WALK-THROUGH COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.3 — ROUGH PLUMBING INSPECTION REQUIRED PRIOR TO COVERING

NOTES:

13.2.16 — ANY CORRECTIONS COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.5 — VIOLATIONS/CORRECTIONS MUST BE RESOLVED BEFORE CONCEALMENT

NOTES:

13.3 — ROUGH MECHANICAL (HVAC) INSPECTION

13.3.1 — MARRIAGE WALL DUCT CONNECTIONS EXPOSED



CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR MECHANICAL CONNECTIONS MUST REMAIN VISIBLE •
RCNYS §MI601 — DUCTWORK INSTALLATION INSPECTION

NOTES:

13.3.2 — SUPPLY DUCTS CONNECTED



CODES FOLLOWED:

RCNYS §MI601.4 — SUPPLY DUCT CONNECTION AND SEALING

NOTES:

13.3.3 — RETURN DUCTS CONNECTED



CODES FOLLOWED:

RCNYS §MI602.2 — RETURN AIR DUCT CONNECTION AND DESIGN

NOTES:

13.3.4 — LINE-SET ROUTES VISIBLE



CODES FOLLOWED:

RCNYS §M1411 — REFRIGERANT LINE VISIBILITY AND ROUTING FOR INSPECTION

NOTES:

13.3.5 — CONDENSATE DRAIN LINE VISIBLE



CODES FOLLOWED:

RCNYS §M1411.3 — CONDENSATE LINE INSTALLATION MUST BE VISIBLE AND INSPECTABLE

NOTES:

13.3.6 — BATH FAN VENT LINES VISIBLE



CODES FOLLOWED:

RCNYS §M1507 — MECHANICAL EXHAUST DUCT ROUGH-IN INSPECTION

NOTES:

13.3.7 — KITCHEN VENT VISIBLE OR DUCTING INSTALLED



CODES FOLLOWED:

RCNYS §M1503 — KITCHEN HOOD DUCTING AND TERMINATION

NOTES:

13.3.8 — GAS PIPING VISIBLE AND ACCESSIBLE



CODES FOLLOWED:

RCNYS §G2415 & §G2417 — GAS ROUGH INSPECTION BEFORE CONCEALMENT

NOTES:

13.3.9 — GAS MANIFOLD ACCESSIBLE



CODES FOLLOWED:

RCNYS §G2415.1 — GAS MANIFOLD ACCESSIBILITY AND CONFIGURATION

NOTES:

13.3.10 — CORRECT DUCT INSULATION INSTALLED (IF REQUIRED)



CODES FOLLOWED:

RCNY ENERGY CODE §R403.3.1 — DUCT INSULATION R-VALUE REQUIREMENTS

NOTES:

13.3.11 — MECHANICAL CHASES SEALED WHERE REQUIRED



CODES FOLLOWED:

ENERGY CODE §R402.4.1.1(7) — MECHANICAL SHAFT AIR SEALING REQUIREMENTS

NOTES:

13.3.12 — COMBUSTION AIR / MAKEUP AIR PATHWAYS VISIBLE

**CODES FOLLOWED:**

RCNYS §G2407 — COMBUSTION AIR REQUIREMENTS • §M1701 — COMBUSTION AIR FOR FUEL-BURNING APPLIANCES

NOTES:

13.3.13 — INSPECTOR WALK-THROUGH COMPLETED

**CODES FOLLOWED:**

19 NYCRR §1203.3 — ROUGH MECHANICAL INSPECTION REQUIRED

NOTES:

13.3.14 — ANY CORRECTIONS COMPLETED

**CODES FOLLOWED:**

19 NYCRR §1203.5 — CORRECTIONS MUST BE MADE PRIOR TO CONCEALMENT

NOTES:

13.4 — FRAMING & STRUCTURAL ROUGH INSPECTION

13.4.1 — MARRIAGE WALLS ALIGNED AND FASTENED CORRECTLY



CODES FOLLOWED:

19 NYCRR §1209.3(D)(1) — MODULAR MARRIAGE WALL STRUCTURAL FASTENING • RCNYS §R602.1–R602.3 — WOOD STUD WALL REQUIREMENTS

NOTES:

13.4.2 — FLOOR JOISTS ALIGNED ACROSS MODULE SEAMS



CODES FOLLOWED:

RCNYS §R502.6 — BEARING AND ALIGNMENT OF JOISTS • 19 NYCRR §1209.3(D)(2) — MODULAR FLOOR MARRIAGE STRUCTURAL CONTINUITY

NOTES:

13.4.3 — CEILING JOISTS ALIGNED AT MARRIAGE LINES



CODES FOLLOWED:

RCNYS §R802.4 — CEILING JOIST ALIGNMENT AND SPLICING • 19 NYCRR §1209.3(D)(3) — CEILING MARRIAGE CONNECTION

NOTES:

13.4.4 — ROOF FRAMING VISIBLE AND ACCESSIBLE



CODES FOLLOWED:

RCNYS §R109.1 — REQUIRED INSPECTION OF STRUCTURAL FRAMING BEFORE COVER • R802 — ROOF FRAMING INSPECTION

NOTES:

13.4.5 — STAIRWELL FRAMING EXPOSED FOR INSPECTION



CODES FOLLOWED:

RCNYS §R311.7 — STAIR GEOMETRY AND STRUCTURAL REQUIREMENTS

NOTES:

13.4.6 — ANY SITE-BUILT FRAMING (PORCHES, BUMP-OUTS) VISIBLE



CODES FOLLOWED:

RCNYS §R301 & §R507 — EXTERIOR STRUCTURES AND DECKS MUST BE INSPECTED BEFORE COVERING

NOTES:

13.4.7 — NO OVER-NOTCHING OR OVER-BORING OF STUDS



CODES FOLLOWED:

RCNYS §R502.8 & §R602.6 — NOTCHING AND BORING LIMITATIONS

NOTES:

13.4.8 — NAIL PLATES INSTALLED WHEREVER PLUMBING/ELECTRICAL PASSES THROUGH FRAMING



CODES FOLLOWED:

RCNYS §R602.6.1 — PROTECTION PLATES AT PENETRATIONS • NEC 300.4(A)(1) —

ELECTRICAL PROTECTION FROM PHYSICAL DAMAGE

NOTES:

13.4.9 — WINDOW/DOOR RO FRAMING EXPOSED

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CODES FOLLOWED:

RCNYS §R609–R612 — ROUGH OPENING AND HEADER REQUIREMENTS

NOTES:

13.4.10 — BLOCKING INSTALLED WHERE NEEDED (HANDRAIL BACKING, CABINET BLOCKING)

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CODES FOLLOWED:

RCNYS §R311.7.8 — HANDRAIL SUPPORT REQUIREMENTS • §R612 — DOOR & WINDOW ANCHORAGE

NOTES:

13.4.11 — HEADER INSTALLATIONS VISIBLE AND CORRECT

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CODES FOLLOWED:

RCNYS §R602.7 — HEADER SIZES AND BEARING

NOTES:

13.4.12 — FIRE-BLOCKING VISIBLE WHERE REQUIRED



CODES FOLLOWED:

RCNYS §R302.11 — FIREBLOCKING REQUIRED IN CONCEALED WALL AND CEILING SPACES

NOTES:

13.4.13 — STRUCTURAL INSPECTOR WALK-THROUGH COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.3 — FRAMING/STRUCTURAL INSPECTION REQUIRED AT ROUGH STAGE

NOTES:

13.4.14 — CORRECTIONS COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.5 — MANDATORY CORRECTION OF NOTED DEFICIENCIES

NOTES:

13.5 — INSULATION INSPECTION (IF REQUIRED)

13.5.1 — CEILING INSULATION INSTALLED BUT VISIBLE WHERE REQUIRED



CODES FOLLOWED:

RCNYS §N1102.2.1 — ATTIC/CEILING INSULATION REQUIREMENTS • ENERGY CODE §R402.2
— INSULATION VISIBILITY AT REQUIRED LOCATIONS

NOTES:

13.5.2 — MARRIAGE-LINE CEILING INSULATION INSTALLED



CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR MARRIAGE LINE THERMAL CONTINUITY • ENERGY CODE §R402.1 — THERMAL ENVELOPE CONTINUITY

NOTES:

13.5.3 — ATTIC INSULATION DEPTH MARKERS VISIBLE



CODES FOLLOWED:

ENERGY CODE §R303.1.1 — MARKER RULERS REQUIRED FOR LOOSE-FILL INSULATION

NOTES:

13.5.4 — WALL INSULATION BATTS INSTALLED CORRECTLY (IF SITE-BUILT)



CODES FOLLOWED:

RCNYS §N1102.2.4 — WALL INSULATION REQUIREMENTS • ENERGY CODE §R402.2.4 — CORRECT CONTACT/FIT OF BATTS

NOTES:

13.5.5 — ALL INSULATION CUT AROUND BOXES/PIPES, NOT COMPRESSED



CODES FOLLOWED:

ENERGY CODE §R402.2 — NO EXCESSIVE COMPRESSION; INSULATION MUST MAINTAIN

R-VALUE

NOTES:

13.5.6 — INSULATION NOT COVERING VENTS/BAFFLES

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CODES FOLLOWED:

RCNYS §R806.3 — VENTILATION PATHWAYS MUST NOT BE BLOCKED BY INSULATION

NOTES:

13.5.7 — SPRAY FOAM OR CAULKING VISIBLE AT MAJOR PENETRATIONS

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CODES FOLLOWED:

ENERGY CODE §R402.4.1.1 — REQUIRED AIR SEALING AT PENETRATIONS

NOTES:

13.5.8 — RIM JOIST INSULATION EXPOSED OR DOCUMENTED

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CODES FOLLOWED:

ENERGY CODE §R402.2.10 — RIM/BAND JOIST INSULATION REQUIREMENTS

NOTES:

13.5.9 — INSULATION INSPECTOR WALK-THROUGH COMPLETED

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CODES FOLLOWED:

19 NYCRR §1203.3 — ENERGY/INSULATION INSPECTION WHERE REQUIRED

NOTES:

13.5.10 — CORRECTIONS COMPLETED

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CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTION OF INSPECTION DEFICIENCIES

NOTES:

13.6 — AIR SEALING INSPECTION (ENERGY COMPLIANCE)

13.6.1 — AIR SEALED MARRIAGE LINE PENETRATIONS

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CODES FOLLOWED:

ENERGY CODE §R402.4.1.1 — AIR SEALING AT JOINTS & SEAMS • 19 NYCRR §1209.3 —
MODULAR JOINT SEALING REQUIREMENTS

NOTES:

13.6.2 — AIR SEALED TOP PLATE PENETRATIONS

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CODES FOLLOWED:

ENERGY CODE §R402.4.1.1(3) — TOP PLATE PENETRATIONS MUST BE SEALED

NOTES:

13.6.3 — AIR SEALED PLUMBING/ELECTRICAL PENETRATIONS



CODES FOLLOWED:

ENERGY CODE §R402.4.1.1(I) — UTILITY PENETRATION AIR SEALING REQUIRED

NOTES:

13.6.4 — BATH FAN SEALS INTACT



CODES FOLLOWED:

ENERGY CODE §R402.4 — VENT FAN HOUSINGS MUST BE SEALED TO THE AIR BARRIER

NOTES:

13.6.5 — KITCHEN HOOD VENT SEALED



CODES FOLLOWED:

ENERGY CODE §R402.4 — DUCT/PENETRATION SEALING REQUIREMENTS • RCNYS §M1503.3
— HOOD DUCT PENETRATION SEALING

NOTES:

13.6.6 — AIR SEALED ATTIC BYPASSES



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — ATTIC BYPASS AIR SEALING REQUIREMENTS

NOTES:

13.6.7 — ATTIC HATCH INSULATION/SEAL VISIBLE



CODES FOLLOWED:

ENERGY CODE §R402.2.4 — ATTIC ACCESS INSULATION & WEATHERSTRIPPING

NOTES:

13.6.8 — FOAM/CAULK VISIBLE AROUND FRAMING PENETRATIONS



CODES FOLLOWED:

ENERGY CODE §R402.4.1.1 — FRAMING PENETRATION AIR SEALING

NOTES:

13.6.9 — AIR SEALING INSPECTOR WALK-THROUGH COMPLETED



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — VERIFICATION OF AIR SEALING MEASURES • 19 NYCRR §1203.3
— ENERGY INSPECTION REQUIREMENTS

NOTES:

13.6.10 — CORRECTIONS COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.5 — VIOLATIONS MUST BE CORRECTED BEFORE CONCEALMENT OR CO

NOTES:

13.7 — FINAL PRE-DRYWALL APPROVAL

13.7.1 — ALL ROUGH INSPECTIONS COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.3 — ALL REQUIRED ROUGH INSPECTIONS MUST BE PERFORMED BEFORE COVER

NOTES:

13.7.2 — ALL CORRECTIONS RE-INSPECTED IF REQUIRED



CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTION VERIFICATION INSPECTIONS REQUIRED AS DIRECTED BY AHJ

NOTES:

13.7.3 — MARRIAGE WALLS APPROVED TO CLOSE



CODES FOLLOWED:

19 NYCRR §1209.3(D) — APPROVAL REQUIRED BEFORE MODULAR MARRIAGE LINE CLOSURE

NOTES:

13.7.4 — CEILING MARRIAGE LINES APPROVED TO CLOSE



CODES FOLLOWED:

19 NYCRR §1209.3(D)(3) — CEILING MARRIAGE LINE MUST BE INSPECTED & APPROVED

PRIOR TO CLOSURE

NOTES:

13.75 — MECHANICAL CHASES APPROVED

☐

CODES FOLLOWED:

RCNYS §R109.1 — MECHANICAL SYSTEMS MUST PASS INSPECTION BEFORE CONCEALMENT

NOTES:

13.76 — INSPECTOR PROVIDES PRE-DRYWALL AUTHORIZATION

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — APPROVAL REQUIRED PRIOR TO COVERING WORK

NOTES:

13.77 — SUPERVISOR PRE-DRYWALL SIGN-OFF

☐

CODES FOLLOWED:

19 NYCRR §1209.2(D)(2) — SUPERVISOR RESPONSIBILITY FOR MODULAR COMPLIANCE BEFORE CLOSE-UP

NOTES:

PHASE 14 — INTERIOR COMPLETION & FINISH WORK

14.0 — PRE-FINISH PREPARATION

14.0.1 — CONFIRM ALL ROUGH INSPECTIONS ARE PASSED



CODES FOLLOWED:

19 NYCRR §1203.3 — REQUIRED INSPECTIONS MUST BE COMPLETED BEFORE CONCEALMENT

NOTES:

14.0.2 — MARRIAGE WALL FRAMING IS CORRECTED AND READY



CODES FOLLOWED:

19 NYCRR §1209.3(D) — MODULAR MARRIAGE LINE STRUCTURAL CONNECTIONS MUST COMPLY WITH ENGINEERING • RCNYS §R602 — WOOD FRAMING REQUIREMENTS

NOTES:

14.0.3 — CEILING MARRIAGE LINES APPROVED TO CLOSE



CODES FOLLOWED:

19 NYCRR §1209.3(D)(3) — CEILING MARRIAGE LINES MUST BE INSPECTED AND APPROVED BEFORE COVERING

NOTES:

14.0.4 — STRUCTURAL TIE-INS COMPLETED



CODES FOLLOWED:

RCNYS §R301.1.3 — STRUCTURAL SYSTEMS MUST MATCH APPROVED DESIGN • 19 NYCRR §1209.3 — MODULAR INTERCONNECTION REQUIREMENTS

NOTES:

14.0.5 — MECHANICAL CHASES FULLY VISIBLE AND CLEARED



CODES FOLLOWED:

RCNYS §R109.1 — MECHANICAL SYSTEMS MUST BE VISIBLE FOR INSPECTION PRIOR TO CONCEALMENT

NOTES:

14.0.6 — INTERIOR PATHWAYS CLEAR FOR TOOLS & MATERIAL STAGING



CODES FOLLOWED:

OSHA 29 CFR §1926.25 — HOUSEKEEPING TO KEEP PASSAGEWAYS CLEAR

NOTES:

14.0.7 — VERIFY DELIVERY OF DRYWALL, MUD, TRIM, FLOORING, AND PAINT



CODES FOLLOWED:

RCNYS §R702 — INTERIOR COVERING MATERIALS MUST COMPLY WITH STANDARDS • MANUFACTURER INSTALLATION INSTRUCTIONS (ENFORCED BY 19 NYCRR §1209.1)

NOTES:

14.0.8 — ENSURE HVAC SYSTEM IS PROTECTED FROM DUST



CODES FOLLOWED:

RCNYS §M1601.4.1 — DUCTS SHALL BE CLEAN AND PROTECTED FROM CONSTRUCTION DEBRIS

NOTES:

14.0.9 — COVER RETURN DUCTS DURING DUSTY OPERATIONS



CODES FOLLOWED:

RCNYS §M1602.2 — RETURN AIR SYSTEMS MUST REMAIN FREE FROM CONTAMINATION

NOTES:

14.1 — MARRIAGE LINE DRYWALL COMPLETION

14.1.1 — INSTALL DRYWALL OVER MARRIAGE-LINE SEAMS (WALLS & CEILINGS)



CODES FOLLOWED:

RCNYS §R702.3 — GYPSUM BOARD INSTALLATION REQUIREMENTS • 19 NYCRR §1209.3(D) — MODULAR JOINT FINISHING

NOTES:

14.1.2 — INSTALL DRYWALL OVER HINGE-TRANSITION AREAS (IF APPLICABLE)



CODES FOLLOWED:

RCNYS §R702.3 — GYPSUM BOARD INSTALLATION • 19 NYCRR §1209.4 — MODULAR ROOF

FOLD CLOSE-UP REQUIREMENTS

NOTES:

14.1.3 — INSTALL DRYWALL BACKING WHERE REQUIRED



CODES FOLLOWED:

RCNYS §R702.3.4 — BACKING AND SUPPORT FOR GYPSUM BOARD

NOTES:

14.1.4 — CHECK FOR PROPER DRYWALL SCREW SPACING



CODES FOLLOWED:

RCNYS §R702.3.5 — FASTENER SPACING AND PATTERN REQUIREMENTS FOR GYPSUM BOARD

NOTES:

14.1.5 — PATCH DRYWALL OVER ELECTRICAL/PLUMBING PATCHES



CODES FOLLOWED:

RCNYS §R702.3 — REPAIR OF INTERIOR GYPSUM TO MAINTAIN FIRE AND FINISH STANDARDS

NOTES:

14.1.6 — VERIFY CORNER BEAD INSTALLATION

**CODES FOLLOWED:**

RCNYS §R702.3 — GYPSUM CORNERS AND EDGE TREATMENT TO BE INSTALLED PER MANUFACTURER SPECS

NOTES:

14.2 — DRYWALL FINISHING**14.2.1 — TAPE ALL SEAMS****CODES FOLLOWED:**

RCNYS §R702.3.5 — JOINT TREATMENT FOR GYPSUM BOARD

NOTES:

14.2.2 — FIRST COAT OF JOINT COMPOUND**CODES FOLLOWED:**

RCNYS §R702.3.5 — MINIMUM JOINT FINISHING LEVELS PER MANUFACTURER RECOMMENDATIONS

NOTES:

14.2.3 — SECOND COAT OF JOINT COMPOUND**CODES FOLLOWED:**

RCNYS §R702.3.5 — MULTI-COAT FINISHING FOR APPROVED GYPSUM FINISH LEVEL

NOTES:

14.2.4 — THIRD COAT OF JOINT COMPOUND (AS NEEDED)



CODES FOLLOWED:

RCNYS §R702.3.5 — ADDITIONAL COATS AS NEEDED TO ACHIEVE UNIFORM FINISH

NOTES:

14.2.5 — SAND ALL SEAMS SMOOTH



CODES FOLLOWED:

RCNYS §R702.3 — SURFACE SHALL BE PREPARED FOR FINAL FINISH IN ACCORDANCE WITH MANUFACTURER

NOTES:

14.2.6 — SAND CORNERS AND EDGES



CODES FOLLOWED:

RCNYS §R702.3 — JOINT FINISHING AND CORNER TREATMENT STANDARDS

NOTES:

14.2.7 — CHECK FOR VISIBLE SEAMS OR RIDGES



CODES FOLLOWED:

RCNYS §R702.3 — FINISH MUST BE FREE OF DEFECTS AFFECTING PERFORMANCE

NOTES:

14.2.8 — RE-MUD ANY VISIBLE IMPERFECTIONS



CODES FOLLOWED:

RCNYS §R702.3 — CORRECTIVE FINISH WORK REQUIRED PRIOR TO PAINT

NOTES:

14.2.9 — PREPARE WALLS FOR PRIMER



CODES FOLLOWED:

RCNYS §R702.3 — SURFACE PREPARATION MUST FOLLOW MANUFACTURER'S INSTRUCTIONS

NOTES:

14.2.10 — CLEAN ENTIRE HOUSE OF DRYWALL DUST



CODES FOLLOWED:

OSHA 29 CFR §1926.25(A) — HOUSEKEEPING TO REMOVE DUST AND DEBRIS

NOTES:

14.3 — INTERIOR DOORS, TRIM & MILLWORK

14.3.1 — INSTALL INTERIOR DOORS



CODES FOLLOWED:

RCNYS §R311.2 — EGRESS DOORWAYS AND INTERIOR DOOR CLEARANCES (WHERE APPLICABLE) • MANUFACTURER INSTALLATION INSTRUCTIONS

NOTES:

14.3.2 — INSTALL DOOR HARDWARE (KNOBS, LEVERS, LOCKS)



CODES FOLLOWED:

RCNYS §R311.2 — HARDWARE CANNOT IMPEDE EGRESS ON REQUIRED DOORS

NOTES:

14.3.3 — ADJUST DOORS FOR SMOOTH OPERATION



CODES FOLLOWED:

RCNYS §R311.2 — DOORS SERVING EGRESS PATHS MUST BE OPERABLE WITHOUT UNDUE FORCE

NOTES:

14.3.4 — INSTALL BASEBOARDS



CODES FOLLOWED:

RCNYS §R702.1 — INTERIOR FINISHING SHALL NOT CONCEAL REQUIRED CLEARANCES OR SYSTEMS

NOTES:

14.3.5 — INSTALL CASING AROUND DOORS & WINDOWS



CODES FOLLOWED:

RCNYS §R612 — WINDOW FRAME FINISH INTEGRATION • §R609–R612 — DOOR/WINDOW
ROUGH + FINISH COORDINATION

NOTES:

14.3.6 — INSTALL CROWN MOLDING (IF INCLUDED)



CODES FOLLOWED:

RCNYS §R702.1 — DECORATIVE FINISHES MUST NOT AFFECT FIRE/SMOKE PROTECTION
ASSEMBLIES

NOTES:

14.3.7 — INSTALL SHOE MOLDING / QUARTER ROUND



CODES FOLLOWED:

RCNYS §R702 — INTERIOR FINISHES NOT TO OBSTRUCT REQUIRED CLEARANCES

NOTES:

14.3.8 — INSTALL CLOSET SHELVING OR RODS



CODES FOLLOWED:

RCNYS §R304.3 — HABITABLE SPACES/CLOSETS MUST MAINTAIN CODE-REQUIRED
CLEARANCES

NOTES:

14.3.9 — CAULK TRIM JOINTS



CODES FOLLOWED:

RCNYS §R702.1 — INTERIOR SEALANT CANNOT INTERFERE WITH REQUIRED FIRE/SMOKE ASSEMBLIES

NOTES:

14.3.10 — PATCH NAIL HOLES



CODES FOLLOWED:

RCNYS §R702.1 — FINISH SURFACES MUST BE COMPLETE PRIOR TO FINAL INSPECTION

NOTES:

14.3.11 — SAND TRIM AS NEEDED



CODES FOLLOWED:

RCNYS §R702 — FINISHING MUST BE SUITABLE FOR FINAL COATING PER MANUFACTURER

NOTES:

14.4 — KITCHEN & BATHROOM INSTALLATION

14.4.1 — LEVEL AND SECURE ALL CABINETS

**CODES FOLLOWED:**

RCNYS §R301.1 — INSTALLED COMPONENTS MUST BE ANCHORED TO RESIST DESIGN LOADS • MANUFACTURER INSTALLATION INSTRUCTIONS

NOTES:

14.4.2 — INSTALL CROWN MOLDING (IF ANY)**CODES FOLLOWED:**

RCNYS §R702.1 — INTERIOR FINISH SHALL NOT VIOLATE FIRE OR EGRESS REQUIREMENTS

NOTES:

14.4.3 — INSTALL TOE KICKS**CODES FOLLOWED:**

ACCESSIBILITY/CLEARANCE WHERE APPLICABLE (LOCAL AMENDMENTS) •
MANUFACTURER INSTALLATION INSTRUCTIONS

NOTES:

14.4.4 — INSTALL CABINET HARDWARE**CODES FOLLOWED:**

RCNYS §R304.1 — FIXTURES MUST BE OPERATIONAL AND SAFE TO USE

NOTES:

14.4.5 — VERIFY ALL CABINET ALIGNMENT



CODES FOLLOWED:

RCNYS §R301.1 — INSTALLED COMPONENTS MUST BE PLUMB AND SECURE

NOTES:

14.4.6 — INSTALL COUNTERTOPS (IF NOT FACTORY-INSTALLED)



CODES FOLLOWED:

RCNYS §R302.9 & §R302.10 — COUNTER MATERIALS NEAR COOKING APPLIANCES MUST COMPLY WITH FIRE-RESISTANCE LIMITATIONS

NOTES:

14.4.7 — INSTALL SINK & MOUNT PROPERLY



CODES FOLLOWED:

RCNYS §P2705 — LAVATORY/SINK FIXTURE MOUNTING REQUIREMENTS

NOTES:

14.4.8 — TEST FAUCET & SHUTOFFS



CODES FOLLOWED:

RCNYS §P2503.1 — PLUMBING SYSTEMS MUST BE TESTED FOR LEAKAGE

NOTES:

14.4.9 — INSTALL BACKSPLASH (TILE OR PANEL)



CODES FOLLOWED:

RCNYS §R702.4 — CEMENT BOARD/TILE BACKER MATERIALS NEAR WET AREAS

NOTES:

14.4.10 — INSTALL VANITY CABINETS



CODES FOLLOWED:

RCNYS §P2706 — FIXTURES MUST MAINTAIN REQUIRED CLEARANCES AND SUPPORT

NOTES:

14.4.11 — INSTALL VANITY TOPS



CODES FOLLOWED:

RCNYS §P2705 — FIXTURE MOUNTING AND COUNTER INTERFACE

NOTES:

14.4.12 — INSTALL SINKS AND FAUCETS



CODES FOLLOWED:

RCNYS §P2705 — FIXTURE INSTALLATION REQUIREMENTS

NOTES:

14.4.13 — INSTALL SHOWER/TUB TRIM KITS



CODES FOLLOWED:

RCNYS §P2708–§P2713 — TUB/SHOWER ASSEMBLY AND TRIM

NOTES:

14.4.14 — INSTALL MIRRORS



CODES FOLLOWED:

RCNYS §R308 — GLAZING SAFETY (IF WITHIN HAZARDOUS LOCATIONS)

NOTES:

14.4.15 — INSTALL BATHROOM ACCESSORIES (TOWEL BARS, TP HOLDER)



CODES FOLLOWED:

RCNYS §R307 — TOILET/BATHROOM CLEARANCES MUST BE MAINTAINED

NOTES:

14.4.16 — SET TOILET(S)



CODES FOLLOWED:

RCNYS §P2705.1 — WATER CLOSET CLEARANCE AND INSTALLATION REQUIREMENTS

NOTES:

14.4.17 — CAULK TUB, SHOWER, AND VANITY EDGES



CODES FOLLOWED:

RCNYS §R702.4.2 — WATER-RESISTANT FINISHES IN WET AREAS

NOTES:

14.5 — FLOORING INSTALLATION

14.5.1 — INSTALL CARPET / LVP / LAMINATE / HARDWOOD (NON-WET AREAS)



CODES FOLLOWED:

RCNYS §R302 — FLOOR FINISH REQUIREMENTS (FIRE AND SLIP WHERE APPLICABLE) •
MANUFACTURER INSTALLATION INSTRUCTIONS

NOTES:

14.5.2 — INSTALL TRANSITION STRIPS



CODES FOLLOWED:

RCNYS §R311.7.8.2 — AVOID TRIP HAZARDS AT FLOOR TRANSITIONS

NOTES:

14.5.3 — INSTALL REDUCERS AND THRESHOLDS



CODES FOLLOWED:

RCNYS §R311.3 — LANDINGS AND THRESHOLDS MUST MEET MAX HEIGHT DIFFERENCES

NOTES:

14.5.4 — VERIFY FLATNESS AND TIGHT SEAMS



CODES FOLLOWED:

RCNYS §R301.1 — FLOOR SURFACES MUST BE SUITABLE FOR INTENDED USE

NOTES:

14.5.5 — INSTALL TILE (FLOOR OR SHOWER, IF APPLICABLE)



CODES FOLLOWED:

RCNYS §R702.4.2 — WATER-RESISTANT MATERIALS IN WET AREAS • MANUFACTURER SYSTEM (MORTARS, MEMBRANES)

NOTES:

14.5.6 — INSTALL GROUT



CODES FOLLOWED:

RCNYS §R702.4 — CEMENTITIOUS TILE SETTING AND GROUT MUST BE COMPATIBLE WITH SUBSTRATE

NOTES:

14.5.7 — SEAL GROUT (IF REQUIRED)



CODES FOLLOWED:

MANUFACTURER GROUT/SEALER SPECIFICATIONS (ENFORCED VIA 19 NYCRR §1209.1)

NOTES:

14.5.8 — INSPECT FLOOR FOR SCRATCHES

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CODES FOLLOWED:

RCNYS §R301.1 — FINISH SURFACES MUST BE FREE OF DEFECTS IMPACTING PERFORMANCE

NOTES:

14.5.9 — REMOVE PROTECTIVE FILMS

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CODES FOLLOWED:

OSHA 29 CFR §1926.25 — REMOVE COVERING MATERIALS THAT POSE SLIP HAZARDS

NOTES:

14.5.10 — CLEAN FLOORING SURFACES

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CODES FOLLOWED:

OSHA 29 CFR §1926.25 — CLEAN WALKING/WORKING SURFACES

NOTES:

14.6 — PAINTING & WALL FINISHES

14.6.1 — PRIME ALL WALLS



CODES FOLLOWED:

RCNYS §R702 — INTERIOR FINISH PREPARATION PER MANUFACTURER

NOTES:

14.6.2 — APPLY FIRST COAT OF PAINT



CODES FOLLOWED:

RCNYS §R702.1 — INTERIOR FINISHES MUST BE CLASS C OR BETTER WHERE REQUIRED BY R302

NOTES:

14.6.3 — APPLY SECOND COAT (IF REQUIRED)



CODES FOLLOWED:

MANUFACTURER PAINT SYSTEM REQUIREMENTS

NOTES:

14.6.4 — TOUCH-UP CORNERS AND HIGH-WEAR AREAS



CODES FOLLOWED:

RCNYS §R702 — SURFACE MUST BE COMPLETE AND CONTINUOUS PRIOR TO INSPECTION

NOTES:

14.6.5 — PAINT TRIM, DOORS, AND BASEBOARDS



CODES FOLLOWED:

RCNYS §R702.1 — ALL FINISH ELEMENTS MUST COMPLY WITH FIRE/SMOKE SPREAD WHERE REQUIRED

NOTES:

14.6.6 — CAULK CRACKS AND JOINTS



CODES FOLLOWED:

RCNYS §R302 — SEALING MUST NOT DEGRADE FIRE-RESISTANCE WHERE ASSEMBLIES ARE RATED

NOTES:

14.6.7 — INSPECT WALLS UNDER BRIGHT LIGHTING FOR IMPERFECTIONS



CODES FOLLOWED:

RCNYS §R702 — FINISH MUST MEET ACCEPTABLE WORKMANSHIP STANDARD BEFORE FINAL INSPECTION

NOTES:

14.6.8 — FINAL PAINT TOUCH-UP AFTER INSTALLS



CODES FOLLOWED:

RCNYS §R702 — SURFACES MUST BE COMPLETE PRIOR TO CO

NOTES:

14.7 — HVAC, ELECTRICAL & PLUMBING FIXTURE INSTALLATION

14.7.1 — INSTALL HVAC REGISTERS



CODES FOLLOWED:

RCNYS §M1602 — SUPPLY/RETURN OUTLET CONFIGURATION REQUIREMENTS

NOTES:

14.7.2 — INSTALL RETURN GRILLES



CODES FOLLOWED:

RCNYS §M1602.2 — RETURN GRILLE PLACEMENT STANDARDS

NOTES:

14.7.3 — CONFIRM CORRECT AIRFLOW FROM EACH SUPPLY



CODES FOLLOWED:

RCNY ENERGY CODE §R403.3 — DUCT SYSTEM PERFORMANCE REQUIREMENTS

NOTES:

14.7.4 — INSTALL THERMOSTAT (IF NOT ALREADY DONE)



CODES FOLLOWED:

ENERGY CODE §R403.1.1 — THERMOSTAT REQUIREMENTS • RCNYS §M1307 — CONTROL INSTALLATION

NOTES:

14.7.5 — INSTALL LIGHT FIXTURES

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CODES FOLLOWED:

RCNYS §E3903 — LIGHTING OUTLET AND LUMINAIRE REQUIREMENTS • NEC 410 — LUMINAIRE INSTALLATION

NOTES:

14.7.6 — INSTALL CEILING FANS

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CODES FOLLOWED:

NEC 314.27(C) — OUTLET BOX MUST BE LISTED FOR FAN SUPPORT

NOTES:

14.7.7 — INSTALL EXHAUST FAN GRILLES

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CODES FOLLOWED:

RCNYS §M1507 — BATHROOM/MECHANICAL EXHAUST CONNECTION REQUIREMENTS

NOTES:

14.7.8 — INSTALL SWITCHES & RECEPTACLE PLATES



CODES FOLLOWED:

NEC 404-406 • RCNYS §E3905 — DEVICE COVER REQUIREMENTS

NOTES:

14.7.9 — INSTALL EXTERIOR LIGHTING



CODES FOLLOWED:

RCNYS §E3903.7 — EXTERIOR LIGHTING LOCATIONS • NEC 410.10(D) — WET LOCATION
FIXTURES

NOTES:

14.7.10 — TEST ALL FIXTURES



CODES FOLLOWED:

NEC 110.3(B) — EQUIPMENT SHALL OPERATE IN ACCORDANCE WITH LISTING AND
LABELING

NOTES:

14.7.11 — INSTALL FINAL FAUCET TRIM



CODES FOLLOWED:

RCNYS §P2705 — FIXTURE INSTALLATION CLEARANCES AND FINAL INSTALLATION

NOTES:

14.7.12 — INSTALL SHOWERHEADS



CODES FOLLOWED:

RCNYS §P2708 — SHOWER FIXTURE INSTALLATION STANDARDS

NOTES:

14.7.13 — INSTALL TUB SPOUTS



CODES FOLLOWED:

RCNYS §P2713 — BATHTUB FITTING INSTALLATION

NOTES:

14.7.14 — INSTALL DISHWASHER DRAIN LOOP



CODES FOLLOWED:

RCNYS §P2717.2 — HIGH LOOP OR AIR GAP REQUIREMENT

NOTES:

14.7.15 — CHECK ALL DRAINS FOR LEAKS



CODES FOLLOWED:

RCNYS §P2503.1 — FINAL PLUMBING LEAK VERIFICATION

NOTES:

14.7.16 — CHECK ALL SHUTOFFS FOR LEAKS



CODES FOLLOWED:

RCNYS §P2503.1 — WATER DISTRIBUTION SYSTEM LEAK FREE REQUIREMENT

NOTES:

14.8 — APPLIANCE INSTALLATION & TESTING

14.8.1 — INSTALL REFRIGERATOR



CODES FOLLOWED:

NEC 210.52(B) — KITCHEN APPLIANCE CIRCUIT REQUIREMENTS • MANUFACTURER
INSTALLATION INSTRUCTIONS

NOTES:

14.8.2 — CONNECT REFRIGERATOR WATER LINE



CODES FOLLOWED:

RCNYS §P2903 — WATER DISTRIBUTION TO APPLIANCES

NOTES:

14.8.3 — INSTALL STOVE/RANGE



CODES FOLLOWED:

NEC 422 — ELECTRIC RANGE INSTALLATION • RCNYS §G2422.1.2 — GAS RANGE
CONNECTORS

NOTES:

14.8.4 — INSTALL MICROWAVE/HOOD



CODES FOLLOWED:

NEC 422 — MICROWAVE WIRING • RCNYS §M1503 — HOOD EXHAUST REQUIREMENTS

NOTES:

14.8.5 — INSTALL DISHWASHER



CODES FOLLOWED:

NEC 422.16(B)(2) — DISHWASHER CONNECTION • RCNYS §P2717 — DISHWASHER WASTE CONNECTIONS

NOTES:

14.8.6 — INSTALL WASHER



CODES FOLLOWED:

RCNYS §P2706 — LAUNDRY TRAY/WASHING MACHINE STANDPIPE REQUIREMENTS

NOTES:

14.8.7 — INSTALL DRYER (GAS OR ELECTRIC)



CODES FOLLOWED:

RCNYS §M1502 — DRYER EXHAUST • RCNYS §G2439 — GAS DRYER RULES • NEC 422 —

ELECTRIC DRYER CIRCUIT

NOTES:

14.8.8 — CONNECT DRYER VENT

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CODES FOLLOWED:

RCNYS §M1502.4 — DRYER VENT DUCT LENGTH, MATERIAL AND TERMINATION REQUIREMENTS

NOTES:

14.8.9 — TEST ALL APPLIANCES FOR OPERATION

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CODES FOLLOWED:

NEC 110.3(B) — APPLIANCES MUST OPERATE PER LISTING • RCNYS §M1307 — APPLIANCE STARTUP TESTING

NOTES:

14.8.10 — VERIFY GAS CONNECTIONS (IF APPLICABLE)

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CODES FOLLOWED:

RCNYS §G2417 — GAS SYSTEM TESTING PRIOR TO FINAL USE

NOTES:

14.8.11 — LEVEL ALL APPLIANCES



CODES FOLLOWED:

MANUFACTURER INSTALLATION INSTRUCTIONS (STABILITY & OPERATION)

NOTES:

14.9 — INTERIOR CLEANUP & PRE-FINAL QA

14.9.1 — VACUUM ENTIRE HOME



CODES FOLLOWED:

OSHA 29 CFR §1926.25 — HOUSEKEEPING STANDARDS

NOTES:

14.9.2 — MOP HARD FLOORS



CODES FOLLOWED:

OSHA 29 CFR §1926.25 — MAINTAIN SAFE, CLEAN WALKING SURFACES

NOTES:

14.9.3 — REMOVE DUST FROM SURFACES



CODES FOLLOWED:

OSHA 29 CFR §1926.25 — REMOVAL OF DUST TO PREVENT HAZARDS

NOTES:

14.9.4 — CLEAN INSIDE CABINETS AND DRAWERS



CODES FOLLOWED:

GENERAL HOUSEKEEPING STANDARDS; NO CODE IMPEDIMENT TO USE

NOTES:

14.9.5 — CLEAN COUNTERTOPS



CODES FOLLOWED:

RCNYS §R304.1 — SURFACES IN HABITABLE SPACES MUST BE MAINTAINED IN SANITARY CONDITION

NOTES:

14.9.6 — CLEAN BATHROOMS FULLY



CODES FOLLOWED:

RCNYS §R306 — SANITARY FACILITIES MUST BE READY FOR OCCUPANCY

NOTES:

14.9.7 — CLEAN INTERIOR WINDOWS



CODES FOLLOWED:

RCNYS §R303 — NATURAL LIGHT AND VENTILATION SURFACES MUST BE CLEAR

NOTES:

14.9.8 — REMOVE STICKERS AND PROTECTIVE FILMS



CODES FOLLOWED:

RCNYS §R308 — GLAZING MARKING MAY BE REMOVED AFTER INSPECTION; SURFACES MUST NOT BE OBSCURED

NOTES:

14.9.9 — CLEAN MECHANICAL ROOM



CODES FOLLOWED:

RCNYS §M1305 — WORKING SPACE AROUND EQUIPMENT MUST BE CLEAR

NOTES:

14.9.10 — REMOVE ALL TRASH AND MATERIALS



CODES FOLLOWED:

OSHA 29 CFR §1926.25 — CONSTRUCTION DEBRIS REMOVAL

NOTES:

14.10 — INTERIOR QA INSPECTION (SUPERVISOR)

14.10.1 — CHECK ALL DRYWALL SEAMS



CODES FOLLOWED:

RCNYS §R702.3 — ACCEPTABLE GYPSUM FINISH AND INSTALLATION

NOTES:

14.10.2 — CHECK ALL TRIM REVEALS



CODES FOLLOWED:

RCNYS §R702 — FINISH CARPENTRY MUST NOT VIOLATE REQUIRED TOLERANCES OR CLEARANCES

NOTES:

14.10.3 — CHECK ALL DOORS FOR PROPER OPERATION



CODES FOLLOWED:

RCNYS §R311.2 — REQUIRED DOORS MUST OPERATE EASILY AND RELIABLY

NOTES:

14.10.4 — CHECK ALL CABINET ALIGNMENT



CODES FOLLOWED:

RCNYS §R301.1 — INSTALLED COMPONENTS MUST BE SECURE AND FUNCTIONAL

NOTES:

14.10.5 — CHECK ALL FLOORING SEAMS AND EDGES



CODES FOLLOWED:

RCNYS §R311.7.1 & §R311.7.8.2 — AVOID TRIP HAZARDS AT TRANSITIONS AND EDGES

NOTES:

14.10.6 — CHECK ALL PAINT SURFACES



CODES FOLLOWED:

RCNYS §R702.1 — SURFACE MUST BE COMPLETE, FREE OF PEELING OR FAILED FINISH

NOTES:

14.10.7 — CHECK ALL PLUMBING FIXTURES



CODES FOLLOWED:

RCNYS §P2503.1 — FINAL PLUMBING MUST BE LEAK-FREE AND OPERATIONAL

NOTES:

14.10.8 — CHECK ELECTRICAL FUNCTION OF EVERY OUTLET & SWITCH



CODES FOLLOWED:

NEC 110.3(B) — EQUIPMENT TO BE TESTED PER LISTING • RCNYS §E3903–E3905

NOTES:

14.10.9 — CHECK HVAC AIRFLOW AT EVERY REGISTER



CODES FOLLOWED:

RCNY ENERGY CODE §R403.3 — DUCT SYSTEM BALANCE AND AIRFLOW PERFORMANCE

NOTES:

14.10.10 — VERIFY ALL APPLIANCES FUNCTION CORRECTLY



CODES FOLLOWED:

NEC 110.3(B) — APPLIANCE OPERATION PER LISTING • RCNYS §MI307 — MECHANICAL APPLIANCE STARTUP

NOTES:

14.10.11 — CREATE PUNCH LIST



CODES FOLLOWED:

19 NYCRR §1203.5 — OUTSTANDING DEFICIENCIES MUST BE CORRECTED PRIOR TO CO

NOTES:

PHASE 15 — ENERGY COMPLIANCE & SYSTEM COMMISSIONING

15.0 — PRE-COMMISSIONING PREPARATION

15.0.1 — CONFIRM ALL ROUGH INSPECTIONS PASSED



CODES FOLLOWED:

19 NYCRR §1203.3 — REQUIRED INSPECTIONS MUST BE COMPLETED BEFORE CONCEALMENT OR FINAL TESTING

NOTES:

15.0.2 — HOUSE IS SEALED, INSULATED, AND CLOSED UP



CODES FOLLOWED:

ECCCNYS (ENERGY CODE) §R402.4 — BUILDING THERMAL ENVELOPE AIR LEAKAGE CONTROL • §R402.1.2 — INSULATION R-VALUES MUST BE INSTALLED

NOTES:

15.0.3 — ALL WINDOWS & EXTERIOR DOORS INSTALLED



CODES FOLLOWED:

RCNYS §R308-R612 — WINDOW/DOOR INSTALLATION STANDARDS • ENERGY CODE §R402.4.3 — FENESTRATION AIR SEALING

NOTES:

15.0.4 — ALL VENTS INSTALLED AND CONNECTED (BATH, KITCHEN, DRYER)



CODES FOLLOWED:

RCNYS §M1502 — DRYER EXHAUST DUCTS • §M1503 — KITCHEN EXHAUST SYSTEMS • §M1507 — BATHROOM/MECHANICAL VENTILATION

NOTES:

15.0.5 — HVAC EQUIPMENT FULLY INSTALLED



CODES FOLLOWED:

RCNYS §M1307 — INSTALLATION OF MECHANICAL APPLIANCES • ENERGY CODE §R403.2 — HEATING AND COOLING EQUIPMENT PERFORMANCE

NOTES:

15.0.6 — WATER HEATER INSTALLED & READY



CODES FOLLOWED:

RCNYS §P2801 — WATER HEATER INSTALLATION • ENERGY CODE §R403.5 — SERVICE HOT WATER SYSTEM REQUIREMENTS

NOTES:

15.0.7 — ELECTRICAL PANEL ENERGIZED



CODES FOLLOWED:

RCNYS §E3601 — SERVICE EQUIPMENT • NEC 110.3 & 110.7 — EQUIPMENT AND SYSTEM ENERGIZING AFTER VERIFICATION

NOTES:

15.0.8 — PLUMBING SYSTEM FULLY PRESSURIZED

**CODES FOLLOWED:**

RCNYS §P2503.7 — WATER SUPPLY SYSTEM TESTING AND PRESSURIZATION

NOTES:

15.0.9 — ENSURE HOME IS CLEAN ENOUGH FOR AIRTIGHTNESS TESTING

**CODES FOLLOWED:**

OSHA 29 CFR §1926.25 — HOUSEKEEPING STANDARDS • ENERGY CODE §R402.4.1.2 —
BLOWER DOOR TESTING CONDITIONS

NOTES:

15.0.10 — REMOVE DEBRIS BLOCKING REGISTERS OR VENTS

**CODES FOLLOWED:**

RCNYS §M1602 & §M1502–M1507 — DUCTS/VENTS MUST BE UNOBSTRUCTED FOR
PERFORMANCE • ENERGY CODE §R403.3 — DUCT SYSTEM PERFORMANCE

NOTES:

15.1 — AIR SEALING VERIFICATION

15.1.1 — INSPECT ALL MARRIAGE-LINE CEILING AIR SEALS

**CODES FOLLOWED:**

ECCCNYS §R402.4.1.1 — JOINTS, SEAMS, AND OPENINGS MUST BE SEALED • 19 NYCRR §1209.3(D) — MODULAR MARRIAGE LINE SEALING REQUIRED

NOTES:

15.1.2 — INSPECT TOP-PLATE AIR SEALING**CODES FOLLOWED:**

ENERGY CODE §R402.4.1.1(3) — TOP PLATE AND WALL/CEILING INTERSECTIONS MUST BE SEALED

NOTES:

15.1.3 — INSPECT PLUMBING PENETRATIONS**CODES FOLLOWED:**

ENERGY CODE §R402.4.1.1 — PENETRATIONS IN EXTERIOR ASSEMBLIES MUST BE SEALED • RCNYS §P2603 — PIPE PENETRATION PROTECTION

NOTES:

15.1.4 — INSPECT ELECTRICAL PENETRATIONS**CODES FOLLOWED:**

ENERGY CODE §R402.4.1.1 — ELECTRICAL BOX/PENETRATION AIR SEALING REQUIRED • NEC 300.4 — PENETRATION PROTECTION

NOTES:

15.1.5 — INSPECT HVAC PENETRATIONS

**CODES FOLLOWED:**

ENERGY CODE §R402.4.1.1(7) — MECHANICAL CHASES & PENETRATIONS MUST BE SEALED •
§R403.3.1 — DUCT TIGHTNESS REQUIREMENTS

NOTES:

15.1.6 — INSPECT ATTIC BYPASS AREAS

**CODES FOLLOWED:**

ENERGY CODE §R402.4.1.2 — ATTIC BYPASSES MUST BE SEALED TO MEET AIR TIGHTNESS
STANDARD

NOTES:

15.1.7 — INSPECT INSULATION AROUND ATTIC HATCH

**CODES FOLLOWED:**

ENERGY CODE §R402.2.4 — ATTIC ACCESS INSULATION AND WEATHERSTRIPPING
REQUIREMENTS

NOTES:

15.1.8 — INSPECT WINDOW/DOOR AIR SEAL FOAM

**CODES FOLLOWED:**

ENERGY CODE §R402.4.3 — FENESTRATION AIR SEALING REQUIRED AT JAMBS AND HEADS

NOTES:

15.1.9 — CONFIRM WEATHERSTRIPPING ON ALL EXTERIOR DOORS

☐

CODES FOLLOWED:

ENERGY CODE §R402.4.3 — WEATHERSTRIPPING REQUIRED AT ALL EXTERIOR DOORS

NOTES:

15.1.10 — VERIFY NO OPEN GAPS IN SHEATHING

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CODES FOLLOWED:

RCNYS §R703.1 — EXTERIOR ENVELOPE CONTINUITY • ENERGY CODE §R402.4 —
CONTINUOUS AIR BARRIER REQUIREMENT

NOTES:

15.2 — BLOWER DOOR TEST PREPARATION

15.2.1 — CLOSE ALL WINDOWS SECURELY

☐

CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — BLOWER DOOR TESTING CONDITIONS (ALL
WINDOWS/DOORS CLOSED)

NOTES:

15.2.2 — CLOSE ALL EXTERIOR DOORS



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — EXTERIOR OPENINGS MUST BE CLOSED DURING TEST

NOTES:

15.2.3 — OPEN ALL INTERIOR DOORS (AIRFLOW BALANCE)



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — INTERIOR DOORS OPEN DURING TESTING TO EQUALIZE ZONES

NOTES:

15.2.4 — TURN OFF HVAC SYSTEM



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — MECHANICAL SYSTEMS OFF DURING BLOWER DOOR TESTING

NOTES:

15.2.5 — TURN OFF EXHAUST FANS / HRV / ERV



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — BALANCED TESTING CONDITIONS MUST BE MAINTAINED

NOTES:

15.2.6 — INSTALL BLOWER DOOR EQUIPMENT IN MAIN DOORWAY



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — BLOWER DOOR TEST METHOD REQUIRED FOR AIR LEAKAGE VERIFICATION

NOTES:

15.2.7 — SEAL FIREPLACE OR WOODSTOVE OPENINGS (IF APPLICABLE)



CODES FOLLOWED:

ENERGY CODE §R402.4.2 — AIR SEALING AT FIREPLACES • RCNYS §RI006 — FACTORY-BUILT FIREPLACE AIR SEALING PROVISIONS

NOTES:

15.2.8 — PREPARE FOR WHOLE-HOUSE DEPRESSURIZATION TEST



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — WHOLE-BUILDING AIR LEAKAGE TESTING PROCEDURES

NOTES:

15.3 — BLOWER DOOR TEST EXECUTION

15.3.1 — PERFORM BLOWER DOOR DEPRESSURIZATION TEST



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — AIR LEAKAGE RATE TESTING REQUIRED (ACH50)

NOTES:

15.3.2 — RECORD ACH50 VALUE

☐

CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — AIR CHANGES PER HOUR AT 50 PA MUST MEET CODE LIMIT

NOTES:

15.3.3 — IDENTIFY LEAKAGE POINTS DURING TEST

☐

CODES FOLLOWED:

ENERGY CODE §R402.4 — AIR BARRIER DEFECTS MUST BE IDENTIFIED AND CORRECTED

NOTES:

15.3.4 — SEAL LEAKS IF RESULTS ARE ABOVE THRESHOLD

☐

CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — BUILDING MUST MEET MAXIMUM AIR LEAKAGE RATE (E.G., 3 ACH50 IN MOST ZONES)

NOTES:

15.3.5 — RETEST UNTIL ACCEPTABLE

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CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — COMPLIANCE MUST BE DEMONSTRATED BY TESTING

NOTES:

15.3.6 — SAVE BLOWER DOOR REPORT FOR CO PACKAGE

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CODES FOLLOWED:

19 NYCRR §1203.3 & §1203.4 — DOCUMENTATION OF REQUIRED TESTS • ENERGY CODE §R103.3 — RECORD OF TEST RESULTS

NOTES:

15.4 — DUCT LEAKAGE TEST (IF REQUIRED)

15.4.1 — TEST HVAC DUCT SEALING

☐

CODES FOLLOWED:

ENERGY CODE §R403.3.3 — DUCT TIGHTNESS TESTING REQUIRED WHERE DUCTS ARE OUTSIDE CONDITIONED SPACE

NOTES:

15.4.2 — TEST SUPPLY TRUNKS

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CODES FOLLOWED:

ENERGY CODE §R403.3.3 — SUPPLY DUCTS MUST MEET DUCT LEAKAGE LIMITS

NOTES:

15.4.3 — TEST RETURN TRUNKS



CODES FOLLOWED:

ENERGY CODE §R403.3.3 — RETURN DUCTS MUST MEET DUCT LEAKAGE LIMITS

NOTES:

15.4.4 — CHECK CONNECTIONS AT AIR HANDLER



CODES FOLLOWED:

RCNYS §M1601.4.1 — DUCT/AIR HANDLER JOINT SEALING • ENERGY CODE §R403.3.2 — SEALING OF AIR HANDLER CABINET

NOTES:

15.4.5 — SEAL ANY DUCT LEAKS FOUND DURING TEST



CODES FOLLOWED:

ENERGY CODE §R403.3.1 — DUCT SYSTEMS MUST BE SEALED AT ALL JOINTS AND SEAMS

NOTES:

15.4.6 — RETEST UNTIL ACCEPTABLE



CODES FOLLOWED:

ENERGY CODE §R403.3.3 — DUCT LEAKAGE MUST NOT EXCEED CODE THRESHOLDS

NOTES:

15.4.7 — DOCUMENT DUCT LEAKAGE RESULTS



CODES FOLLOWED:

ENERGY CODE §R103.3 — DOCUMENTATION OF TESTING AND VERIFICATION

NOTES:

15.5 — HVAC SYSTEM STARTUP & COMMISSIONING

15.5.1 — TURN HVAC SYSTEM ON IN HEAT MODE



CODES FOLLOWED:

RCNYS §MI307 — MECHANICAL EQUIPMENT STARTUP MUST FOLLOW MANUFACTURER INSTRUCTIONS • ENERGY CODE §R403.2 — SYSTEM PERFORMANCE

NOTES:

15.5.2 — TURN HVAC SYSTEM ON IN COOL MODE



CODES FOLLOWED:

SAME AS ABOVE — VERIFY COOLING OPERATION PER MANUFACTURER & ENERGY CODE

NOTES:

15.5.3 — CONFIRM SYSTEM POWERS ON CORRECTLY



CODES FOLLOWED:

NEC 110.3(B) — EQUIPMENT MUST FUNCTION PER LISTING • RCNYS §MI307.1 — PROPER

OPERATION TEST

NOTES:

15.5.4 — CHECK THERMOSTAT CONNECTIVITY

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CODES FOLLOWED:

ENERGY CODE §R403.1.1 — THERMOSTAT CONTROL REQUIREMENTS

NOTES:

15.5.5 — VERIFY TEMPERATURE RISE IN HEAT MODE

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CODES FOLLOWED:

RCNYS §M1411 — MANUFACTURER PERFORMANCE REQUIREMENTS MUST BE MET

NOTES:

15.5.6 — VERIFY TEMPERATURE DROP IN COOLING MODE

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CODES FOLLOWED:

RCNYS §M1411 — COOLING PERFORMANCE VERIFICATION

NOTES:

15.5.7 — MEASURE SUPPLY AIR TEMPERATURE

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CODES FOLLOWED:

MANUFACTURER COMMISSIONING REQUIREMENTS (ENFORCED VIA 19 NYCRR §1209.1)

NOTES:

15.5.8 — MEASURE RETURN AIR TEMPERATURE

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CODES FOLLOWED:

SAME AS ABOVE — VERIFY DELTA-T ACROSS EQUIPMENT MATCHES PERFORMANCE DATA

NOTES:

15.5.9 — CHECK SYSTEM PRESSURES (IF REQUIRED BY TECH)

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CODES FOLLOWED:

RCNYS §MI411 — REFRIGERATION AND AIRFLOW SYSTEM PERFORMANCE

NOTES:

15.5.10 — MEASURE AIRFLOW AT EACH REGISTER (BASIC FLOW CHECK)

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CODES FOLLOWED:

ENERGY CODE §R403.3 — DUCT SYSTEM AIRFLOW MUST MEET DESIGN

NOTES:

15.5.11 — ADJUST SUPPLY DAMPERS

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CODES FOLLOWED:

RCNYS §M1602 — DISTRIBUTION BALANCING FOR COMFORT AND PERFORMANCE

NOTES:

15.5.12 — CONFIRM RETURN PATHS ARE OPEN

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CODES FOLLOWED:

RCNYS §M1602.2 — RETURN AIR PATH DESIGN • ENERGY CODE §R403.3 — SYSTEM PERFORMANCE

NOTES:

15.5.13 — VERIFY NO ROOMS FEEL SIGNIFICANTLY UNDER-SUPPLIED

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CODES FOLLOWED:

ENERGY CODE §R403.3 — HVAC SYSTEM SHALL DELIVER REQUIRED PERFORMANCE TO ALL SPACES

NOTES:

15.5.14 — VERIFY CONDENSER FAN OPERATION

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CODES FOLLOWED:

RCNYS §M1307 — EQUIPMENT MUST FUNCTION PER LISTING AND MANUFACTURER

NOTES:

15.5.15 — VERIFY COMPRESSOR START



CODES FOLLOWED:

SAME AS ABOVE — PROPER STARTUP PER MANUFACTURER DOCUMENTATION

NOTES:

15.5.16 — CHECK REFRIGERANT LINE TEMPERATURE (WARM VS. COOL LINES)



CODES FOLLOWED:

RCNYS §M1411 — REFRIGERANT SYSTEM PERFORMANCE CHECKS

NOTES:

15.5.17 — VERIFY CONDENSER IS LEVEL



CODES FOLLOWED:

RCNYS §M1307.3 — APPLIANCE PLATFORMS AND SUPPORTS MUST BE LEVEL AND STABLE

NOTES:

15.6 — WATER HEATER STARTUP & TESTING

15.6.1 — FILL WATER HEATER TANK



CODES FOLLOWED:

RCNYS §P2801 — WATER HEATER INSTALLATION AND OPERATION

NOTES:

15.6.2 — PURGE AIR FROM HOT WATER LINES



CODES FOLLOWED:

RCNYS §P2903 — DISTRIBUTION SYSTEM OPERATION REQUIREMENTS

NOTES:

15.6.3 — POWER ON ELECTRIC WATER HEATER (OR IGNITE GAS BURNER)



CODES FOLLOWED:

RCNYS §P2801 & §G2450 (FOR GAS) — SAFE STARTUP PROCEDURES

NOTES:

15.6.4 — VERIFY PILOT OR IGNITER OPERATION



CODES FOLLOWED:

RCNYS §G2423 — IGNITION SAFETY CONTROLS FOR GAS APPLIANCES

NOTES:

15.6.5 — CONFIRM CORRECT TEMPERATURE SETTING



CODES FOLLOWED:

ENERGY CODE §R403.5.1 — HOT WATER SYSTEM TEMPERATURE CONTROLS MUST BE PROVIDED

NOTES:

15.6.6 — TEST HOT WATER FLOW AT ALL FIXTURES



CODES FOLLOWED:

RCNYS §P2903.9 — FLOW AND PRESSURE REQUIREMENTS

NOTES:

15.6.7 — VERIFY NO LEAKS AT FITTINGS OR T&P VALVE



CODES FOLLOWED:

RCNYS §P2503.1 — PLUMBING SYSTEM LEAK-FREE AT FINAL INSPECTION • §P2804.6 — T&P DISCHARGE INTEGRITY

NOTES:

15.6.8 — CONFIRM THERMAL EXPANSION TANK (IF REQUIRED)



CODES FOLLOWED:

RCNYS §P2903.4 — THERMAL EXPANSION CONTROL FOR CLOSED WATER SYSTEMS

NOTES:

15.7 — MECHANICAL VENTILATION TESTING

15.7.1 — TEST AIRFLOW FOR EACH BATH FAN



CODES FOLLOWED:

RCNYS §M1507.3 — BATHROOM EXHAUST AIRFLOW MUST MEET MINIMUM CFM

NOTES:

15.7.2 — CONFIRM EXTERIOR TERMINATION IS OPERATIONAL



CODES FOLLOWED:

RCNYS §M1501.1 & §M1507 — EXHAUST MUST DISCHARGE OUTDOORS AND BE FREE OF BLOCKAGE

NOTES:

15.7.3 — VERIFY BATH FAN DUCTING IS SEALED



CODES FOLLOWED:

ENERGY CODE §R403.3.1 — DUCT SEALING • RCNYS §M1507.3 — VENT DUCT CONTINUITY

NOTES:

15.7.4 — CONFIRM HOOD VENT OPERATES



CODES FOLLOWED:

RCNYS §M1503.3 — KITCHEN HOOD SYSTEM OPERATIONAL REQUIREMENTS

NOTES:

15.7.5 — VERIFY VENT TERMINATES OUTSIDE



CODES FOLLOWED:

RCNYS §M1503.3 & §M1501.1 — EXHAUST DISCHARGING OUTDOORS

NOTES:

15.7.6 — TEST AIRFLOW VISIBLY

**CODES FOLLOWED:**

RCNYS §M1507.3 — VENTILATION AIRFLOW VERIFICATION

NOTES:

15.7.7 — VERIFY DRYER VENT EXHAUST OUTSIDE

**CODES FOLLOWED:**

RCNYS §M1502.3 — DRYER EXHAUST TERMINATION REQUIREMENTS

NOTES:

15.7.8 — CONFIRM NO LINT BLOCKAGE

**CODES FOLLOWED:**

RCNYS §M1502.4 — DRYER DUCT MUST MAINTAIN FREE AIRFLOW

NOTES:

15.7.9 — TEST SUPPLY AND EXHAUST (HRV/ERV, IF EQUIPPED)

**CODES FOLLOWED:**

ENERGY CODE §R403.6 — WHOLE-HOUSE MECHANICAL VENTILATION SYSTEM PERFORMANCE • RCNYS §M1505 — BALANCED VENTILATION SYSTEMS

NOTES:

15.7.10 — CONFIRM CORRECT DIRECTIONAL AIRFLOW



CODES FOLLOWED:

RCNYS §MI505 — BALANCED VENTILATION MUST BE INSTALLED PER MANUFACTURER SPECIFICATIONS

NOTES:

15.7.11 — CONFIRM BALANCED PERFORMANCE (IF APPLICABLE)



CODES FOLLOWED:

ENERGY CODE §R403.6 — MECHANICAL VENTILATION MUST MEET DESIGN AIRFLOW RATES

NOTES:

15.8 — ELECTRICAL SYSTEM COMMISSIONING

15.8.1 — TEST EVERY LIGHT FIXTURE



CODES FOLLOWED:

NEC 110.3(B) — INSTALLED LUMINAIRES MUST OPERATE PER LISTING • RCNYS §E3903 — REQUIRED LIGHTING OUTLET FUNCTION

NOTES:

15.8.2 — TEST EVERY SWITCH



CODES FOLLOWED:

NEC 404 — SWITCH OPERATION REQUIREMENTS

NOTES:

15.8.3 — TEST EVERY RECEPTACLE



CODES FOLLOWED:

NEC 406 — RECEPTACLE INSTALLATION AND POLARITY • RCNYS §E3901 — RECEPTACLE LOCATIONS & FUNCTION

NOTES:

15.8.4 — TEST GFCI RECEPTACLES



CODES FOLLOWED:

RCNYS §E3902.1–E3902.10 — GFCI LOCATIONS • NEC 210.8 — GFCI TESTING REQUIREMENT

NOTES:

15.8.5 — TEST AFCI BREAKERS



CODES FOLLOWED:

RCNYS §E3902.16 — AFCI PROTECTION REQUIREMENTS • NEC 210.12 — AFCI INSTALLATIONS

NOTES:

15.8.6 — TEST OUTSIDE FIXTURES



CODES FOLLOWED:

NEC 410.10(D) — EXTERIOR FIXTURE WEATHERPROOFING • RCNYS §E3903.7 — OUTDOOR LIGHTING

NOTES:

15.8.7 — CONFIRM PANEL LABELING IS ACCURATE



CODES FOLLOWED:

NEC 408.4 & 110.22 — CIRCUIT DIRECTORY AND DISCONNECT LABELING

NOTES:

15.8.8 — CONFIRM ALL CIRCUITS ENERGIZE CORRECTLY



CODES FOLLOWED:

NEC 110.3(B) — EQUIPMENT TESTED IN NORMAL OPERATION

NOTES:

15.8.9 — CONFIRM BREAKER TORQUE (BY ELECTRICIAN)



CODES FOLLOWED:

NEC 110.14(D) — TIGHTENING TORQUE FOR TERMINATIONS MUST FOLLOW MANUFACTURER SPECIFICATIONS

NOTES:

15.8.10 — TEST SMOKE AND CO DETECTORS ARE POWERED



CODES FOLLOWED:

RCNYS §R314 & §R315 — SMOKE AND CO ALARMS MUST BE OPERATIONAL AT FINAL

NOTES:

15.9 — PLUMBING SYSTEM COMMISSIONING

15.9.1 — CHECK ALL FIXTURES FOR LEAKS



CODES FOLLOWED:

RCNYS §P2503.1 — FINAL LEAK TESTING REQUIRED

NOTES:

15.9.2 — RUN HOT AND COLD WATER AT EVERY FIXTURE



CODES FOLLOWED:

RCNYS §P2903.9 — FLOW AND PRESSURE REQUIREMENTS FOR DISTRIBUTION

NOTES:

15.9.3 — TEST ALL DRAINS FOR PROPER FLOW



CODES FOLLOWED:

RCNYS §P2503.5.2 — DRAINAGE PERFORMANCE TESTING

NOTES:

15.9.4 — FLUSH TOILETS AND CHECK FOR SEAL INTEGRITY

**CODES FOLLOWED:**

RCNYS §P2503.1 & §P2705.1 — WATER CLOSET INSTALLATION, SEAL, AND LEAK-FREE OPERATION

NOTES:

15.9.5 — CONFIRM CORRECT WATER PRESSURE

**CODES FOLLOWED:**

RCNYS §P2903.3 — MINIMUM AND MAXIMUM PRESSURE LIMITATIONS

NOTES:

15.9.6 — VERIFY WATER SOFTENER CONNECTIONS (IF APPLICABLE)

**CODES FOLLOWED:**

RCNYS §P2902 — BACKFLOW PROTECTION AND APPROVED CONNECTIONS FOR CONDITIONING EQUIPMENT

NOTES:

15.9.7 — CHECK UNDER-SINK CONNECTIONS

**CODES FOLLOWED:**

RCNYS §P2705 — FIXTURE CONNECTIONS MUST BE WATERTIGHT

NOTES:

15.9.8 — TEST EXTERIOR HOSE BIBS

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CODES FOLLOWED:

RCNYS §P2903.9.3 — EXTERIOR HOSE BIB OPERATION AND BACKFLOW PROTECTION

NOTES:

15.9.9 — VERIFY WASHING MACHINE HOOKUPS

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CODES FOLLOWED:

RCNYS §P2706 — LAUNDRY CONNECTIONS AND STANDPIPE PERFORMANCE

NOTES:

15.10 — ENERGY COMPLIANCE DOCUMENTATION

15.10.1 — SAVE BLOWER DOOR REPORT

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CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 & §R103.3 — RETAIN AIR LEAKAGE TEST RESULTS

NOTES:

15.10.2 — SAVE DUCT LEAKAGE REPORT (IF REQUIRED)

**CODES FOLLOWED:**

ENERGY CODE §R403.3.3 & §R103.3 — DUCT LEAKAGE TEST DOCUMENTATION

NOTES:

15.10.3 — SAVE HVAC COMMISSIONING SHEET**CODES FOLLOWED:**

ENERGY CODE §R403.2 — HVAC SYSTEM EFFICIENCY AND PERFORMANCE DOCUMENTATION

NOTES:

15.10.4 — SAVE WATER HEATER COMMISSIONING RECORDS**CODES FOLLOWED:**

ENERGY CODE §R403.5 — SERVICE HOT WATER SYSTEM EFFICIENCY DOCUMENTATION

NOTES:

15.10.5 — SAVE VENTILATION TEST RESULTS**CODES FOLLOWED:**

ENERGY CODE §R403.6 — MECHANICAL VENTILATION VERIFICATION

NOTES:

15.10.6 — RECORD EQUIPMENT MODEL/SERIAL NUMBERS



CODES FOLLOWED:

ENERGY CODE §R103.2 — CONSTRUCTION DOCUMENTS AND EQUIPMENT IDENTIFICATION • 19 NYCRR §1203.4 — RECORDS RETENTION

NOTES:

15.10.7 — CREATE ENERGY CODE COMPLIANCE CERTIFICATE



CODES FOLLOWED:

ENERGY CODE §R401.3 — CERTIFICATE OF ENERGY COMPLIANCE (LOCATION AND CONTENT)

NOTES:

15.10.8 — ADD DOCUMENTS TO CO SUBMISSION PACKAGE



CODES FOLLOWED:

19 NYCRR §1203.3 & §1203.4 — DOCUMENTATION REQUIRED FOR CERTIFICATE OF OCCUPANCY ISSUANCE

NOTES:

15.11 — SUPERVISOR FINAL COMMISSIONING APPROVAL

15.11.1 — HVAC SYSTEM APPROVED



CODES FOLLOWED:

RCNYS §M1307 & ENERGY CODE §R403.2 — EQUIPMENT AND PERFORMANCE MUST MEET

CODE PRIOR TO CO

NOTES:

15.11.2 — ELECTRICAL SYSTEM APPROVED

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CODES FOLLOWED:

RCNYS §E3601-E3905 — ELECTRICAL FINAL COMPLIANCE • 19 NYCRR §1203.3 — FINAL INSPECTION REQUIREMENTS

NOTES:

15.11.3 — PLUMBING SYSTEM APPROVED

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CODES FOLLOWED:

RCNYS §P2503 — FINAL PLUMBING TESTING/APPROVAL

NOTES:

15.11.4 — VENTILATION APPROVED

☐

CODES FOLLOWED:

RCNYS §M1507 & §M1503 — VENTILATION AND EXHAUST SYSTEMS MUST COMPLY PRIOR TO CO

NOTES:

15.11.5 — BLOWER DOOR TEST PASSED



CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — AIR LEAKAGE RATE MUST BE WITHIN CODE LIMITS

NOTES:

15.11.6 — DUCT TEST PASSED (IF REQUIRED)



CODES FOLLOWED:

ENERGY CODE §R403.3.3 — DUCT LEAKAGE REQUIREMENTS

NOTES:

15.11.7 — ALL MECHANICAL SYSTEMS OPERATING CORRECTLY



CODES FOLLOWED:

RCNYS §M1307 — MECHANICAL SYSTEMS MUST OPERATE SAFELY AND AS INTENDED

NOTES:

15.11.8 — NO LEAKS, ERRORS, OR FAILED SYSTEMS



CODES FOLLOWED:

19 NYCRR §1203.3 — CONDITIONS FOR ISSUANCE OF CO INCLUDE ABSENCE OF HAZARDOUS DEFECTS

NOTES:

15.11.9 — SUPERVISOR COMMISSIONING SIGN-OFF COMPLETED



CODES FOLLOWED:

19 NYCRR §1209.2(D)(2) — SUPERVISOR RESPONSIBILITY FOR MODULAR COMPLIANCE AT COMPLETION

NOTES:



PHASE 16 — FIRE & LIFE SAFETY FINALIZATION

16.0 — SMOKE & CARBON MONOXIDE SYSTEMS

16.0.1 — INSTALL SMOKE ALARMS IN ALL REQUIRED LOCATIONS



CODES FOLLOWED:

RCNYS §R314.2–R314.3 — SMOKE ALARMS REQUIRED IN SLEEPING ROOMS, OUTSIDE SLEEPING AREAS, AND ON EACH STORY

NOTES:

16.0.2 — INSTALL CO ALARMS IN REQUIRED LOCATIONS



CODES FOLLOWED:

RCNYS §R315.1–R315.3 — CARBON MONOXIDE ALARMS REQUIRED ON SPECIFIED OCCUPIABLE LEVELS AND NEAR SLEEPING AREAS

NOTES:

16.0.3 — CONFIRM INTERCONNECTED SMOKE/CO NETWORK (WIRELESS OR HARDWIRED)



CODES FOLLOWED:

RCNYS §R314.4 & §R315.5 — REQUIRED INTERCONNECTION SO ACTIVATION OF ONE ALARM ACTIVATES ALL

NOTES:

16.0.4 — TEST ALL ALARMS INDIVIDUALLY



CODES FOLLOWED:

RCNYS §R314.6 & §R315.6 — SMOKE AND CO ALARMS MUST BE TESTED TO VERIFY POWER

AND OPERATION

NOTES:

16.0.5 — TEST WHOLE-NETWORK ACTIVATION (ONE ALARM TRIGGERS ALL)

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CODES FOLLOWED:

RCNYS §R314.4 & §R315.5 — INTERCONNECTED SYSTEMS MUST FUNCTION AS A WHOLE-HOUSE NETWORK

NOTES:

16.0.6 — CONFIRM ALARMS HAVE BATTERY BACKUP

☐

CODES FOLLOWED:

RCNYS §R314.6.2 & §R315.6 — SECONDARY (BATTERY) POWER SUPPLY REQUIRED WHERE SPECIFIED

NOTES:

16.0.7 — VERIFY ALARMS ARE NOT OBSTRUCTED BY TRIM, PAINT, OR FIXTURES

☐

CODES FOLLOWED:

RCNYS §R314.7 & §R102.4 — ALARMS INSTALLED PER MANUFACTURER'S INSTRUCTIONS AND LISTING, WITH REQUIRED CLEARANCES

NOTES:

16.0.8 — CONFIRM CORRECT SPACING FROM HVAC REGISTERS (NO FALSE TRIGGERS)

☐

CODES FOLLOWED:

RCNYS §R314.3.3 & §R314.7 — LOCATION LIMITS NEAR SOURCES OF AIRFLOW AND

COOKING APPLIANCES; PLACEMENT PER MANUFACTURER

NOTES:

16.0.9 — INSTALL ADDITIONAL ALARMS IF REQUIRED BY CODE FOR MODULAR CONNECTION AREAS

☐

CODES FOLLOWED:

RCNYS §R314.3 & §R315.3 — ALARMS REQUIRED ON EACH STORY AND OCCUPIABLE LEVEL CREATED BY MODULAR CONNECTIONS

NOTES:

16.1 — EGRESS PATHS & EMERGENCY EXIT COMPLIANCE

16.1.1 — VERIFY EXTERIOR DOORS OPERATE SMOOTHLY

☐

CODES FOLLOWED:

RCNYS §R311.2 — EGRESS DOOR MUST BE READILY OPENABLE FROM INSIDE WITHOUT KEY OR SPECIAL KNOWLEDGE

NOTES:

16.1.2 — CONFIRM ALL EXTERIOR DOORS HAVE PROPER LANDINGS

☐

CODES FOLLOWED:

RCNYS §R311.3.1–R311.3.2 — LANDINGS REQUIRED AT EXTERIOR DOORS WITH LIMITS ON FLOOR LEVEL DIFFERENCES

NOTES:

16.1.3 — CONFIRM NO LOCK REQUIRES KEY TO EXIT FROM THE INSIDE

☐

CODES FOLLOWED:

RCNYS §R311.2 — EGRESS DOOR HARDWARE MUST ALLOW EGRESS WITHOUT KEY OR TOOL FROM THE INTERIOR SIDE

NOTES:

16.1.4 — TEST EVERY BEDROOM EGRESS WINDOW

☐

CODES FOLLOWED:

RCNYS §R310.1–R310.2 — EMERGENCY ESCAPE AND RESCUE OPENINGS REQUIRED FOR SLEEPING ROOMS AND MUST BE OPERABLE FROM INSIDE

NOTES:

16.1.5 — CONFIRM EGRESS WINDOWS OPEN FULLY WITHOUT OBSTRUCTION

☐

CODES FOLLOWED:

RCNYS §R310.2.1–R310.2.3 — MINIMUM NET CLEAR OPENING, HEIGHT, WIDTH, AND SILL HEIGHT MUST BE MAINTAINED AND UNOBSTRUCTED

NOTES:

16.1.6 — VERIFY CLEAR OPENING SIZE MEETS CODE

☐

CODES FOLLOWED:

RCNYS §R310.2.1 — MINIMUM CLEAR OPENING AREA AND DIMENSIONS FOR EMERGENCY ESCAPE WINDOWS

NOTES:

16.1.7 — CHECK WINDOW WELLS (IF BASEMENT OR LOWER LEVEL)

☐

CODES FOLLOWED:

RCNYS §R310.4–R310.4.2 — WINDOW WELL SIZE, PROJECTION, AND LADDER/STEP REQUIREMENTS

NOTES:

16.1.8 — CONFIRM BASEMENT STAIRS AND BULKHEAD ACCESS ARE SAFE AND CLEAR

☐

CODES FOLLOWED:

RCNYS §R311.7 — STAIRWAY GEOMETRY AND SAFETY

RCNYS §R311.5 — BULKHEAD ENCLOSURES USED AS EXTERIOR EGRESS MUST COMPLY WITH SECTION R311

NOTES:

16.1.9 — CHECK STAIR LIGHTING AT ALL REQUIRED SWITCHES

☐

CODES FOLLOWED:

RCNYS §R303.7–R303.8 & §E3903.3 — STAIRWAY ILLUMINATION AND REQUIRED WALL-SWITCH CONTROLLED LIGHTING OUTLETS

NOTES:

16.2 — GUARDS, HANDRAILS & FALL PROTECTION

INTERIOR

16.2.1 — INSTALL HANDRAILS ON ALL STAIR RUNS

☐

CODES FOLLOWED:

RCNYS §R311.7.8 — HANDRAILS REQUIRED ON AT LEAST ONE SIDE OF STAIRWAYS WITH

FOUR OR MORE RISERS

NOTES:

16.2.2 — CONFIRM HANDRAIL HEIGHT IS CONSISTENT

☐

CODES FOLLOWED:

RCNYS §R311.7.8.1 — HANDRAIL HEIGHT RANGE AND UNIFORMITY ALONG THE RUN

NOTES:

16.2.3 — CONFIRM HANDRAIL “RETURNS” TO WALL AT TOP AND BOTTOM

☐

CODES FOLLOWED:

RCNYS §R311.7.8.4 — HANDRAILS MUST RETURN TO WALL, GUARD, OR TERMINATE AT NEWEL POST

NOTES:

16.2.4 — ENSURE STAIR TREADS ARE CONSISTENT HEIGHT

☐

CODES FOLLOWED:

RCNYS §R311.7.5.1–R311.7.5.2 — UNIFORM RISER HEIGHT AND TREAD DEPTH WITH LIMITED VARIATION

NOTES:

16.2.5 — INSTALL GUARDS ON STAIR LANDINGS

☐

CODES FOLLOWED:

RCNYS §R312.1 — GUARDS REQUIRED AT LANDINGS AND ELEVATED WALKING SURFACES

OVER SPECIFIED HEIGHT

NOTES:

16.2.6 — CONFIRM GUARD HEIGHT MEETS MINIMUMS

☐

CODES FOLLOWED:

RCNYS §R312.1.2 — MINIMUM GUARD HEIGHT AT FLOORS, LANDINGS, BALCONIES, AND DECKS

NOTES:

16.2.7 — CONFIRM GUARD SPACING (BALUSTERS) IS CODE COMPLIANT

☐

CODES FOLLOWED:

RCNYS §R312.1.3 — GUARD OPENING LIMITATIONS (4" SPHERE RULE; STAIR EXCEPTIONS)

NOTES:

EXTERIOR

16.2.8 — INSTALL RAILING AT PORCH STEPS

☐

CODES FOLLOWED:

RCNYS §R311.7.8 & §R312.1 — HANDRAILS AND GUARDS REQUIRED AT EXTERIOR STAIRWAYS AND LANDINGS OVER REQUIRED HEIGHT

NOTES:

16.2.9 — INSTALL RAILING AT DECKS AND LANDINGS

☐

CODES FOLLOWED:

RCNYS §R312.1 & §R507 — GUARDS REQUIRED AT DECKS AND EXTERIOR PLATFORMS; DECK CONSTRUCTION AND CONNECTIONS

NOTES:

16.2.10 — CONFIRM FASTENERS AND HARDWARE ARE RATED FOR EXTERIOR USE

☐

CODES FOLLOWED:

RCNYS §R317.3 & §R507.2 — CORROSION-RESISTANT FASTENERS AND CONNECTORS FOR EXTERIOR AND PRESERVED WOOD

NOTES:

16.2.11 — ENSURE ALL EXTERIOR STEPS HAVE EVEN RISE/RUN

☐

CODES FOLLOWED:

RCNYS §R311.7.5.1–R311.7.5.2 — UNIFORM EXTERIOR STAIR RISER HEIGHT AND TREAD DEPTH

NOTES:

16.3 — FIRE SEPARATION & FIREBLOCKING

GARAGE (IF APPLICABLE)

16.3.1 — INSTALL FIRE-RATED DRYWALL (TYPE X) ON GARAGE/LIVING WALLS

☐

CODES FOLLOWED:

RCNYS §R302.6 — SEPARATION BETWEEN DWELLING AND GARAGE; MINIMUM TYPE X GYPSUM WHERE REQUIRED

NOTES:

16.3.2 — SEAL PENETRATIONS THROUGH GARAGE/LIVING SEPARATION

☐

CODES FOLLOWED:

RCNYS §R302.5 & §R302.11 — PROTECTION OF OPENINGS AND FIREBLOCKING OF PENETRATIONS IN SEPARATION ASSEMBLIES

NOTES:

16.3.3 — INSTALL SELF-CLOSING, FIRE-RATED DOOR BETWEEN GARAGE & HOME

☐

CODES FOLLOWED:

RCNYS §R302.5.1 — SELF-CLOSING, SELF-LATCHING, SOLID OR RATED DOOR BETWEEN GARAGE AND DWELLING

NOTES:

16.3.4 — CONFIRM NO HVAC OR RETURN DUCTS CONNECT GARAGE TO HOME

☐

CODES FOLLOWED:

RCNYS §R302.5.2 & §M1601 — DUCTS IN GARAGES AND OPENINGS TO DWELLING SPACES MUST NOT CREATE HAZARD

NOTES:

16.3.5 — CHECK WEATHERSTRIPPING ON GARAGE-TO-HOME DOOR

☐

CODES FOLLOWED:

RCNYS §R302.5.1 — OPENINGS BETWEEN GARAGE AND RESIDENCE MUST LIMIT PASSAGE OF FUMES AND FIRE

NOTES:

INTERIOR FIREBLOCKING

16.3.6 — FIREBLOCK PLUMBING PENETRATIONS



CODES FOLLOWED:

RCNYS §R302.11 — FIREBLOCKING REQUIRED AT PENETRATIONS AND CONCEALED SPACES

NOTES:

16.3.7 — FIREBLOCK ELECTRICAL PENETRATIONS



CODES FOLLOWED:

RCNYS §R302.11 — FIREBLOCKING AROUND ELECTRICAL PENETRATIONS, WIRES, AND BOXES

NOTES:

16.3.8 — FIREBLOCK HVAC CHASES



CODES FOLLOWED:

RCNYS §R302.11-R302.12 — FIREBLOCKING AND DRAFTSTOPPING IN CONCEALED CHASES AND FLOOR CAVITIES

NOTES:

16.3.9 — SEAL VERTICAL AND HORIZONTAL CHASES



CODES FOLLOWED:

RCNYS §R302.11 — FIREBLOCKING OF VERTICAL AND HORIZONTAL CONCEALED SPACES TO LIMIT FIRE SPREAD

NOTES:

16.3.10 — VERIFY FIRESTOP FOAM/MINERAL WOOL INSTALLED WHERE REQUIRED

☐

CODES FOLLOWED:

RCNYS §R302.11 — APPROVED FIREBLOCKING MATERIALS AT REQUIRED LOCATIONS

NOTES:

16.3.11 — CONFIRM ATTIC-TO-WALL FIREBLOCK CONTINUITY

☐

CODES FOLLOWED:

RCNYS §R302.11(1-7) — FIREBLOCKING CONTINUITY BETWEEN STORIES, ATTICS, AND CONCEALED CONNECTIONS

NOTES:

16.4 — FIRE SAFETY FIXTURES & PROTECTION

16.4.1 — INSTALL FIRE EXTINGUISHER IN MECHANICAL ROOM (IF REQUIRED)

☐

CODES FOLLOWED:

NYS FIRE CODE §906 — PORTABLE FIRE EXTINGUISHERS WHERE REQUIRED BY USE AND HAZARD CLASSIFICATION

NOTES:

16.4.2 — INSTALL FIRE EXTINGUISHER IN KITCHEN AREA (OPTIONAL BUT RECOMMENDED)

☐

CODES FOLLOWED:

NYS FIRE CODE §906.6 — EXTINGUISHERS MUST BE ACCESSIBLE AND VISIBLE WHERE INSTALLED

NOTES:

16.4.3 — CONFIRM FURNACE ROOM IS FREE OF STORED MATERIALS



CODES FOLLOWED:

RCNYS §M1305–M1307 & NYS FIRE CODE §315 — MECHANICAL ROOMS MUST BE KEPT CLEAR OF COMBUSTIBLE STORAGE

NOTES:

16.4.4 — VERIFY MECHANICAL ROOM CLEARANCES FOR COMBUSTION EQUIPMENT



CODES FOLLOWED:

RCNYS §M1306–M1307 & §G2407 — REQUIRED CLEARANCES AND COMBUSTION AIR FOR FUEL-BURNING APPLIANCES

NOTES:

16.4.5 — CHECK ACCESS PANELS FOR FURNACE/AIR HANDLER



CODES FOLLOWED:

RCNYS §M1305 — APPLIANCES MUST BE ACCESSIBLE FOR INSPECTION, SERVICE, AND REPLACEMENT

NOTES:

16.4.6 — ENSURE NO EXPOSED FOAM INSULATION IS VISIBLE WITHOUT BARRIER



CODES FOLLOWED:

RCNYS §R316 — FOAM PLASTIC INSULATION MUST BE PROTECTED BY THERMAL OR IGNITION BARRIERS

NOTES:

16.5 — DOOR, WINDOW & GLASS SAFETY

16.5.1 — INSTALL TEMPERED GLASS IN REQUIRED LOCATIONS

☐

CODES FOLLOWED:

RCNYS §R308.4 — SAFETY GLAZING REQUIRED IN HAZARDOUS LOCATIONS (NEAR DOORS, STAIRS, TUBS/SHOWERS, LOW SILLS)

NOTES:

16.5.2 — CONFIRM LABELING REMAINS ON TEMPERED GLASS UNTIL INSPECTION

☐

CODES FOLLOWED:

RCNYS §R308.1.1 — IDENTIFICATION AND MARKING OF SAFETY GLAZING

NOTES:

16.5.3 — CONFIRM SAFETY GLAZING INSTALLED IN HAZARDOUS LOCATIONS

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CODES FOLLOWED:

RCNYS §R308.4 — ALL HAZARDOUS LOCATIONS MUST USE APPROVED SAFETY GLAZING

NOTES:

16.5.4 — TEST ALL WINDOWS & DOORS FOR SMOOTH OPERATION

☐

CODES FOLLOWED:

RCNYS §R612 & §R311.2 — WINDOWS AND EGRESS DOORS MUST OPERATE AS INTENDED FOR SAFE USE AND EGRESS

NOTES:

16.5.5 — CONFIRM HARDWARE IS SECURE AND PROPERLY INSTALLED

☐

CODES FOLLOWED:

RCNYS §R311.2 & §R612.6 — DOOR AND WINDOW HARDWARE INSTALLED PER LISTING AND ALLOWING REQUIRED EGRESS

NOTES:

16.6 — VENTILATION & COMBUSTION AIR SAFETY

16.6.1 — CONFIRM BATH FANS EXHAUST OUTDOORS

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CODES FOLLOWED:

RCNYS §M1501–M1507 — EXHAUST FANS MUST DISCHARGE TO EXTERIOR WHERE REQUIRED

NOTES:

16.6.2 — CONFIRM KITCHEN HOOD VENTS OUTDOORS

☐

CODES FOLLOWED:

RCNYS §M1503 — RANGE HOOD EXHAUST TO EXTERIOR EXCEPT WHERE RECIRCULATING UNITS ARE PERMITTED

NOTES:

16.6.3 — CONFIRM DRYER VENT EXHAUSTS OUTDOORS

☐

CODES FOLLOWED:

RCNYS §M1502 — CLOTHES DRYER EXHAUST REQUIRED TO DISCHARGE TO THE OUTSIDE

NOTES:

16.6.4 — VERIFY FURNACE COMBUSTION AIR PATHWAY IS OPEN



CODES FOLLOWED:

RCNYS §G2407 — COMBUSTION AIR OPENINGS AND VOLUME FOR FUEL-BURNING APPLIANCES

NOTES:

16.6.5 — VERIFY WATER HEATER COMBUSTION AIR PATHWAY



CODES FOLLOWED:

RCNYS §G2407 & §G2427 — COMBUSTION AIR AND VENTING FOR FUEL-FIRED WATER HEATERS

NOTES:

16.6.6 — CHECK MECHANICAL ROOM FOR CORRECT CLEARANCES



CODES FOLLOWED:

RCNYS §M1305–M1307 — APPLIANCE ACCESS AND CLEARANCES FROM COMBUSTIBLES

NOTES:

16.6.7 — ENSURE FRESH AIR INTAKE (IF REQUIRED) IS INSTALLED



CODES FOLLOWED:

RCNYS §M1507 & ENERGY CODE §R403.6 — OUTDOOR AIR AND MECHANICAL VENTILATION MUST MEET DESIGN AIRFLOW

NOTES:

16.7 — FINAL FIRE & LIFE SAFETY QA CHECK

16.7.1 — CONFIRM NO BLOCKED EGRESS PATHS

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CODES FOLLOWED:

RCNYS §R311 — MEANS OF EGRESS MUST REMAIN UNOBSTRUCTED

NOTES:

16.7.2 — CONFIRM ALL STAIRWAYS ARE CLEAR AND LIT

☐

CODES FOLLOWED:

RCNYS §R303.7–R303.8 — STAIRWAY ILLUMINATION REQUIREMENTS

NOTES:

16.7.3 — CONFIRM NO LOOSE OR MISSING GUARDS/HANDRAILS

☐

CODES FOLLOWED:

RCNYS §R311.7.8 & §R312.1 — HANDRAILS AND GUARDS MUST BE INSTALLED AND SECURE

NOTES:

16.7.4 — CONFIRM NO OPEN ELECTRICAL BOXES

☐

CODES FOLLOWED:

NEC 314.25 — OUTLET, DEVICE, AND JUNCTION BOXES MUST BE COVERED

NOTES:

16.75 — CONFIRM ALL SMOKE/CO DETECTORS RETESTED



CODES FOLLOWED:

RCNYS §R314.6 & §R315.6 — REGULAR TESTING AND VERIFICATION OF ALARM OPERATION

NOTES:

16.76 — CONFIRM FIRE-RATED ASSEMBLIES INTACT (GARAGE/LIVING, CHASES)



CODES FOLLOWED:

RCNYS §R302.5–R302.6 & §R302.11–R302.12 — FIRE-RESISTANCE, FIREBLOCKING, AND DRAFTSTOPPING CONTINUITY

NOTES:

16.77 — CONFIRM MECHANICAL ROOM IS SAFE & CODE-CLEAR



CODES FOLLOWED:

RCNYS §M1305–M1307 & NYS FIRE CODE §603 — MECHANICAL EQUIPMENT ROOMS FREE OF HAZARDS AND WITH PROPER CLEARANCES

NOTES:

16.78 — CONFIRM EXTERIOR LANDINGS SAFE AND SLIP-PROTECTED



CODES FOLLOWED:

RCNYS §R311.3 & §R311.7.1 — LANDINGS AND STAIR SURFACES MUST BE STABLE AND SAFE FOR EGRESS

NOTES:



PHASE 17 — EXTERIOR SITE COMPLETION

17.0 — FINAL GRADING & DRAINAGE SETUP

17.0.1 — FINAL GRADE ESTABLISHED AROUND ENTIRE FOUNDATION



CODES FOLLOWED:

RCNYS §R401.3 — SURFACE DRAINAGE MUST FALL AWAY FROM FOUNDATION

NOTES:

17.0.2 — ENSURE GRADE SLOPES AWAY FROM HOME MINIMUM 6" WITHIN 10'



CODES FOLLOWED:

RCNYS §R401.3 — MINIMUM SLOPE AWAY FROM FOUNDATION TO PREVENT WATER ACCUMULATION

NOTES:

17.0.3 — REMOVE HIGH SPOTS AND FILL LOW SPOTS



CODES FOLLOWED:

RCNYS §R401.3 — GRADING TO DIRECT WATER AWAY AND AVOID PONDING AT FOUNDATION

NOTES:

17.0.4 — CREATE DRAINAGE SWALES TO DIRECT WATER AWAY



CODES FOLLOWED:

RCNYS §R401.3 — DRAINAGE DESIGN TO ROUTE SURFACE WATER AWAY FROM STRUCTURE

NOTES:

17.0.5 — GRADE SOIL UNDER DECKS, STEPS, OR PORCHES



CODES FOLLOWED:

RCNYS §R401.3 — GRADING UNDER EXTERIOR ELEMENTS MUST NOT CREATE WATER POCKETS AT FOUNDATION

NOTES:

17.0.6 — ENSURE DOWNSPOUT OUTLETS DO NOT DUMP NEAR FOUNDATION



CODES FOLLOWED:

RCNYS §R801.3 & §R401.3 — ROOF DRAINAGE AND SITE DRAINAGE MUST DISCHARGE AWAY FROM BUILDING

NOTES:

17.0.7 — CONFIRM SOIL IS COMPACTED TO REDUCE SETTLEMENT



CODES FOLLOWED:

RCNYS §R401.2 — SOIL SUPPORTING FOUNDATIONS AND BACKFILL MUST BE PROPERLY COMPACTED AND SUITABLE

NOTES:

17.0.8 — VERIFY NO NEGATIVE GRADE POINTS EXIST



CODES FOLLOWED:

RCNYS §R401.3 — GRADING MUST NOT CREATE SLOPES BACK TOWARD THE FOUNDATION

NOTES:

17.0.9 — ENSURE FINAL GRADE MEETS MUNICIPAL REQUIREMENTS



CODES FOLLOWED:

19 NYCRR §1203.3 — LOCAL ENFORCING AGENCY MUST VERIFY GRADING AND DRAINAGE COMPLIANCE AT FINAL

NOTES:

17.1 — FOUNDATION & PERIMETER CHECK

17.1.1 — INSPECT ALL BACKFILL AREAS FOR SETTLEMENT



CODES FOLLOWED:

RCNYS §R406 & §R401.2 — BACKFILL AND FOUNDATION DRAINAGE SYSTEMS MUST REMAIN EFFECTIVE AND STABLE

NOTES:

17.1.2 — ADD SOIL WHERE BACKFILL SETTLED



CODES FOLLOWED:

RCNYS §R401.3 — FINAL GRADING MUST MAINTAIN POSITIVE DRAINAGE AWAY FROM FOUNDATION AFTER SETTLEMENT

NOTES:

17.1.3 — ENSURE WATERPROOFING EXPOSED ABOVE GRADE (NOT BURIED)



CODES FOLLOWED:

RCNYS §R406.1–R406.2 — FOUNDATION WATERPROOFING/DAMPPROOFING MUST EXTEND

FROM FOOTING TO REQUIRED HEIGHT ABOVE GRADE

NOTES:

17.1.4 — CONFIRM EXTERIOR FOUNDATION INSULATION (IF ANY) IS PROTECTED

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CODES FOLLOWED:

RCNYS §N1101-§N1102 (ENERGY) & §R316 — EXTERIOR INSULATION MUST BE PROTECTED FROM DAMAGE AND UV EXPOSURE

NOTES:

17.1.5 — INSPECT FOR CRACKS, GAPS, OR EXPOSED SEAMS

☐

CODES FOLLOWED:

RCNYS §R402 & §R403 — FOUNDATION ELEMENTS MUST BE STRUCTURALLY SOUND AND FREE OF DETRIMENTAL DEFECTS

NOTES:

17.1.6 — CLEAN FOUNDATION EXTERIOR OF MUD AND DEBRIS

☐

CODES FOLLOWED:

RCNYS §R109 & 19 NYCRR §1203.3 — FOUNDATIONS MUST BE VISIBLE FOR FINAL INSPECTION OF CONDITION

NOTES:

17.1.7 — CONFIRM PROPER DRAINAGE AWAY FROM BASEMENT WINDOWS OR EGRESS WELLS

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CODES FOLLOWED:

RCNYS §R401.3 & §R310.4 — DRAINAGE MUST NOT ALLOW WATER TO ACCUMULATE AT

EGRESS OPENINGS OR WINDOW WELLS

NOTES:

17.1.8 — CONFIRM DRAINAGE AWAY FROM BASEMENT/EGRESS WELLS OVERALL

☐

CODES FOLLOWED:

RCNYS §R401.3 — SURFACE DRAINAGE AROUND WELLS AND OPENINGS MUST DIRECT WATER AWAY FROM STRUCTURE

NOTES:

17.2 — EGRESS WELLS & BASEMENT ACCESS (IF APPLICABLE)

17.2.1 — INSTALL EGRESS WINDOW WELL

☐

CODES FOLLOWED:

RCNYS §R310.4 — WINDOW WELLS REQUIRED AT BELOW-GRADE EMERGENCY ESCAPE OPENINGS

NOTES:

17.2.2 — BACKFILL AROUND WELL WITH PROPER DRAINAGE GRAVEL

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CODES FOLLOWED:

RCNYS §R310.4 & §R401.3 — WELLS MUST BE DRAINED AND GRADED TO PREVENT WATER ACCUMULATION

NOTES:

17.2.3 — INSTALL EGRESS WELL LADDER (IF REQUIRED)



CODES FOLLOWED:

RCNYS §R310.4.1 — LADDERS OR STEPS REQUIRED WHERE WELL DEPTH EXCEEDS MAXIMUM

NOTES:

17.2.4 — ENSURE WELL IS CLEAN AND UNOBSTRUCTED



CODES FOLLOWED:

RCNYS §R310.2 & §R310.4 — EMERGENCY ESCAPE OPENINGS MUST REMAIN FREE OF OBSTRUCTIONS

NOTES:

17.2.5 — CHECK BASEMENT WALKOUT OR BILCO-STYLE DOOR AREA



CODES FOLLOWED:

RCNYS §R311.2 & §R311.5 — EXTERIOR EGRESS COMPONENTS MUST COMPLY WITH MEANS-OF-EGRESS PROVISIONS

NOTES:

17.2.6 — CONFIRM PROPER GRADE AROUND WALKOUT



CODES FOLLOWED:

RCNYS §R401.3 — SURFACE DRAINAGE MUST DIRECT WATER AWAY FROM WALKOUT AND FOUNDATION

NOTES:

17.2.7 — ENSURE WATER DOES NOT POOL NEAR ACCESS POINTS



CODES FOLLOWED:

RCNYS §R401.3 — NO STANDING WATER AT EGRESS DOORS, STEPS, OR WELLS

NOTES:

17.3 — DRIVEWAY CONSTRUCTION

17.3.1 — EXCAVATE DRIVEWAY FOOTPRINT (IF NOT ALREADY DONE)



CODES FOLLOWED:

RCNYS §R401.2 — EXCAVATIONS MUST PROVIDE SUITABLE BEARING AND SUPPORT FOR EXTERIOR FLATWORK AND DRIVES

NOTES:

17.3.2 — COMPACT SUB-BASE



CODES FOLLOWED:

RCNYS §R401.2 — SOIL AND BASE MATERIAL MUST BE COMPACTED TO SUPPORT IMPOSED LOADS

NOTES:

17.3.3 — INSTALL DRIVEWAY STONE BASE



CODES FOLLOWED:

LOCAL STANDARD SPECIFICATIONS • RCNY/MUNICIPAL ROADWAY STANDARDS AS ADOPTED FOR DRIVEWAY BASE PREP

NOTES:

17.3.4 — GRADE DRIVEWAY FOR CORRECT SLOPE (NO PONDING)



CODES FOLLOWED:

RCNYS §R401.3 — EXTERIOR SURFACES GRADED TO DRAIN WATER AWAY FROM STRUCTURES

NOTES:

17.3.5 — INSTALL EDGING (IF USED)



CODES FOLLOWED:

RCNYS §R109.1 — SITE IMPROVEMENTS MUST NOT CREATE HAZARDS OR OBSTRUCT DRAINAGE PATTERNS

NOTES:

17.3.6 — INSTALL ASPHALT OR CONCRETE (IF INCLUDED IN CONTRACT)



CODES FOLLOWED:

RCNYS §R301 & §R402 — EXTERIOR SLABS/DRIVE SURFACES MUST SUPPORT DESIGN LOADS AND BE INSTALLED PER STANDARDS

NOTES:

17.3.7 — CREATE SMOOTH TRANSITION FROM ROAD TO DRIVEWAY APRON



CODES FOLLOWED:

MUNICIPAL STREET OPENING STANDARDS & RCNYS §R311.1 — MEANS OF EGRESS ROUTE MUST BE SAFE AND REASONABLY UNIFORM

NOTES:

17.3.8 — ENSURE PROPER THICKNESS OF SURFACE MATERIALS



CODES FOLLOWED:

RCNYS §R402 & LOCAL DPW SPECIFICATIONS — MINIMUM THICKNESS AND REINFORCEMENT WHERE REQUIRED

NOTES:

17.3.9 — INSPECT FOR CRACKING OR IMPROPER COMPACTION



CODES FOLLOWED:

RCNYS §R109.1 — FINAL INSPECTION TO VERIFY QUALITY AND SAFETY OF EXTERIOR WORK

NOTES:

17.3.10 — CLEAN UP DRIVEWAY EDGES



CODES FOLLOWED:

RCNYS §R109.1 & NYS PROPERTY MAINTENANCE CODE — EXTERIOR SURFACES MUST BE MAINTAINED FREE OF LOOSE DEBRIS

NOTES:

17.3.11 — CONFIRM DRIVEWAY IS SAFE FOR VEHICLE USE



CODES FOLLOWED:

RCNYS §R301 — CONSTRUCTION MUST SUPPORT EXPECTED LOADS AND PROVIDE SAFE ACCESS

NOTES:

17.4 — WALKWAYS & HARDSCAPING

17.4.1 — INSTALL WALKWAY FROM DRIVEWAY TO ENTRY



CODES FOLLOWED:

RCNYS §R311.1 — MEANS OF EGRESS TO PUBLIC WAY MUST PROVIDE CONTINUOUS, SAFE PATH

NOTES:

17.4.2 — ENSURE WALKWAY SLOPE IS EVEN AND SAFE



CODES FOLLOWED:

RCNYS §R311.7.1 & §R311.3 — WALKING SURFACES MUST BE REASONABLY LEVEL, STABLE, AND SLIP-RESISTANT

NOTES:

17.4.3 — INSTALL PAVER/STONE/CONCRETE (AS SPECIFIED)



CODES FOLLOWED:

RCNYS §R301 & LOCAL HARDSCAPE STANDARDS — MATERIALS MUST SUPPORT IMPOSED LOADS AND BE INSTALLED PER LISTING

NOTES:

17.4.4 — INSTALL STOOPS OR LANDING PADS



CODES FOLLOWED:

RCNYS §R311.3 — LANDINGS REQUIRED AT EXTERIOR DOORS; SIZE AND HEIGHT LIMITS

APPLY

NOTES:

17.4.5 — INSTALL PATIO AREAS (IF INCLUDED)

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CODES FOLLOWED:

RCNYS §R301 — EXTERIOR SLABS AND PATIOS DESIGNED FOR APPLICABLE LOADS AND CLIMATE

NOTES:

17.4.6 — INSTALL STEPPING STONES OR SERVICE PATHS (HVAC, UTILITIES)

☐

CODES FOLLOWED:

RCNYS §M1305 & §G2405 — APPLIANCES AND UTILITIES MUST HAVE SAFE ACCESS FOR SERVICE

NOTES:

17.4.7 — COMPACT BASE UNDER ALL WALKWAYS

☐

CODES FOLLOWED:

RCNYS §R401.2 — FILL AND BASE MATERIALS MUST BE COMPACTED TO SUPPORT SLABS AND PAVERS

NOTES:

17.4.8 — INSPECT FOR SHIFTING, ROCKING, OR UNEVEN SURFACES

☐

CODES FOLLOWED:

RCNYS §R311.1 — WALKING SURFACES MUST NOT CREATE TRIP HAZARDS ALONG EGRESS

ROUTES

NOTES:

17.5 — STEPS, PORCHES & DECKS

STAIRS

17.5.1 — BUILD EXTERIOR STAIRS

☐

CODES FOLLOWED:

RCNYS §R311.7 — STAIRWAY CONSTRUCTION, WIDTH, HEADROOM, AND CONFIGURATION

NOTES:

17.5.2 — CONFIRM STAIR RISE/RUN CONSISTENCY

☐

CODES FOLLOWED:

RCNYS §R311.7.5.1–R311.7.5.2 — UNIFORM RISER HEIGHT AND TREAD DEPTH

NOTES:

17.5.3 — INSTALL TREADS

☐

CODES FOLLOWED:

RCNYS §R311.7.5.2 — TREADS MUST MEET MINIMUM DEPTH AND BE CONSISTENTLY SIZED

NOTES:

17.5.4 — INSTALL RISERS

☐

CODES FOLLOWED:

RCNYS §R311.75.1 — RISERS MUST MEET MAXIMUM HEIGHT AND UNIFORMITY REQUIREMENTS

NOTES:

17.5.5 — ENSURE STAIR IS LEVEL AND STABLE

☐

CODES FOLLOWED:

RCNYS §R301 & §R311.7 — STAIRWAYS MUST SAFELY SUPPORT DESIGN LOADS AND NOT DEFLECT EXCESSIVELY

NOTES:

17.5.6 — INSTALL LANDING AT TOP/BOTTOM AS REQUIRED

☐

CODES FOLLOWED:

RCNYS §R311.3 — LANDINGS REQUIRED AT EXTERIOR DOORS AND AT STAIR TOP/BOTTOM WHERE SPECIFIED

NOTES:

PORCHES / DECKS

17.5.7 — INSTALL PORCH FRAMING (SITE-BUILT)

☐

CODES FOLLOWED:

RCNYS §R301 & §R507 — EXTERIOR PORCHES MUST BE DESIGNED AND FRAMED FOR STRUCTURAL LOADS

NOTES:

17.5.8 — INSTALL PORCH DECKING BOARDS



CODES FOLLOWED:

RCNYS §R507.7 — DECKING AND PORCH BOARDS MUST BE APPROVED MATERIALS, PROPERLY FASTENED

NOTES:

17.5.9 — INSTALL DECK LEDGER BOARD WITH PROPER FLASHING



CODES FOLLOWED:

RCNYS §R507.9 — LEDGER CONNECTION AND FLASHING TO PROTECT AGAINST WATER INTRUSION

NOTES:

17.5.10 — INSTALL DECK JOISTS & BEAMS



CODES FOLLOWED:

RCNYS §R507.5–R507.6 — JOIST AND BEAM SIZING, SPANS, AND SUPPORTS

NOTES:

17.5.11 — INSTALL DECK BOARDS



CODES FOLLOWED:

RCNYS §R507.7 — FASTENING AND SPACING FOR DECK FLOORING

NOTES:

17.5.12 — INSTALL GUARDRAILS AND HANDRAILS



CODES FOLLOWED:

RCNYS §R312.1 — GUARDS AT ELEVATED WALKING SURFACES

RCNYS §R311.7.8 — HANDRAILS AT STAIRWAYS

NOTES:

175.13 — CONFIRM ALL HARDWARE IS EXTERIOR-RATED

☐

CODES FOLLOWED:

RCNYS §R317.3 & §R507.2 — CORROSION-RESISTANT FASTENERS AND CONNECTORS FOR EXTERIOR AND TREATED WOOD

NOTES:

175.14 — ENSURE DECK IS STRUCTURALLY SOUND

☐

CODES FOLLOWED:

RCNYS §R301 & §R507 — DECKS MUST SUPPORT REQUIRED LIVE AND DEAD LOADS WITH PROPER CONNECTIONS

NOTES:

175.15 — CONFIRM CORRECT HEIGHT & SUPPORT POST EMBEDMENT

☐

CODES FOLLOWED:

RCNYS §R403.1.4 & §R507.4 — POST FOUNDATION DEPTH AND BEARING; ALLOWABLE DECK HEIGHT AND SUPPORT

NOTES:

175.16 — VERIFY PORCHES/DECKS MEET GUARD HEIGHT AND OPENING LIMITS

☐

CODES FOLLOWED:

RCNYS §R312.1.2–R312.1.3 — GUARD HEIGHT AND OPENING REQUIREMENTS AT EXTERIOR DECKS AND PORCHES

NOTES:

17.6 — GUTTERS & DOWNSPOUTS

17.6.1 — INSTALL GUTTERS ALONG ALL EAVES

☐

CODES FOLLOWED:

RCNYS §R801.3 — ROOF DRAINAGE MUST PROTECT BUILDING WALLS AND FOUNDATIONS

NOTES:

17.6.2 — INSTALL DOWNSPOUTS AT PROPER SPACING

☐

CODES FOLLOWED:

RCNYS §R801.3 — ROOF DRAINAGE SYSTEM SIZED AND ARRANGED TO CARRY WATER OFF ROOF

NOTES:

17.6.3 — INSTALL DOWNSPOUT EXTENSIONS (MINIMUM 4–6 FEET AWAY)

☐

CODES FOLLOWED:

RCNYS §R401.3 & §R801.3 — ROOF WATER MUST DISCHARGE AWAY FROM FOUNDATION TO PREVENT EROSION AND DAMPNESS

NOTES:

17.6.4 — ENSURE DOWNSPOUTS DO NOT DISCHARGE ONTO WALKWAYS/STAIRS

☐

CODES FOLLOWED:

RCNYS §R311.1 & §R401.3 — MEANS OF EGRESS MUST BE SAFE AND NOT SUBJECT TO WATER OR ICE HAZARDS

NOTES:

17.6.5 — CONFIRM GUTTERS SLOPE PROPERLY TOWARD DOWNSPOUTS

☐

CODES FOLLOWED:

RCNYS §R801.3 — ROOF DRAINAGE COMPONENTS MUST FUNCTION AS INTENDED TO REMOVE WATER

NOTES:

17.6.6 — TEST WATER FLOW FROM GUTTERS (OPTIONAL)

☐

CODES FOLLOWED:

RCNYS §R109.1 — FINAL INSPECTION MAY INCLUDE FUNCTIONAL TESTING OF DRAINAGE SYSTEMS

NOTES:

17.6.7 — INSPECT GUTTER JOINTS FOR SEALING

☐

CODES FOLLOWED:

RCNYS §R801.3 — JOINTS MUST PREVENT LEAKAGE THAT COULD DAMAGE BUILDING ELEMENTS

NOTES:

17.6.8 — ENSURE DRIP EDGE INTEGRATES CORRECTLY WITH GUTTERS

☐

CODES FOLLOWED:

RCNYS §R905 — ROOF COVERING AND FLASHING MUST DIRECT WATER INTO GUTTERS WITHOUT INFILTRATION

NOTES:

17.7 — LANDSCAPING & RESTORATION

17.7.1 — SPREAD TOPSOIL ACROSS DISTURBED AREAS

☐

CODES FOLLOWED:

RCNYS §R401.3 — FINAL GRADING AND SURFACE TREATMENT MUST PROMOTE DRAINAGE AND STABILITY

NOTES:

17.7.2 — INSTALL SEED OR SOD (AS INCLUDED)

☐

CODES FOLLOWED:

LOCAL STORMWATER/EROSION CONTROL STANDARDS — VEGETATIVE COVER REQUIRED TO STABILIZE DISTURBED SOILS

NOTES:

17.7.3 — APPLY STRAW/MULCH WHERE NEEDED

☐

CODES FOLLOWED:

NYSDEC EROSION & SEDIMENT CONTROL GUIDELINES — TEMPORARY STABILIZATION OF EXPOSED SOILS

NOTES:

17.7.4 — CREATE DEFINED LAWN EDGES



CODES FOLLOWED:

RCNYS §RI09.1 & PROPERTY MAINTENANCE CODE — EXTERIOR PREMISES TO BE MAINTAINED IN AN ORDERLY CONDITION

NOTES:

17.7.5 — STABILIZE SLOPES WITH EROSION CONTROL



CODES FOLLOWED:

RCNYS §R401.3 & NYSDEC EROSION STANDARDS — SLOPES MUST BE PROTECTED AGAINST EROSION AND RUNOFF

NOTES:

17.7.6 — REMOVE ROCKS, DEBRIS, BRANCHES FROM LAWN AREAS



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR PROPERTY AREAS KEPT CLEAN AND FREE OF HAZARDS

NOTES:

17.7.7 — ENSURE SEPTIC FIELD (IF APPLICABLE) IS PROTECTED (NO HEAVY EQUIPMENT)



CODES FOLLOWED:

RCNYS §P2602 & LOCAL HEALTH CODE — ON-SITE WASTEWATER SYSTEMS MUST NOT BE OVERLOADED OR DAMAGED BY VEHICLES

NOTES:

17.7.8 — RESTORE RIGHT-OF-WAY AREAS DISTURBED BY CONSTRUCTION

☐

CODES FOLLOWED:

MUNICIPAL ROW RESTORATION STANDARDS & NYS HIGHWAY LAW — DISTURBED PUBLIC AREAS MUST BE RESTORED

NOTES:

17.7.9 — INSPECT FINAL LAWN AND LANDSCAPE FOR UNIFORM FINISH

☐

CODES FOLLOWED:

RCNYS §R109.1 — FINAL INSPECTION MAY INCLUDE REVIEW OF SITE RESTORATION AND DRAINAGE

NOTES:

17.8 — SITE CLEANUP & HAZARD REMOVAL

17.8.1 — REMOVE LEFTOVER MATERIALS

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §307 — RUBBISH AND DISCARDED MATERIALS MUST BE REMOVED FROM PREMISES

NOTES:

17.8.2 — REMOVE TRASH, SCRAP WOOD, NAILS, SCREWS, SHINGLES

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 & §307 — EXTERIOR AREAS KEPT FREE OF

HAZARDOUS DEBRIS

NOTES:

17.8.3 — REMOVE PLASTIC WRAPPING AND SHRINK FILM

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR PROPERTY MUST BE MAINTAINED FREE OF LITTER

NOTES:

17.8.4 — REMOVE CRANE MATS (IF STILL PRESENT)

☐

CODES FOLLOWED:

RCNYS §RI09.1 & OSHA 1926 SUBPART N — TEMPORARY EQUIPMENT SUPPORTS REMOVED WHEN NO LONGER NEEDED

NOTES:

17.8.5 — REMOVE TEMPORARY BARRIERS AND STAKES

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — REMOVAL OF TEMPORARY CONSTRUCTION ITEMS AT COMPLETION

NOTES:

17.8.6 — FILL HOLES OR RUTS CREATED BY EQUIPMENT

☐

CODES FOLLOWED:

RCNYS §R401.3 — FINAL GRADE MUST BE STABLE AND NOT CREATE TRIP OR WATER

HAZARDS

NOTES:

17.8.7 — CLEAN AROUND HVAC CONDENSER

☐

CODES FOLLOWED:

RCNYS §M1305 & §M1401 — MECHANICAL EQUIPMENT MUST HAVE CLEARANCES AND BE ACCESSIBLE

NOTES:

17.8.8 — CLEAN AROUND ELECTRICAL/GAS METER AREAS

☐

CODES FOLLOWED:

RCNYS §E3404 & §G2405 — EQUIPMENT MUST BE ACCESSIBLE AND PROTECTED FROM DAMAGE

NOTES:

17.8.9 — REMOVE DEBRIS AROUND PORCHES & DECKS

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR STRUCTURES AND AREAS KEPT FREE OF DEBRIS AND HAZARDS

NOTES:

17.8.10 — REMOVE ALL CONSTRUCTION EQUIPMENT

☐

CODES FOLLOWED:

OSHA 1926.20 & NYS PROPERTY MAINTENANCE CODE §302 — CONSTRUCTION

EQUIPMENT REMOVED WHEN WORK IS COMPLETE

NOTES:

17.9 — EXTERIOR QA INSPECTION (SUPERVISOR)

17.9.1 — CONFIRM DRAINAGE IS CORRECT ON ALL SIDES

☐

CODES FOLLOWED:

RCNYS §R401.3 — DRAINAGE AWAY FROM FOUNDATION ON ALL SIDES OF STRUCTURE

NOTES:

17.9.2 — CONFIRM DRIVEWAY AND WALKWAY ARE SAFE AND LEVEL

☐

CODES FOLLOWED:

RCNYS §R311.1 & §R311.3 — MEANS-OF-EGRESS SURFACES MUST BE STABLE AND NOT CREATE TRIP HAZARDS

NOTES:

17.9.3 — CONFIRM GUTTERS/DOWNSPOUTS INSTALLED CORRECTLY

☐

CODES FOLLOWED:

RCNYS §R801.3 & §R401.3 — ROOF AND SITE DRAINAGE SYSTEMS MUST FUNCTION TO PROTECT BUILDING

NOTES:

17.9.4 — CONFIRM SIDING MEETS GRADE CLEARANCE REQUIREMENTS

☐

CODES FOLLOWED:

RCNYS §R703 — EXTERIOR WALL COVERINGS MUST MAINTAIN REQUIRED CLEARANCE ABOVE GRADE

NOTES:

179.5 — CONFIRM DECKS/STEPS/RAILS ARE STURDY AND CORRECT HEIGHT

☐

CODES FOLLOWED:

RCNYS §R311.7 & §R312.1–R312.1.2 — STAIRWAYS, DECKS, AND GUARDS MUST MEET STRUCTURAL AND DIMENSIONAL REQUIREMENTS

NOTES:

179.6 — CONFIRM EXTERIOR LIGHTING FUNCTIONING

☐

CODES FOLLOWED:

RCNYS §E3903.3 & §R303.8 — REQUIRED EXTERIOR AND STAIR LIGHTING MUST BE OPERATIONAL

NOTES:

179.7 — CONFIRM NO TRIP HAZARDS EXIST

☐

CODES FOLLOWED:

RCNYS §R311.1 — MEANS OF EGRESS MUST PROVIDE A SAFE, UNOBSTRUCTED PATH WITHOUT ABRUPT CHANGES IN LEVEL

NOTES:

179.8 — CONFIRM PROPERTY BOUNDARY CLEAR OF DEBRIS

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 & §307 — PREMISES MUST BE FREE OF RUBBISH
AND OUTDOOR ACCUMULATIONS

NOTES:

17.9.9 — SUPERVISOR FINAL EXTERIOR APPROVAL



CODES FOLLOWED:

19 NYCRR §1203.3 — CODE ENFORCEMENT OFFICIAL MAY RELY ON DOCUMENTED
INSPECTIONS AND APPROVALS AT FINAL

NOTES:



PHASE 18 — FINAL INSPECTIONS & CERTIFICATE OF OCCUPANCY

18.0 — PRE-FINAL INSPECTION PREPARATION

18.0.1 — CONFIRM ALL INTERIOR WORK IS COMPLETE

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — ALL REQUIRED ELEMENTS MUST BE COMPLETE PRIOR TO FINAL INSPECTION

NOTES:

18.0.2 — CONFIRM ALL EXTERIOR WORK IS COMPLETE

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — EXTERIOR COMPONENTS MUST BE FINISHED AND COMPLIANT BEFORE CO

NOTES:

18.0.3 — CONFIRM ALL SYSTEMS ARE FULLY OPERATIONAL

☐

CODES FOLLOWED:

RCNYS §R109.1 — FINAL INSPECTION INCLUDES VERIFICATION OF SYSTEM FUNCTIONALITY

NOTES:

18.0.4 — CONFIRM BLOWER DOOR TEST PASSED

☐

CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — BUILDING AIR LEAKAGE TESTING REQUIRED

NOTES:

18.0.5 — CONFIRM ALL UTILITIES ARE ACTIVE

☐

CODES FOLLOWED:

RCNYS §R109.1.5 — FINAL INSPECTION REQUIRES PERMANENT UTILITY CONNECTION

NOTES:

18.0.6 — ENSURE HOUSE IS CLEAN AND WALKABLE

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — PREMISES MUST BE FREE OF DEBRIS AND HAZARDS

NOTES:

18.0.7 — REMOVE ALL CONSTRUCTION TOOLS & EQUIPMENT

☐

CODES FOLLOWED:

OSHA 1926.25 — CONSTRUCTION DEBRIS AND EQUIPMENT MUST BE REMOVED FOR SAFETY

NOTES:

18.0.8 — CONFIRM ALL INSPECTION PAPERWORK IS READY

☐

CODES FOLLOWED:

19 NYCRR §1203.3(A-I) — DOCUMENTATION REQUIRED PRIOR TO CO ISSUANCE

NOTES:

18.0.9 — CONFIRM ACCESS TO ATTIC AND CRAWLSPACE IS SAFE

☐

CODES FOLLOWED:

RCNYS §M1305 — SAFE ACCESS REQUIRED FOR EQUIPMENT AND INSPECTION

NOTES:

18.0.10 — CONFIRM ALL REQUIRED ALARMS ARE INSTALLED AND WORKING

☐

CODES FOLLOWED:

RCNYS §R314 & §R315 — SMOKE AND CO ALARMS REQUIRED AT FINAL

NOTES:

18.0.11 — CONFIRM ALL FIXTURES AND APPLIANCES ARE FUNCTIONING

☐

CODES FOLLOWED:

RCNYS §R109.1 — FINAL INSPECTION VERIFIES OPERATION OF INSTALLED EQUIPMENT

NOTES:

18.0.12 — VERIFY NO EXPOSED WIRING, PLUMBING, OR UNFINISHED WORK

☐

CODES FOLLOWED:

RCNYS §R109.1 & NEC 314.25 — EQUIPMENT MUST BE COMPLETE AND PROTECTED

NOTES:

18.0.13 — PREPARE DIGITAL/PRINTED INSPECTION DOCUMENTS FOR INSPECTOR

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — REQUIRED RECORDKEEPING AND DOCUMENTATION FOR INSPECTIONS

NOTES:

18.1 — PLUMBING FINAL INSPECTION

18.1.1 — ALL FIXTURES INSTALLED (SINKS, TOILETS, TUBS, SHOWERS)

☐

CODES FOLLOWED:

RCNYS §P2701–P2705 — FIXTURE INSTALLATION REQUIREMENTS

NOTES:

18.1.2 — NO LEAKS PRESENT ANYWHERE

☐

CODES FOLLOWED:

RCNYS §P2503.1 — PLUMBING SYSTEMS MUST BE TESTED AND FREE OF LEAKAGE

NOTES:

18.1.3 — ALL TRAPS INSTALLED AND FUNCTIONING

☐

CODES FOLLOWED:

RCNYS §P3201 — TRAP INSTALLATION AND WATER SEAL REQUIREMENTS

NOTES:

18.1.4 — WATER HEATER INSTALLED AND FUNCTIONING

☐

CODES FOLLOWED:

RCNYS §P2801-P2804 — WATER HEATER INSTALLATION AND SAFETY REQUIREMENTS

NOTES:

18.1.5 — WATER PRESSURE VERIFIED

☐

CODES FOLLOWED:

RCNYS §P2903.3 — WATER PRESSURE MUST FALL WITHIN REQUIRED LIMITS

NOTES:

18.1.6 — HOT/COLD ORIENTATION CORRECT

☐

CODES FOLLOWED:

RCNYS §P2708.1 — HOT WATER MUST BE DELIVERED FROM THE LEFT-HAND SIDE

NOTES:

18.1.7 — EXTERIOR HOSE BIBS WORKING

☐

CODES FOLLOWED:

RCNYS §P2903.9.3 — HOSE BIBS MUST SUPPLY WATER AND CONTAIN BACKFLOW PROTECTION

NOTES:

18.1.8 — WASHING MACHINE CONNECTIONS OPERATIONAL

☐

CODES FOLLOWED:

RCNYS §P2706 — LAUNDRY STANDPIPES, DRAIN, AND SUPPLY REQUIREMENTS

NOTES:

18.1.9 — DRAIN FLOW TESTED AT ALL FIXTURES

☐

CODES FOLLOWED:

RCNYS §P2503.5.2 — DRAINAGE PERFORMANCE EVALUATION REQUIRED

NOTES:

18.1.10 — SUMP PUMP (IF APPLICABLE) TESTED

☐

CODES FOLLOWED:

RCNYS §P3303 — SUMP PUMP INSTALLATION AND DISCHARGE REQUIREMENTS

NOTES:

18.1.11 — INSPECTOR WALKTHROUGH COMPLETED

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — REQUIRED PLUMBING FINAL INSPECTION

NOTES:

18.1.12 — ALL CORRECTIONS ADDRESSED

☐

CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTIONS MUST BE MADE PRIOR TO APPROVAL

NOTES:

18.2 — ELECTRICAL FINAL INSPECTION

18.2.1 — ALL LIGHT FIXTURES OPERATIONAL



CODES FOLLOWED:

NEC 410 & RCNYS §E3903 — FIXTURES MUST OPERATE PER LISTING AND CODE

NOTES:

18.2.2 — ALL SWITCHES AND RECEPTACLES FUNCTIONAL



CODES FOLLOWED:

NEC 404 (SWITCHES) & NEC 406 (RECEPTACLES)

NOTES:

18.2.3 — GFCI AND AFCI DEVICES FUNCTIONING PROPERLY



CODES FOLLOWED:

RCNYS §E3902.1–E3902.16 — GFCI/AFCI REQUIREMENTS

NOTES:

18.2.4 — EXTERIOR LIGHTS FUNCTIONING



CODES FOLLOWED:

RCNYS §E3903.3 — REQUIRED EXTERIOR LIGHTING AT EGRESS POINTS

NOTES:

18.2.5 — PANEL LABELING CORRECT

☐

CODES FOLLOWED:

NEC 408.4 — CIRCUIT DIRECTORY REQUIRED AND MUST BE ACCURATE

NOTES:

18.2.6 — METER INSTALLED AND ENERGIZED

☐

CODES FOLLOWED:

RCNYS §E3601 & UTILITY INSTALLATION STANDARDS

NOTES:

18.2.7 — SMOKE/CO DETECTORS TESTED

☐

CODES FOLLOWED:

RCNYS §R314 & §R315 — REQUIRED OPERABILITY AT FINAL INSPECTION

NOTES:

18.2.8 — KITCHEN/BATH EXHAUST FANS FUNCTIONING

☐

CODES FOLLOWED:

RCNYS §M1501–M1507 — MECHANICAL VENTILATION REQUIRED TO DISCHARGE PROPERLY

NOTES:

18.2.9 — ALL COVER PLATES INSTALLED

☐

CODES FOLLOWED:

NEC 314.25 — ALL BOXES MUST HAVE COVERS OR FACEPLATES

NOTES:

18.2.10 — NO EXPOSED WIRES PRESENT

☐

CODES FOLLOWED:

NEC 300 & RCNYS §E3404 — WIRING MUST BE PROTECTED AND ENCLOSED

NOTES:

18.2.11 — INSPECTOR WALKTHROUGH COMPLETED

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — ELECTRICAL SYSTEM MUST PASS FINAL INSPECTION

NOTES:

18.2.12 — ALL CORRECTIONS ADDRESSED

☐

CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTIONS MUST BE MADE PRIOR TO APPROVAL

NOTES:

18.3 — MECHANICAL (HVAC) FINAL INSPECTION

18.3.1 — HEATING SYSTEM OPERATIONAL

☐

CODES FOLLOWED:

RCNYS §M1307 & §M1401 — HEATING EQUIPMENT MUST BE INSTALLED PER LISTING AND OPERATE SAFELY

NOTES:

18.3.2 — COOLING SYSTEM OPERATIONAL

☐

CODES FOLLOWED:

RCNYS §M1401 — COOLING EQUIPMENT MUST BE INSTALLED AND OPERATE AS INTENDED

NOTES:

18.3.3 — THERMOSTAT CALIBRATED

☐

CODES FOLLOWED:

ENERGY CODE §R403.1.1 — HEATING AND COOLING SYSTEM CONTROLS MUST BE INSTALLED AND CONFIGURED PER CODE

NOTES:

18.3.4 — DUCTS CONNECTED, SEALED, AND OPERATIONAL

☐

CODES FOLLOWED:

RCNYS §M1601 & ENERGY CODE §R403.3 — DUCT SYSTEMS MUST BE CONTINUOUS, SEALED, AND TESTED WHERE REQUIRED

NOTES:

18.3.5 — RETURNS AND SUPPLIES FUNCTIONING

☐

CODES FOLLOWED:

RCNYS §M1602 — RETURN AND SUPPLY AIR SYSTEMS MUST BE BALANCED AND CONNECTED TO APPROVED LOCATIONS

NOTES:

18.3.6 — NO REFRIGERANT LEAKS

☐

CODES FOLLOWED:

RCNYS §M1411 & MANUFACTURER'S INSTALLATION INSTRUCTIONS — REFRIGERANT SYSTEMS MUST BE TIGHT AND PROTECTED

NOTES:

18.3.7 — VENTILATION SYSTEMS WORKING (BATH FAN, HOOD VENT, DRYER VENT)

☐

CODES FOLLOWED:

RCNYS §M1501-§M1507 & ENERGY CODE §R403.6 — MECHANICAL VENTILATION MUST DISCHARGE CORRECTLY AND MEET DESIGN AIRFLOW

NOTES:

18.3.8 — COMBUSTION AIR PATHWAY CLEAR (IF FUEL-BURNING SYSTEM)

☐

CODES FOLLOWED:

RCNYS §G2407 & §M1307 — COMBUSTION AIR OPENINGS AND CLEARANCES MUST BE MAINTAINED

NOTES:

18.3.9 — CONDENSATE DRAIN INSTALLED AND DRAINING PROPERLY

☐

CODES FOLLOWED:

RCNYS §M1411.3 — CONDENSATE DISPOSAL REQUIRED TO PREVENT NUISANCE AND DAMAGE

NOTES:

18.3.10 — FURNACE/AIR HANDLER ACCESSIBLE AND SECURE

☐

CODES FOLLOWED:

RCNYS §M1305 — APPLIANCES MUST BE ACCESSIBLE FOR INSPECTION, SERVICE, AND REPLACEMENT

NOTES:

18.3.11 — INSPECTOR WALKTHROUGH COMPLETED

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — MECHANICAL SYSTEM MUST PASS REQUIRED INSPECTIONS BEFORE CO

NOTES:

18.3.12 — ALL CORRECTIONS ADDRESSED

☐

CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTIONS MUST BE MADE PRIOR TO CONCEALMENT OR FINAL APPROVAL

NOTES:

18.4 — BUILDING FINAL INSPECTION

18.4.1 — INTERIOR WALLS, CEILINGS, AND FLOORS COMPLETE

☐

CODES FOLLOWED:

RCNYS §R302, §R305 & §R702 — INTERIOR CONSTRUCTION MUST BE COMPLETE AND CODE-COMPLIANT

NOTES:

18.4.2 — MARRIAGE LINE FINISHES COMPLETED

☐

CODES FOLLOWED:

19 NYCRR §1209.2(D)(2) — MODULAR UNITS MUST BE PROPERLY JOINED AND FINISHED IN THE FIELD

NOTES:

18.4.3 — DOORS AND WINDOWS OPERATIONAL

☐

CODES FOLLOWED:

RCNYS §R311.2 & §R612 — EGRESS DOORS AND WINDOWS MUST OPERATE AS INTENDED

NOTES:

18.4.4 — EGRESS WINDOWS OPEN FULLY

☐

CODES FOLLOWED:

RCNYS §R310.2.1–R310.2.3 — EMERGENCY ESCAPE AND RESCUE OPENINGS MUST MEET SIZE AND OPERABILITY REQUIREMENTS

NOTES:

18.4.5 — STAIRS AND HANDRAILS INSTALLED

☐

CODES FOLLOWED:

RCNYS §R311.7 & §R311.7.8 — STAIR GEOMETRY AND HANDRAIL PROVISIONS MUST BE COMPLETE AT FINAL

NOTES:

18.4.6 — GUARDRAILS INSTALLED

☐

CODES FOLLOWED:

RCNYS §R312.1 — GUARDS REQUIRED AT ELEVATED WALKING SURFACES

NOTES:

18.4.7 — TEMPERED GLASS WHERE REQUIRED

☐

CODES FOLLOWED:

RCNYS §R308.4 — SAFETY GLAZING REQUIRED IN HAZARDOUS LOCATIONS

NOTES:

18.4.8 — FIRE SEPARATION BETWEEN GARAGE/HOME VERIFIED

☐

CODES FOLLOWED:

RCNYS §R302.5–R302.6 — REQUIRED SEPARATION BETWEEN DWELLING AND GARAGE

NOTES:

18.4.9 — ATTIC ACCESS OPERATIONAL

☐

CODES FOLLOWED:

RCNYS §R807 — ATTIC ACCESS OPENING SIZE AND LOCATION REQUIREMENTS

NOTES:

18.4.10 — ATTIC INSULATION COMPLETE

☐

CODES FOLLOWED:

ENERGY CODE §R402.1–R402.2 — THERMAL ENVELOPE AND ATTIC INSULATION MUST MEET REQUIRED R-VALUES

NOTES:

18.4.11 — ROOF COMPLETE AND WATERTIGHT

☐

CODES FOLLOWED:

RCNYS §R903 & §R905 — ROOF COVERING AND FLASHING MUST PREVENT WATER INTRUSION

NOTES:

18.4.12 — SIDING AND EXTERIOR TRIM COMPLETE

☐

CODES FOLLOWED:

RCNYS §R703 — EXTERIOR WALL COVERINGS AND TRIM MUST BE INSTALLED PER CODE AND LISTING

NOTES:

18.4.13 — EXTERIOR LANDINGS, DECKS, AND STEPS SAFE

☐

CODES FOLLOWED:

RCNYS §R311.3, §R311.7, §R312 & §R507 — EXTERIOR EGRESS COMPONENTS MUST MEET

STRUCTURAL AND SAFETY REQUIREMENTS

NOTES:

18.4.14 — EXTERIOR DRAINAGE MEETS CODE

☐

CODES FOLLOWED:

RCNYS §R401.3 — SURFACE DRAINAGE MUST DIRECT WATER AWAY FROM FOUNDATION

NOTES:

18.4.15 — FINAL GRADING CORRECT

☐

CODES FOLLOWED:

RCNYS §R401.3 — FINAL GRADE MUST MAINTAIN POSITIVE SLOPE AWAY FROM STRUCTURE

NOTES:

18.4.16 — INSPECTOR WALKTHROUGH COMPLETED

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — BUILDING FINAL INSPECTION REQUIRED BEFORE CO

NOTES:

18.4.17 — ALL CORRECTIONS ADDRESSED

☐

CODES FOLLOWED:

19 NYCRR §1203.5 — ALL IDENTIFIED VIOLATIONS MUST BE CORRECTED PRIOR TO APPROVAL

NOTES:

18.5 — SEPTIC / WELL / SEWER FINAL APPROVAL (IF APPLICABLE)

18.5.1 — SEPTIC SYSTEM INSTALLED PER PLAN

☐

CODES FOLLOWED:

RCNYS §P2602 & LOCAL HEALTH DEPARTMENT STANDARDS — ON-SITE WASTEWATER SYSTEMS MUST BE INSTALLED AS APPROVED

NOTES:

18.5.2 — SEPTIC AS-BUILT SUBMITTED

☐

CODES FOLLOWED:

19 NYCRR §1203.3 & LOCAL HEALTH REGULATIONS — REQUIRED RECORDS AND AS-BUILTS MUST BE PROVIDED

NOTES:

18.5.3 — FINAL SEPTIC INSPECTION APPROVED

☐

CODES FOLLOWED:

RCNYS §P2602 & LOCAL SANITARY CODE — FINAL INSPECTION AND APPROVAL REQUIRED FOR SYSTEM USE

NOTES:

18.5.4 — WELL WATER FLOW TESTED

☐

CODES FOLLOWED:

RCNYS §P2903 — WATER SUPPLY SYSTEMS MUST PROVIDE ADEQUATE FLOW AND PRESSURE

NOTES:

18.5.5 — WATER QUALITY TESTED (IF REQUIRED)

☐

CODES FOLLOWED:

NEW YORK STATE SANITARY CODE (10 NYCRR) & LOCAL HEALTH REQUIREMENTS FOR
POTABLE WATER QUALITY

NOTES:

18.5.6 — SEWER LATERAL TIE-IN APPROVED BY SEWER AUTHORITY

☐

CODES FOLLOWED:

RCNYS §P2602 & LOCAL SEWER AUTHORITY STANDARDS — CONNECTION TO PUBLIC
SEWER MUST BE INSPECTED AND APPROVED

NOTES:

18.5.7 — ALL CORRECTIONS ADDRESSED

☐

CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTIONS TO UTILITY AND SANITARY SYSTEMS MUST BE
COMPLETED BEFORE APPROVAL

NOTES:

18.6 — ENERGY CODE FINALIZATION

18.6.1 — BLOWER DOOR TEST PASSED

☐

CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — BUILDING AIR LEAKAGE MUST NOT EXCEED CODE LIMITS

NOTES:

18.6.2 — DUCT LEAKAGE TEST PASSED (IF REQUIRED)

☐

CODES FOLLOWED:

ENERGY CODE §R403.3.3 — DUCT SYSTEMS MUST MEET LEAKAGE REQUIREMENTS WHERE TESTING IS REQUIRED

NOTES:

18.6.3 — ENERGY COMPLIANCE CERTIFICATE COMPLETED

☐

CODES FOLLOWED:

ENERGY CODE §R401.3 — PERMANENT ENERGY COMPLIANCE CERTIFICATE REQUIRED

NOTES:

18.6.4 — VENTILATION AIRFLOW MEASURED AND APPROVED

☐

CODES FOLLOWED:

ENERGY CODE §R403.6 & RCNYS §M1507 — MECHANICAL VENTILATION AIRFLOW MUST MEET DESIGN RATES

NOTES:

18.6.5 — ATTIC INSULATION DEPTH CONFIRMED

☐

CODES FOLLOWED:

ENERGY CODE §R402.1–R402.2 — INSULATION LEVELS MUST MEET OR EXCEED REQUIRED
R-VALUES

NOTES:

18.6.6 — AIR SEALING VERIFIED



CODES FOLLOWED:

ENERGY CODE §R402.4 — BUILDING THERMAL ENVELOPE MUST BE DURABLY SEALED

NOTES:

18.6.7 — ALL CORRECTIONS ADDRESSED



CODES FOLLOWED:

19 NYCRR §1203.5 — ENERGY CODE DEFICIENCIES MUST BE CORRECTED BEFORE CO

NOTES:

18.7 — UTILITY COMPANY FINAL ACTIVATION

18.7.1 — ELECTRIC METER INSTALLED & ACTIVATED



CODES FOLLOWED:

RCNYS §E3601 — PERMANENT ELECTRICAL SERVICE MUST BE INSTALLED, INSPECTED, AND
ENERGIZED PRIOR TO CO

NOTES:

18.7.2 — GAS METER INSTALLED & ACTIVATED



CODES FOLLOWED:

RCNYS §G2401-G2420 — FUEL GAS SYSTEMS MUST BE TESTED AND ACTIVATED PRIOR TO OCCUPANCY

NOTES:

18.7.3 — WATER METER INSTALLED & ACTIVATED



CODES FOLLOWED:

RCNYS §P2601 — PERMANENT WATER SUPPLY CONNECTION REQUIRED BEFORE FINAL APPROVAL

NOTES:

18.7.4 — SEWER SERVICE FULLY OPERATIONAL



CODES FOLLOWED:

RCNYS §P2602 — SANITARY DRAINAGE CONNECTION MUST BE COMPLETE AND FUNCTIONAL

NOTES:

18.7.5 — PROPANE TANK FILLED & LINE ACTIVATED (IF APPLICABLE)



CODES FOLLOWED:

RCNYS §G2415 & NFPA 58 — LP SYSTEMS MUST BE INSTALLED AND ACTIVATED PER APPROVED FUEL-GAS STANDARDS

NOTES:

18.7.6 — UTILITY INVOICES/ACCOUNTS SET UP FOR HOMEOWNER

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — REQUIRED ADMINISTRATIVE DOCUMENTATION MUST BE COMPLETED PRIOR TO CO

NOTES:

18.8 — SUBMISSION OF ALL REQUIRED DOCUMENTS TO MUNICIPALITY

18.8.1 — FINAL ELECTRICAL INSPECTION REPORT SUBMITTED

☐

CODES FOLLOWED:

19 NYCRR §1203.3(B) — ELECTRICAL INSPECTION DOCUMENTATION MUST BE INCLUDED FOR CO REVIEW

NOTES:

18.8.2 — FINAL PLUMBING INSPECTION REPORT SUBMITTED

☐

CODES FOLLOWED:

19 NYCRR §1203.3(B) — PLUMBING INSPECTION DOCUMENTATION REQUIRED BEFORE CO

NOTES:

18.8.3 — FINAL MECHANICAL INSPECTION REPORT SUBMITTED



CODES FOLLOWED:

19 NYCRR §1203.3(B) — MECHANICAL/HVAC INSPECTION REPORT MUST BE SUBMITTED

NOTES:

18.8.4 — FINAL BUILDING INSPECTION REPORT SUBMITTED



CODES FOLLOWED:

19 NYCRR §1203.3(B) — BUILDING FINAL INSPECTION FORMS PART OF CO APPLICATION

NOTES:

18.8.5 — ENERGY CODE DOCUMENTATION SUBMITTED



CODES FOLLOWED:

ENERGY CODE §R103.3 — MANDATORY DOCUMENTATION DEMONSTRATING ENERGY COMPLIANCE

NOTES:

18.8.6 — SEPTIC/WELL/SEWER APPROVALS SUBMITTED



CODES FOLLOWED:

19 NYCRR §1203.3 & LOCAL HEALTH REGULATIONS — SANITARY SYSTEM APPROVALS

REQUIRED

NOTES:

18.8.7 — BLOWER DOOR REPORT SUBMITTED

☐

CODES FOLLOWED:

ENERGY CODE §R402.4.1.2 — AIR LEAKAGE TEST RESULTS REQUIRED IN CO PACKAGE

NOTES:

18.8.8 — SITE PLAN OR AS-BUILT (IF REQUIRED) SUBMITTED

☐

CODES FOLLOWED:

19 NYCRR §1203.3(A) — AS-BUILT DOCUMENTATION REQUIRED WHERE INCLUDED IN LOCAL REVIEW

NOTES:

18.8.9 — ALL MUNICIPAL FEES PAID

☐

CODES FOLLOWED:

19 NYCRR §1203.2 — REQUIRED FEES MUST BE PAID PRIOR TO ISSUANCE OF CO

NOTES:

18.9 — CERTIFICATE OF OCCUPANCY (CO) ISSUED

18.9.1 — MUNICIPALITY REVIEWS COMPLETE INSPECTION PACKAGE



CODES FOLLOWED:

19 NYCRR §1203.3 — CO EVALUATION REQUIRES FULL COMPLIANCE DOCUMENTATION

NOTES:

18.9.2 — MUNICIPALITY APPROVES PROJECT FOR OCCUPANCY



CODES FOLLOWED:

19 NYCRR §1203.3(F) — APPROVAL CONTINGENT ON FULL UNIFORM CODE COMPLIANCE

NOTES:

18.9.3 — CERTIFICATE OF OCCUPANCY ISSUED



CODES FOLLOWED:

19 NYCRR §1203.3(F) — CO ISSUED WHEN ALL REQUIRED INSPECTIONS AND DOCUMENTS ARE COMPLETE

NOTES:

18.9.4 — CO DELIVERED TO HOMEOWNER (DIGITAL + PAPER)



CODES FOLLOWED:

19 NYCRR §1203.4 — REQUIRED DOCUMENTS MUST BE PROVIDED TO PROPERTY OWNER

NOTES:

18.9.5 — CO STORED IN CDG PROJECT FILE



CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS RETENTION REQUIRED FOR FUTURE REFERENCE AND COMPLIANCE

NOTES:

18.10 — CDG INTERNAL CO CONFIRMATION

18.10.1 — VERIFY CO MATCHES PROPERTY ADDRESS



CODES FOLLOWED:

19 NYCRR §1203.4 — DOCUMENTATION MUST BE ACCURATE AND COMPLETE

NOTES:

18.10.2 — CONFIRM HOMEOWNER RECEIVES CO



CODES FOLLOWED:

19 NYCRR §1203.4 — OFFICIAL DOCUMENTS MUST BE PROVIDED TO THE OWNER

NOTES:

18.10.3 — CONFIRM LENDER RECEIVES CO (IF REQUIRED)



CODES FOLLOWED:

19 NYCRR §1203.4 — CO MUST BE AVAILABLE FOR FINANCIAL INSTITUTIONS WHEN REQUIRED

NOTES:

18.10.4 — CONFIRM COPIES STORED IN CDG CLOUD SYSTEM



CODES FOLLOWED:

19 NYCRR §1203.4 — DIGITAL RETENTION ACCEPTABLE IF RECORDS ARE ACCESSIBLE AND PRESERVED

NOTES:

18.10.5 — MARK JOB AS “CO ISSUED” IN CDG DATABASE



CODES FOLLOWED:

INTERNAL CDG DOCUMENTATION STANDARD — ADMINISTRATIVE COMPLETION REQUIRED

NOTES:

18.10.6 — SUPERVISOR SIGN-OFF



CODES FOLLOWED:

19 NYCRR §1203.3 — FINAL OVERSIGHT AND VERIFICATION REQUIRED BY RESPONSIBLE OFFICIAL

NOTES:



PHASE 19 — CLEANUP, QA & CLOSEOUT

19.0 — INTERIOR CLEANUP (DEEP CLEAN)

19.0.1 — VACUUM ENTIRE HOME THOROUGHLY



CODES FOLLOWED:

OSHA 1926.25 — HOUSEKEEPING REQUIRED TO REMOVE DEBRIS AND DUST HAZARDS

NOTES:

19.0.2 — MOP ALL HARD-SURFACE FLOORS



CODES FOLLOWED:

OSHA 1926.25 — MAINTAIN CLEAN WALKING SURFACES TO PREVENT SLIPPING

NOTES:

19.0.3 — SWEEP/VACUUM CLOSETS AND CORNERS



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — INTERIORS MUST BE CLEAN AND FREE OF DEBRIS

NOTES:

19.0.4 — CLEAN INTERIOR WINDOWS AND SILLS



CODES FOLLOWED:

RCNYS §R303 — HABITABLE SPACES REQUIRE CLEAN, UNOBSTRUCTED LIGHT AND VENTILATION OPENINGS

NOTES:

19.0.5 — REMOVE ALL STICKERS FROM WINDOWS, DOORS, FIXTURES



CODES FOLLOWED:

RCNYS §RI09.1 — FINAL INSPECTION REQUIRES BUILDING ELEMENTS TO BE FULLY VISIBLE

NOTES:

19.0.6 — CLEAN ALL COUNTERTOPS AND SURFACES



CODES FOLLOWED:

OSHA 1926.25 — SURFACES MUST BE CLEAN TO REMOVE DUST AND CONTAMINANTS

NOTES:

19.0.7 — REMOVE DUST FROM BASEBOARDS AND TRIM



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — INTERIOR SURFACES MUST BE MAINTAINED CLEAN

NOTES:

19.0.8 — CLEAN HVAC REGISTERS AND RETURN GRILLES



CODES FOLLOWED:

RCNYS §MI601.4 — DUCT OPENINGS MUST REMAIN CLEAN AND UNOBSTRUCTED

NOTES:

19.0.9 — CLEAN BATHROOMS (TUBS, SHOWERS, SINKS, TOILETS)

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §506 — PLUMBING FIXTURES MUST BE SANITARY AND MAINTAINED

NOTES:

19.0.10 — CLEAN KITCHEN (CABINETS, APPLIANCES, SINK)

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §502 — KITCHENS MUST BE KEPT CLEAN AND SANITARY

NOTES:

19.0.11 — CLEAN LIGHT FIXTURES

☐

CODES FOLLOWED:

NEC 410 & RCNYS §E3903 — LUMINAIRES MUST BE INSTALLED AND MAINTAINED FOR SAFE OPERATION

NOTES:

19.0.12 — REMOVE DRYWALL DUST FROM MECHANICAL ROOMS

☐

CODES FOLLOWED:

RCNYS §M1305 — MECHANICAL ROOMS MUST REMAIN ACCESSIBLE AND CLEAR OF OBSTRUCTIONS

NOTES:

19.0.13 — REMOVE LABELS FROM APPLIANCES

☐

CODES FOLLOWED:

RCNYS §RI09 — APPLIANCES MUST BE READY FOR FINAL INSPECTION AND OPERATION

NOTES:

19.0.14 — CLEAN INTERIOR DOORS

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — DOORS AND FINISHES MUST BE MAINTAINED IN GOOD CONDITION

NOTES:

19.0.15 — REMOVE PAINT SPLATTER OR SMUDGES

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305.3 — INTERIOR SURFACES MUST BE KEPT IN GOOD REPAIR

NOTES:

19.0.16 — REMOVE ALL CONSTRUCTION MATERIALS FROM ROOMS

☐

CODES FOLLOWED:

OSHA 1926.25 — CONSTRUCTION MATERIALS AND DEBRIS MUST BE REMOVED TO MAINTAIN SAFETY

NOTES:

19.1 — EXTERIOR CLEANUP

19.1.1 — REMOVE ALL DEBRIS FROM AROUND THE HOUSE



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR PREMISES MUST BE CLEAN AND FREE OF HAZARDS

NOTES:

19.1.2 — REMOVE NAILS/SCREWS/SHINGLES FROM GROUND



CODES FOLLOWED:

OSHA 1926.25 — EXTERIOR CONSTRUCTION DEBRIS MUST BE REMOVED TO PREVENT INJURY

NOTES:

19.1.3 — REMOVE PLASTIC WRAP, STRAPPING, SHRINK FILM



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — GROUNDS MUST BE KEPT FREE OF LITTER AND RUBBISH

NOTES:

19.1.4 — REMOVE PALLETS, CRATES, BOXES



CODES FOLLOWED:

OSHA 1926.25 — WASTE MATERIALS MUST BE CLEARED FROM THE WORKSITE

NOTES:

19.1.5 — REMOVE SIDING/TRIM SCRAPS

☐

CODES FOLLOWED:

OSHA 1926.25 — MATERIAL SCRAPS MUST BE PICKED UP AND DISPOSED OF PROPERLY

NOTES:

19.1.6 — REMOVE ROOFING DEBRIS

☐

CODES FOLLOWED:

OSHA 1926.25 — ROOFING WASTE MUST BE REMOVED FROM WALK AND WORK AREAS

NOTES:

19.1.7 — CLEAN PORCHES, DECKS, AND STEPS

☐

CODES FOLLOWED:

RCNYS §R311.7 & §R311.8 — EGRESS COMPONENTS MUST BE CLEAR AND SAFE

NOTES:

19.1.8 — REMOVE TEMPORARY BRACING (IF STILL PRESENT)

☐

CODES FOLLOWED:

19 NYCRR §1209.2 — TEMPORARY MODULAR BRACING MUST BE REMOVED AFTER COMPLETION

NOTES:

19.1.9 — REMOVE TEMPORARY RAILINGS (IF SAFE TO DO SO)

☐

CODES FOLLOWED:

RCNYS §R312 — FINAL REQUIRED GUARDS AND HANDRAILS MUST BE PERMANENT
NOTES:

19.1.10 — REMOVE TEMPORARY STAKES, FLAGS, AND LAYOUT MARKERS

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR AREAS MUST BE FREE OF
TEMPORARY CONSTRUCTION ITEMS

NOTES:

19.1.11 — CLEAN DRIVEWAY AND WALKWAYS

☐

CODES FOLLOWED:

RCNYS §R311.1 — MEANS OF EGRESS PATH MUST BE CLEAR, SAFE, AND UNOBSTRUCTED

NOTES:

19.1.12 — REMOVE ALL CONCRETE SPLATTER OR STAINS

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — SURFACES MUST BE MAINTAINED CLEAN

NOTES:

19.1.13 — CLEAN AROUND HVAC CONDENSER

☐

CODES FOLLOWED:

RCNYS §M1401 & §M1305 — OUTDOOR MECHANICAL EQUIPMENT MUST HAVE REQUIRED
CLEARANCES

NOTES:

19.1.14 — REMOVE DEBRIS FROM SEPTIC/WELL AREAS



CODES FOLLOWED:

RCNYS §P2602 & LOCAL HEALTH CODE — SANITARY AND WELL AREAS MUST REMAIN UNOBSTRUCTED

NOTES:

19.1.15 — CLEAN AROUND ELECTRIC METER & GAS METER



CODES FOLLOWED:

RCNYS §E3601 & §G2405 — UTILITY EQUIPMENT MUST REMAIN ACCESSIBLE AND FREE OF OBSTRUCTIONS

NOTES:

19.2 — EQUIPMENT & MATERIAL REMOVAL

19.2.1 — REMOVE LADDERS, SCAFFOLDING, AND WORK PLATFORMS



CODES FOLLOWED:

OSHA 1926 SUBPART L — SCAFFOLDS AND WORK PLATFORMS MUST BE REMOVED WHEN NO LONGER IN USE

NOTES:

19.2.2 — REMOVE EXTENSION CORDS AND TEMPORARY LIGHTING



CODES FOLLOWED:

NEC 590 — TEMPORARY WIRING MUST BE REMOVED WHEN CONSTRUCTION IS COMPLETE
NOTES:

19.2.3 — REMOVE AIR COMPRESSORS AND HOSES

☐

CODES FOLLOWED:

OSHA 1926.25 — TOOLS AND EQUIPMENT MUST BE REMOVED TO MAINTAIN CLEAR WORK
AREAS

NOTES:

19.2.4 — REMOVE SAWS AND TOOLS

☐

CODES FOLLOWED:

OSHA 1926.25 — CONSTRUCTION TOOLS MUST BE REMOVED AT COMPLETION OF WORK

NOTES:

19.2.5 — REMOVE LEFTOVER PLUMBING/ELECTRICAL MATERIALS

☐

CODES FOLLOWED:

OSHA 1926.25 — SCRAP MATERIALS MUST BE CLEARED FROM BUILDING AND SITE

NOTES:

19.2.6 — REMOVE UNUSED DRYWALL OR LUMBER

☐

CODES FOLLOWED:

OSHA 1926.25 — UNUSED MATERIAL PILES MUST BE REMOVED OR PROPERLY STORED

NOTES:

19.2.7 — ENSURE NO TOOLS LEFT INSIDE HOME



CODES FOLLOWED:

OSHA 1926.25 — HOUSEKEEPING MUST ELIMINATE LOOSE TOOLS AND EQUIPMENT

NOTES:

19.2.8 — CONFIRM MECHANICAL ROOM CLEARED OF CONSTRUCTION DEBRIS



CODES FOLLOWED:

RCNYS §M1305 — MECHANICAL SPACES MUST BE CLEAR AND ACCESSIBLE FOR SERVICE

NOTES:

19.3 — DUMPSTER & DISPOSAL OPERATIONS

19.3.1 — FILL DUMPSTER WITH FINAL DEBRIS



CODES FOLLOWED:

OSHA 1926.25 — CONSTRUCTION DEBRIS MUST BE COLLECTED AND PLACED IN CONTAINERS

NOTES:

19.3.2 — ENSURE NO PROHIBITED ITEMS IN DUMPSTER



CODES FOLLOWED:

NYS DEC SOLID WASTE RULES & LOCAL HAULER REQUIREMENTS — PROHIBITED MATERIALS MUST NOT BE DISPOSED IN DUMPSTERS

NOTES:

19.3.3 — SCHEDULE DUMPSTER PICKUP

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR PROPERTY MUST BE CLEARED OF ACCUMULATED WASTE

NOTES:

19.3.4 — INSPECT DRIVEWAY AND GRASS FOR DUMPSTER DAMAGE

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR SURFACES MUST BE MAINTAINED IN GOOD REPAIR

NOTES:

19.3.5 — FILL MINOR RUTS OR DEPRESSIONS CAUSED BY DUMPSTERS

☐

CODES FOLLOWED:

RCNYS §R401.3 — FINAL GRADING MUST PROVIDE STABLE SURFACES AND PROPER DRAINAGE

NOTES:

19.3.6 — ENSURE SITE IS DEBRIS-FREE AFTER DUMPSTER REMOVAL

☐

CODES FOLLOWED:

OSHA 1926.25 — FINAL CLEANUP REQUIRED ONCE CONSTRUCTION IS COMPLETE

NOTES:

19.4 — DETAILED INTERIOR QA INSPECTION

19.4.1 — CHECK DRYWALL SEAMS FOR CRACKS OR IMPERFECTIONS



CODES FOLLOWED:

RCNYS §R702 — INTERIOR GYPSUM BOARD MUST BE INSTALLED AND FINISHED PER CODE

NOTES:

19.4.2 — CHECK ALL PAINT SURFACES FOR TOUCH-UP NEEDS



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — INTERIOR FINISHES MUST BE MAINTAINED
IN GOOD CONDITION

NOTES:

19.4.3 — INSPECT ALL TRIM FOR CORRECT INSTALLATION



CODES FOLLOWED:

RCNYS §R702 — INTERIOR FINISH TRIM MUST BE SECURELY ATTACHED AND PROPERLY
ALIGNED

NOTES:

19.4.4 — CHECK DOOR REVEALS AND OPERATION



CODES FOLLOWED:

RCNYS §R311.2 — EGRESS DOOR OPERATION MUST BE SMOOTH AND UNOBSTRUCTED

NOTES:

19.4.5 — VERIFY WINDOWS OPEN AND CLOSE SMOOTHLY

☐

CODES FOLLOWED:

RCNYS §R612 — WINDOW OPERATION MUST MEET MANUFACTURER LISTING

NOTES:

19.4.6 — CONFIRM PLUMBING FIXTURES HAVE NO LEAKS

☐

CODES FOLLOWED:

RCNYS §P2503.1 — FINAL PLUMBING TESTING MUST VERIFY SYSTEMS ARE LEAK-FREE

NOTES:

19.4.7 — CONFIRM TOILETS ARE SECURED AND SEALED

☐

CODES FOLLOWED:

RCNYS §P2705 — FIXTURES MUST BE PROPERLY SUPPORTED AND SEALED AT CONNECTIONS

NOTES:

19.4.8 — CONFIRM ELECTRICAL FIXTURES OPERATE CORRECTLY

☐

CODES FOLLOWED:

NEC 410 & NEC 404 — LUMINAIRES AND SWITCHES MUST OPERATE AS INTENDED

NOTES:

19.4.9 — CONFIRM HVAC SYSTEM IS RUNNING PROPERLY

☐

CODES FOLLOWED:

RCNYS §M1307 & ENERGY CODE §R403 — MECHANICAL SYSTEMS MUST OPERATE SAFELY AND EFFICIENTLY

NOTES:

19.4.10 — CONFIRM APPLIANCES ARE FUNCTIONAL

☐

CODES FOLLOWED:

RCNYS §M1502, §P2801, §E3401 — INSTALLED APPLIANCES MUST BE CORRECTLY CONNECTED AND OPERATIONAL

NOTES:

19.4.11 — CHECK CABINET ALIGNMENT AND DOOR SWINGS

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — INTERIOR FEATURES MUST BE MAINTAINED IN GOOD REPAIR AND ALIGNMENT

NOTES:

19.4.12 — CHECK COUNTERTOP INSTALLATION

☐

CODES FOLLOWED:

RCNYS §R301.1 — INSTALLED COMPONENTS MUST SUPPORT INTENDED LOADS AND BE PROPERLY FASTENED

NOTES:

19.4.13 — CHECK FLOORING SEAMS AND TRANSITIONS

☐

CODES FOLLOWED:

RCNYS §R301.1 — FLOOR FINISHES MUST PROVIDE SAFE, UNIFORM WALKING SURFACES

NOTES:

19.4.14 — CHECK STAIR TREADS AND RAILINGS

☐

CODES FOLLOWED:

RCNYS §R311.7 & §R312 — STAIRS AND GUARDS MUST MEET GEOMETRY AND SAFETY REQUIREMENTS

NOTES:

19.4.15 — CHECK INTERIOR CAULKING (KITCHEN, BATH, TRIM)

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — JOINTS AND SEALANTS MUST PREVENT DAMAGE AND MAINTAIN FINISH

NOTES:

19.4.16 — INSPECT ATTIC ACCESS IS SEALED

☐

CODES FOLLOWED:

ENERGY CODE §R402.2.4 — ACCESS OPENINGS INTO ATTICS MUST BE INSULATED AND SEALED

NOTES:

19.4.17 — CREATE INTERIOR PUNCH LIST

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — ALL DEFICIENCIES IDENTIFIED FOR CORRECTION PRIOR TO FINAL APPROVAL

NOTES:

19.5 — DETAILED EXTERIOR QA INSPECTION

19.5.1 — INSPECT SIDING ALIGNMENT AND ATTACHMENT

☐

CODES FOLLOWED:

RCNYS §R703 — EXTERIOR WALL COVERINGS MUST BE INSTALLED PER CODE AND MANUFACTURER INSTRUCTIONS

NOTES:

19.5.2 — INSPECT ROOF SHINGLES FOR LOOSE TABS OR EXPOSED NAILS

☐

CODES FOLLOWED:

RCNYS §R905 — ROOF COVERINGS MUST BE SECURELY FASTENED AND WEATHER-RESISTANT

NOTES:

19.5.3 — INSPECT ROOF FLASHING INTEGRITY

☐

CODES FOLLOWED:

RCNYS §R903 & §R905 — FLASHING MUST PROTECT AGAINST WATER INTRUSION

NOTES:

19.5.4 — INSPECT EXTERIOR CAULKING



CODES FOLLOWED:

RCNYS §R703 — JOINTS AND PENETRATIONS MUST BE SEALED AGAINST WEATHER

NOTES:

19.5.5 — INSPECT GUTTERS AND DOWNSPOUTS



CODES FOLLOWED:

RCNYS §R801.3 & §R401.3 — ROOF DRAINAGE MUST DIRECT WATER AWAY FROM STRUCTURE

NOTES:

19.5.6 — INSPECT FOUNDATION GRADE AND DRAINAGE



CODES FOLLOWED:

RCNYS §R401.3 — FINAL GRADE MUST SLOPE AWAY FROM FOUNDATION

NOTES:

19.5.7 — INSPECT PORCH/DECK STABILITY



CODES FOLLOWED:

RCNYS §R507 & §R301 — EXTERIOR DECKS AND PORCHES MUST BE STRUCTURALLY SOUND

NOTES:

19.5.8 — INSPECT HANDRAILS AND GUARDRAILS

☐

CODES FOLLOWED:

RCNYS §R311.7.8 & §R312.1 — HANDRAILS AND GUARDS MUST BE INSTALLED, SECURE, AND AT REQUIRED HEIGHT

NOTES:

19.5.9 — CONFIRM WALKWAYS ARE LEVEL AND SAFE

☐

CODES FOLLOWED:

RCNYS §R311.1 — MEANS OF EGRESS MUST NOT CREATE TRIP HAZARDS OR ABRUPT CHANGES IN LEVEL

NOTES:

19.5.10 — CHECK EXTERIOR LIGHTS AND OUTLETS

☐

CODES FOLLOWED:

RCNYS §E3903.3 & NEC 210 — REQUIRED EXTERIOR LIGHTING AND RECEPTACLES MUST BE INSTALLED AND FUNCTIONAL

NOTES:

19.5.11 — CONFIRM EXTERIOR DOORS SEAL PROPERLY

☐

CODES FOLLOWED:

RCNYS §R311.2 & ENERGY CODE §R402.4 — DOORS MUST PROVIDE WEATHER-TIGHT SEAL AND PROPER OPERATION

NOTES:

19.5.12 — CONFIRM NO EXPOSED FASTENERS ON TRIM

☐

CODES FOLLOWED:

RCNYS §R703 — EXTERIOR TRIM MUST BE PROPERLY FASTENED AND FINISHED

NOTES:

19.5.13 — INSPECT DRIVEWAY AND APRON

☐

CODES FOLLOWED:

RCNYS §R401.3 & §R301 — PAVING MUST BE STABLE, DRAINED, AND SUITABLE FOR VEHICLE LOADS

NOTES:

19.5.14 — INSPECT LAWN RESTORATION

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — GROUNDS MUST BE STABILIZED AND MAINTAINED

NOTES:

19.5.15 — CREATE EXTERIOR PUNCH LIST

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — EXTERIOR DEFICIENCIES IDENTIFIED FOR CORRECTION PRIOR TO FINAL APPROVAL

NOTES:

19.6 — PUNCH LIST CREATION

19.6.1 — COMPILE ALL INTERIOR AND EXTERIOR DEFICIENCIES



CODES FOLLOWED:

19 NYCRR §1203.3 — ALL VIOLATIONS AND DEFICIENCIES MUST BE DOCUMENTED

NOTES:

19.6.2 — CATEGORIZE PUNCH LIST BY TRADE (ELECTRIC, PLUMBING, HVAC, FINISH, EXTERIOR)



CODES FOLLOWED:

19 NYCRR §1203.3 — ENFORCEMENT PROGRAM MAY ORGANIZE CORRECTIONS BY DISCIPLINE

NOTES:

19.6.3 — ASSIGN TASKS TO SUBCONTRACTORS OR CDG CREWS



CODES FOLLOWED:

INTERNAL CDG PROCEDURES — RESPONSIBILITIES MUST BE CLEARLY ASSIGNED FOR CORRECTIONS

NOTES:

19.6.4 — SCHEDULE PUNCH LIST COMPLETION



CODES FOLLOWED:

19 NYCRR §1203.5 — CORRECTIONS MUST BE MADE PRIOR TO CONCEALMENT OR FINAL APPROVAL

NOTES:

19.6.5 — PROVIDE CLEAR DEADLINES TO SUBCONTRACTORS



CODES FOLLOWED:

INTERNAL CDG PROCEDURES — TIMELINES FOR CORRECTIVE WORK MUST BE ESTABLISHED

NOTES:

19.6.6 — TRACK PUNCH LIST ITEMS TO ENSURE COMPLETION



CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS MUST DOCUMENT INSPECTIONS AND CORRECTIVE ACTIONS

NOTES:

19.7 — PUNCH LIST COMPLETION

19.7.1 — VERIFY EACH PUNCH LIST ITEM IS COMPLETED



CODES FOLLOWED:

19 NYCRR §1203.3 — ALL IDENTIFIED VIOLATIONS MUST BE CORRECTED

NOTES:

19.7.2 — RE-INSPECT PROBLEMATIC AREAS



CODES FOLLOWED:

19 NYCRR §1203.3(B) — FOLLOW-UP INSPECTIONS MAY BE REQUIRED TO VERIFY

COMPLIANCE

NOTES:

19.7.3 — CONFIRM NO VISIBLE DEFICIENCIES REMAIN

☐

CODES FOLLOWED:

RCNYS §R109 & 19 NYCRR §1203.3 — FINAL CONDITION MUST MEET UNIFORM CODE REQUIREMENTS

NOTES:

19.7.4 — CONFIRM ALL SYSTEMS RE-TESTED AFTER FIXES

☐

CODES FOLLOWED:

RCNYS §R109.1 — SYSTEMS AND EQUIPMENT MUST BE RE-TESTED AS NEEDED PRIOR TO APPROVAL

NOTES:

19.7.5 — CLEAN UP AREAS AFFECTED BY PUNCH LIST WORK

☐

CODES FOLLOWED:

OSHA 1926.25 — HOUSEKEEPING REQUIRED AFTER COMPLETION OF CORRECTIVE WORK

NOTES:

19.7.6 — CLOSE PUNCH LIST OFFICIALLY IN CDG SYSTEM

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — FINAL RECORDS MUST REFLECT CLOSURE OF OUTSTANDING ITEMS

NOTES:

19.8 — FINAL SUPERVISOR CLOSEOUT SIGN-OFF

19.8.1 — SUPERVISOR PERFORMS WHOLE-HOUSE WALKTHROUGH

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — RESPONSIBLE OFFICIAL MUST VERIFY OVERALL COMPLIANCE

NOTES:

19.8.2 — SUPERVISOR CONFIRMS ALL TRADES ARE COMPLETE

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — ALL REQUIRED WORK MUST BE FINISHED BEFORE CO

NOTES:

19.8.3 — SUPERVISOR CONFIRMS ALL INSPECTIONS PASSED

☐

CODES FOLLOWED:

19 NYCRR §1203.3(B) — REQUIRED INSPECTIONS MUST BE COMPLETED AND APPROVED

NOTES:

19.8.4 — SUPERVISOR VERIFIES NO SAFETY HAZARDS REMAIN

☐

CODES FOLLOWED:

RCNYS §R301.1 & OSHA 1926.20 — BUILDING AND SITE MUST BE SAFE FOR OCCUPANCY

NOTES:

19.8.5 — SUPERVISOR CONFIRMS FULL CLEANUP COMPLETE

☐

CODES FOLLOWED:

OSHA 1926.25 & NYS PROPERTY MAINTENANCE CODE §302-§305 — PREMISES MUST BE CLEAN AND ORDERLY

NOTES:

19.8.6 — SUPERVISOR APPROVES TURNOVER READINESS

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — FINAL APPROVAL REQUIRES ALL CONDITIONS FOR OCCUPANCY TO BE SATISFIED

NOTES:

19.8.7 — SUPERVISOR SIGNS CDG CLOSEOUT APPROVAL FORM

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — DOCUMENTATION OF FINAL APPROVAL MUST BE MAINTAINED IN RECORDS

NOTES:

PHASE 20 — HOMEOWNER TURNOVER & WARRANTY ACTIVATION

20.0 — FINAL HOME PRESENTATION PREP

20.0.1 — PERFORM FULL INTERIOR CLEANING (PHASE 19 COMPLETE)

☐

CODES FOLLOWED:

OSHA 1926.25 & NYS PROPERTY MAINTENANCE CODE §305 — HOUSEKEEPING AND INTERIOR CLEANLINESS PRIOR TO OCCUPANCY

NOTES:

20.0.2 — PERFORM FULL EXTERIOR CLEANING (PHASE 19 COMPLETE)

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §302 — EXTERIOR PREMISES MUST BE CLEAN AND FREE OF DEBRIS

NOTES:

20.0.3 — ENSURE ALL SYSTEMS ARE FULLY FUNCTIONING

☐

CODES FOLLOWED:

RCNYS §RI09.1 — FINAL INSPECTION REQUIRES ALL BUILDING SYSTEMS TO OPERATE AS INTENDED

NOTES:

20.0.4 — ENSURE NO CONSTRUCTION DEBRIS REMAINS

☐

CODES FOLLOWED:

OSHA 1926.25 — CONSTRUCTION DEBRIS MUST BE REMOVED AT JOB COMPLETION

NOTES:

20.0.5 — ENSURE TEMPERATURES INSIDE THE HOME ARE COMFORTABLE

☐

CODES FOLLOWED:

RCNYS §R303.9 — INTERIOR SPACES MUST BE PROVIDED WITH HEATING TO REQUIRED TEMPERATURES

NOTES:

20.0.6 — TURN ON ALL LIGHTS FOR PRESENTATION

☐

CODES FOLLOWED:

RCNYS §R303.7–R303.8 — REQUIRED ARTIFICIAL LIGHTING MUST BE OPERATIONAL

NOTES:

20.0.7 — OPEN BLINDS/SHADES AS APPROPRIATE

☐

CODES FOLLOWED:

RCNYS §R303 — NATURAL LIGHT OPENINGS MUST NOT BE OBSTRUCTED DURING INSPECTION

NOTES:

20.0.8 — VERIFY HOME HAS A “FINISHED, LIVED-IN READY” APPEARANCE

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — INTERIOR FINISHES AND FEATURES MUST BE

MAINTAINED IN GOOD CONDITION

NOTES:

20.0.9 — PREPARE HOMEOWNER PACKET (MANUALS, WARRANTIES, KEYS)

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS AND DOCUMENTATION MUST BE MAINTAINED AND PROVIDED AS NEEDED

NOTES:

20.0.10 — STAGE NECESSARY DOCUMENTS ON KITCHEN COUNTER

☐

CODES FOLLOWED:

INTERNAL CDG PROCEDURE — TURNOVER DOCUMENTS MUST BE MADE READILY AVAILABLE TO HOMEOWNER

NOTES:

20.1 — HOMEOWNER WALK-THROUGH (CDG SUPERVISOR + CLIENT)

EXTERIOR WALK-THROUGH

20.1.1 — INSPECT SIDING AND EXTERIOR FINISHES

☐

CODES FOLLOWED:

RCNYS §R703 — EXTERIOR WALL COVERINGS MUST BE PROPERLY INSTALLED AND WEATHER-RESISTANT

NOTES:

20.1.2 — REVIEW FOUNDATION GRADE AND DRAINAGE

☐

CODES FOLLOWED:

RCNYS §R401.3 — FINAL GRADING MUST SLOPE AWAY FROM FOUNDATION

NOTES:

20.1.3 — INSPECT PORCH, DECKS, RAILINGS, & STEPS

☐

CODES FOLLOWED:

RCNYS §R311.7 & §R507 & §R312 — EXTERIOR STAIRS, DECKS, AND GUARDS MUST MEET CODE

NOTES:

20.1.4 — REVIEW EXTERIOR ELECTRICAL & LIGHTING

☐

CODES FOLLOWED:

RCNYS §E3903.3 & NEC 210 — REQUIRED EXTERIOR LIGHTING AND RECEPTACLES MUST BE INSTALLED AND FUNCTIONAL

NOTES:

20.1.5 — REVIEW GUTTER & DOWNSPOUT PLACEMENT

☐

CODES FOLLOWED:

RCNYS §R801.3 & §R401.3 — ROOF DRAINAGE MUST DISCHARGE AWAY FROM BUILDING

NOTES:

20.1.6 — INSPECT DRIVEWAY, WALKWAYS, AND LANDSCAPING

☐

CODES FOLLOWED:

RCNYS §R311.1 & NYS PROPERTY MAINTENANCE CODE §302 — MEANS OF EGRESS AND GROUND MUST BE SAFE AND MAINTAINED

NOTES:

INTERIOR WALK-THROUGH

20.1.7 — WALK EACH ROOM WITH HOMEOWNER

☐

CODES FOLLOWED:

INTERNAL CDG PROCEDURE — ROOM-BY-ROOM REVIEW REQUIRED FOR TURNOVER

NOTES:

20.1.8 — CHECK FUNCTION OF ALL WINDOWS & DOORS

☐

CODES FOLLOWED:

RCNYS §R311.2 & §R612 — EGRESS DOORS AND WINDOWS MUST OPERATE PROPERLY

NOTES:

20.1.9 — INSPECT FLOORING, TRIM, AND PAINT

☐

CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — INTERIOR SURFACES AND FINISHES MUST BE IN GOOD REPAIR

NOTES:

20.1.10 — TEST ALL APPLIANCES WITH HOMEOWNER

☐

CODES FOLLOWED:

RCNYS §M1502, §P2801, §E3401 — INSTALLED APPLIANCES MUST OPERATE SAFELY AND AS INTENDED

NOTES:

20.1.11 — DEMONSTRATE PLUMBING FIXTURES



CODES FOLLOWED:

RCNYS §P2701–P2705 — FIXTURES MUST FUNCTION CORRECTLY AND DRAIN PROPERLY

NOTES:

20.1.12 — DEMONSTRATE LIGHT SWITCHES AND OUTLETS



CODES FOLLOWED:

NEC 404 & 406 — SWITCHES AND RECEPTACLES MUST OPERATE CORRECTLY AND BE PROPERLY INSTALLED

NOTES:

20.1.13 — SHOW OPERATION OF SMOKE/CO DETECTORS



CODES FOLLOWED:

RCNYS §R314 & §R315 — SMOKE AND CO ALARMS MUST BE INSTALLED AND OPERABLE

NOTES:

20.1.14 — REVIEW ATTIC ACCESS, CRAWLSPACE ACCESS, AND MECHANICAL ROOM



CODES FOLLOWED:

RCNYS §R807 & §M1305 — ACCESS OPENINGS AND EQUIPMENT SPACES MUST BE

PROVIDED AND ACCESSIBLE

NOTES:

MECHANICAL WALK-THROUGH

20.1.15 — DEMONSTRATE HVAC SYSTEM AND THERMOSTAT

☐

CODES FOLLOWED:

RCNYS §M1307 & ENERGY CODE §R403 — HVAC EQUIPMENT AND CONTROLS MUST OPERATE PER DESIGN

NOTES:

20.1.16 — DEMONSTRATE WATER HEATER OPERATION

☐

CODES FOLLOWED:

RCNYS §P2801-P2804 — WATER HEATER MUST OPERATE SAFELY AT PROPER TEMPERATURE AND PRESSURE

NOTES:

20.1.17 — DEMONSTRATE VENTILATION SYSTEMS

☐

CODES FOLLOWED:

RCNYS §M1501-M1507 — VENTILATION EQUIPMENT MUST EXHAUST AS REQUIRED

NOTES:

20.1.18 — DEMONSTRATE ELECTRICAL PANEL OPERATION

☐

CODES FOLLOWED:

RCNYS §E3601 & NEC 408 — PANELBOARD MUST BE LABELED AND ACCESSIBLE, WITH PROPER OPERATION OF BREAKERS

NOTES:

20.1.19 — SHOW MAIN WATER SHUTOFF

☐

CODES FOLLOWED:

RCNYS §P2903.9.1 — BUILDINGS MUST HAVE AN ACCESSIBLE MAIN SHUTOFF VALVE

NOTES:

20.1.20 — SHOW GAS SHUTOFF (IF APPLICABLE)

☐

CODES FOLLOWED:

RCNYS §G2420 — GAS SHUTOFF VALVES MUST BE ACCESSIBLE AT REQUIRED LOCATIONS

NOTES:

20.2 — SYSTEM DEMONSTRATIONS

20.2.1 — EXPLAIN HOW TO CHANGE HVAC FILTERS

☐

CODES FOLLOWED:

RCNYS §M1602.2 & MANUFACTURER INSTRUCTIONS — FILTERS MUST BE MAINTAINED FOR PROPER OPERATION

NOTES:

20.2.2 — EXPLAIN HOW TO RESET GFCI OUTLETS

☐

CODES FOLLOWED:

RCNYS §E3902 — GFCI PROTECTION REQUIRED AT SPECIFIED LOCATIONS; HOMEOWNER MUST UNDERSTAND RESET

NOTES:

20.2.3 — DEMONSTRATE BREAKER PANEL USAGE



CODES FOLLOWED:

NEC 240 & 408 — OVERCURRENT DEVICES MUST BE IDENTIFIABLE AND OPERABLE

NOTES:

20.2.4 — SHOW WATER SHUTOFF & DRAIN DOWN POINT



CODES FOLLOWED:

RCNYS §P2903.9.1 — MAIN SHUTOFF AND DRAIN PROVISIONS MUST BE ACCESSIBLE

NOTES:

20.2.5 — DEMONSTRATE APPLIANCE BASICS (STOVE, DW, MICROWAVE)



CODES FOLLOWED:

APPLIANCE LISTING AND MANUFACTURER INSTRUCTIONS — APPLIANCES MUST BE USED PER LISTING

NOTES:

20.2.6 — DEMONSTRATE THERMOSTAT PROGRAMMING (IF APPLICABLE)



CODES FOLLOWED:

ENERGY CODE §R403.1.1 — CONTROLS MUST ALLOW REQUIRED TEMPERATURE SETTINGS

AND SETBACKS

NOTES:

20.2.7 — DEMONSTRATE HRV/ERV SETTINGS (IF APPLICABLE)

☐

CODES FOLLOWED:

RCNYS §M1507 & ENERGY CODE §R403.6 — WHOLE-HOUSE MECHANICAL VENTILATION CONTROLS MUST BE EXPLAINED

NOTES:

20.2.8 — DEMONSTRATE HOW TO OPEN, TILT, AND LOCK WINDOWS

☐

CODES FOLLOWED:

RCNYS §R612 — WINDOW OPERATION MUST FOLLOW MANUFACTURER LISTING AND SAFETY REQUIREMENTS

NOTES:

20.2.9 — DEMONSTRATE SMOKE/CO TEST BUTTONS

☐

CODES FOLLOWED:

RCNYS §R314.6 & §R315.6 — ALARMS MUST BE TESTED PER MANUFACTURER INSTRUCTIONS

NOTES:

20.2.10 — REVIEW SUMP PUMP OPERATION (IF APPLICABLE)

☐

CODES FOLLOWED:

RCNYS §P3303 — SUMP PUMPS MUST DISCHARGE PROPERLY AND BE MAINTAINED

NOTES:

20.3 — WARRANTY DOCUMENTATION & ACTIVATION

20.3.1 — PROVIDE CDG 1-YEAR WORKMANSHIP WARRANTY

☐

CODES FOLLOWED:

INTERNAL CDG POLICY & CONTRACT DOCUMENTS — WORKMANSHIP WARRANTY TERMS PROVIDED AT TURNOVER

NOTES:

20.3.2 — PROVIDE MANUFACTURER WARRANTIES (APPLIANCES, HVAC, WINDOWS, DOORS)

☐

CODES FOLLOWED:

RCNYS §R102.4 — LISTED EQUIPMENT TO BE INSTALLED AND MAINTAINED PER MANUFACTURER INSTRUCTIONS

NOTES:

20.3.3 — PROVIDE MODULAR MANUFACTURER’S STRUCTURAL WARRANTY

☐

CODES FOLLOWED:

19 NYCRR §1209.2 — RESPONSIBILITIES FOR MANUFACTURED/MODULAR HOME CONSTRUCTION AND WARRANTIES

NOTES:

20.3.4 — PROVIDE ROOFING/SIDING/DECKING WARRANTIES

☐

CODES FOLLOWED:

RCNYS §R903 & §R703 & §R507 — EXTERIOR SYSTEMS MUST COMPLY WITH CODE AND

LISTING; WARRANTIES DOCUMENT COMPLIANCE

NOTES:

20.3.5 — PROVIDE WATER HEATER & MECHANICAL EQUIPMENT WARRANTIES

☐

CODES FOLLOWED:

RCNYS §M1307 & §P2801 — MECHANICAL EQUIPMENT WARRANTIES SUPPORT LISTED
INSTALLATION AND MAINTENANCE

NOTES:

20.3.6 — REVIEW WHAT IS AND IS NOT COVERED UNDER WARRANTY

☐

CODES FOLLOWED:

INTERNAL CDG WARRANTY POLICY — COVERAGE LIMITS MUST BE EXPLAINED TO
HOMEOWNER

NOTES:

20.3.7 — PROVIDE CONTACT INFO FOR WARRANTY CLAIMS

☐

CODES FOLLOWED:

INTERNAL CDG WARRANTY POLICY — OWNER MUST HAVE CLEAR METHOD TO REQUEST
SERVICE

NOTES:

20.3.8 — RECORD OFFICIAL WARRANTY START DATE IN CDG SYSTEM

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS MUST DOCUMENT DATES AND CONDITIONS OF

COMPLETION

NOTES:

20.3.9 — ACTIVATE APPLIANCE WARRANTIES ONLINE

☐

CODES FOLLOWED:

MANUFACTURER WARRANTY REQUIREMENTS — REGISTRATION OFTEN REQUIRED FOR FULL COVERAGE

NOTES:

20.3.10 — ACTIVATE HVAC MANUFACTURER WARRANTY

☐

CODES FOLLOWED:

MANUFACTURER WARRANTY AND STARTUP PROCEDURES — REGISTRATION REQUIRED TO MAINTAIN COVERAGE

NOTES:

20.3.11 — PROVIDE HOMEOWNER COPIES OF ALL DOCUMENTS

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — REQUIRED DOCUMENTS MUST BE PROVIDED TO OWNER AND RETAINED IN RECORDS

NOTES:

20.4 — HOMEOWNER MAINTENANCE ORIENTATION

20.4.1 — PROVIDE CDG HOME MAINTENANCE GUIDE



CODES FOLLOWED:

INTERNAL CDG POLICY — MAINTENANCE GUIDANCE PROVIDED TO SUPPORT CODE-COMPLIANT OPERATION

NOTES:

20.4.2 — REVIEW SEASONAL CHECKLISTS (WINTER/SUMMER CARE)



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §301-§305 — ONGOING MAINTENANCE REQUIRED FOR BUILDING AND SYSTEMS

NOTES:

20.4.3 — REVIEW FILTER REPLACEMENT SCHEDULE



CODES FOLLOWED:

RCNYS §M1602 & MANUFACTURER INSTRUCTIONS — FILTERS MUST BE REPLACED TO MAINTAIN AIR QUALITY AND PERFORMANCE

NOTES:

20.4.4 — REVIEW GUTTER CLEANING REQUIREMENTS



CODES FOLLOWED:

RCNYS §R801.3 & §R401.3 — ROOF DRAINAGE MUST BE MAINTAINED TO PROTECT STRUCTURE

NOTES:

20.4.5 — REVIEW EXTERIOR CAULKING INSPECTION SCHEDULE



CODES FOLLOWED:

RCNYS §R703 — EXTERIOR JOINTS AND PENETRATIONS MUST REMAIN WEATHER-RESISTANT

NOTES:

20.4.6 — REVIEW SETTLEMENT EXPECTATIONS (DRYWALL MOVEMENT, CAULK CRACKING)



CODES FOLLOWED:

NYS PROPERTY MAINTENANCE CODE §305 — OWNER RESPONSIBLE FOR ADDRESSING NORMAL SETTLEMENT-RELATED REPAIRS

NOTES:

20.4.7 — REVIEW FOUNDATION SETTLING EXPECTATION



CODES FOLLOWED:

RCNYS §R401–R403 — FOUNDATIONS MUST BE MAINTAINED; MINOR SETTLEMENT MAY REQUIRE MONITORING AND REPAIR

NOTES:

20.4.8 — EXPLAIN HOW TO REPORT NON-EMERGENCY CONCERNS



CODES FOLLOWED:

INTERNAL CDG WARRANTY PROCEDURE — STANDARD CONTACT PATH FOR ROUTINE ISSUES

NOTES:

20.4.9 — EXPLAIN PROCESS FOR EMERGENCY ISSUES



CODES FOLLOWED:

INTERNAL CDG EMERGENCY RESPONSE POLICY — CLEAR INSTRUCTIONS FOR URGENT SAFETY OR SYSTEM FAILURES

NOTES:

20.5 — SCHEDULING FUTURE CHECK-INS

20.5.1 — SCHEDULE CDG 30-DAY COURTESY CHECK



CODES FOLLOWED:

INTERNAL CDG POLICY — EARLY FOLLOW-UP VISIT SCHEDULED TO ADDRESS INITIAL HOMEOWNER CONCERNS

NOTES:

20.5.2 — SCHEDULE CDG 1-YEAR WARRANTY INSPECTION



CODES FOLLOWED:

CDG 1-YEAR WORKMANSHIP WARRANTY — SCHEDULED INSPECTION WITHIN WARRANTY PERIOD

NOTES:

20.5.3 — SCHEDULE CDG 3-YEAR MODULAR SETTLEMENT CHECK (CDG-EXCLUSIVE)



CODES FOLLOWED:

INTERNAL CDG MODULAR PROGRAM — LONG-TERM SETTLEMENT REVIEW FOR MODULAR CONNECTIONS AND FINISHES

NOTES:

20.5.4 — ADD REMINDERS TO CDG CALENDAR

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS AND SCHEDULES MUST BE MAINTAINED AS PART OF ENFORCEMENT AND SERVICE PROGRAMS

NOTES:

20.5.5 — PROVIDE HOMEOWNER WITH CHECK-IN SCHEDULE (PRINT + DIGITAL)

☐

CODES FOLLOWED:

INTERNAL CDG CUSTOMER CARE POLICY — OWNER MUST BE INFORMED OF SCHEDULED FOLLOW-UP VISITS

NOTES:

20.6 — FINAL DOCUMENT SIGNING & LEGAL CLOSEOUT

20.6.1 — HOMEOWNER ACKNOWLEDGES WALK-THROUGH COMPLETE

☐

CODES FOLLOWED:

CONTRACT DOCUMENTS & INTERNAL CDG PROCEDURES — CONFIRMATION OF COMPLETION OF ORIENTATION AND REVIEW

NOTES:

20.6.2 — HOMEOWNER REVIEWS AND SIGNS PUNCH LIST COMPLETION (IF ANY)

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS MUST DOCUMENT CORRECTION OF DEFICIENCIES AND

OWNER ACKNOWLEDGMENT

NOTES:

20.6.3 — HOMEOWNER SIGNS TURNOVER ACCEPTANCE FORM

☐

CODES FOLLOWED:

CONTRACT REQUIREMENTS — WRITTEN ACCEPTANCE OF COMPLETED WORK AND TURNOVER

NOTES:

20.6.4 — CDG SUPERVISOR SIGNS TURNOVER FORM

☐

CODES FOLLOWED:

19 NYCRR §1203.3 — RESPONSIBLE OFFICIAL MUST DOCUMENT FINAL APPROVAL OF WORK

NOTES:

20.6.5 — PROVIDE HOMEOWNER WITH SIGNED COPIES

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — REQUIRED DOCUMENTS MUST BE PROVIDED TO OWNER AND RETAINED

NOTES:

20.6.6 — UPLOAD ALL DOCUMENTS TO CDG DIGITAL PROJECT FOLDER

☐

CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS MUST BE KEPT IN A SYSTEMATIC, RETRIEVABLE MANNER

NOTES:

20.7 — KEY & ACCESS DELIVERY

20.7.1 — DELIVER MAIN HOUSE KEYS

☐

CODES FOLLOWED:

CONTRACT AND CDG POLICY — KEYS TRANSFERRED AT TURNOVER TO OWNER OR AUTHORIZED PARTY

NOTES:

20.7.2 — DELIVER MAILBOX KEY (IF APPLICABLE)

☐

CODES FOLLOWED:

LOCAL POSTAL AND SUBDIVISION REQUIREMENTS — MAILBOX ACCESS PROVIDED TO HOMEOWNER

NOTES:

20.7.3 — DELIVER GARAGE REMOTE(S) OR KEYPAD CODE

☐

CODES FOLLOWED:

MANUFACTURER INSTRUCTIONS — ACCESS DEVICES MUST BE PROGRAMMED AND TESTED AT TURNOVER

NOTES:

20.7.4 — DELIVER SMART LOCK INSTRUCTIONS (IF APPLICABLE)

☐

CODES FOLLOWED:

MANUFACTURER INSTRUCTIONS — HOMEOWNER MUST BE INSTRUCTED IN SAFE

OPERATION OF ELECTRONIC LOCKS

NOTES:

20.75 — CONFIRM HOMEOWNER CAN ACCESS ALL LOCKS AND SYSTEMS

☐

CODES FOLLOWED:

RCNYS §R311.2 & §R311.1 — MEANS OF EGRESS AND ACCESS MUST BE USABLE FROM INSIDE AND OUTSIDE

NOTES:

20.8 — FINAL PHOTO DOCUMENTATION

20.8.1 — TAKE EXTERIOR FINAL PHOTOS (FRONT, SIDES, REAR)

☐

CODES FOLLOWED:

INTERNAL CDG DOCUMENTATION STANDARD — VISUAL RECORD OF FINAL EXTERIOR CONDITION REQUIRED

NOTES:

20.8.2 — TAKE INTERIOR FINAL PHOTOS (ALL ROOMS)

☐

CODES FOLLOWED:

INTERNAL CDG DOCUMENTATION STANDARD — VISUAL RECORD OF FINAL INTERIOR CONDITION REQUIRED

NOTES:

20.8.3 — PHOTOGRAPH MECHANICAL ROOM, PANEL, WATER HEATER



CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS MAY INCLUDE PHOTOGRAPHS OF KEY LIFE-SAFETY SYSTEMS

NOTES:

20.8.4 — PHOTOGRAPH HVAC AND CONDENSER



CODES FOLLOWED:

RCNYS §M1307 & §M1401 — PHOTO RECORDS SUPPORT VERIFICATION OF INSTALLED EQUIPMENT AND CLEARANCES

NOTES:

20.8.5 — PHOTOGRAPH CO & SMOKE DETECTOR LOCATIONS



CODES FOLLOWED:

RCNYS §R314 & §R315 — PHOTO DOCUMENTATION OF REQUIRED ALARM LOCATIONS

NOTES:

20.8.6 — PHOTOGRAPH ALL APPLIANCES INSTALLED



CODES FOLLOWED:

RCNYS §R109.1 — PHOTO RECORD OF INSTALLED APPLIANCES AS OF FINAL INSPECTION

NOTES:

20.8.7 — UPLOAD FINAL PHOTOS TO CDG PROJECT RECORD



CODES FOLLOWED:

19 NYCRR §1203.4 — DIGITAL RECORDS, INCLUDING PHOTOS, MUST BE MAINTAINED AS PART OF PROJECT FILE

NOTES:

20.9 — PROJECT CLOSEOUT (CDG INTERNAL)

20.9.1 — MARK PROJECT AS “COMPLETE” IN CDG SYSTEM

☐

CODES FOLLOWED:

INTERNAL CDG PROJECT CONTROLS — STATUS MUST REFLECT FINAL COMPLETION AND TURNOVER

NOTES:

20.9.2 — FINAL INVOICE ISSUED (IF APPLICABLE)

☐

CODES FOLLOWED:

CONTRACT TERMS — FINAL BILLING ISSUED ACCORDING TO AGREEMENT UPON COMPLETION

NOTES:

20.9.3 — CONFIRM ALL SUBCONTRACTORS HAVE BEEN PAID

☐

CODES FOLLOWED:

LIEN LAW AND CONTRACT REQUIREMENTS — PAYMENT TO SUBS MUST BE MADE PER AGREEMENTS

NOTES:

20.9.4 — OBTAIN LIEN WAIVERS FROM SUBCONTRACTORS



CODES FOLLOWED:

NEW YORK LIEN LAW — WAIVERS USED TO PROTECT OWNER AND CDG FROM POST-COMPLETION CLAIMS

NOTES:

20.9.5 — UPLOAD CO TO CDG SYSTEM



CODES FOLLOWED:

19 NYCRR §1203.4 — CERTIFICATE OF OCCUPANCY MUST BE RETAINED IN PERMANENT RECORD

NOTES:

20.9.6 — CLOSE SUBCONTRACTOR SCHEDULES



CODES FOLLOWED:

INTERNAL CDG SCHEDULING PROCEDURES — WORK CALENDARS UPDATED TO REFLECT COMPLETION

NOTES:

20.9.7 — ARCHIVE PROJECT FOLDER



CODES FOLLOWED:

19 NYCRR §1203.4 — RECORDS MUST BE STORED FOR REQUIRED RETENTION PERIOD

NOTES:

20.9.8 — TRANSFER WARRANTY RESPONSIBILITY TO CDG SERVICE DEPARTMENT



CODES FOLLOWED:

INTERNAL CDG WARRANTY PROGRAM — RESPONSIBILITY FOR POST-CLOSE SERVICE
ASSIGNED TO DEDICATED TEAM

NOTES:

20.10 — CLIENT GIFT PACKAGE & BRAND EXPERIENCE

20.10.1 — PREPARE CDG GIFT BOX FOR HOMEOWNER



CODES FOLLOWED:

INTERNAL CDG CUSTOMER EXPERIENCE STANDARD — GIFT PACKAGE PROVIDED AT
TURNOVER

NOTES:

20.10.2 — INCLUDE PERSONALIZED WELCOME LETTER FROM CDG



CODES FOLLOWED:

INTERNAL CDG BRANDING POLICY — PERSONALIZED COMMUNICATIONS INCLUDED IN
TURNOVER

NOTES:

20.10.3 — INCLUDE CDG PADFOLIO (DOCUMENTS, WARRANTY, CONTACTS)



CODES FOLLOWED:

19 NYCRR §1203.4 — IMPORTANT DOCUMENTS MUST BE PROVIDED TO OWNER

NOTES:

20.10.4 — INCLUDE BRANDED MAINTENANCE KIT (FILTERS, TOUCH-UP PAINT, CAULK, ETC.)



CODES FOLLOWED:

INTERNAL CDG MAINTENANCE SUPPORT PRACTICE — STARTER MATERIALS PROVIDED FOR HOMEOWNER CONVENIENCE

NOTES:

20.10.5 — INCLUDE “NEW HOME ESSENTIALS” STARTER ITEMS (OPTIONAL)



CODES FOLLOWED:

INTERNAL CDG CUSTOMER CARE POLICY — OPTIONAL COMFORT ITEMS INCLUDED AS PART OF BRAND EXPERIENCE

NOTES:

20.10.6 — INCLUDE FRAMED PHOTO OF THEIR HOME ON SET DAY (OPTIONAL)



CODES FOLLOWED:

INTERNAL CDG BRANDING/PR PRACTICE — OPTIONAL MEDIA ITEMS PROVIDED FOR HOMEOWNER DELIGHT

NOTES:

20.10.7 — INCLUDE THANK-YOU CARD SIGNED BY TEAM



CODES FOLLOWED:

INTERNAL CDG BRANDING AND CUSTOMER RELATIONSHIP PRACTICE

NOTES:

20.11 — POSTCARD & MAILING FOLLOW-UP

20.11.1 — MAIL HANDWRITTEN “THANK YOU” POSTCARD

☐

CODES FOLLOWED:

INTERNAL CDG CUSTOMER CARE POLICY — PERSONAL THANK-YOU COMMUNICATION
AFTER TURNOVER

NOTES:

20.11.2 — MAIL A CDG-BRANDED MAGNET OR CARD WITH HOTLINE & SUPPORT INFO

☐

CODES FOLLOWED:

INTERNAL CDG SUPPORT COMMUNICATIONS — PROVIDE HOMEOWNER WITH ACCESSIBLE
CONTACT INFO

NOTES:

20.11.3 — ADD HOMEOWNER TO CDG HOLIDAY CARD MAILING LIST

☐

CODES FOLLOWED:

INTERNAL CDG OUTREACH POLICY — HOMEOWNER ADDED TO ONGOING CUSTOMER
ENGAGEMENT

NOTES:

20.11.4 — ADD HOMEOWNER TO 30-DAY AND 1-YEAR FOLLOW-UP REMINDERS

☐

CODES FOLLOWED:

CDG WARRANTY PROGRAM — SCHEDULED CHECK-INS MUST BE ADDED TO TRACKING

SYSTEM

NOTES:

20.11.5 — ADD HOMEOWNER TO CDG NEWSLETTER LIST (IF APPLICABLE)

☐

CODES FOLLOWED:

INTERNAL CDG MARKETING POLICY — HOMEOWNER MAY OPT INTO ONGOING COMMUNICATIONS

NOTES:

20.12 — CUSTOM LASER-CUT MODEL OF THEIR HOME (OPTIONAL PREMIUM)

20.12.1 — GENERATE SCALED MODEL OF THE HOME FROM MODULAR PLANS

☐

CODES FOLLOWED:

INTERNAL CDG PREMIUM OFFERING — MODEL PRODUCED USING APPROVED FINAL PLANS

NOTES:

20.12.2 — PRINT LASER-CUT WOOD/ACRYLIC MINI MODEL

☐

CODES FOLLOWED:

INTERNAL CDG FABRICATION PROCESS FOR OPTIONAL PREMIUM GIFTS

NOTES:

20.12.3 — ASSEMBLE OR SHIP FLAT-PACKED WITH INSTRUCTIONS

☐

CODES FOLLOWED:

INTERNAL CDG GIFT PACKAGING REQUIREMENTS

NOTES:

20.12.4 — PLACE MODEL IN CDG GIFT BOX OR PRESENT DURING TURNOVER



CODES FOLLOWED:

INTERNAL CDG TURNOVER PROTOCOL — OPTIONAL ITEMS INCLUDED AS PART OF
ENHANCED EXPERIENCE

NOTES:

20.12.5 — PHOTOGRAPH HOMEOWNER RECEIVING THEIR MODEL FOR CDG BRANDING (OPTIONAL)



CODES FOLLOWED:

INTERNAL CDG MARKETING/PR PROCEDURE — OPTIONAL MEDIA CAPTURE WITH OWNER
CONSENT

NOTES:

20.13 — FINAL BRAND TOUCHPOINTS

20.13.1 — ASK HOMEOWNER FOR OPTIONAL TESTIMONIAL



CODES FOLLOWED:

INTERNAL CDG MARKETING & QUALITY ASSURANCE PROGRAM — TESTIMONIALS
OPTIONAL AND VOLUNTARY

NOTES:

20.13.2 — ASK HOMEOWNER FOR OPTIONAL PHOTO IN FRONT OF THEIR NEW HOME



CODES FOLLOWED:

INTERNAL CDG MARKETING POLICY — PHOTOS OPTIONAL AND REQUIRE HOMEOWNER PERMISSION

NOTES:

20.13.3 — PROVIDE FREE YARD SIGN (“WELCOME HOME” OR “PROUDLY BUILT BY CDG”)



CODES FOLLOWED:

INTERNAL CDG BRANDING PRACTICE — YARD SIGNS USED WITH HOMEOWNER CONSENT

NOTES:

20.13.4 — DELIVER DIGITAL “HOMEOWNER WELCOME PACKET” VIA EMAIL



CODES FOLLOWED:

INTERNAL CDG TURNOVER PACKAGE POLICY — DIGITAL FILES MUST BE PROVIDED IN ACCESSIBLE FORMAT

NOTES:

20.13.5 — ADD PROJECT TO CDG PORTFOLIO AND ARCHIVES



CODES FOLLOWED:

19 NYCRR §1203.4 — PROJECT DOCUMENTATION MUST BE RETAINED IN PERMANENT ARCHIVE

NOTES:



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CDG MASTER MODULAR BUILD CHECKLIST

PHASE 0 — CLIENT SETUP, DOCUMENTATION & PERMITTING

CLIENT & PROJECT INITIATION

- ☐ INITIAL CLIENT ENGAGEMENT
- ☐ VERIFY PROPERTY OWNERSHIP
- ☐ CONDUCT INITIAL SITE FEASIBILITY
- ☐ CONFIRM MODULAR MODEL AND STRUCTURAL NEEDS
- ☐ CONFIRM BUDGET AND FINANCING PLAN
- ☐ EXECUTE CONTRACT AND COLLECT DEPOSIT
- ☐ CREATE PROJECT FILE IN CDG SYSTEM

REQUIRED DOCUMENT COLLECTION

- ☐ OBTAIN SURVEY
- ☐ OBTAIN PLOT PLAN/SITE PLAN
- ☐ OBTAIN DEED/LEGAL DESCRIPTION
- ☐ OBTAIN SEPTIC/WELL ENGINEERING (IF NEEDED)
- ☐ OBTAIN HOA DOCUMENTS (IF APPLICABLE)
- ☐ OBTAIN FACTORY ENGINEERING SET

MUNICIPAL RESEARCH

- ☐ IDENTIFY ZONING DISTRICT
- ☐ CONFIRM SETBACKS AND LOT COVERAGE
- ☐ IDENTIFY OVERLAY ZONES
- ☐ DETERMINE REQUIRED MUNICIPAL APPROVALS
- ☐ IDENTIFY REQUIRED PERMITS
- ☐ IDENTIFY REQUIRED INSPECTIONS

CDG-MANAGED PERMITS

- ☐ PREPARE BUILDING PERMIT APPLICATION
- ☐ PREPARE ZONING/PLANNING/VARIANCE APPLICATIONS
- ☐ PREPARE SEPTIC/WELL/SEWER PERMITS
- ☐ PREPARE DRIVEWAY PERMITS
- ☐ SUBMIT ALL APPLICATIONS & FEES
- ☐ MONITOR APPROVAL TIMELINES

MUNICIPAL BOARD MEETINGS

- ☐ PREPARE PRESENTATION MATERIALS
- ☐ ATTEND PLANNING BOARD (IF REQUIRED)
- ☐ ATTEND ZONING BOARD (IF REQUIRED)
- ☐ ATTEND ARCHITECTURAL BOARD (IF REQUIRED)
- ☐ REVISE AND RESUBMIT PLANS (IF NEEDED)

PERMIT ISSUANCE

- ☐ BUILDING PERMIT ISSUED
 - ☐ ALL SUPPLEMENTARY PERMITS ISSUED
 - ☐ PERMIT POSTED ONSITE
 - ☐ INSPECTION CALENDAR CREATED
 - ☐ CLIENT NOTIFIED
-

PHASE 1 — PROJECT COORDINATION & SCHEDULING

FACTORY COORDINATION

- ☐ CONFIRM ORDER WITH FACTORY
- ☐ CONFIRM MODEL, OPTIONS, ENGINEERING
- ☐ OBTAIN STRUCTURAL/MECHANICAL DRAWINGS
- ☐ CONFIRM PRODUCTION TIMELINE
- ☐ CONFIRM DELIVERY DATE
- ☐ CONFIRM BOX DIMENSIONS AND WEIGHTS
- ☐ OBTAIN SET INSTRUCTIONS

SUBCONTRACTOR COORDINATION

- ☐ EXCAVATION CONTRACTOR SCHEDULED
- ☐ FOUNDATION CONTRACTOR SCHEDULED
- ☐ PLUMBER SCHEDULED
- ☐ ELECTRICIAN SCHEDULED
- ☐ HVAC CONTRACTOR SCHEDULED
- ☐ DRIVEWAY CONTRACTOR SCHEDULED
- ☐ SIDING/ROOF TIE-IN CREW SCHEDULED
- ☐ INTERIOR FINISH CREW SCHEDULED

CRANE & SET CREW COORDINATION

- ☐ BOOK CRANE
- ☐ CONFIRM CRANE SIZE/TONNAGE
- ☐ CONFIRM RIGGING TEAM

- ☐ SCHEDULE MODULAR SET CREW
- ☐ CONFIRM CRANE PAD REQUIREMENTS

UTILITY COMPANY COORDINATION

- ☐ CONTACT ELECTRIC UTILITY PROVIDER
- ☐ CONTACT GAS UTILITY / PROPANE VENDOR
- ☐ CONTACT WATER AUTHORITY
- ☐ CONTACT SEWER AUTHORITY / SEPTIC INSPECTOR

MUNICIPAL & SAFETY NOTIFICATIONS

- ☐ CALL DIG SAFELY NY (811)
- ☐ NOTIFY MUNICIPALITY OF START DATE
- ☐ NOTIFY POLICE/FIRE IF ROAD IMPACTS EXPECTED

INSPECTION SCHEDULING

- ☐ SCHEDULE FOOTING INSPECTION
 - ☐ SCHEDULE FOUNDATION INSPECTION
 - ☐ SCHEDULE UTILITY TRENCH INSPECTIONS
 - ☐ SCHEDULE PRE-SET FOUNDATION INSPECTION
-

PHASE 2 — SITE SETUP & SAFETY ESTABLISHMENT

SITE ACCESS

- ☐ VERIFY DELIVERY TRUCK ROUTE
- ☐ REMOVE BRANCHES/OBSTRUCTIONS
- ☐ CONFIRM DRIVEWAY ACCESS

SAFETY CONTROLS

- ☐ INSTALL SILT FENCE
- ☐ INSTALL TEMPORARY FENCING
- ☐ INSTALL CONSTRUCTION ENTRANCE (STONE)

- ☐ INSTALL PROJECT SIGNAGE
- ☐ INSTALL TRAFFIC CONTROL DEVICES

TEMPORARY FACILITIES

- ☐ DELIVER DUMPSTER
- ☐ DELIVER PORTABLE TOILET
- ☐ INSTALL TEMPORARY POWER
- ☐ PROVIDE WATER ACCESS (IF NEEDED)

STAGING & ORGANIZATION

- ☐ ESTABLISH MATERIAL STAGING AREA
- ☐ ESTABLISH MODULAR BOX STAGING AREA
- ☐ MARK RESTRICTED ZONES
- ☐ ESTABLISH EMERGENCY ACCESS

FINAL SITE SETUP CHECK

- ☐ SUPERVISOR WALKTHROUGH
 - ☐ APPROVE SITE FOR CLEARING & EXCAVATION
-

PHASE 3 — LAND CLEARING & ROUGH GRADING

CLEARING

- ☐ REMOVE TREES
- ☐ REMOVE STUMPS
- ☐ CLEAR BRUSH AND DEBRIS

TOPSOIL & EARTHWORK

- ☐ STRIP TOPSOIL
- ☐ STOCKPILE OR HAUL TOPSOIL
- ☐ ESTABLISH DRAINAGE FLOW

ROUGH GRADING

- ☐ GRADE BUILDING PAD
- ☐ GRADE DRIVEWAY
- ☐ VERIFY SLOPE AWAY FROM FOUNDATION

SOIL PREPARATION

- ☐ REMOVE UNSUITABLE SOILS
- ☐ INSTALL COMPACTED STRUCTURAL FILL
- ☐ VERIFY SOIL BEARING CAPACITY

WORKSPACE PREPARATION

- ☐ ESTABLISH WORK AREA AROUND FOOTPRINT
- ☐ ENSURE SAFE MACHINERY ACCESS
- ☐ CONFIRM CRANE ROUTE STABILITY

PRE-EXCAVATION APPROVAL

- ☐ SUPERVISOR APPROVAL FOR EXCAVATION
-

PHASE 4 — LAYOUT & FOUNDATION CONSTRUCTION

LAYOUT

- ☐ STAKE HOUSE CORNERS
- ☐ CONFIRM SETBACKS
- ☐ MARK FOOTPRINT WITH PAINT/FLAGS
- ☐ CONFIRM ORIENTATION
- ☐ MARK PORCH/GARAGE AREAS
- ☐ ESTABLISH OVERDIG AREA

EXCAVATION

- ☐ EXCAVATE FOUNDATION
- ☐ MANAGE SPOILS
- ☐ MAINTAIN SAFE EXCAVATION

FOOTINGS

- ☐ INSTALL FOOTING FORMS
- ☐ INSTALL REINFORCEMENT
- ☐ FOOTING INSPECTION
- ☐ POUR CONCRETE

FOUNDATION WALLS

- ☐ CONSTRUCT FOUNDATION WALLS
- ☐ INSTALL ANCHOR BOLTS
- ☐ INSTALL SILL PLATES
- ☐ VERIFY LEVEL, SQUARE, PLUMB

WATERPROOFING & DRAINAGE

- ☐ APPLY WATERPROOFING
- ☐ INSTALL DRAIN TILE
- ☐ INSTALL STONE DRAINAGE LAYERS

BACKFILLING

- ☐ BACKFILL AFTER APPROVAL
- ☐ COMPACT BACKFILL
- ☐ PROTECT FOUNDATION

FINAL FOUNDATION VERIFICATION

- ☐ CONFIRM FOUNDATION HEIGHT
- ☐ CONFIRM DIMENSIONS MATCH ENGINEERING
- ☐ SUPERVISOR APPROVAL

PHASE 5 — UNDERGROUND UTILITY INSTALLATION

TRENCHING

- ☐ EXCAVATE UTILITY TRENCHES
- ☐ PROVIDE SAFE TRENCH ACCESS
- ☐ PROTECT ADJACENT STRUCTURES

WATER

- ☐ INSTALL WATER SERVICE LINE
- ☐ USE APPROVED MATERIALS
- ☐ PRESSURE-TEST

SEWER / SEPTIC

- ☐ INSTALL BUILDING SEWER
- ☐ INSTALL WATERTIGHT JOINTS
- ☐ INSTALL CLEANOUTS
- ☐ SEWER INSPECTION

GAS

- ☐ INSTALL GAS PIPING
- ☐ INSTALL CORROSION PROTECTION
- ☐ PRESSURE-TEST GAS SYSTEM

ELECTRIC

- ☐ INSTALL UNDERGROUND CONDUIT
- ☐ INSTALL SERVICE CONDUCTORS (IF REQUIRED)
- ☐ ELECTRICAL TRENCH INSPECTION

DRAINAGE

- ☐ INSTALL FOUNDATION DRAINAGE OUTLET
- ☐ INSTALL ROOF/DRYWELL PIPING (IF APPLICABLE)

BACKFILL

- ☐ BACKFILL TRENCHES
 - ☐ CONFIRM AS-BUILT UTILITY MAP
 - ☐ SUPERVISOR APPROVAL
-

PHASE 6 — CRANE & DELIVERY PREPARATION

DELIVERY ROUTE

- ☐ VERIFY ROUTE WIDTH & GEOMETRY
- ☐ CLEAR OVERHEAD LINES/BRANCHES
- ☐ REMOVE OBSTRUCTIONS
- ☐ MARK DELIVERY PATH

CRANE PAD

- ☐ GRADE CRANE PAD
- ☐ COMPACT SOIL
- ☐ INSTALL MATS (IF REQUIRED)
- ☐ VERIFY CLEARANCE

STAGING

- ☐ MARK MODULAR BOX STAGING AREA
- ☐ MARK CRANE SWING RADIUS
- ☐ MARK SAFE WORK ZONES
- ☐ PREPARE TAGLINE POSITIONS

SAFETY & EMERGENCY

- ☐ INSTALL TRAFFIC CONTROL
- ☐ CONFIRM EMERGENCY ACCESS
- ☐ SET UP EMERGENCY EQUIPMENT
- ☐ CONDUCT JOB HAZARD ANALYSIS (JHA)

DELIVERY DAY PREP

- ☐ CONFIRM DELIVERY SCHEDULE
 - ☐ INSPECT BOXES AT ARRIVAL
 - ☐ CONFIRM SEQUENCING OF BOXES
 - ☐ SUPERVISOR APPROVAL
-

PHASE 7 — FINAL CRANE SET & HOME DELIVERY

PRE-SET

- ☐ PRE-SET FOUNDATION INSPECTION
- ☐ CONFIRM ANCHORS/SILLS/DIMENSIONS
- ☐ VERIFY UTILITY PLACEMENT
- ☐ CONFIRM CRANE PAD READINESS

MODULE ARRIVAL

- ☐ CONFIRM CORRECT ORDER
- ☐ INSPECT FOR DAMAGE
- ☐ CONFIRM INSIGNIA LABELS

CRANE OPERATIONS

- ☐ PRE-LIFT SAFETY MEETING
- ☐ CONFIRM RIGGING CONFIGURATION
- ☐ CRANE OPERATOR LIFTS SECTIONS
- ☐ MAINTAIN EXCLUSION ZONE

PLACEMENT

- ☐ SET MODULES ON SILL PLATES
- ☐ ALIGN MARRIAGE WALLS
- ☐ FASTEN MODULES

- ENGAGE ROOF HINGES
- TEMPORARY WEATHERPROOFING

POST-SET

- SUPERVISOR STRUCTURAL REVIEW
- INSTALL TEMPORARY BRACING
- MUNICIPAL INSPECTION (IF REQUIRED)
- APPROVE SITE FOR POST-SET TRADES





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CDG MASTER WORKSITE OPERATIONS CHECKLIST

PHASE 8 — MODULAR SET OPERATIONS

8.0 — BOX PREPARATION & PRE-LIFT OPERATIONS

- ☐ MARK FOUNDATION CENTERLINE
- ☐ MARK MARRIAGE WALL ALIGNMENT POINTS
- ☐ MARK BEARING POINTS INSIDE BASEMENT/CRAWL
- ☐ SET TEMPORARY JACK POSTS TO CORRECT HEIGHT
- ☐ VERIFY SILL PLATES ARE CLEAN AND DEBRIS-FREE
- ☐ REMOVE EXTERIOR PLASTIC WRAP FROM LIFTING ACCESS AREAS

- REMOVE PLASTIC WRAP FROM MARRIAGE WALL SEAMS
 - OPEN LIFTING POCKETS / REMOVE KNOCK-OUT PANELS
 - DRILL RIGGING HOLES (IF REQUIRED BY MANUFACTURER)
 - REMOVE INTERNAL SHIPPING BRACES
 - REMOVE PROTECTION BOARDS OVER STAIR OPENINGS
 - REMOVE APPLIANCE TRANSPORT STRAPS AND BLOCKS
 - CLEAR MARRIAGE WALL AREAS OF TRANSPORT MATERIALS
 - CLEAR CHASEWAYS (HVAC / PLUMBING / ELECTRICAL)
 - PREPARE ROOF HINGE AREAS
 - CUT FACTORY HINGE BANDS (IF APPLICABLE)
 - CLEAR HINGE PINS AND FOLDING POINTS
 - STAGE ROOF MATERIALS FOR TIE-IN
 - STAGE TEMPORARY BRACING MATERIALS
 - CONFIRM TOOLS, LADDERS, AND EQUIPMENT READY
 - PERFORM PRE-LIFT BOX INSPECTION (EXTERIOR AND INTERIOR)
 - PHOTOGRAPH MODULE CONDITION BEFORE LIFTING
 - SUPERVISOR APPROVAL FOR CRANE LIFT TO BEGIN
-

8.1 – CRANE LIFTS & MODULE SETTING

- CONDUCT PRE-LIFT SAFETY MEETING (ENTIRE TEAM)
- ASSIGN SIGNAL PERSON
- ASSIGN TAGLINE CREW POSITIONS
- INSPECT RIGGING EQUIPMENT
- ATTACH RIGGING TO APPROVED LIFTING POINTS
- VERIFY CRANE BOOM PLACEMENT AND RADIUS
- CONFIRM EXCLUSION ZONE BOUNDARIES
- LIFT FIRST BOX PER OPERATOR DIRECTION
- GUIDE BOX USING TAGLINES
- SET FIRST BOX ONTO SILL PLATES
- VERIFY HEIGHT AND LEVEL
- SHIM AS REQUIRED
- VERIFY BEARING POINTS INSIDE BASEMENT/CRAWL

- ☐ LIFT SECOND BOX
 - ☐ ALIGN MARRIAGE WALLS
 - ☐ LOWER AND SEAT SECOND BOX ON SILL PLATES
 - ☐ ALIGN FLOORS
 - ☐ ALIGN CEILINGS
 - ☐ ALIGN ROOFS
 - ☐ SHIM SECOND BOX AS REQUIRED
 - ☐ REPEAT PROCESS FOR ADDITIONAL MODULES (IF MULTI-BOX HOME)
 - ☐ COMPLETE ALL LIFTS SAFELY
 - ☐ CRANE DISENGAGES RIGGING FROM FINAL MODULE
 - ☐ FINAL CRANE MOVEMENT CLEAR
-

8.2 — POST-SET STRUCTURAL COMPLETION

- ☐ MARRIAGE WALL FLOOR FASTENING
- ☐ MARRIAGE WALL WALL FASTENING
- ☐ MARRIAGE WALL CEILING FASTENING
- ☐ MARRIAGE WALL ROOF FASTENING
- ☐ INSTALL REQUIRED STRUCTURAL FASTENERS PER ENGINEERING
- ☐ INSTALL HURRICANE TIES / STRAPS (IF APPLICABLE)
- ☐ VERIFY BOX-TO-BOX ALIGNMENT
- ☐ VERIFY STRUCTURAL BEARING TRANSFER POINTS
- ☐ FASTEN RIDGE BEAM (IF APPLICABLE)
- ☐ LOCK ROOF HINGES
- ☐ INSTALL TEMPORARY BRACING INSIDE HOME
- ☐ INSTALL TEMPORARY BRACING IN ATTIC (IF REQUIRED)
- ☐ REMOVE REMAINING TRANSPORTATION BRACES
- ☐ REMOVE INTERIOR BRACING INSIDE MODULE ROOMS
- ☐ REMOVE BLOCKING USED DURING TRANSPORTATION
- ☐ INSPECT STAIRWELL ALIGNMENT
- ☐ OPEN ATTIC ACCESS POINTS (IF PRESENT)
- ☐ INSPECT ALL HINGE AREAS FOR FULL ENGAGEMENT
- ☐ INSTALL TEMPORARY WEATHER PROTECTION OVER ROOF SEAMS

- INSTALL TEMPORARY WEATHER PROTECTION OVER MARRIAGE LINE
- VERIFY TEMPORARY SAFETY RAILS AT STAIR OPENINGS
- INSPECT FOR ANY CRACKS REQUIRING LATER DRYWALL REPAIR
- DOCUMENT POST-SET STRUCTURAL CONDITION
- SUPERVISOR SIGN-OFF THAT SET IS STRUCTURALLY COMPLETE



PHASE 9 — ROOF COMPLETION & WEATHER SEALING

9.0 — ROOF HINGE PREPARATION & SAFETY SETUP

- ☐ ACCESS ATTIC/ROOF HINGE AREAS SAFELY
 - ☐ VERIFY LADDERS/SCAFFOLDING ARE SECURE
 - ☐ CLEAR DEBRIS FROM HINGE LINES
 - ☐ INSPECT HINGE FASTENERS AND ALIGNMENT
 - ☐ CONFIRM ROOF HINGE AREAS ARE UNOBSTRUCTED
 - ☐ STAGE ROOFING MATERIALS ON GROUND FOR LIFT-UP
 - ☐ STAGE RIDGE VENT COMPONENTS
 - ☐ STAGE FLASHING MATERIALS
 - ☐ STAGE SHINGLES AND UNDERLAYMENT PATCHES
 - ☐ CONFIRM SAFE WEATHER CONDITIONS FOR ROOF WORK
-

9.1 — ROOF HINGE ENGAGEMENT & LOCKDOWN

- ☐ ENGAGE ROOF HINGE SYSTEMS FULLY
 - ☐ SECURE HINGE LOCKS PER MANUFACTURER INSTRUCTIONS
 - ☐ INSTALL HINGE BOLTS/SCREWS AS REQUIRED
 - ☐ VERIFY HINGE ALIGNMENT AND FLUSH CONNECTION
 - ☐ INSPECT HINGE SEALS FOR PROPER SEATING
 - ☐ CONFIRM ROOF PANELS ARE FULLY OPENED AND IN FINAL POSITION
-

9.2 — RIDGE BEAM, RAFTER, & STRUCTURAL ROOF CONNECTIONS

- ☐ INSTALL RIDGE BEAM CONNECTIONS
- ☐ FASTEN RAFTER-TO-RAFTER MARRIAGE CONNECTIONS
- ☐ VERIFY ROOF PITCH ACCURACY
- ☐ SECURE RAFTER TIES, COLLAR TIES, OR RIDGE STRAPS

- ☐ INSTALL ADDITIONAL BRACING IF SPECIFIED
 - ☐ INSPECT ATTIC STRUCTURAL ALIGNMENT
 - ☐ CONFIRM NO SAGGING, TWISTING, OR MISALIGNMENT
-

9.3 — UNDERLAYMENT & ROOF DECK COMPLETION

- ☐ INSTALL UNDERLAYMENT OVER HINGE SEAMS
 - ☐ PATCH ANY MISSING OR TORN UNDERLAYMENT
 - ☐ INSTALL ICE & WATER SHIELD OVER MARRIAGE-LINE VALLEYS (IF APPLICABLE)
 - ☐ INSTALL ICE & WATER SHIELD OVER VULNERABLE EDGES
 - ☐ INSPECT ROOF DECKING FOR GAPS OR SOFT SPOTS
 - ☐ INSTALL DECKING PATCHES (IF NEEDED)
 - ☐ VERIFY COMPLETE WRB ROOF BARRIER COVERAGE
-

9.4 — SHINGLE INSTALLATION & ROOF COVERING COMPLETION

- ☐ INSTALL SHINGLES OVER HINGE FOLD SEAM
 - ☐ INSTALL SHINGLES OVER MARRIAGE LINE
 - ☐ INSTALL SHINGLES ON RIDGE LINE
 - ☐ INSTALL STARTER COURSE WHERE NEEDED
 - ☐ INSTALL FINAL SHINGLE COURSE TO MATCH FACTORY-INSTALLED SHINGLES
 - ☐ BLEND SHINGLE COLORS TO ELIMINATE VISIBLE TRANSITIONS
 - ☐ INSPECT SHINGLE NAILING PATTERN
 - ☐ INSPECT SHINGLE ALIGNMENT & STRAIGHTNESS
-

9.5 — FLASHING INSTALLATION & WEATHER SEALING

- ☐ INSTALL STEP FLASHING AT ALL ROOF/WALL INTERSECTIONS
- ☐ INSTALL FLASHING AROUND CHIMNEYS (IF APPLICABLE)
- ☐ INSTALL FLASHING AROUND PLUMBING VENTS

- ☐ INSTALL FLASHING AROUND EXHAUST VENTS
 - ☐ SEAL ALL FLASHING PENETRATIONS
 - ☐ INSTALL DRIP EDGE ALONG ROOF PERIMETER
 - ☐ INSTALL DRIP EDGE WHERE MODULAR MEETS SITE-BUILT ROOF
 - ☐ INSPECT FLASHING FOR CONTINUITY AND TIGHT FIT
 - ☐ SEAL ANY EXPOSED NAIL HEADS
 - ☐ VERIFY ROOF PERIMETER IS WATERTIGHT
-

9.6 — ROOF VENTILATION COMPLETION

- ☐ INSTALL RIDGE VENT
 - ☐ INSTALL SOFFIT VENTS (IF NOT FACTORY-INSTALLED)
 - ☐ CONFIRM AIR PASSAGE FROM SOFFIT TO RIDGE IS UNOBSTRUCTED
 - ☐ INSTALL VENTILATION BAFFLES (IF REQUIRED BY ATTIC INSULATION PLAN)
 - ☐ VERIFY VENTILATION PATHWAY AT MARRIAGE LINE IS NOT BLOCKED
 - ☐ INSPECT ATTIC AIRFLOW VISUALLY (DAYLIGHT TEST)
-

9.7 — FINAL WEATHERPROOFING & ROOF QA

- ☐ INSTALL ROOF SEALANT WHERE REQUIRED (SPARINGLY AND CORRECTLY)
- ☐ SEAL HINGE PENETRATION POINTS
- ☐ INSPECT ALL ROOF TRANSITIONS (MODULES → SITE-BUILT)
- ☐ INSPECT ROOF DRIPLINE FOR PROPER RUNOFF
- ☐ INSPECT FOR SHINGLE LIFT OR GAPS
- ☐ CHECK FOR LOOSE SHINGLES OR FASTENERS
- ☐ WATER TEST VULNERABLE SEAMS (IF WEATHER-PERMITTING)
- ☐ CONFIRM ATTIC IS DRY AND NO LIGHT PENETRATION VISIBLE
- ☐ SECURE ATTIC ACCESS HATCH
- ☐ SUPERVISOR ROOF COMPLETION SIGN-OFF

PHASE 10 — ATTIC & INSULATION COMPLETION

10.0 — ATTIC ACCESS PREPARATION

- ☐ CONFIRM ATTIC IS SAFELY ACCESSIBLE
 - ☐ INSTALL TEMPORARY LIGHTING IF NEEDED
 - ☐ ENSURE LADDERS/SCAFFOLDING ARE STABLE
 - ☐ REMOVE ANY FACTORY TRANSPORT MATERIALS LEFT IN ATTIC
 - ☐ VERIFY ATTIC IS DRY AND CLEAN AFTER CRANE-SET
-

10.1 — ATTIC STRUCTURAL VERIFICATION

- ☐ VERIFY ROOF HINGES ARE FULLY LOCKED AND STRUCTURALLY SECURE
 - ☐ INSPECT RIDGE BEAM AND RAFTER CONNECTIONS
 - ☐ CHECK FOR SAGGING OR MISALIGNMENT
 - ☐ CONFIRM NO DAYLIGHT PENETRATION THROUGH ROOF SEAMS
 - ☐ INSPECT HINGE FOLD FRAMING FOR FULL ENGAGEMENT
 - ☐ INSPECT ATTIC COLLAR TIES / RAFTER TIES (IF APPLICABLE)
 - ☐ VERIFY ROOF DECK INTEGRITY (NO GAPS OR FLEX SPOTS)
-

10.2 — AIR SEALING (CRITICAL FOR ENERGY PERFORMANCE)

- ☐ SEAL ALL PLUMBING PENETRATIONS THROUGH ATTIC FLOOR
- ☐ SEAL ELECTRICAL PENETRATIONS
- ☐ SEAL HVAC/DUCT PENETRATIONS
- ☐ SEAL MARRIAGE-LINE PENETRATION GAPS
- ☐ SEAL MECHANICAL CHASES (KITCHEN/BATH STACKS)
- ☐ SEAL ATTIC BYPASS AREAS (CRITICAL LEAK POINTS)
- ☐ SEAL TOP-PLATES AT MARRIAGE LINES
- ☐ CONFIRM ALL FOAM/CAULK IS CONTINUOUS WITH NO OPEN JOINTS

10.3 — INSULATION INSTALLATION

BLOWN-IN OR BATT INSULATION (DEPENDING ON MODULAR MODEL)

- ❑ INSTALL INSULATION TO REQUIRED R-VALUE (ATTIC)
- ❑ INSTALL INSULATION OVER MARRIAGE-LINE CEILING JOINT
- ❑ INSTALL INSULATION AT ROOF HINGE AREAS (AFTER LOCK-DOWN)
- ❑ INSTALL INSULATION OVER RIM JOISTS (IF ATTIC ACCESS EXISTS TO RIM)
- ❑ ENSURE FULL COVERAGE WITH NO VOIDS OR THIN SPOTS

SPECIFIC CHECKS FOR BLOWN-IN INSULATION:

- ❑ MAINTAIN REQUIRED DEPTH ACROSS ENTIRE ATTIC
- ❑ RESET INSULATION MARKERS (DEPTH RULERS)
- ❑ AVOID BLOCKING AIRFLOW FROM SOFFIT TO RIDGE
- ❑ CONFIRM INSULATION IS NOT COVERING BAFFLES

SPECIFIC CHECKS FOR BATT INSULATION:

- ❑ BATT EDGES FULLY TUCKED (NO GAPS)
- ❑ NO COMPRESSION FROM WIRING/PIPES
- ❑ NO BATTS INSTALLED BACKWARDS (PAPER FACING WRONG DIRECTION)

10.4 — VENTILATION SYSTEM COMPLETION

- ❑ INSTALL VENTILATION BAFFLES (SOFFIT BAFFLES)
- ❑ ENSURE ALL BAFFLES ALLOW FULL AIRFLOW
- ❑ CLEAR ANY INSULATION BLOCKING BAFFLES
- ❑ CONFIRM RIDGE VENT IS OPEN AND UNOBSTRUCTED
- ❑ CONFIRM SOFFIT VENTS ARE OPEN AND UNOBSTRUCTED
- ❑ VERIFY CONTINUOUS AIRFLOW PATH FROM SOFFIT → ATTIC → RIDGE

- ☐ INSPECT GABLE VENTS (IF INCLUDED IN DESIGN)
 - ☐ ENSURE ATTIC INSULATION IS KEPT BELOW RIDGE VENT AREA
-

10.5 — ATTIC MOISTURE & AIRFLOW CHECKS

- ☐ INSPECT FOR CONDENSATION OR MOISTURE STAINS
 - ☐ INSPECT FOR ROOFING NAIL FROST (COLD WEATHER SETS)
 - ☐ VERIFY NO LEAKS FROM PLUMBING VENTS
 - ☐ ENSURE BATH FAN VENTS TERMINATE OUTSIDE, NOT INTO ATTIC
 - ☐ ENSURE KITCHEN HOOD VENTS TERMINATE OUTSIDE, NOT INTO ATTIC
 - ☐ CHECK FOR AIR LEAKS AROUND ATTIC ACCESS HATCH
 - ☐ INSULATE AND WEATHERSTRIP ATTIC HATCH IF REQUIRED
-

10.6 — FIREBLOCKING & SAFETY REQUIREMENTS

- ☐ INSTALL FIREBLOCKING AROUND VERTICAL PENETRATIONS
 - ☐ FIREBLOCK MARRIAGE-LINE CHASES
 - ☐ INSTALL FIRE-RESISTANT FOAM OR MINERAL WOOL WHERE REQUIRED
 - ☐ VERIFY NO EXPOSED FOAM EXISTS WITHOUT PROTECTION
 - ☐ CONFIRM ATTIC FLOORING/TEMPORARY BOARDS REMOVED OR SECURED
 - ☐ CONFIRM NO TOOLS OR DEBRIS LEFT IN ATTIC
-

10.7 — INSULATION / ATTIC CLEANUP & FINAL QA

- ☐ REMOVE INSULATION SPILLS FROM ATTIC ACCESS AREA
- ☐ ENSURE INSULATION IS NOT COVERING ELECTRICAL BOXES
- ☐ REMOVE LOOSE DEBRIS
- ☐ CONFIRM ATTIC HATCH FITS SECURELY
- ☐ VERIFY CLEAN INSTALLATION WITHOUT OBSTRUCTION
- ☐ SUPERVISOR ATTIC & INSULATION COMPLETION SIGN-OFF

PHASE 10 — ATTIC & INSULATION COMPLETION

10.0 — ATTIC ACCESS PREPARATION

- ☐ CONFIRM ATTIC IS SAFELY ACCESSIBLE
 - ☐ INSTALL TEMPORARY LIGHTING IF NEEDED
 - ☐ ENSURE LADDERS/SCAFFOLDING ARE STABLE
 - ☐ REMOVE ANY FACTORY TRANSPORT MATERIALS LEFT IN ATTIC
 - ☐ VERIFY ATTIC IS DRY AND CLEAN AFTER CRANE-SET
-

10.1 — ATTIC STRUCTURAL VERIFICATION

- ☐ VERIFY ROOF HINGES ARE FULLY LOCKED AND STRUCTURALLY SECURE
 - ☐ INSPECT RIDGE BEAM AND RAFTER CONNECTIONS
 - ☐ CHECK FOR SAGGING OR MISALIGNMENT
 - ☐ CONFIRM NO DAYLIGHT PENETRATION THROUGH ROOF SEAMS
 - ☐ INSPECT HINGE FOLD FRAMING FOR FULL ENGAGEMENT
 - ☐ INSPECT ATTIC COLLAR TIES / RAFTER TIES (IF APPLICABLE)
 - ☐ VERIFY ROOF DECK INTEGRITY (NO GAPS OR FLEX SPOTS)
-

10.2 — AIR SEALING (CRITICAL FOR ENERGY PERFORMANCE)

- ☐ SEAL ALL PLUMBING PENETRATIONS THROUGH ATTIC FLOOR
- ☐ SEAL ELECTRICAL PENETRATIONS
- ☐ SEAL HVAC/DUCT PENETRATIONS
- ☐ SEAL MARRIAGE-LINE PENETRATION GAPS
- ☐ SEAL MECHANICAL CHASES (KITCHEN/BATH STACKS)
- ☐ SEAL ATTIC BYPASS AREAS (CRITICAL LEAK POINTS)
- ☐ SEAL TOP-PLATES AT MARRIAGE LINES
- ☐ CONFIRM ALL FOAM/CAULK IS CONTINUOUS WITH NO OPEN JOINTS

10.3 — INSULATION INSTALLATION

BLOWN-IN OR BATT INSULATION (DEPENDING ON MODULAR MODEL)

- ☐ INSTALL INSULATION TO REQUIRED R-VALUE (ATTIC)
- ☐ INSTALL INSULATION OVER MARRIAGE-LINE CEILING JOINT
- ☐ INSTALL INSULATION AT ROOF HINGE AREAS (AFTER LOCK-DOWN)
- ☐ INSTALL INSULATION OVER RIM JOISTS (IF ATTIC ACCESS EXISTS TO RIM)
- ☐ ENSURE FULL COVERAGE WITH NO VOIDS OR THIN SPOTS

SPECIFIC CHECKS FOR BLOWN-IN INSULATION:

- ☐ MAINTAIN REQUIRED DEPTH ACROSS ENTIRE ATTIC
- ☐ RESET INSULATION MARKERS (DEPTH RULERS)
- ☐ AVOID BLOCKING AIRFLOW FROM SOFFIT TO RIDGE
- ☐ CONFIRM INSULATION IS NOT COVERING BAFFLES

SPECIFIC CHECKS FOR BATT INSULATION:

- ☐ BATT EDGES FULLY TUCKED (NO GAPS)
- ☐ NO COMPRESSION FROM WIRING/PIPES
- ☐ NO BATTS INSTALLED BACKWARDS (PAPER FACING WRONG DIRECTION)

10.4 — VENTILATION SYSTEM COMPLETION

- ☐ INSTALL VENTILATION BAFFLES (SOFFIT BAFFLES)
- ☐ ENSURE ALL BAFFLES ALLOW FULL AIRFLOW
- ☐ CLEAR ANY INSULATION BLOCKING BAFFLES
- ☐ CONFIRM RIDGE VENT IS OPEN AND UNOBSTRUCTED
- ☐ CONFIRM SOFFIT VENTS ARE OPEN AND UNOBSTRUCTED
- ☐ VERIFY CONTINUOUS AIRFLOW PATH FROM SOFFIT → ATTIC → RIDGE

- ☐ INSPECT GABLE VENTS (IF INCLUDED IN DESIGN)
 - ☐ ENSURE ATTIC INSULATION IS KEPT BELOW RIDGE VENT AREA
-

10.5 — ATTIC MOISTURE & AIRFLOW CHECKS

- ☐ INSPECT FOR CONDENSATION OR MOISTURE STAINS
 - ☐ INSPECT FOR ROOFING NAIL FROST (COLD WEATHER SETS)
 - ☐ VERIFY NO LEAKS FROM PLUMBING VENTS
 - ☐ ENSURE BATH FAN VENTS TERMINATE OUTSIDE, NOT INTO ATTIC
 - ☐ ENSURE KITCHEN HOOD VENTS TERMINATE OUTSIDE, NOT INTO ATTIC
 - ☐ CHECK FOR AIR LEAKS AROUND ATTIC ACCESS HATCH
 - ☐ INSULATE AND WEATHERSTRIP ATTIC HATCH IF REQUIRED
-

10.6 — FIREBLOCKING & SAFETY REQUIREMENTS

- ☐ INSTALL FIREBLOCKING AROUND VERTICAL PENETRATIONS
 - ☐ FIREBLOCK MARRIAGE-LINE CHASES
 - ☐ INSTALL FIRE-RESISTANT FOAM OR MINERAL WOOL WHERE REQUIRED
 - ☐ VERIFY NO EXPOSED FOAM EXISTS WITHOUT PROTECTION
 - ☐ CONFIRM ATTIC FLOORING/TEMPORARY BOARDS REMOVED OR SECURED
 - ☐ CONFIRM NO TOOLS OR DEBRIS LEFT IN ATTIC
-

10.7 — INSULATION / ATTIC CLEANUP & FINAL QA

- ☐ REMOVE INSULATION SPILLS FROM ATTIC ACCESS AREA
- ☐ ENSURE INSULATION IS NOT COVERING ELECTRICAL BOXES
- ☐ REMOVE LOOSE DEBRIS
- ☐ CONFIRM ATTIC HATCH FITS SECURELY
- ☐ VERIFY CLEAN INSTALLATION WITHOUT OBSTRUCTION
- ☐ SUPERVISOR ATTIC & INSULATION COMPLETION SIGN-OFF

PHASE 11 — EXTERIOR WEATHERPROOFING & SIDING

11.0 — BUILDING WRAP & WRB PREPARATION

- ☐ INSPECT FACTORY WRB FOR TEARS, GAPS, MISSING SECTIONS
- ☐ REPAIR ALL DAMAGED WRB WITH APPROVED PATCHES
- ☐ INSTALL WRB OVER MARRIAGE-LINE EXTERIOR SEAMS
- ☐ TAPE ALL WRB SEAMS WITH EXTERIOR-RATED FLASHING TAPE
- ☐ SEAL WRB AROUND ALL CORNERS AND EDGES
- ☐ ENSURE WRB OVERLAPS CORRECTLY (TOP OVER BOTTOM)
- ☐ VERIFY WRB INTEGRATES CORRECTLY WITH FLASHINGS
- ☐ CONFIRM WRB COVERS ANY SITE-BUILT FRAMING ADDITIONS

11.1 — EXTERIOR FLASHING INSTALLATION

WINDOWS & DOORS

- ☐ FLASH WINDOW HEADS, JAMBS, AND SILLS
- ☐ FLASH EXTERIOR DOORS (THRESHOLD, JAMBS, HEAD)
- ☐ INSTALL DRIP CAPS ABOVE DOORS AND WINDOWS
- ☐ ENSURE SILL FLASHING DRAINS OUTWARD

PENETRATIONS

- ☐ FLASH PLUMBING PENETRATIONS
- ☐ FLASH HVAC LINE-SET EXITS
- ☐ FLASH ELECTRICAL FIXTURES AND BOXES
- ☐ FLASH EXHAUST VENTS (BATH, KITCHEN, DRYER)
- ☐ FLASH HOSE BIBS

11.2 — SIDING PREPARATION

- ☐ INSPECT SHEATHING AND REPAIR ANY DAMAGE
- ☐ CONFIRM SOFFIT VENTS AND ATTIC VENTS ARE NOT BLOCKED
- ☐ INSTALL FURRING STRIPS IF REQUIRED FOR SIDING TYPE
- ☐ MARK STUD LOCATIONS FOR SIDING FASTENER PATTERN
- ☐ STAGE SIDING, TRIM, AND FASTENERS
- ☐ SET UP SAFE ACCESS (LADDERS/SCAFFOLDING)

11.3 — TRIM INSTALLATION

- ☐ INSTALL CORNER BOARDS
- ☐ INSTALL FRIEZE BOARD UNDER SOFFIT
- ☐ INSTALL WINDOW TRIM
- ☐ INSTALL DOOR TRIM
- ☐ INSTALL RAKE AND FASCIA TRIM
- ☐ CAULK TRIM JOINTS AS NEEDED
- ☐ VERIFY TRIM IS STRAIGHT, LEVEL, AND SECURE

11.4 — SIDING INSTALLATION

- ☐ INSTALL STARTER STRIP FOR SIDING
- ☐ INSTALL FIRST SIDING COURSE LEVEL AND STRAIGHT
- ☐ INSTALL SIDING UP TO AND OVER MARRIAGE LINE
- ☐ INSTALL SIDING ON END WALLS
- ☐ INSTALL SIDING ON UPPER GABLES AND DORMERS
- ☐ INSTALL SIDING AROUND PENETRATIONS AND FIXTURES
- ☐ MAINTAIN PROPER CLEARANCES FROM GRADE, ROOF, AND CONCRETE
- ☐ VERIFY CORRECT FASTENER SPACING AND DEPTH
- ☐ INSPECT ROWS FOR STRAIGHTNESS AND ALIGNMENT

11.5 — SOFFIT & FASCIA

- ☐ INSTALL SOFFIT PANELS (VENTED/SOLID AS SPECIFIED)
- ☐ INSTALL FASCIA BOARDS OR ALUMINUM FASCIA
- ☐ ENSURE SOFFIT VENTS REMAIN OPEN
- ☐ SEAL SOFFIT AND FASCIA TRANSITIONS

11.6 — CAULKING & SEALING

- ☐ CAULK SIDING-TO-TRIM JOINTS
- ☐ CAULK TRIM-TO-WALL JOINTS
- ☐ CAULK AROUND PENETRATIONS (PIPES, VENTS, FIXTURES)
- ☐ USE EXTERIOR-GRADE SEALANT ONLY
- ☐ CONFIRM WINDOW SILLS WEEP FREELY (BOTTOM NOT OVER-CAULKED)

11.7 — EXTERIOR DOOR INSTALLATION

- ☐ INSTALL EXTERIOR DOOR UNITS
- ☐ VERIFY FRAMES ARE LEVEL, PLUMB, SQUARE
- ☐ INSTALL SHIMS AND FASTEN CORRECTLY
- ☐ INSTALL WEATHERSTRIPPING AND THRESHOLD SEALS
- ☐ INSTALL EXTERIOR TRIM AND SEALANT
- ☐ TEST DOOR OPERATION AND LATCH FUNCTION

11.8 — FINAL EXTERIOR WEATHERPROOFING QA

- ☐ INSPECT SIDING TRANSITIONS AND SEAMS
- ☐ INSPECT ALL FLASHING FOR CORRECT LAYERING AND FIT
- ☐ CONFIRM NO EXPOSED FASTENER PENETRATIONS THROUGH WRB WITHOUT SEALANT
- ☐ CHECK J-CHANNELS AND TRIM FOR PROPER DRAINAGE PATH
- ☐ VERIFY ALL PENETRATIONS ARE SEALED
- ☐ WALK THE PERIMETER FOR ANY VISIBLE GAPS OR DEFECTS
- ☐ SUPERVISOR SIGN-OFF ON EXTERIOR WEATHERPROOFING & SIDING

PHASE 12 — MEP TIE-INS (MECHANICAL, ELECTRICAL & PLUMBING)

12.0 — ELECTRICAL SERVICE CONNECTION

- ☐ INSTALL METER BASE (IF NOT ALREADY INSTALLED)
 - ☐ INSTALL SERVICE MAST OR METER PANEL (IF OVERHEAD SERVICE)
 - ☐ INSTALL SERVICE LATERAL CONDUIT (IF UNDERGROUND)
 - ☐ MOUNT MAIN SERVICE DISCONNECT PER PLAN
 - ☐ CONNECT FEEDERS FROM METER TO MAIN PANEL
 - ☐ INSTALL BONDING AND GROUNDING SYSTEM
 - ☐ INSTALL GROUNDING ELECTRODE(S) OR GROUND ROD(S)
 - ☐ VERIFY CORRECT PANEL LABELING
 - ☐ CONNECT HOME PANEL TO SERVICE PANEL
 - ☐ CONFIRM GFCI/AFCI CIRCUITS ARE INSTALLED CORRECTLY
 - ☐ INSTALL NECESSARY BREAKERS (RANGE, DRYER, HVAC, WATER HEATER)
 - ☐ TEST INCOMING SERVICE VOLTAGE
 - ☐ ENERGIZE PANEL ONLY AFTER INSPECTION APPROVAL
-

12.1 — INTERIOR ELECTRICAL COMPLETION

- ☐ CONNECT MODULAR SECTION WIRING AT MARRIAGE WALLS
- ☐ CONNECT ATTIC WIRING SPLICES (LIGHTING CIRCUITS)
- ☐ INSTALL LIGHT FIXTURES
- ☐ INSTALL SWITCHES AND RECEPTACLES
- ☐ INSTALL EXTERIOR FIXTURES (PORCH LIGHTS, GARAGE LIGHTS)
- ☐ INSTALL SMOKE/CO DETECTORS
- ☐ INSTALL BATHROOM EXHAUST FANS
- ☐ INSTALL KITCHEN HOOD VENT WIRING
- ☐ CONNECT DISHWASHER CIRCUIT
- ☐ CONNECT MICROWAVE CIRCUIT
- ☐ CONNECT REFRIGERATOR CIRCUIT

- ☐ INSTALL COVER PLATES
 - ☐ TEST ALL CIRCUITS WITH TESTER
 - ☐ VERIFY POLARITY AND GROUNDING
 - ☐ TEST GFCI/AFCI PROTECTION
 - ☐ CONFIRM BREAKER PANEL IS FULLY FUNCTIONAL
-

12.2 – PLUMBING CONNECTIONS (WATER & SEWER)

WATER SERVICE

- ☐ CONNECT WATER LINE FROM METER OR WELL TO MAIN SHUTOFF
- ☐ INSTALL WATER SHUTOFF VALVE INSIDE HOME
- ☐ CONNECT WATER HEATER COLD INPUT
- ☐ CONNECT HOT WATER DISTRIBUTION LINES
- ☐ CONNECT REFRIGERATOR WATER LINE (IF APPLICABLE)
- ☐ CONNECT DISHWASHER SUPPLY LINE
- ☐ CONNECT WASHING MACHINE BOX & SUPPLY VALVES
- ☐ PRESSURE-TEST WATER SYSTEM
- ☐ FLUSH WATER LINES BEFORE USE

SEWER / DRAINAGE

- ☐ CONNECT SEWER LATERAL TO MAIN BUILDING DRAIN
 - ☐ CONNECT MODULAR DRAIN LINES AT MARRIAGE WALL
 - ☐ CONNECT TUB/SHOWER DRAINS
 - ☐ CONNECT TOILET DRAINS
 - ☐ CONNECT VANITY DRAINS
 - ☐ CONNECT KITCHEN SINK DRAINS
 - ☐ CONFIRM TRAPS INSTALLED CORRECTLY
 - ☐ TEST SLOPE OF DRAIN LINES
 - ☐ PERFORM FULL DRAIN-FLOW TEST
 - ☐ INSPECT ALL FITTINGS FOR LEAKS
-

12.3 — GAS / FUEL SYSTEM CONNECTIONS

- ☐ INSTALL GAS METER (UTILITY OR PROPANE COMPANY)
 - ☐ INSTALL MAIN GAS SHUTOFF VALVE
 - ☐ CONNECT EXTERIOR GAS LINE TO HOUSE STUB
 - ☐ CONNECT MAIN GAS MANIFOLD INSIDE HOME
 - ☐ CONNECT FURNACE GAS SUPPLY
 - ☐ CONNECT WATER HEATER GAS SUPPLY
 - ☐ CONNECT STOVE/RANGE GAS SUPPLY
 - ☐ CONNECT DRYER GAS LINE
 - ☐ TEST ALL GAS CONNECTIONS WITH GAUGE
 - ☐ SOAP-BUBBLE TEST ON ALL FITTINGS
 - ☐ BLEED GAS LINES
 - ☐ START FURNACE AND WATER HEATER UNDER SUPERVISION
-

12.4 — HVAC SYSTEM SETUP & CONNECTIONS

OUTDOOR EQUIPMENT

- ☐ INSTALL HVAC CONDENSER ON PAD
- ☐ SECURE CONDENSER WITH APPROVED ANCHORS
- ☐ INSTALL ELECTRICAL WHIP TO CONDENSER
- ☐ INSTALL DISCONNECT BOX NEAR CONDENSER
- ☐ CONNECT REFRIGERANT LINE SETS
- ☐ PULL VACUUM ON REFRIGERANT LINES
- ☐ CHARGE SYSTEM TO MANUFACTURER SPECS
- ☐ CONFIRM SYSTEM REFRIGERANT PRESSURES

INDOOR EQUIPMENT

- ☐ INSTALL FURNACE OR AIR HANDLER (IF SITE-BUILT)
- ☐ CONNECT SUPPLY PLENUMS
- ☐ CONNECT RETURN PLENUMS
- ☐ CONNECT REFRIGERANT LINE SET TO INDOOR COIL

- ☐ CONNECT CONDENSATE DRAIN
 - ☐ CONFIRM CORRECT FILTER SIZE & INSTALLATION
 - ☐ INSTALL THERMOSTAT
 - ☐ POWER UP HVAC EQUIPMENT
 - ☐ TEST HEAT MODE
 - ☐ TEST COOLING MODE
 - ☐ BALANCE AIRFLOW REGISTERS
 - ☐ VERIFY TEMPERATURE DIFFERENTIAL PER MANUFACTURER SPECS
-

12.5 — MECHANICAL VENTS & EXHAUST SYSTEMS

- ☐ INSTALL BATHROOM EXHAUST VENTS
 - ☐ INSTALL KITCHEN HOOD VENT
 - ☐ INSTALL DRYER VENT (RIGID PREFERRED)
 - ☐ VERIFY ALL VENTS DISCHARGE OUTSIDE (NOT INTO ATTIC OR SOFFIT)
 - ☐ SEAL ALL VENT PENETRATIONS
 - ☐ CONFIRM AIRFLOW WITH BASIC TEST (TISSUE TEST OR AIRFLOW METER)
-

12.6 — APPLIANCE INSTALLATION & HOOKUP

- ☐ INSTALL DISHWASHER
 - ☐ CONNECT DISHWASHER DRAIN LOOP
 - ☐ INSTALL STOVE/RANGE (GAS OR ELECTRIC)
 - ☐ INSTALL REFRIGERATOR & CONNECT WATER LINE
 - ☐ INSTALL MICROWAVE/HOOD VENT COMBO
 - ☐ INSTALL WASHING MACHINE
 - ☐ INSTALL DRYER (GAS OR ELECTRIC)
 - ☐ CONNECT DRYER VENT
 - ☐ VERIFY APPLIANCE LEVELING
 - ☐ VERIFY APPLIANCE OPERATION
-

12.7 — FINAL MEP SAFETY CHECKS

- ☐ VERIFY ALL SHUTOFF VALVES ARE ACCESSIBLE
- ☐ VERIFY MAIN ELECTRICAL DISCONNECT LABELED
- ☐ VERIFY MAIN WATER SHUTOFF LABELED
- ☐ VERIFY GAS SHUTOFF LABELED
- ☐ VERIFY CONDENSATE DRAIN IS CLEAR AND TEST DRAIN FLOW
- ☐ VERIFY NO WATER LEAKS UNDER FIXTURES
- ☐ VERIFY NO GAS ODOR PRESENT
- ☐ VERIFY ALL EXTERIOR PENETRATIONS ARE SEALED
- ☐ CONFIRM ALL BATHROOM/KITCHEN VENTS ARE FUNCTIONING
- ☐ SUPERVISOR MEP SIGN-OFF



PHASE 13 — ROUGH INSPECTIONS (PRE-DRYWALL)

13.0 — PRE-INSPECTION PREPARATION

- ☐ ENSURE ALL MARRIAGE WALLS REMAIN OPEN FOR INSPECTION
 - ☐ ENSURE CEILING MARRIAGE LINES REMAIN EXPOSED
 - ☐ ENSURE MECHANICAL CHASES ARE ACCESSIBLE
 - ☐ CLEAR ATTIC ACCESS HATCH FOR INSPECTOR
 - ☐ PROVIDE SAFE LADDER ACCESS
 - ☐ REMOVE CONSTRUCTION DEBRIS FROM INSPECTION AREAS
 - ☐ CONFIRM TEMPORARY POWER IS AVAILABLE
 - ☐ TURN ON ALL REQUIRED CIRCUITS FOR TESTING
 - ☐ PRESSURIZE PLUMBING SYSTEM FOR INSPECTOR
 - ☐ ENSURE GAS SYSTEM IS PRESSURIZED (IF REQUIRED)
 - ☐ PREPARE HVAC ROUGH FOR VISIBILITY (VENTS, RETURNS, DUCT TIES)
 - ☐ VERIFY ALL PENETRATIONS ARE VISIBLE FOR INSPECTION
 - ☐ PREPARE INSPECTION DOCUMENTS IF REQUIRED
-

13.1 — ROUGH ELECTRICAL INSPECTION

- ☐ MARRIAGE WALL ELECTRICAL BOX CONNECTIONS EXPOSED
- ☐ SPLICE BOXES ACCESSIBLE AND OPEN
- ☐ ALL ROMEX/MC PROPERLY STAPLED AND SUPPORTED
- ☐ WIRING PROTECTED THROUGH STUDS WITH NAIL PLATES
- ☐ CORRECT WIRE GAUGE FOR EACH CIRCUIT
- ☐ PANEL WIRING INSTALLED AND VISIBLE
- ☐ HVAC CIRCUITS IN PLACE (CONDENSER, FURNACE, AIR HANDLER)
- ☐ KITCHEN APPLIANCE CIRCUITS INSTALLED (RANGE, MICROWAVE, DISHWASHER)
- ☐ BATHROOM GFCI CIRCUITS INSTALLED
- ☐ SMOKE/CO ROUGH WIRING INSTALLED
- ☐ EXTERIOR LIGHTING CIRCUITS INSTALLED

- ☐ GROUNDING AND BONDING VISIBLE AND ACCESSIBLE
 - ☐ JUNCTION BOXES ACCESSIBLE, NOT BURIED
 - ☐ REQUIRED ARCS/GFCIS READY FOR FINAL INSTALL
 - ☐ ELECTRICAL INSPECTOR WALK-THROUGH COMPLETED
 - ☐ ANY CORRECTIONS COMPLETED
-

13.2 — ROUGH PLUMBING INSPECTION

- ☐ MARRIAGE WALL PLUMBING EXPOSED
 - ☐ DRAIN LINES CONNECTED AND SLOPED CORRECTLY
 - ☐ VENT LINES CONNECTED
 - ☐ TUB/SHOWER DRAINS CONNECTED
 - ☐ TOILET FLANGE LOCATIONS CONFIRMED
 - ☐ TRAP ARMS PROPERLY PITCHED
 - ☐ WATER SUPPLY LINES CONNECTED
 - ☐ HOT/COLD LINES CORRECTLY ROUTED
 - ☐ PRESSURE TEST SYSTEM READY (AIR OR WATER TEST)
 - ☐ WASHING MACHINE BOX INSTALLED
 - ☐ KITCHEN SINK DRAIN INSTALLED
 - ☐ DISHWASHER DRAIN LOOP PRESENT
 - ☐ EXTERIOR HOSE BIBS ROUGHED IN
 - ☐ DRAIN FLOW TEST PREPARED (IF REQUIRED)
 - ☐ PLUMBING INSPECTOR WALK-THROUGH COMPLETED
 - ☐ ANY CORRECTIONS COMPLETED
-

13.3 — ROUGH MECHANICAL (HVAC) INSPECTION

- ☐ MARRIAGE WALL DUCT CONNECTIONS EXPOSED
- ☐ SUPPLY DUCTS CONNECTED
- ☐ RETURN DUCTS CONNECTED
- ☐ LINE-SET ROUTES VISIBLE

- ☐ CONDENSATE DRAIN LINE VISIBLE
 - ☐ BATH FAN VENT LINES VISIBLE
 - ☐ KITCHEN VENT VISIBLE OR DUCTING INSTALLED
 - ☐ GAS PIPING VISIBLE AND ACCESSIBLE
 - ☐ GAS MANIFOLD ACCESSIBLE
 - ☐ CORRECT DUCT INSULATION INSTALLED (IF REQUIRED)
 - ☐ MECHANICAL CHASES SEALED WHERE REQUIRED
 - ☐ COMBUSTION AIR / MAKEUP AIR PATHWAYS VISIBLE
 - ☐ INSPECTOR WALK-THROUGH COMPLETED
 - ☐ ANY CORRECTIONS COMPLETED
-

13.4 — FRAMING & STRUCTURAL ROUGH INSPECTION

- ☐ MARRIAGE WALLS ALIGNED AND FASTENED CORRECTLY
 - ☐ FLOOR JOISTS ALIGNED ACROSS MODULE SEAMS
 - ☐ CEILING JOISTS ALIGNED AT MARRIAGE LINES
 - ☐ ROOF FRAMING VISIBLE AND ACCESSIBLE
 - ☐ STAIRWELL FRAMING EXPOSED FOR INSPECTION
 - ☐ ANY SITE-BUILT FRAMING (PORCHES, BUMP-OUTS) VISIBLE
 - ☐ NO OVER-NOTCHING OR OVER-BORING OF STUDS
 - ☐ NAIL PLATES INSTALLED WHEREVER PLUMBING/ELECTRICAL PASSES THROUGH FRAMING
 - ☐ WINDOW/DOOR RO FRAMING EXPOSED
 - ☐ BLOCKING INSTALLED WHERE NEEDED (HANDRAIL BACKING, CABINET BLOCKING)
 - ☐ HEADER INSTALLATIONS VISIBLE AND CORRECT
 - ☐ FIRE-BLOCKING VISIBLE WHERE REQUIRED
 - ☐ STRUCTURAL INSPECTOR WALK-THROUGH COMPLETED
 - ☐ CORRECTIONS COMPLETED
-

13.5 — INSULATION INSPECTION (IF REQUIRED)

- ☐ CEILING INSULATION INSTALLED BUT VISIBLE WHERE REQUIRED
 - ☐ MARRIAGE-LINE CEILING INSULATION INSTALLED
 - ☐ ATTIC INSULATION DEPTH MARKERS VISIBLE
 - ☐ WALL INSULATION BATTS INSTALLED CORRECTLY (IF SITE-BUILT)
 - ☐ ALL INSULATION CUT AROUND BOXES/PIPES, NOT COMPRESSED
 - ☐ INSULATION NOT COVERING VENTS/BAFFLES
 - ☐ SPRAY FOAM OR CAULKING VISIBLE AT MAJOR PENETRATIONS
 - ☐ RIM JOIST INSULATION EXPOSED OR DOCUMENTED
 - ☐ INSULATION INSPECTOR WALK-THROUGH COMPLETED
 - ☐ CORRECTIONS COMPLETED
-

13.6 — AIR SEALING INSPECTION (ENERGY COMPLIANCE)

- ☐ AIR SEALED MARRIAGE LINE PENETRATIONS
 - ☐ AIR SEALED TOP PLATE PENETRATIONS
 - ☐ AIR SEALED PLUMBING/ELECTRICAL PENETRATIONS
 - ☐ BATH FAN SEALS INTACT
 - ☐ KITCHEN HOOD VENT SEALED
 - ☐ AIR SEALED ATTIC BYPASSES
 - ☐ ATTIC HATCH INSULATION/SEAL VISIBLE
 - ☐ FOAM/CAULK VISIBLE AROUND FRAMING PENETRATIONS
 - ☐ AIR SEALING INSPECTOR WALK-THROUGH COMPLETED
 - ☐ CORRECTIONS COMPLETED
-

13.7 — FINAL PRE-DRYWALL APPROVAL

- ☐ ALL ROUGH INSPECTIONS COMPLETED
- ☐ ALL CORRECTIONS RE-INSPECTED IF REQUIRED
- ☐ MARRIAGE WALLS APPROVED TO CLOSE
- ☐ CEILING MARRIAGE LINES APPROVED TO CLOSE
- ☐ MECHANICAL CHASES APPROVED

- INSPECTOR PROVIDES PRE-DRYWALL AUTHORIZATION
- SUPERVISOR PRE-DRYWALL SIGN-OFF



PHASE 14 — INTERIOR COMPLETION & FINISH WORK

14.0 — PRE-FINISH PREPARATION

- ☐ CONFIRM ALL ROUGH INSPECTIONS ARE PASSED
 - ☐ MARRIAGE WALL FRAMING IS CORRECTED AND READY
 - ☐ CEILING MARRIAGE LINES APPROVED TO CLOSE
 - ☐ STRUCTURAL TIE-INS COMPLETED
 - ☐ MECHANICAL CHASES FULLY VISIBLE AND CLEARED
 - ☐ INTERIOR PATHWAYS CLEAR FOR TOOLS & MATERIAL STAGING
 - ☐ VERIFY DELIVERY OF DRYWALL, MUD, TRIM, FLOORING, AND PAINT
 - ☐ ENSURE HVAC SYSTEM IS PROTECTED FROM DUST
 - ☐ COVER RETURN DUCTS DURING DUSTY OPERATIONS
-

14.1 — MARRIAGE LINE DRYWALL COMPLETION

- ☐ INSTALL DRYWALL OVER MARRIAGE-LINE SEAMS (WALLS & CEILINGS)
 - ☐ INSTALL DRYWALL OVER HINGE-TRANSITION AREAS (IF APPLICABLE)
 - ☐ INSTALL DRYWALL BACKING WHERE REQUIRED
 - ☐ CHECK FOR PROPER DRYWALL SCREW SPACING
 - ☐ PATCH DRYWALL OVER ELECTRICAL/PLUMBING PATCHES
 - ☐ VERIFY CORNER BEAD INSTALLATION
-

14.2 — DRYWALL FINISHING

- ☐ TAPE ALL SEAMS
- ☐ FIRST COAT OF JOINT COMPOUND
- ☐ SECOND COAT OF JOINT COMPOUND
- ☐ THIRD COAT OF JOINT COMPOUND (AS NEEDED)
- ☐ SAND ALL SEAMS SMOOTH

- ☐ SAND CORNERS AND EDGES
 - ☐ CHECK FOR VISIBLE SEAMS OR RIDGES
 - ☐ RE-MUD ANY VISIBLE IMPERFECTIONS
 - ☐ PREPARE WALLS FOR PRIMER
 - ☐ CLEAN ENTIRE HOUSE OF DRYWALL DUST
-

14.3 — INTERIOR DOORS, TRIM & MILLWORK

- ☐ INSTALL INTERIOR DOORS
 - ☐ INSTALL DOOR HARDWARE (KNOBS, LEVERS, LOCKS)
 - ☐ ADJUST DOORS FOR SMOOTH OPERATION
 - ☐ INSTALL BASEBOARDS
 - ☐ INSTALL CASING AROUND DOORS & WINDOWS
 - ☐ INSTALL CROWN MOLDING (IF INCLUDED)
 - ☐ INSTALL SHOE MOLDING / QUARTER ROUND
 - ☐ INSTALL CLOSET SHELVEING OR RODS
 - ☐ CAULK TRIM JOINTS
 - ☐ PATCH NAIL HOLES
 - ☐ SAND TRIM AS NEEDED
-

14.4 — KITCHEN & BATHROOM INSTALLATION

KITCHEN

- ☐ LEVEL AND SECURE ALL CABINETS
- ☐ INSTALL CROWN MOLDING (IF ANY)
- ☐ INSTALL TOE KICKS
- ☐ INSTALL CABINET HARDWARE
- ☐ VERIFY ALL CABINET ALIGNMENT
- ☐ INSTALL COUNTERTOPS (IF NOT FACTORY-INSTALLED)
- ☐ INSTALL SINK & MOUNT PROPERLY

- ☐ TEST FAUCET & SHUTOFFS
- ☐ INSTALL BACKSPLASH (TILE OR PANEL)

BATHROOMS

- ☐ INSTALL VANITY CABINETS
 - ☐ INSTALL VANITY TOPS
 - ☐ INSTALL SINKS AND FAUCETS
 - ☐ INSTALL SHOWER/TUB TRIM KITS
 - ☐ INSTALL MIRRORS
 - ☐ INSTALL BATHROOM ACCESSORIES (TOWEL BARS, TP HOLDER)
 - ☐ SET TOILET(S)
 - ☐ CAULK TUB, SHOWER, AND VANITY EDGES
-

14.5 — FLOORING INSTALLATION

NON-WET AREAS

- ☐ INSTALL CARPET / LVP / LAMINATE / HARDWOOD
- ☐ INSTALL TRANSITION STRIPS
- ☐ INSTALL REDUCERS AND THRESHOLDS
- ☐ VERIFY FLATNESS AND TIGHT SEAMS

WET AREAS

- ☐ INSTALL TILE (FLOOR OR SHOWER, IF APPLICABLE)
- ☐ INSTALL GROUT
- ☐ SEAL GROUT (IF REQUIRED)

FINAL

- ☐ INSPECT FLOOR FOR SCRATCHES
- ☐ REMOVE PROTECTIVE FILMS
- ☐ CLEAN FLOORING SURFACES

14.6 — PAINTING & WALL FINISHES

- ☐ PRIME ALL WALLS
 - ☐ APPLY FIRST COAT OF PAINT
 - ☐ APPLY SECOND COAT (IF REQUIRED)
 - ☐ TOUCH-UP CORNERS AND HIGH-WEAR AREAS
 - ☐ PAINT TRIM, DOORS, AND BASEBOARDS
 - ☐ CAULK CRACKS AND JOINTS
 - ☐ INSPECT WALLS UNDER BRIGHT LIGHTING FOR IMPERFECTIONS
 - ☐ FINAL PAINT TOUCH-UP AFTER INSTALLS
-

14.7 — HVAC, ELECTRICAL & PLUMBING FIXTURE INSTALLATION

HVAC

- ☐ INSTALL HVAC REGISTERS
- ☐ INSTALL RETURN GRILLES
- ☐ CONFIRM CORRECT AIRFLOW FROM EACH SUPPLY
- ☐ INSTALL THERMOSTAT (IF NOT ALREADY DONE)

ELECTRICAL

- ☐ INSTALL LIGHT FIXTURES
- ☐ INSTALL CEILING FANS
- ☐ INSTALL EXHAUST FAN GRILLES
- ☐ INSTALL SWITCHES & RECEPTACLE PLATES
- ☐ INSTALL EXTERIOR LIGHTING
- ☐ TEST ALL FIXTURES

PLUMBING

- ☐ INSTALL FINAL FAUCET TRIM
 - ☐ INSTALL SHOWERHEADS
 - ☐ INSTALL TUB SPOUTS
 - ☐ INSTALL DISHWASHER DRAIN LOOP
 - ☐ CHECK ALL DRAINS FOR LEAKS
 - ☐ CHECK ALL SHUTOFFS FOR LEAKS
-

14.8 — APPLIANCE INSTALLATION & TESTING

- ☐ INSTALL REFRIGERATOR
 - ☐ CONNECT REFRIGERATOR WATER LINE
 - ☐ INSTALL STOVE/RANGE
 - ☐ INSTALL MICROWAVE/HOOD
 - ☐ INSTALL DISHWASHER
 - ☐ INSTALL WASHER
 - ☐ INSTALL DRYER (GAS OR ELECTRIC)
 - ☐ CONNECT DRYER VENT
 - ☐ TEST ALL APPLIANCES FOR OPERATION
 - ☐ VERIFY GAS CONNECTIONS (IF APPLICABLE)
 - ☐ LEVEL ALL APPLIANCES
-

14.9 — INTERIOR CLEANUP & PRE-FINAL QA

- ☐ VACUUM ENTIRE HOME
- ☐ MOP HARD FLOORS
- ☐ REMOVE DUST FROM SURFACES
- ☐ CLEAN INSIDE CABINETS AND DRAWERS
- ☐ CLEAN COUNTERTOPS
- ☐ CLEAN BATHROOMS FULLY
- ☐ CLEAN INTERIOR WINDOWS
- ☐ REMOVE STICKERS AND PROTECTIVE FILMS

- ☐ CLEAN MECHANICAL ROOM
 - ☐ REMOVE ALL TRASH AND MATERIALS
-

14.10 — INTERIOR QA INSPECTION (SUPERVISOR)

- ☐ CHECK ALL DRYWALL SEAMS
- ☐ CHECK ALL TRIM REVEALS
- ☐ CHECK ALL DOORS FOR PROPER OPERATION
- ☐ CHECK ALL CABINET ALIGNMENT
- ☐ CHECK ALL FLOORING SEAMS AND EDGES
- ☐ CHECK ALL PAINT SURFACES
- ☐ CHECK ALL PLUMBING FIXTURES
- ☐ CHECK ELECTRICAL FUNCTION OF EVERY OUTLET & SWITCH
- ☐ CHECK HVAC AIRFLOW AT EVERY REGISTER
- ☐ VERIFY ALL APPLIANCES FUNCTION CORRECTLY
- ☐ CREATE PUNCH LIST



PHASE 15 — ENERGY COMPLIANCE & SYSTEM COMMISSIONING

15.0 — PRE-COMMISSIONING PREPARATION

- ☐ CONFIRM ALL ROUGH INSPECTIONS PASSED
 - ☐ HOUSE IS SEALED, INSULATED, AND CLOSED UP
 - ☐ ALL WINDOWS & EXTERIOR DOORS INSTALLED
 - ☐ ALL VENTS INSTALLED AND CONNECTED (BATH, KITCHEN, DRYER)
 - ☐ HVAC EQUIPMENT FULLY INSTALLED
 - ☐ WATER HEATER INSTALLED & READY
 - ☐ ELECTRICAL PANEL ENERGIZED
 - ☐ PLUMBING SYSTEM FULLY PRESSURIZED
 - ☐ ENSURE HOME IS CLEAN ENOUGH FOR AIRTIGHTNESS TESTING
 - ☐ REMOVE DEBRIS BLOCKING REGISTERS OR VENTS
-

15.1 — AIR SEALING VERIFICATION

- ☐ INSPECT ALL MARRIAGE-LINE CEILING AIR SEALS
 - ☐ INSPECT TOP-PLATE AIR SEALING
 - ☐ INSPECT PLUMBING PENETRATIONS
 - ☐ INSPECT ELECTRICAL PENETRATIONS
 - ☐ INSPECT HVAC PENETRATIONS
 - ☐ INSPECT ATTIC BYPASS AREAS
 - ☐ INSPECT INSULATION AROUND ATTIC HATCH
 - ☐ INSPECT WINDOW/DOOR AIR SEAL FOAM
 - ☐ CONFIRM WEATHERSTRIPPING ON ALL EXTERIOR DOORS
 - ☐ VERIFY NO OPEN GAPS IN SHEATHING
-

15.2 — BLOWER DOOR TEST PREPARATION

- ☐ CLOSE ALL WINDOWS SECURELY
 - ☐ CLOSE ALL EXTERIOR DOORS
 - ☐ OPEN ALL INTERIOR DOORS (AIRFLOW BALANCE)
 - ☐ TURN OFF HVAC SYSTEM
 - ☐ TURN OFF EXHAUST FANS / HRV / ERV
 - ☐ INSTALL BLOWER DOOR EQUIPMENT IN MAIN DOORWAY
 - ☐ SEAL FIREPLACE OR WOODSTOVE OPENINGS (IF APPLICABLE)
 - ☐ PREPARE FOR WHOLE-HOUSE DEPRESSURIZATION TEST
-

15.3 – BLOWER DOOR TEST EXECUTION

- ☐ PERFORM BLOWER DOOR DEPRESSURIZATION TEST
 - ☐ RECORD ACH50 VALUE
 - ☐ IDENTIFY LEAKAGE POINTS DURING TEST
 - ☐ SEAL LEAKS IF RESULTS ARE ABOVE THRESHOLD
 - ☐ RETEST UNTIL ACCEPTABLE
 - ☐ SAVE BLOWER DOOR REPORT FOR CO PACKAGE
-

15.4 – DUCT LEAKAGE TEST (IF REQUIRED)

- ☐ TEST HVAC DUCT SEALING
 - ☐ TEST SUPPLY TRUNKS
 - ☐ TEST RETURN TRUNKS
 - ☐ CHECK CONNECTIONS AT AIR HANDLER
 - ☐ SEAL ANY DUCT LEAKS FOUND DURING TEST
 - ☐ RETEST UNTIL ACCEPTABLE
 - ☐ DOCUMENT DUCT LEAKAGE RESULTS
-

15.5 – HVAC SYSTEM STARTUP & COMMISSIONING

SYSTEM STARTUP

- ☐ TURN HVAC SYSTEM ON IN HEAT MODE
- ☐ TURN HVAC SYSTEM ON IN COOL MODE
- ☐ CONFIRM SYSTEM POWERS ON CORRECTLY
- ☐ CHECK THERMOSTAT CONNECTIVITY

OPERATION VERIFICATION

- ☐ VERIFY TEMPERATURE RISE IN HEAT MODE
- ☐ VERIFY TEMPERATURE DROP IN COOLING MODE
- ☐ MEASURE SUPPLY AIR TEMPERATURE
- ☐ MEASURE RETURN AIR TEMPERATURE
- ☐ CHECK SYSTEM PRESSURES (IF REQUIRED BY TECH)

AIRFLOW BALANCING

- ☐ MEASURE AIRFLOW AT EACH REGISTER (BASIC FLOW CHECK)
- ☐ ADJUST SUPPLY DAMPERS
- ☐ CONFIRM RETURN PATHS ARE OPEN
- ☐ VERIFY NO ROOMS FEEL SIGNIFICANTLY UNDER-SUPPLIED

CONDENSER/EXTERIOR UNIT CHECKS

- ☐ VERIFY CONDENSER FAN OPERATION
 - ☐ VERIFY COMPRESSOR START
 - ☐ CHECK REFRIGERANT LINE TEMPERATURE (WARM VS. COOL LINES)
 - ☐ VERIFY CONDENSER IS LEVEL
-

15.6 — WATER HEATER STARTUP & TESTING

- ☐ FILL WATER HEATER TANK
- ☐ PURGE AIR FROM HOT WATER LINES
- ☐ POWER ON ELECTRIC WATER HEATER (OR IGNITE GAS BURNER)
- ☐ VERIFY PILOT OR IGNITER OPERATION

- ☐ CONFIRM CORRECT TEMPERATURE SETTING
 - ☐ TEST HOT WATER FLOW AT ALL FIXTURES
 - ☐ VERIFY NO LEAKS AT FITTINGS OR T&P VALVE
 - ☐ CONFIRM THERMAL EXPANSION TANK (IF REQUIRED)
-

15.7 — MECHANICAL VENTILATION TESTING

BATH FANS

- ☐ TEST AIRFLOW FOR EACH BATH FAN
- ☐ CONFIRM EXTERIOR TERMINATION IS OPERATIONAL
- ☐ VERIFY BATH FAN DUCTING IS SEALED

KITCHEN VENT

- ☐ CONFIRM HOOD VENT OPERATES
- ☐ VERIFY VENT TERMINATES OUTSIDE
- ☐ TEST AIRFLOW VISIBLY

DRYER VENT

- ☐ VERIFY AIR EXHAUST OUTSIDE
- ☐ CONFIRM NO LINT BLOCKAGE

WHOLE-HOUSE VENTILATION (HRV/ERV, IF EQUIPPED)

- ☐ TEST SUPPLY AND EXHAUST
 - ☐ CONFIRM CORRECT DIRECTIONAL AIRFLOW
 - ☐ CONFIRM BALANCED PERFORMANCE (IF APPLICABLE)
-

15.8 — ELECTRICAL SYSTEM COMMISSIONING

- ☐ TEST EVERY LIGHT FIXTURE
 - ☐ TEST EVERY SWITCH
 - ☐ TEST EVERY RECEPTACLE
 - ☐ TEST GFCI RECEPTACLES
 - ☐ TEST AFCI BREAKERS
 - ☐ TEST OUTSIDE FIXTURES
 - ☐ CONFIRM PANEL LABELING IS ACCURATE
 - ☐ CONFIRM ALL CIRCUITS ENERGIZE CORRECTLY
 - ☐ CONFIRM BREAKER TORQUE (BY ELECTRICIAN)
 - ☐ TEST SMOKE AND CO DETECTORS ARE POWERED
-

15.9 — PLUMBING SYSTEM COMMISSIONING

- ☐ CHECK ALL FIXTURES FOR LEAKS
 - ☐ RUN HOT AND COLD WATER AT EVERY FIXTURE
 - ☐ TEST ALL DRAINS FOR PROPER FLOW
 - ☐ FLUSH TOILETS AND CHECK FOR SEAL INTEGRITY
 - ☐ CONFIRM CORRECT WATER PRESSURE
 - ☐ VERIFY WATER SOFTENER CONNECTIONS (IF APPLICABLE)
 - ☐ CHECK UNDER-SINK CONNECTIONS
 - ☐ TEST EXTERIOR HOSE BIBS
 - ☐ VERIFY WASHING MACHINE HOOKUPS
-

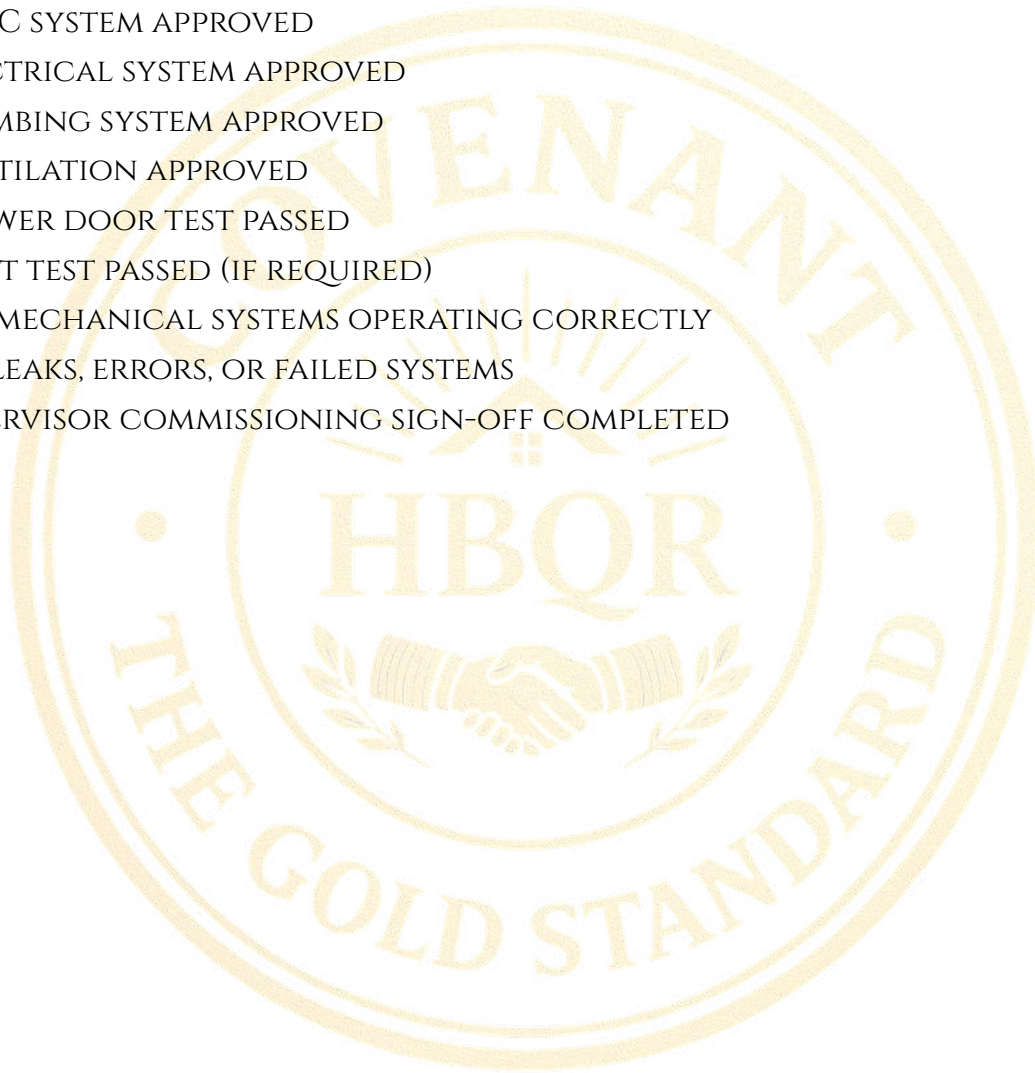
15.10 — ENERGY COMPLIANCE DOCUMENTATION

- ☐ SAVE BLOWER DOOR REPORT
- ☐ SAVE DUCT LEAKAGE REPORT (IF REQUIRED)
- ☐ SAVE HVAC COMMISSIONING SHEET
- ☐ SAVE WATER HEATER COMMISSIONING RECORDS
- ☐ SAVE VENTILATION TEST RESULTS
- ☐ RECORD EQUIPMENT MODEL/SERIAL NUMBERS

- ☐ CREATE ENERGY CODE COMPLIANCE CERTIFICATE
 - ☐ ADD DOCUMENTS TO CO SUBMISSION PACKAGE
-

15.11 — SUPERVISOR FINAL COMMISSIONING APPROVAL

- ☐ HVAC SYSTEM APPROVED
- ☐ ELECTRICAL SYSTEM APPROVED
- ☐ PLUMBING SYSTEM APPROVED
- ☐ VENTILATION APPROVED
- ☐ BLOWER DOOR TEST PASSED
- ☐ DUCT TEST PASSED (IF REQUIRED)
- ☐ ALL MECHANICAL SYSTEMS OPERATING CORRECTLY
- ☐ NO LEAKS, ERRORS, OR FAILED SYSTEMS
- ☐ SUPERVISOR COMMISSIONING SIGN-OFF COMPLETED



PHASE 16 — FIRE & LIFE SAFETY FINALIZATION

16.0 — SMOKE & CARBON MONOXIDE SYSTEMS

- ☐ INSTALL SMOKE ALARMS IN ALL REQUIRED LOCATIONS
 - ☐ INSTALL CO ALARMS IN REQUIRED LOCATIONS
 - ☐ CONFIRM INTERCONNECTED SMOKE/CO NETWORK (WIRELESS OR HARDWIRED)
 - ☐ TEST ALL ALARMS INDIVIDUALLY
 - ☐ TEST WHOLE-NETWORK ACTIVATION (ONE ALARM TRIGGERS ALL)
 - ☐ CONFIRM ALARMS HAVE BATTERY BACKUP
 - ☐ VERIFY ALARMS ARE NOT OBSTRUCTED BY TRIM, PAINT, OR FIXTURES
 - ☐ CONFIRM CORRECT SPACING FROM HVAC REGISTERS (NO FALSE TRIGGERS)
 - ☐ INSTALL ADDITIONAL ALARMS IF REQUIRED BY CODE FOR MODULAR CONNECTION AREAS
-

16.1 — EGRESS PATHS & EMERGENCY EXIT COMPLIANCE

- ☐ VERIFY EXTERIOR DOORS OPERATE SMOOTHLY
 - ☐ CONFIRM ALL EXTERIOR DOORS HAVE PROPER LANDINGS
 - ☐ CONFIRM NO LOCK REQUIRES KEY TO EXIT FROM THE INSIDE
 - ☐ TEST EVERY BEDROOM EGRESS WINDOW
 - ☐ CONFIRM EGRESS WINDOWS OPEN FULLY WITHOUT OBSTRUCTION
 - ☐ VERIFY CLEAR OPENING SIZE MEETS CODE
 - ☐ CHECK WINDOW WELLS (IF BASEMENT OR LOWER LEVEL)
 - ☐ CONFIRM BASEMENT STAIRS AND BULKHEAD ACCESS ARE SAFE AND CLEAR
 - ☐ CHECK STAIR LIGHTING AT ALL REQUIRED SWITCHES
-

16.2 — GUARDS, HANDRAILS & FALL PROTECTION

INTERIOR

- ☐ INSTALL HANDRAILS ON ALL STAIR RUNS
- ☐ CONFIRM HANDRAIL HEIGHT IS CONSISTENT
- ☐ CONFIRM HANDRAIL “RETURNS” TO WALL AT TOP AND BOTTOM
- ☐ ENSURE STAIR TREADS ARE CONSISTENT HEIGHT
- ☐ INSTALL GUARDS ON STAIR LANDINGS
- ☐ CONFIRM GUARD HEIGHT MEETS MINIMUMS
- ☐ CONFIRM GUARD SPACING (BALUSTERS) IS CODE COMPLIANT

EXTERIOR

- ☐ INSTALL RAILING AT PORCH STEPS
 - ☐ INSTALL RAILING AT DECKS AND LANDINGS
 - ☐ CONFIRM FASTENERS AND HARDWARE ARE RATED FOR EXTERIOR USE
 - ☐ ENSURE ALL EXTERIOR STEPS HAVE EVEN RISE/RUN
-

16.3 — FIRE SEPARATION & FIREBLOCKING

GARAGE (IF APPLICABLE)

- ☐ INSTALL FIRE-RATED DRYWALL (TYPE X) ON GARAGE/LIVING WALLS
- ☐ SEAL PENETRATIONS THROUGH GARAGE/LIVING SEPARATION
- ☐ INSTALL SELF-CLOSING, FIRE-RATED DOOR BETWEEN GARAGE & HOME
- ☐ CONFIRM NO HVAC OR RETURN DUCTS CONNECT GARAGE TO HOME
- ☐ CHECK WEATHERSTRIPPING ON GARAGE-TO-HOME DOOR

INTERIOR FIREBLOCKING

- ☐ FIREBLOCK PLUMBING PENETRATIONS
 - ☐ FIREBLOCK ELECTRICAL PENETRATIONS
 - ☐ FIREBLOCK HVAC CHASES
 - ☐ SEAL VERTICAL AND HORIZONTAL CHASES
 - ☐ VERIFY FIRESTOP FOAM/MINERAL WOOL INSTALLED WHERE REQUIRED
 - ☐ CONFIRM ATTIC-TO-WALL FIREBLOCK CONTINUITY
-

16.4 — FIRE SAFETY FIXTURES & PROTECTION

- ☐ INSTALL FIRE EXTINGUISHER IN MECHANICAL ROOM (IF REQUIRED)
 - ☐ INSTALL FIRE EXTINGUISHER IN KITCHEN AREA (OPTIONAL BUT RECOMMENDED)
 - ☐ CONFIRM FURNACE ROOM IS FREE OF STORED MATERIALS
 - ☐ VERIFY MECHANICAL ROOM CLEARANCES FOR COMBUSTION EQUIPMENT
 - ☐ CHECK ACCESS PANELS FOR FURNACE/AIR HANDLER
 - ☐ ENSURE NO EXPOSED FOAM INSULATION IS VISIBLE WITHOUT BARRIER
-

16.5 — DOOR, WINDOW & GLASS SAFETY

- ☐ INSTALL TEMPERED GLASS IN REQUIRED LOCATIONS:
 - NEAR STAIRS
 - NEAR TUBS/SHOWERS
 - NEAR DOORS
 - WITHIN 24" OF DOOR EDGES
 - LOW WINDOWS CLOSE TO FLOOR
 - ☐ CONFIRM LABELING REMAINS ON TEMPERED GLASS UNTIL INSPECTION
 - ☐ CONFIRM SAFETY GLAZING INSTALLED IN HAZARDOUS LOCATIONS
 - ☐ TEST ALL WINDOWS & DOORS FOR SMOOTH OPERATION
 - ☐ CONFIRM HARDWARE IS SECURE AND PROPERLY INSTALLED
-

16.6 — VENTILATION & COMBUSTION AIR SAFETY

- ☐ CONFIRM BATH FANS EXHAUST OUTDOORS
- ☐ CONFIRM KITCHEN HOOD VENTS OUTDOORS

- ☐ CONFIRM DRYER VENT EXHAUSTS OUTDOORS
 - ☐ VERIFY FURNACE COMBUSTION AIR PATHWAY IS OPEN
 - ☐ VERIFY WATER HEATER COMBUSTION AIR PATHWAY
 - ☐ CHECK MECHANICAL ROOM FOR CORRECT CLEARANCES
 - ☐ ENSURE FRESH AIR INTAKE (IF REQUIRED) IS INSTALLED
-

16.7 – FINAL FIRE & LIFE SAFETY QA CHECK

- ☐ CONFIRM NO BLOCKED EGRESS PATHS
- ☐ CONFIRM ALL STAIRWAYS ARE CLEAR AND LIT
- ☐ CONFIRM NO LOOSE OR MISSING GUARDS/HANDRAILS
- ☐ CONFIRM NO OPEN ELECTRICAL BOXES
- ☐ CONFIRM ALL SMOKE/CO DETECTORS RETESTED
- ☐ CONFIRM FIRE-RATED ASSEMBLIES INTACT (GARAGE/LIVING, CHASES)
- ☐ CONFIRM MECHANICAL ROOM IS SAFE & CODE-CLEAR
- ☐ CONFIRM EXTERIOR LANDINGS SAFE AND SLIP-PROTECTED
- ☐ SUPERVISOR FIRE-SAFETY SIGN-OFF

PHASE 17 — EXTERIOR SITE COMPLETION

17.0 — FINAL GRADING & DRAINAGE SETUP

- ☐ FINAL GRADE ESTABLISHED AROUND ENTIRE FOUNDATION
 - ☐ ENSURE GRADE SLOPES AWAY FROM HOME MINIMUM 6" WITHIN 10'
 - ☐ REMOVE HIGH SPOTS AND FILL LOW SPOTS
 - ☐ CREATE DRAINAGE SWALES TO DIRECT WATER AWAY
 - ☐ GRADE SOIL UNDER DECKS, STEPS, OR PORCHES
 - ☐ ENSURE DOWNSPOUT OUTLETS DO NOT DUMP NEAR FOUNDATION
 - ☐ CONFIRM SOIL IS COMPACTED TO REDUCE SETTLEMENT
 - ☐ VERIFY NO NEGATIVE GRADE POINTS EXIST
 - ☐ ENSURE FINAL GRADE MEETS MUNICIPAL REQUIREMENTS
-

17.1 — FOUNDATION & PERIMETER CHECK

- ☐ INSPECT ALL BACKFILL AREAS FOR SETTLEMENT
 - ☐ ADD SOIL WHERE BACKFILL SETTLED
 - ☐ ENSURE WATERPROOFING EXPOSED ABOVE GRADE (NOT BURIED)
 - ☐ CONFIRM EXTERIOR FOUNDATION INSULATION (IF ANY) IS PROTECTED
 - ☐ INSPECT FOR CRACKS, GAPS, OR EXPOSED SEAMS
 - ☐ CLEAN FOUNDATION EXTERIOR OF MUD AND DEBRIS
 - ☐ CONFIRM PROPER DRAINAGE AWAY FROM BASEMENT WINDOWS OR EGRESS WELLS
-

17.2 — EGRESS WELLS & BASEMENT ACCESS (IF APPLICABLE)

- ☐ INSTALL EGRESS WINDOW WELL
- ☐ BACKFILL AROUND WELL WITH PROPER DRAINAGE GRAVEL
- ☐ INSTALL EGRESS WELL LADDER (IF REQUIRED)

- ☐ ENSURE WELL IS CLEAN AND UNOBSTRUCTED
 - ☐ CHECK BASEMENT WALKOUT OR BILCO-STYLE DOOR AREA
 - ☐ CONFIRM PROPER GRADE AROUND WALKOUT
 - ☐ ENSURE WATER DOES NOT POOL NEAR ACCESS POINTS
-

17.3 – DRIVEWAY CONSTRUCTION

- ☐ EXCAVATE DRIVEWAY FOOTPRINT (IF NOT ALREADY DONE)
 - ☐ COMPACT SUB-BASE
 - ☐ INSTALL DRIVEWAY STONE BASE
 - ☐ GRADE DRIVEWAY FOR CORRECT SLOPE (NO PONDING)
 - ☐ INSTALL EDGING (IF USED)
 - ☐ INSTALL ASPHALT OR CONCRETE (IF INCLUDED IN CONTRACT)
 - ☐ CREATE SMOOTH TRANSITION FROM ROAD TO DRIVEWAY APRON
 - ☐ ENSURE PROPER THICKNESS OF SURFACE MATERIALS
 - ☐ INSPECT FOR CRACKING OR IMPROPER COMPACTION
 - ☐ CLEAN UP DRIVEWAY EDGES
-

17.4 – WALKWAYS & HARDSCAPING

- ☐ INSTALL WALKWAY FROM DRIVEWAY TO ENTRY
 - ☐ ENSURE WALKWAY SLOPE IS EVEN AND SAFE
 - ☐ INSTALL PAVER/STONE/CONCRETE (AS SPECIFIED)
 - ☐ INSTALL STOOPS OR LANDING PADS
 - ☐ INSTALL PATIO AREAS (IF INCLUDED)
 - ☐ INSTALL STEPPING STONES OR SERVICE PATHS (HVAC, UTILITIES)
 - ☐ COMPACT BASE UNDER ALL WALKWAYS
 - ☐ INSPECT FOR SHIFTING, ROCKING, OR UNEVEN SURFACES
-

17.5 — STEPS, PORCHES & DECKS

STAIRS

- ☐ BUILD EXTERIOR STAIRS
- ☐ CONFIRM STAIR RISE/RUN CONSISTENCY
- ☐ INSTALL TREADS
- ☐ INSTALL RISERS
- ☐ ENSURE STAIR IS LEVEL AND STABLE
- ☐ INSTALL LANDING AT TOP/BOTTOM AS REQUIRED

PORCHES / DECKS

- ☐ INSTALL PORCH FRAMING (SITE-BUILT)
 - ☐ INSTALL PORCH DECKING BOARDS
 - ☐ INSTALL DECK LEDGER BOARD WITH PROPER FLASHING
 - ☐ INSTALL DECK JOISTS & BEAMS
 - ☐ INSTALL DECK BOARDS
 - ☐ INSTALL GUARDRAILS AND HANDRAILS
 - ☐ CONFIRM ALL HARDWARE IS EXTERIOR-RATED
 - ☐ ENSURE DECK IS STRUCTURALLY SOUND
 - ☐ CONFIRM CORRECT HEIGHT & SUPPORT POST EMBEDMENT
-

17.6 — GUTTERS & DOWNSPOUTS

- ☐ INSTALL GUTTERS ALONG ALL EAVES
- ☐ INSTALL DOWNSPOUTS AT PROPER SPACING
- ☐ INSTALL DOWNSPOUT EXTENSIONS (MINIMUM 4–6 FEET AWAY)
- ☐ ENSURE DOWNSPOUTS DO NOT DISCHARGE ONTO WALKWAYS/STAIRS
- ☐ CONFIRM GUTTERS SLOPE PROPERLY TOWARD DOWNSPOUTS
- ☐ TEST WATER FLOW FROM GUTTERS (OPTIONAL)
- ☐ INSPECT GUTTER JOINTS FOR SEALING
- ☐ ENSURE DRIP EDGE INTEGRATES CORRECTLY WITH GUTTERS

17.7 — LANDSCAPING & RESTORATION

- ☐ SPREAD TOPSOIL ACROSS DISTURBED AREAS
 - ☐ INSTALL SEED OR SOD (AS INCLUDED)
 - ☐ APPLY STRAW/MULCH WHERE NEEDED
 - ☐ CREATE DEFINED LAWN EDGES
 - ☐ STABILIZE SLOPES WITH EROSION CONTROL
 - ☐ REMOVE ROCKS, DEBRIS, BRANCHES FROM LAWN AREAS
 - ☐ ENSURE SEPTIC FIELD (IF APPLICABLE) IS PROTECTED (NO HEAVY EQUIPMENT)
 - ☐ RESTORE RIGHT-OF-WAY AREAS DISTURBED BY CONSTRUCTION
 - ☐ INSPECT FINAL LAWN AND LANDSCAPE FOR UNIFORM FINISH
-

17.8 — SITE CLEANUP & HAZARD REMOVAL

- ☐ REMOVE LEFTOVER MATERIALS
 - ☐ REMOVE TRASH, SCRAP WOOD, NAILS, SCREWS, SHINGLES
 - ☐ REMOVE PLASTIC WRAPPING AND SHRINK FILM
 - ☐ REMOVE CRANE MATS (IF STILL PRESENT)
 - ☐ REMOVE TEMPORARY BARRIERS AND STAKES
 - ☐ FILL HOLES OR RUTS CREATED BY EQUIPMENT
 - ☐ CLEAN AROUND HVAC CONDENSER
 - ☐ CLEAN AROUND ELECTRICAL/GAS METER AREAS
 - ☐ REMOVE DEBRIS AROUND PORCHES & DECKS
 - ☐ REMOVE ALL CONSTRUCTION EQUIPMENT
-

17.9 — EXTERIOR QA INSPECTION (SUPERVISOR)

- ☐ CONFIRM DRAINAGE IS CORRECT ON ALL SIDES
- ☐ CONFIRM DRIVEWAY AND WALKWAY ARE SAFE AND LEVEL

- ☐ CONFIRM GUTTERS/DOWNSPOUTS INSTALLED CORRECTLY
- ☐ CONFIRM SIDING MEETS GRADE CLEARANCE REQUIREMENTS
- ☐ CONFIRM DECKS/STEPS/RAILS ARE STURDY AND CORRECT HEIGHT
- ☐ CONFIRM EXTERIOR LIGHTING FUNCTIONING
- ☐ CONFIRM NO TRIP HAZARDS EXIST
- ☐ CONFIRM PROPERTY BOUNDARY CLEAR OF DEBRIS
- ☐ SUPERVISOR FINAL EXTERIOR APPROVAL



PHASE 18 — FINAL INSPECTIONS & CERTIFICATE OF OCCUPANCY

18.0 — PRE-FINAL INSPECTION PREPARATION

- ☐ CONFIRM ALL INTERIOR WORK IS COMPLETE
 - ☐ CONFIRM ALL EXTERIOR WORK IS COMPLETE
 - ☐ CONFIRM ALL SYSTEMS ARE FULLY OPERATIONAL
 - ☐ CONFIRM BLOWER DOOR TEST PASSED
 - ☐ CONFIRM ALL UTILITIES ARE ACTIVE
 - ☐ ENSURE HOUSE IS CLEAN AND WALKABLE
 - ☐ REMOVE ALL CONSTRUCTION TOOLS & EQUIPMENT
 - ☐ CONFIRM ALL INSPECTION PAPERWORK IS READY
 - ☐ CONFIRM ACCESS TO ATTIC AND CRAWLSPACE IS SAFE
 - ☐ CONFIRM ALL REQUIRED ALARMS ARE INSTALLED AND WORKING
 - ☐ CONFIRM ALL FIXTURES AND APPLIANCES ARE FUNCTIONING
 - ☐ VERIFY NO EXPOSED WIRING, PLUMBING, OR UNFINISHED WORK
 - ☐ PREPARE DIGITAL/PRINTED INSPECTION DOCUMENTS FOR INSPECTOR
-

18.1 — PLUMBING FINAL INSPECTION

- ☐ ALL FIXTURES INSTALLED (SINKS, TOILETS, TUBS, SHOWERS)
- ☐ NO LEAKS PRESENT ANYWHERE
- ☐ ALL TRAPS INSTALLED AND FUNCTIONING
- ☐ WATER HEATER INSTALLED AND FUNCTIONING
- ☐ WATER PRESSURE VERIFIED
- ☐ HOT/COLD ORIENTATION CORRECT
- ☐ EXTERIOR HOSE BIBS WORKING
- ☐ WASHING MACHINE CONNECTIONS OPERATIONAL
- ☐ DRAIN FLOW TESTED AT ALL FIXTURES
- ☐ SUMP PUMP (IF APPLICABLE) TESTED

- ☐ INSPECTOR WALKTHROUGH COMPLETED
 - ☐ ALL CORRECTIONS ADDRESSED
-

18.2 — ELECTRICAL FINAL INSPECTION

- ☐ ALL LIGHT FIXTURES OPERATIONAL
 - ☐ ALL SWITCHES AND RECEPTACLES FUNCTIONAL
 - ☐ GFCI AND AFCI DEVICES FUNCTIONING PROPERLY
 - ☐ EXTERIOR LIGHTS FUNCTIONING
 - ☐ PANEL LABELING CORRECT
 - ☐ METER INSTALLED AND ENERGIZED
 - ☐ SMOKE/CO DETECTORS TESTED
 - ☐ KITCHEN/BATH EXHAUST FANS FUNCTIONING
 - ☐ ALL COVER PLATES INSTALLED
 - ☐ NO EXPOSED WIRES PRESENT
 - ☐ INSPECTOR WALKTHROUGH COMPLETED
 - ☐ ALL CORRECTIONS ADDRESSED
-

18.3 — MECHANICAL (HVAC) FINAL INSPECTION

- ☐ HEATING SYSTEM OPERATIONAL
- ☐ COOLING SYSTEM OPERATIONAL
- ☐ THERMOSTAT CALIBRATED
- ☐ DUCTS CONNECTED, SEALED, AND OPERATIONAL
- ☐ RETURNS AND SUPPLIES FUNCTIONING
- ☐ NO REFRIGERANT LEAKS
- ☐ VENTILATION SYSTEMS WORKING (BATH FAN, HOOD VENT, DRYER VENT)
- ☐ COMBUSTION AIR PATHWAY CLEAR (IF FUEL-BURNING SYSTEM)
- ☐ CONDENSATE DRAIN INSTALLED AND DRAINING PROPERLY
- ☐ FURNACE/AIR HANDLER ACCESSIBLE AND SECURE

- ☐ INSPECTOR WALKTHROUGH COMPLETED
 - ☐ ALL CORRECTIONS ADDRESSED
-

18.4 — BUILDING FINAL INSPECTION

- ☐ INTERIOR WALLS, CEILINGS, AND FLOORS COMPLETE
 - ☐ MARRIAGE LINE FINISHES COMPLETED
 - ☐ DOORS AND WINDOWS OPERATIONAL
 - ☐ EGRESS WINDOWS OPEN FULLY
 - ☐ STAIRS AND HANDRAILS INSTALLED
 - ☐ GUARDRAILS INSTALLED
 - ☐ TEMPERED GLASS WHERE REQUIRED
 - ☐ FIRE SEPARATION BETWEEN GARAGE/HOME VERIFIED
 - ☐ ATTIC ACCESS OPERATIONAL
 - ☐ ATTIC INSULATION COMPLETE
 - ☐ ROOF COMPLETE AND WATERTIGHT
 - ☐ SIDING AND EXTERIOR TRIM COMPLETE
 - ☐ EXTERIOR LANDINGS, DECKS, AND STEPS SAFE
 - ☐ EXTERIOR DRAINAGE MEETS CODE
 - ☐ FINAL GRADING CORRECT
 - ☐ INSPECTOR WALKTHROUGH COMPLETED
 - ☐ ALL CORRECTIONS ADDRESSED
-

18.5 — SEPTIC / WELL / SEWER FINAL APPROVAL *(IF APPLICABLE)*

- ☐ SEPTIC SYSTEM INSTALLED PER PLAN
- ☐ SEPTIC AS-BUILT SUBMITTED
- ☐ FINAL SEPTIC INSPECTION APPROVED
- ☐ WELL WATER FLOW TESTED
- ☐ WATER QUALITY TESTED (IF REQUIRED)

- ☐ SEWER LATERAL TIE-IN APPROVED BY SEWER AUTHORITY
 - ☐ ALL CORRECTIONS ADDRESSED
-

18.6 — ENERGY CODE FINALIZATION

- ☐ BLOWER DOOR TEST PASSED
 - ☐ DUCT LEAKAGE TEST PASSED (IF REQUIRED)
 - ☐ ENERGY COMPLIANCE CERTIFICATE COMPLETED
 - ☐ VENTILATION AIRFLOW MEASURED AND APPROVED
 - ☐ ATTIC INSULATION DEPTH CONFIRMED
 - ☐ AIR SEALING VERIFIED
 - ☐ ALL CORRECTIONS ADDRESSED
-

18.7 — UTILITY COMPANY FINAL ACTIVATION

- ☐ ELECTRIC METER INSTALLED & ACTIVATED
 - ☐ GAS METER INSTALLED & ACTIVATED
 - ☐ WATER METER INSTALLED & ACTIVATED
 - ☐ SEWER SERVICE FULLY OPERATIONAL
 - ☐ PROPANE TANK FILLED & LINE ACTIVATED (IF APPLICABLE)
 - ☐ UTILITY INVOICES/ACCOUNTS SET UP FOR HOMEOWNER
-

18.8 — SUBMISSION OF ALL REQUIRED DOCUMENTS TO MUNICIPALITY

- ☐ FINAL ELECTRICAL INSPECTION REPORT SUBMITTED
- ☐ FINAL PLUMBING INSPECTION REPORT SUBMITTED
- ☐ FINAL MECHANICAL INSPECTION REPORT SUBMITTED
- ☐ FINAL BUILDING INSPECTION REPORT SUBMITTED
- ☐ ENERGY CODE DOCUMENTATION SUBMITTED
- ☐ SEPTIC/WELL/SEWER APPROVALS SUBMITTED

- ☐ BLOWER DOOR REPORT SUBMITTED
 - ☐ SITE PLAN OR AS-BUILT (IF REQUIRED) SUBMITTED
 - ☐ ALL MUNICIPAL FEES PAID
-

18.9 — CERTIFICATE OF OCCUPANCY (CO) ISSUED

- ☐ MUNICIPALITY REVIEWS COMPLETE INSPECTION PACKAGE
 - ☐ MUNICIPALITY APPROVES PROJECT FOR OCCUPANCY
 - ☐ CERTIFICATE OF OCCUPANCY ISSUED
 - ☐ CO DELIVERED TO HOMEOWNER (DIGITAL + PAPER)
 - ☐ CO STORED IN CDG PROJECT FILE
-

18.10 — CDG INTERNAL CO CONFIRMATION

- ☐ VERIFY CO MATCHES PROPERTY ADDRESS
- ☐ CONFIRM HOMEOWNER RECEIVES CO
- ☐ CONFIRM LENDER RECEIVES CO (IF REQUIRED)
- ☐ CONFIRM COPIES STORED IN CDG CLOUD SYSTEM
- ☐ MARK JOB AS “CO ISSUED” IN CDG DATABASE
- ☐ SUPERVISOR SIGN-OFF

PHASE 19 — CLEANUP, QA & CLOSEOUT

19.0 — INTERIOR CLEANUP (DEEP CLEAN)

- ☐ VACUUM ENTIRE HOME THOROUGHLY
 - ☐ MOP ALL HARD-SURFACE FLOORS
 - ☐ SWEEP/VACUUM CLOSETS AND CORNERS
 - ☐ CLEAN INTERIOR WINDOWS AND SILLS
 - ☐ REMOVE ALL STICKERS FROM WINDOWS, DOORS, FIXTURES
 - ☐ CLEAN ALL COUNTERTOPS AND SURFACES
 - ☐ REMOVE DUST FROM BASEBOARDS AND TRIM
 - ☐ CLEAN HVAC REGISTERS AND RETURN GRILLES
 - ☐ CLEAN BATHROOMS (TUBS, SHOWERS, SINKS, TOILETS)
 - ☐ CLEAN KITCHEN (CABINETS, APPLIANCES, SINK)
 - ☐ CLEAN LIGHT FIXTURES
 - ☐ REMOVE DRYWALL DUST FROM MECHANICAL ROOMS
 - ☐ REMOVE LABELS FROM APPLIANCES
 - ☐ CLEAN INTERIOR DOORS
 - ☐ REMOVE PAINT SPLATTER OR SMUDGES
 - ☐ REMOVE ALL CONSTRUCTION MATERIALS FROM ROOMS
-

19.1 — EXTERIOR CLEANUP

- ☐ REMOVE ALL DEBRIS FROM AROUND THE HOUSE
- ☐ REMOVE NAILS/SCREWS/SHINGLES FROM GROUND
- ☐ REMOVE PLASTIC WRAP, STRAPPING, SHRINK FILM
- ☐ REMOVE PALLETS, CRATES, BOXES
- ☐ REMOVE SIDING/TRIM SCRAPS
- ☐ REMOVE ROOFING DEBRIS
- ☐ CLEAN PORCHES, DECKS, AND STEPS
- ☐ REMOVE TEMPORARY BRACING (IF STILL PRESENT)

- ☐ REMOVE TEMPORARY RAILINGS (IF SAFE TO DO SO)
 - ☐ REMOVE TEMPORARY STAKES, FLAGS, AND LAYOUT MARKERS
 - ☐ CLEAN DRIVEWAY AND WALKWAYS
 - ☐ REMOVE ALL CONCRETE SPLATTER OR STAINS
 - ☐ CLEAN AROUND HVAC CONDENSER
 - ☐ REMOVE DEBRIS FROM SEPTIC/WELL AREAS
 - ☐ CLEAN AROUND ELECTRIC METER & GAS METER
-

19.2 – EQUIPMENT & MATERIAL REMOVAL

- ☐ REMOVE LADDERS, SCAFFOLDING, AND WORK PLATFORMS
 - ☐ REMOVE EXTENSION CORDS AND TEMPORARY LIGHTING
 - ☐ REMOVE AIR COMPRESSORS AND HOSES
 - ☐ REMOVE SAWS AND TOOLS
 - ☐ REMOVE LEFTOVER PLUMBING/ELECTRICAL MATERIALS
 - ☐ REMOVE UNUSED DRYWALL OR LUMBER
 - ☐ ENSURE NO TOOLS LEFT INSIDE HOME
 - ☐ CONFIRM MECHANICAL ROOM CLEARED OF CONSTRUCTION DEBRIS
-

19.3 – DUMPSTER & DISPOSAL OPERATIONS

- ☐ FILL DUMPSTER WITH FINAL DEBRIS
 - ☐ ENSURE NO PROHIBITED ITEMS IN DUMPSTER
 - ☐ SCHEDULE DUMPSTER PICKUP
 - ☐ INSPECT DRIVEWAY AND GRASS FOR DUMPSTER DAMAGE
 - ☐ FILL MINOR RUTS OR DEPRESSIONS CAUSED BY DUMPSTERS
 - ☐ ENSURE SITE IS DEBRIS-FREE AFTER DUMPSTER REMOVAL
-

19.4 – DETAILED INTERIOR QA INSPECTION

- ☐ CHECK DRYWALL SEAMS FOR CRACKS OR IMPERFECTIONS
 - ☐ CHECK ALL PAINT SURFACES FOR TOUCH-UP NEEDS
 - ☐ INSPECT ALL TRIM FOR CORRECT INSTALLATION
 - ☐ CHECK DOOR REVEALS AND OPERATION
 - ☐ VERIFY WINDOWS OPEN AND CLOSE SMOOTHLY
 - ☐ CONFIRM PLUMBING FIXTURES HAVE NO LEAKS
 - ☐ CONFIRM TOILETS ARE SECURED AND SEALED
 - ☐ CONFIRM ELECTRICAL FIXTURES OPERATE CORRECTLY
 - ☐ CONFIRM HVAC SYSTEM IS RUNNING PROPERLY
 - ☐ CONFIRM APPLIANCES ARE FUNCTIONAL
 - ☐ CHECK CABINET ALIGNMENT AND DOOR SWINGS
 - ☐ CHECK COUNTERTOP INSTALLATION
 - ☐ CHECK FLOORING SEAMS AND TRANSITIONS
 - ☐ CHECK STAIR TREADS AND RAILINGS
 - ☐ CHECK INTERIOR CAULKING (KITCHEN, BATH, TRIM)
 - ☐ INSPECT ATTIC ACCESS IS SEALED
 - ☐ CREATE INTERIOR PUNCH LIST
-

19.5 — DETAILED EXTERIOR QA INSPECTION

- ☐ INSPECT SIDING ALIGNMENT AND ATTACHMENT
- ☐ INSPECT ROOF SHINGLES FOR LOOSE TABS OR EXPOSED NAILS
- ☐ INSPECT ROOF FLASHING INTEGRITY
- ☐ INSPECT EXTERIOR CAULKING
- ☐ INSPECT GUTTERS AND DOWNSPOUTS
- ☐ INSPECT FOUNDATION GRADE AND DRAINAGE
- ☐ INSPECT PORCH/DECK STABILITY
- ☐ INSPECT HANDRAILS AND GUARDRAILS
- ☐ CONFIRM WALKWAYS ARE LEVEL AND SAFE
- ☐ CHECK EXTERIOR LIGHTS AND OUTLETS
- ☐ CONFIRM EXTERIOR DOORS SEAL PROPERLY
- ☐ CONFIRM NO EXPOSED FASTENERS ON TRIM
- ☐ INSPECT DRIVEWAY AND APRON

- INSPECT LAWN RESTORATION
 - CREATE EXTERIOR PUNCH LIST
-

19.6 — PUNCH LIST CREATION

- COMPILE ALL INTERIOR AND EXTERIOR DEFICIENCIES
 - CATEGORIZE PUNCH LIST BY TRADE (ELECTRIC, PLUMBING, HVAC, FINISH, EXTERIOR)
 - ASSIGN TASKS TO SUBCONTRACTORS OR CDG CREWS
 - SCHEDULE PUNCH LIST COMPLETION
 - PROVIDE CLEAR DEADLINES TO SUBCONTRACTORS
 - TRACK PUNCH LIST ITEMS TO ENSURE COMPLETION
-

19.7 — PUNCH LIST COMPLETION

- VERIFY EACH PUNCH LIST ITEM IS COMPLETED
 - RE-INSPECT PROBLEMATIC AREAS
 - CONFIRM NO VISIBLE DEFICIENCIES REMAIN
 - CONFIRM ALL SYSTEMS RE-TESTED AFTER FIXES
 - CLEAN UP AREAS AFFECTED BY PUNCH LIST WORK
 - CLOSE PUNCH LIST OFFICIALLY IN CDG SYSTEM
-

19.8 — FINAL SUPERVISOR CLOSEOUT SIGN-OFF

- SUPERVISOR PERFORMS WHOLE-HOUSE WALKTHROUGH
- SUPERVISOR CONFIRMS ALL TRADES ARE COMPLETE
- SUPERVISOR CONFIRMS ALL INSPECTIONS PASSED
- SUPERVISOR VERIFIES NO SAFETY HAZARDS REMAIN
- SUPERVISOR CONFIRMS FULL CLEANUP COMPLETE

- SUPERVISOR APPROVES TURNOVER READINESS
- SUPERVISOR SIGNS CDG CLOSEOUT APPROVAL FORM



PHASE 20 — HOMEOWNER TURNOVER & WARRANTY ACTIVATION

20.0 — FINAL HOME PRESENTATION PREP

- ☐ PERFORM FULL INTERIOR CLEANING (PHASE 19 COMPLETE)
 - ☐ PERFORM FULL EXTERIOR CLEANING (PHASE 19 COMPLETE)
 - ☐ ENSURE ALL SYSTEMS ARE FULLY FUNCTIONING
 - ☐ ENSURE NO CONSTRUCTION DEBRIS REMAINS
 - ☐ ENSURE TEMPERATURES INSIDE THE HOME ARE COMFORTABLE
 - ☐ TURN ON ALL LIGHTS FOR PRESENTATION
 - ☐ OPEN BLINDS/SHADES AS APPROPRIATE
 - ☐ VERIFY HOME HAS A “FINISHED, LIVED-IN READY” APPEARANCE
 - ☐ PREPARE HOMEOWNER PACKET (MANUALS, WARRANTIES, KEYS)
 - ☐ STAGE NECESSARY DOCUMENTS ON KITCHEN COUNTER
-

20.1 — HOMEOWNER WALK-THROUGH (CDG SUPERVISOR + CLIENT)

EXTERIOR WALK-THROUGH

- ☐ INSPECT SIDING AND EXTERIOR FINISHES
- ☐ REVIEW FOUNDATION GRADE AND DRAINAGE
- ☐ INSPECT PORCH, DECKS, RAILINGS, & STEPS
- ☐ REVIEW EXTERIOR ELECTRICAL & LIGHTING
- ☐ REVIEW GUTTER & DOWNSPOUT PLACEMENT
- ☐ INSPECT DRIVEWAY, WALKWAYS, AND LANDSCAPING

INTERIOR WALK-THROUGH

- ☐ WALK EACH ROOM WITH HOMEOWNER
- ☐ CHECK FUNCTION OF ALL WINDOWS & DOORS
- ☐ INSPECT FLOORING, TRIM, AND PAINT
- ☐ TEST ALL APPLIANCES WITH HOMEOWNER

- DEMONSTRATE PLUMBING FIXTURES
- DEMONSTRATE LIGHT SWITCHES AND OUTLETS
- SHOW OPERATION OF SMOKE/CO DETECTORS
- REVIEW ATTIC ACCESS, CRAWLSPACE ACCESS, AND MECHANICAL ROOM

MECHANICAL WALK-THROUGH

- DEMONSTRATE HVAC SYSTEM AND THERMOSTAT
 - DEMONSTRATE WATER HEATER OPERATION
 - DEMONSTRATE VENTILATION SYSTEMS
 - DEMONSTRATE ELECTRICAL PANEL OPERATION
 - SHOW MAIN WATER SHUTOFF
 - SHOW GAS SHUTOFF (IF APPLICABLE)
-

20.2 — SYSTEM DEMONSTRATIONS

- EXPLAIN HOW TO CHANGE HVAC FILTERS
 - EXPLAIN HOW TO RESET GFCI OUTLETS
 - DEMONSTRATE BREAKER PANEL USAGE
 - SHOW WATER SHUTOFF & DRAIN DOWN POINT
 - DEMONSTRATE APPLIANCE BASICS (STOVE, DW, MICROWAVE)
 - DEMONSTRATE THERMOSTAT PROGRAMMING (IF APPLICABLE)
 - DEMONSTRATE HRV/ERV SETTINGS (IF APPLICABLE)
 - DEMONSTRATE HOW TO OPEN, TILT, AND LOCK WINDOWS
 - DEMONSTRATE SMOKE/CO TEST BUTTONS
 - REVIEW SUMP PUMP OPERATION (IF APPLICABLE)
-

20.3 — WARRANTY DOCUMENTATION & ACTIVATION

- PROVIDE CDG 1-YEAR WORKMANSHIP WARRANTY
- PROVIDE MANUFACTURER WARRANTIES (APPLIANCES, HVAC, WINDOWS, DOORS)
- PROVIDE MODULAR MANUFACTURER'S STRUCTURAL WARRANTY

- ☐ PROVIDE ROOFING/SIDING/DECKING WARRANTIES
 - ☐ PROVIDE WATER HEATER & MECHANICAL EQUIPMENT WARRANTIES
 - ☐ REVIEW WHAT IS AND IS NOT COVERED UNDER WARRANTY
 - ☐ PROVIDE CONTACT INFO FOR WARRANTY CLAIMS
 - ☐ RECORD OFFICIAL WARRANTY START DATE IN CDG SYSTEM
 - ☐ ACTIVATE APPLIANCE WARRANTIES ONLINE
 - ☐ ACTIVATE HVAC MANUFACTURER WARRANTY
 - ☐ PROVIDE HOMEOWNER COPIES OF ALL DOCUMENTS
-

20.4 — HOMEOWNER MAINTENANCE ORIENTATION

- ☐ PROVIDE CDG HOME MAINTENANCE GUIDE
 - ☐ REVIEW SEASONAL CHECKLISTS (WINTER/SUMMER CARE)
 - ☐ REVIEW FILTER REPLACEMENT SCHEDULE
 - ☐ REVIEW GUTTER CLEANING REQUIREMENTS
 - ☐ REVIEW EXTERIOR CAULKING INSPECTION SCHEDULE
 - ☐ REVIEW SETTLEMENT EXPECTATIONS (DRYWALL MOVEMENT, CAULK CRACKING)
 - ☐ REVIEW FOUNDATION SETTLING EXPECTATION
 - ☐ EXPLAIN HOW TO REPORT NON-EMERGENCY CONCERNS
 - ☐ EXPLAIN PROCESS FOR EMERGENCY ISSUES
-

20.5 — SCHEDULING FUTURE CHECK-INS

- ☐ SCHEDULE CDG 30-DAY COURTESY CHECK
 - ☐ SCHEDULE CDG 1-YEAR WARRANTY INSPECTION
 - ☐ SCHEDULE CDG 3-YEAR MODULAR SETTLEMENT CHECK (CDG-EXCLUSIVE)
 - ☐ ADD REMINDERS TO CDG CALENDAR
 - ☐ PROVIDE HOMEOWNER WITH CHECK-IN SCHEDULE (PRINT + DIGITAL)
-

20.6 — FINAL DOCUMENT SIGNING & LEGAL CLOSEOUT

- ☐ HOMEOWNER ACKNOWLEDGES WALK-THROUGH COMPLETE
 - ☐ HOMEOWNER REVIEWS AND SIGNS PUNCH LIST COMPLETION (IF ANY)
 - ☐ HOMEOWNER SIGNS TURNOVER ACCEPTANCE FORM
 - ☐ CDG SUPERVISOR SIGNS TURNOVER FORM
 - ☐ PROVIDE HOMEOWNER WITH SIGNED COPIES
 - ☐ UPLOAD ALL DOCUMENTS TO CDG DIGITAL PROJECT FOLDER
-

20.7 — KEY & ACCESS DELIVERY

- ☐ DELIVER MAIN HOUSE KEYS
 - ☐ DELIVER MAILBOX KEY (IF APPLICABLE)
 - ☐ DELIVER GARAGE REMOTE(S) OR KEYPAD CODE
 - ☐ DELIVER SMART LOCK INSTRUCTIONS (IF APPLICABLE)
 - ☐ CONFIRM HOMEOWNER CAN ACCESS ALL LOCKS AND SYSTEMS
-

20.8 — FINAL PHOTO DOCUMENTATION

- ☐ TAKE EXTERIOR FINAL PHOTOS (FRONT, SIDES, REAR)
 - ☐ TAKE INTERIOR FINAL PHOTOS (ALL ROOMS)
 - ☐ PHOTOGRAPH MECHANICAL ROOM, PANEL, WATER HEATER
 - ☐ PHOTOGRAPH HVAC AND CONDENSER
 - ☐ PHOTOGRAPH CO & SMOKE DETECTOR LOCATIONS
 - ☐ PHOTOGRAPH ALL APPLIANCES INSTALLED
 - ☐ UPLOAD FINAL PHOTOS TO CDG PROJECT RECORD
-

20.9 — PROJECT CLOSEOUT (CDG INTERNAL)

- ☐ MARK PROJECT AS “COMPLETE” IN CDG SYSTEM
- ☐ FINAL INVOICE ISSUED (IF APPLICABLE)
- ☐ CONFIRM ALL SUBCONTRACTORS HAVE BEEN PAID
- ☐ OBTAIN LIEN WAIVERS FROM SUBCONTRACTORS
- ☐ UPLOAD CO TO CDG SYSTEM
- ☐ CLOSE SUBCONTRACTOR SCHEDULES
- ☐ ARCHIVE PROJECT FOLDER
- ☐ TRANSFER WARRANTY RESPONSIBILITY TO CDG SERVICE DEPARTMENT

20.10 — CLIENT GIFT PACKAGE & BRAND EXPERIENCE

- ☐ PREPARE CDG GIFT BOX FOR HOMEOWNER
 - ☐ INCLUDE PERSONALIZED WELCOME LETTER FROM CDG
 - ☐ INCLUDE CDG PADFOLIO (DOCUMENTS, WARRANTY, CONTACTS)
 - ☐ INCLUDE BRANDED MAINTENANCE KIT (FILTERS, TOUCH-UP PAINT, CAULK, ETC.)
 - ☐ INCLUDE “NEW HOME ESSENTIALS” STARTER ITEMS (OPTIONAL)
 - ☐ INCLUDE FRAMED PHOTO OF THEIR HOME ON SET DAY (OPTIONAL)
 - ☐ INCLUDE THANK-YOU CARD SIGNED BY TEAM
-

20.11 — POSTCARD & MAILING FOLLOW-UP

- ☐ MAIL HANDWRITTEN “THANK YOU” POSTCARD
 - ☐ MAIL A CDG-BRANDED MAGNET OR CARD WITH HOTLINE & SUPPORT INFO
 - ☐ ADD HOMEOWNER TO CDG HOLIDAY CARD MAILING LIST
 - ☐ ADD HOMEOWNER TO 30-DAY AND 1-YEAR FOLLOW-UP REMINDERS
 - ☐ ADD HOMEOWNER TO CDG NEWSLETTER LIST (IF APPLICABLE)
-

20.12 — CUSTOM LASER-CUT MODEL OF THEIR HOME (OPTIONAL PREMIUM)

- GENERATE SCALED MODEL OF THE HOME FROM MODULAR PLANS
 - PRINT LASER-CUT WOOD/ACRYLIC MINI MODEL
 - ASSEMBLE OR SHIP FLAT-PACKED WITH INSTRUCTIONS
 - PLACE MODEL IN CDG GIFT BOX OR PRESENT DURING TURNOVER
 - PHOTOGRAPH HOMEOWNER RECEIVING THEIR MODEL FOR CDG BRANDING (OPTIONAL)
-

20.13 — FINAL BRAND TOUCHPOINTS

- ASK HOMEOWNER FOR OPTIONAL TESTIMONIAL
- ASK HOMEOWNER FOR OPTIONAL PHOTO IN FRONT OF THEIR NEW HOME
- PROVIDE FREE YARD SIGN (“WELCOME HOME” OR “PROUDLY BUILT BY CDG”)
- DELIVER DIGITAL “HOMEOWNER WELCOME PACKET” VIA EMAIL
- ADD PROJECT TO CDG PORTFOLIO AND ARCHIVES

