

## Make Ready Unit Punchlist

Property: \_\_\_\_\_

Address: \_\_\_\_\_

PO # \_\_\_\_\_ (Do Not Begin Work without a Purchase Order)

TPS Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Date/Time to begin job: \_\_\_\_\_

DATE KEY ASSIGNED: \_\_\_\_\_ DATE/TIME KEY PICKED UP: \_\_\_\_\_

DATE/TIME KEY DROPPED OFF: \_\_\_\_\_

ATTENTION: If a key is assigned to vendor before 12:00 Noon, the key MUST be picked up no later than 4:00 PM of the same day. If the key is assigned after 12:00 Noon, it MUST be picked up no later than 12:00 Noon of the following day. If the key is assigned after 12:00 Noon on a Friday or the day before a holiday, alternate arrangements will be made.

OK	Description	RFP Citation	Comments
	<b>Living Room</b>		
	Entry door/storm door/closet/busted door/hardware/stops	2.4.3	
	Floor damaged/missing tile/base boards/cove base/toe strips	2.4.8	
	Smoke detectors	2.4.7	
	Walls/ceiling patch/touch up	2.5.1/2.6	
	Windows locks/blinds/screens/storm/rods	2.4.2	
	<b>Kitchen</b>		
	Cabinets missing/ damaged	2.3.5.4	
	Clogged drains	2.4.1	
	Countertop missing/ damaged	2.3.5.4	
	Dryer vents in/out	2.4.11	
	Electric panel cover/ missing breakers	2.4.4	
	Entry door/storm door/closet/damaged/hardware/stops	2.4.3	
	Floor damaged/missing tile/cove base	2.4.5/2.4.8	
	GFI operation/receptacles	2.4.4/2.4.6	
	Leaking faucet/p-trap	2.4.1	
	Lights switch/cover/lamps/globe/3 way	2.4.4/2.4.6	
	Range hood fan/ lights	2.4.14	
	Refrigerator gaskets/clean/parts	2.3.5.3	
	Stove burners/knob/racks/clean/flexline	2.3.5.1	
	Under cabinet light	2.4.6	
	Walls/ceiling patch/touch up	2.3.5.2/2.5.1/ 2.6	
	Washer box hot/cold/drain	2.4.1	
	Windows locks/blinds/screens/storm/rods	2.4.2	
	<b>Halls/Steps</b>		
	Lights switch/cover/lamps (up/down)	2.4.4/2.4.6	
	Smoke detectors (up/down)	2.4.7	
	Stairs treads/handrails/missing/repair	2.4.5	
	Walls/celling patch/touch up	2.5.1/2.6	
	<b>Furnace</b>		
	Cycles properly A/C heat	2.4.11	
	Filter/thermostat/vents	2.4.11	

OK	Description	RFP Citation	Comments
	<b>Exterior</b>		
	Toter/yard/front/rear	2.10.3	
	<b>Bedroom</b>		
	Closet door damaged/hardware/stops (br1,br2,br3,br4,br5)	2.4.3	
	Entry door/storm door/closet/damaged/hardware/stops (br1,br2,br3,br4,br5)	2.4.3	
	Floor damaged/missing tile/cove base (br1,br2,br3,br4,br5)	2.4.8	
	Lights switch/cover/lamps/globe (br1,br2,br3,br4,br5)	2.4.6	
	Receptacle ungrounded/plates (br1,br2,br3,br4,br5)	2.4.4	
	Smoke detectors (br1,br2,br3,br4,br5)	2.4.7	
	Vents/radiator (br1,br2,br3,br4,br5)	2.4.11	
	Walls/ceiling patch/touch up (br1,br2,br3,br4,br5)	2.5.1/2.6	
	Windows locks/blinds/screens/storm/rods (br1,br2,br3,br4,br5)	2.4.2	
	<b>Bathroom</b>		
	Cabinets damaged/rust/mirror (ba1,ba2)	2.3.5.4	
	Clogged drain tub/sink (ba1,ba2)	2.3.1/2.4.1	
	Door damaged/hardware/stops (ba1,ba2)	2.4.3	
	Exhaust fan missing/cover/non-operational (ba1,ba2)	2.4.17	
	Floor damaged/missing tile/cove base (ba1,ba2)	2.3.1/2.4.8/ 2.4.9	
	Lavatory sink loose/stopper/legs/caulked (ba1,ba2)	2.3.1	
	Leaking faucet/p-trap (ba1,ba2)	2.3.1/2.4.1	
	Light switch/cover/lamps (ba1,ba2)	2.4.6	
	Shower curtain rod/towel bar/soap dish/paper holder (ba1,ba2)	2.3.1/2.4.17	
	Toilet damaged/clogged/loose seat/leaking (ba1,ba2)	2.3.1	
	Tub diverter leaking/caulked (ba1,ba2)	2.3.1/2.4.18	
	Walls/celling patch/touch up (ba1,ba2)	2.5.1/2.6	
	<b>Painting</b>		
	Repaint all surfaces	2.6.1	

This list is NOT all-inclusive.

**Contractor's Quality Control Certification**

The make ready services provided for the unit named above have been completed to the specifications and standards as prescribed in our proposal and the scope of work provided by TPS (included with Solicitation TP23-1002). I have provided quality control oversight and certify that the unit meets the conditions of the Quality Control Plan submitted with our proposal. The complete scope of work and all line items have been inspected by the CONTRACTOR's Representative and are ready for TPS staff inspection.

CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME/TITLE/COMPANY \_\_\_\_\_

**PROPERTY MANAGER'S CERTIFICATION THAT UNIT HAS BEEN INSPECTION AND IS APPROVED**

PROPERTY MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**EMAIL INVOICE TO TOUCHSTONEAP@CINTIMHA.COM AFTER THE MANAGER HAS INSPECTED AND APPROVED YOUR WORK.**

**MATERIALS NOTICE:**

ATTENTION CONTRACTORS: MATERIALS PURCHASED THAT ARE NOT AVAILABLE IN CMHA WAREHOUSE MUST BE APPROVED BEFORE PURCHASE BY THE PROPERTY MANAGER. RECEIPTS FOR MATERIALS PURCHASED NEED TO BE PRESENTED TO THE PROPERTY MANAGER FOR APPROVAL. (Per Section 2.12 of Attachment A.)

**ATTENTION CONTRACTORS:**  
**A \$25 PENALTY APPLIES FOR EACH FAILED INSPECTION AND A \$25 PER DAY PENALTY APPLIES FOR EACH DAY WORK GOES OVER SCHEDULE**  
 (Per Section 4.0 of Attachment A)