# Safeguard Properties

## P&P Quality Control Checklist

Contractor Code:_____ Date QC was performed:_____
Property Address:_____ Name of person completing QC:_____
Crew who completed initial:_____

| Yes | No | Bid | NA | FHA PRESALE | QC Action Corrected | QC Action Bid |
|---|---|---|---|---|---|---|
| | | | | **Securing** | | |
| □ | □ | □ | □ | All broken glass has been removed and broken windows have been reglazed. | □ | □ |
| □ | □ | □ | □ | Broken windows in High Vandalism areas are boarded to HUD Specs. | □ | □ |
| □ | □ | □ | □ | All locks have been changed to the correct key code (secondary door only). | □ | □ |
| □ | □ | □ | □ | Lockbox code is set correctly and lockbox is present. | □ | □ |
| □ | □ | □ | □ | Pool gates have been padlocked | □ | □ |
| □ | □ | □ | □ | Pool has been reported and bid. | □ | □ |
| | | | | **Plumbing** | | |
| □ | □ | □ | □ | All open water lines have been capped. | □ | □ |
| □ | □ | □ | □ | All gas lines have been capped. | □ | □ |
| □ | □ | □ | □ | Water heater safety straps are present and secured. | □ | □ |
| □ | □ | □ | □ | All winterization stickers are filled out and placed on all faucets, fixtures, traps, water tank, and water meter. | □ | □ |
| □ | □ | □ | □ | Main shut off valve is zip tied in the off position. | □ | □ |
| □ | □ | □ | □ | Main water line is plugged using teflon tape. | □ | □ |
| □ | □ | □ | □ | Anti-freeze placed in all toilets (bowls and tanks) and in all traps. | □ | □ |
| □ | □ | □ | □ | All water is out of lines and hot water tank. | □ | □ |
| □ | □ | □ | □ | Boiler is drained and heating loops are free of water. | □ | □ |
| □ | □ | □ | □ | Water meter is disconnected. | □ | □ |
| □ | □ | □ | □ | Gas or electric hot water heater is turned off. | □ | □ |
| □ | □ | □ | □ | Electric supply to well pump is disconnected. | □ | □ |
| □ | □ | □ | □ | Expansion tank is drained. | □ | □ |
| □ | □ | □ | □ | Freeze damage, broken or stolen copper is properly photographed, documented, and bid. | □ | □ |
| □ | □ | □ | □ | Winterization toilet wrap is installed correctly | □ | □ |
| | | | | **Lawn and Landscape** | | |
| □ | □ | □ | □ | Grass has been cut and all grass clippings removed. | □ | □ |
| □ | □ | □ | □ | Shrubs have been trimmed for allowable. | □ | □ |
| | | | | **Outbuildings** | | |
| □ | □ | □ | □ | The outbuilding has been secured or bid if locks were previously changed. | □ | □ |
| | | | | **Fences and Gates** | | |
| □ | □ | □ | □ | All fences are in good condition and damaged fences are properly bid. | □ | □ |
| | | | | **Roof** | | |
| □ | □ | □ | □ | Tarp/patch roof if damage is present per emergency allowable. | □ | □ |
| □ | □ | □ | □ | Flash and tar chimney if damage is present per emergency allowable. | □ | □ |
| □ | □ | □ | □ | Advise on any roof/water damage. | □ | □ |
| □ | □ | □ | □ | Advise on any damaged downspouts and gutters. | □ | □ |
| | | | | **Interior** | | |
| □ | □ | □ | □ | Bid to remove and store personals | □ | □ |
| □ | □ | □ | □ | Bid to remove interior debris | □ | □ |
| □ | □ | □ | □ | Bid to remove interior Health Hazards | □ | □ |
| □ | □ | □ | □ | Bid to remove interior infestation risk (12 cyd can be removed during initial) | □ | □ |
| □ | □ | □ | □ | Bid to place in broom swept condion | □ | □ |
| □ | □ | □ | □ | Bids are not excessive | □ | □ |
| □ | □ | □ | □ | Unnecessary Bids not submitted | □ | □ |
| | | | | **Exterior** | | |
| □ | □ | □ | □ | Bid to remove and store personals | □ | □ |
| □ | □ | □ | □ | Bid to remove exterior debris | □ | □ |
| □ | □ | □ | □ | Bid to remove exterior Health Hazards | □ | □ |
| □ | □ | □ | □ | Bid to remove exterior infestation risk | □ | □ |
| □ | □ | □ | □ | Bids are not excessive | □ | □ |
| □ | □ | □ | □ | Unnecessary Bids not submitted | □ | □ |
| | | | | **Basement/Crawl Space** | | |
| □ | □ | □ | □ | Water is pumped from basement if present | □ | □ |
| □ | □ | □ | □ | Test completed to make sure sump pump is operable. | □ | □ |

# Safeguard Properties

Quality Control Checklist

| | | | | QC Items | QC Action | |
|---|---|---|---|---|---|---|
| Yes | No | Bid | NA | | Corrected On site | Requires Follow Up |
| | | | | **Hazards Bid** | | |
| ☐ | ☐ | ☐ | ☐ | Handrails | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Cap Wires | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Cap Gas Lines | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Broken Stairs | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Repair Holes in floor | ☐ | ☐ |
| | | | | **Emergency Allowable:** | | |
| ☐ | ☐ | ☐ | ☐ | Pump water from basement | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Sump Pump | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Cap Gas Lines | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Cap Exposed Wires | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Thaw Property | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Cure water intrusion | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Cure violations | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Remove abandoned vehicles | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Remove abandoned animals | ☐ | ☐ |
| | | | | **Damages:** | | |
| ☐ | ☐ | ☐ | ☐ | Roof damage | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Water damage | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Mold | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Gutters/Downspouts | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Siding | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Mortgagor Neglect | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Fire Damage | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Freeze damage | ☐ | ☐ |
| ☐ | ☐ | ☐ | ☐ | Missing Copper/mechanicals | ☐ | ☐ |

Print name:_____
Signed name:_____

By signing and dating the above, I take fully responsibility for the accuracy and workmanship for completing and documenting this property in full. As a qualified individual to perform maintenance work for Safeguard Properties, I have photo documented the entire work order process to support all items are completed per Safeguard Properties guidelines and all supporting documentation for damages and estimates/bids are accurate. I understand that any missed, false and/or inaccurate information will result in total ownership of the discrepancy('s) and all re-work to the property will be at my cost to achieve Safeguard's expectations of quality workmanship.