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.	□	□

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				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.