

FHA Task Photo Best Practice Checklist

If a task is completed, all Before, During, and After Photos must be documented. Always follow your work order, as any instructions there supersede the below. Make sure Cost to Date has not been exceeded before completing work and assure those line items highlighted in green are documented thoroughly for proper payment.

| Securing and Postings | Payment Unit of Measure | Before | During | After |
|--|--------------------------------|---------------|---------------|--------------|
| Main Door Knob Lock | Each | | | |
| Main Door Deadbolt | Each | | | |
| Sliding Glass Door Secure Handlock | Each | | | |
| Lockbox Installed | Each | | | |
| Padlock and Hasp | Each | | | |
| Window Locks | Each | | | |
| Exterior Steel Door Replacement | Each | | | |
| Garage Door Replacement | Each | | | |
| Garage Door Repair | Each | | | |
| Slider Door Locks/Anti-lift blocks | Each | | | |
| Address Posting | Each | | | |
| Boarding and Reglazing | Payment Unit of Measure | Before | During | After |
| Reglaze (Broken or Cracked Windows) | Unit Inch (L + W) | | | |
| Boarding Windows (if unable to reglaze) | Unit Inch (L + W) | | | |
| Grass Maintenance - if in season and conditions exists | Payment Unit of Measure | Before | During | After |
| Grass Cut to 2 inches | Grass Height | | | |
| Edging and Weed Trimming | NA | | | |
| Shrub Trimming | Linear Foot | | | |
| Tree Trimming | Each | | | |
| Leaves (Utilize Work Order Leaf Documentation) | Cubic Yard | | | |
| Landscape Debris Removal | Cubic Yard | | | |
| Before photo of height and After cut being 2" | NA | | | |
| Snow Maintenance - if in season and conditions exists | Payment Unit of Measure | Before | During | After |
| Snow remove when over 3 inches | Snow Height | | | |
| Sidewalks, walkways, driveways, steps, paths to rekeyed doors | NA | | | |
| Salt or Melting Agent Applied | NA | | | |
| Pools and Hot Tubs | Payment Unit of Measure | Before | During | After |
| Above Ground Pool Drain, Dismantle, and Remove (If beyond use) | Each | | | |
| Pool Securing - In Ground Cover | Each | | | |
| Pool Securing - Above Ground Cover | Each | | | |
| Fill Dirt | Cubic Yard | | | |
| Hot Tub/Spa/Ponds Draining and Securing with Cover | Each | | | |
| Receipt for Above or In-ground Pool Cover | Each | | | |
| Trash, Health Hazards, Landscape Debris | Payment Unit of Measure | Before | During | After |
| Interior Health Hazard / Trash | Cubic Yard | | | |
| Exterior Health Hazard / Trash | Cubic Yard | | | |
| Carpet Removal including tack strips (if causing hazard) | Cubic Yard | | | |

Approved Allowables

| Approved Allowables | | | | |
|--|-------------------------|--------|---|-------|
| Miscellaneous Tasks | Payment Unit of Measure | Before | During | After |
| Cap Open Electric Wires | Each | | | |
| Cap Gas Line | Each | | | |
| Cap Sewer Line | Each | | | |
| Cap Water Lines | Each | | | |
| Cap Dryer Vent | Each | | | |
| Clean Refrigerator | Each | | | |
| Clean Toilet (must show obstruction unable to be flushed) | Each | | | |
| Smoke Detector | Each | | | |
| CO Detector | Each | | | |
| Pump Water from Lowest Level | Water Height | | | |
| Sump Pump Repair | Each | | | |
| Sump Pump Installation | Each | | | |
| Water Well Closing and Disconnect | Each | | | |
| Dead Animal/Vermin Removal | Each | | | |
| Exterminate (Over the Counter) | Each | | | |
| Extermination (Licensed + Receipt) | Each | | | |
| Handrail - Installation (Exterior Installation Only) | Linear Foot | | | |
| Mold Tasks | Payment Unit of Measure | Before | During | After |
| Drywall Replace (If source addressed) | Square Foot | | | |
| Mold - Treat and Kill with Antimicrobial (If source addressed) | Per Wall | | | |
| Mold - Stainblocker application (If source addressed) | Per Wall | | | |
| Dehumidifier (If electric on and source of mold is moisture) | Each | | | |
| Desiccant Moisture Absorber (If electric off and source is moisture) | Each | | | |
| Exterior Tasks | Payment Unit of Measure | Before | During | After |
| Fence Repair - Wood | Linear Foot | | | |
| Fence Repair - Chain Link, Plastic, Iron | Linear Foot | | | |
| Fence Replace - Wood | Linear Foot | | | |
| Fence Replace - Chain Link, Plastic, Iron | Linear Foot | | | |
| Roof Tasks - If conditions exists | Payment Unit of Measure | Before | During | After |
| Cap Chimney | Each | | | |
| Gutter Cleaning | Linear Foot | | | |
| Gutter Repair | Linear Foot | | | |
| Gutter Installation | Linear Foot | | | |
| Chalk outlines for Roof Square, Shingles, & Tarring must be documented | Square Foot | |  | |
| Full Roof Square (Decking, Felt, & Shingles - 10' x 10" area replaced) | Length + Width | | | |
| Full Roof Square (Felt and Shingles only - 10' x 10" area replaced) | Length + Width | | | |
| Individual Shingle Replacement | Square Foot | | | |
| Roof Repair - Temporary (Tarp/Tar) | Square Foot | | | |
| Roof Boot | Each | | | |
| Flashing | Linear Foot | | | |
| Soffit | Linear Foot | | | |
| Fascia | Linear Foot | | | |
| Tarping | Square Foot | | | |

*******Full Debris Removal - Upon CONVEY Maintenance or WPB Approval Only*******

Each container method of removal should be documented for each load removed. This includes proper documentation of the empty, ¼, ½, ¾, and full for each load removed.

| Trailer Photo Documentation | Payment Unit of Measure | Before | During | After |
|---|--------------------------------|---------------|---------------|--------------|
| Empty Trailer with Property in Background | CYD | | | |
| Trailer Measurement: Length (# must be visible) | CYD | | | |
| Trailer Measurement: Width (# must be visible) | CYD | | | |
| Trailer Measurement: Height (# must be visible) | CYD | | | |
| Placard showing Total Trailer CYD Capacity | CYD | | | |
| Before - Debris Removal Documentation | Payment Unit of Measure | Before | During | After |
| Placard showing each room description with CYD total | CYD | | | |
| Angles from all 4 corners of each room showing all debris present | CYD | | | |
| Placards showing existing debris from outbuildings, sheds, detached garages, etc. | CYD | | | |
| During - Debris Removal Documentation | Payment Unit of Measure | Before | During | After |
| Action Shots of individuals removing debris from all rooms, outbuildings, etc. | CYD | | | |
| Placards showing "During" progression of debris removal | CYD | | | |
| Progressive Trailer Load Requirements - Empty | CYD | | | |
| Progressive Trailer Load Requirements - 1/4 Full | CYD | | | |
| Progressive Trailer Load Requirements - 1/2 Full | CYD | | | |
| Progressive Trailer Load Requirements - 3/4 Full | CYD | | | |
| Progressive Trailer Load Requirements with property in the background - Full | CYD | | | |
| Repeat for multiple trailer loads, if applicable | CYD | | | |
| After - Debris Removal Documentation | Payment Unit of Measure | Before | During | After |
| Final Load Photos of Truck Full with total CYD on truck noted | CYD | | | |
| Placard showing each room description with no debris remaining | CYD | | | |
| Angles from all 4 corners of each room showing all debris removed | CYD | | | |
| Placard showing all empty from outbuildings, sheds, detached garages, etc. | CYD | | | |
| Vehicle/Boat Removal (If Applicable) | Each | | | |

*******Broom Swept Condition - Upon CONVEY Maintenance or WPB Approval Only*******

| Broom Swept Condition | Payment Unit of Measure | Before | During | After |
|--|--------------------------------|---------------|---------------|--------------|
| Photos showing all floors swept, minor dirt and debris removed, cleaning agents on all flat surfaces | Each | | | |

SecureView - See Separate Link in Work Order for Photo Detail

Winterization - See Separate Link in Work Order for Photo Detail