

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