



ServiceFax

The History Behind Every Service Provider™



Verified
Information



Comprehensive
Records



Trusted
Insights



Protecting
Homeowners



Empowering
Better Decisions

ServiceFax Final Project Walkthrough Checklist

ServiceFax™

The History Behind Every Service Provider™

Project Information

Project Name: _____

Property Address: _____

Homeowner Name: _____

Contractor Name: _____

Contract Amount: \$ _____

Walkthrough Date: _____

Work Completion Verification

Contract Scope

☐ All work specified in the contract has been completed

- ☐ All approved change orders have been completed
 - ☐ Materials match contract specifications
 - ☐ Fixtures and finishes match selections
 - ☐ Workmanship meets expectations
 - ☐ No incomplete items identified
-

Quality Inspection Checklist

Interior Work

- ☐ Walls properly finished and painted
 - ☐ Flooring installed correctly
 - ☐ Cabinets aligned and secured
 - ☐ Countertops installed properly
 - ☐ Doors open and close correctly
 - ☐ Windows open and close correctly
 - ☐ Trim and molding complete
 - ☐ No visible damage to finishes
-

Electrical

- ☐ All outlets functioning
 - ☐ All switches functioning
 - ☐ Lighting fixtures operating correctly
 - ☐ GFCI outlets tested
 - ☐ Electrical panel properly labeled
-

Plumbing

- ☐ Faucets functioning properly

- ☐ Toilets functioning properly
 - ☐ Showers and tubs functioning properly
 - ☐ No visible leaks
 - ☐ Water pressure acceptable
 - ☐ Hot water functioning properly
-

HVAC

- ☐ Heating functioning properly
 - ☐ Cooling functioning properly
 - ☐ Thermostat functioning correctly
 - ☐ Airflow adequate throughout property
 - ☐ Filters installed
-

Exterior Work (If Applicable)

- ☐ Roofing work completed
 - ☐ Gutters installed and functioning
 - ☐ Siding installed properly
 - ☐ Windows sealed properly
 - ☐ Doors sealed properly
 - ☐ Landscaping restored
 - ☐ Exterior debris removed
-

Permit & Inspection Verification

- ☐ Required permits obtained
- ☐ Required inspections completed
- ☐ Final inspection passed

- ☐ Permit closure documentation received
 - ☐ Certificate of Occupancy received (if applicable)
-

Documentation Received

- ☐ Final invoice
 - ☐ Warranty documents
 - ☐ Product manuals
 - ☐ Maintenance instructions
 - ☐ Permit documentation
 - ☐ Certificate of Insurance
 - ☐ Lien Waivers
 - ☐ Change Order Documentation
 - ☐ Contractor Contact Information
 - ☐ Emergency Service Information
-

Job Site Condition

- ☐ Construction debris removed
 - ☐ Materials removed from site
 - ☐ Tools removed from site
 - ☐ Property cleaned
 - ☐ Driveway and walkways clear
 - ☐ Landscaping restored
-

Punch List Items

List any items that require correction before final payment is released.

Item #	Description	Responsible Party	Target Completion Date
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1			
2			
3			
4			
5			

Final Acceptance

Project Status

- ☐ Accepted – Project Complete
- ☐ Accepted with Punch List
- ☐ Not Accepted – Additional Work Required

Final Payment Authorization

- ☐ Final payment approved
- ☐ Final payment pending completion of punch list
- ☐ Final payment withheld pending corrections

Homeowner Notes

ServiceFax Consumer Protection Reminder

Before releasing final payment:

- ✓ Complete a full walkthrough.
- ✓ Verify all punch list items are resolved.
- ✓ Obtain all warranties and manuals.
- ✓ Confirm permits are closed.
- ✓ Obtain lien waivers.
- ✓ Retain all project documentation for future reference.
- ✓ Keep copies of contracts, invoices, permits, inspection reports, and warranties.

Signatures

Homeowner: _____

Date: _____

Contractor Representative: _____

Date: _____

ServiceFax Recommended Final Payment Holdback: Maintain at least 10% of the contract value until all work, documentation, inspections, warranties, and lien waivers have been completed and received.