

**10035 Winkler Dr., St. Louis, MO 63136**

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**To-do lists**

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**VB Office**

- ☐ LB Code 2994
- ☐ Scope by Bob Pavelka
- ☐ 3 Deadbolts
- ☐ Utilities Electric-Off
- ☐ Utilities Gas-Off
- ☐ Utilities Water-Off at Basement Service Entrance Valve
- ☐ Contract
- ☐ Windows - 0
- ☐ Glass Block - 2, 1 w/vent
- ☐ HVAC - R/R AC, Service Furnace
- ☐ Appliances - Hood-White
- ☐ Dumpster - 30 Yd

**VB Overall**

- ☐ Final Clean
- ☐ Drain Clean
- ☐ Water Heater-R/R WH
- ☐ AC Cage-Add AC Cage at New Install of AC
- ☐ Refinish Hardwood Flooring
- ☐ Add LVT

**Exterior Front**

- ☐ Paint exterior door -Exterior VB Blue - interior, trim and jamb - white add passage handle and deadbolt
- ☐ R&R Mailbox
- ☐ R&R address numbers - black, above mailbox
- ☐ R&R light/ carriage - black
- ☐ Remove all trash, debris
- ☐ Test Spigot - Report Issues to PM
- ☐ Remove and replace storm door
- ☐ Repair/Place blocks around tree
- ☐ Add railings to porch
- ☐ Add splash blocks to downspouts

- ☐ Weed, add dirt, mulch and 2 bushes to planter
- ☐ Paint shutters to match front door
- ☐ Remove any grass from cracks in driveway. Seal all driveway cracks.
- ☐ Trim overhanging tree branches so they are at least 10 feet from the house

### Exterior Right

- ☐ Remove all trash, debris
- ☐ Trim vegetation away from house and fence line
- ☐ Remove basement windows and replace with glass blocks-(2)-VB
- ☐ Remove and replace AC Unit-VB
- ☐ Add a cage to AC Unit-VB

### Exterior Rear

- ☐ Remove and replace exterior door
- ☐ Paint exterior door -Exterior VB Blue - interior, trim and jamb - white add passage handle and deadbolt
- ☐ Remove all trash, debris
- ☐ Remove storm door/hardware and seal holes
- ☐ Remove dish/Cables - seal holes
- ☐ Remove basement windows and replace with glass blocks-(1)-VB
- ☐ Trim overhanging tree branches so they are at least 10 feet from the house
- ☐ Clear yard growth from all fence lines
- ☐ Patch old vent pipe

### Exterior Left

- ☐ Remove all trash, debris
- ☐ Repair gate in fence
- ☐ Remove and replace exterior door
- ☐ Paint exterior door -Exterior VB Blue - interior, trim and jamb - white add passage handle and deadbolt
- ☐ Remove storm door, seal holes
- ☐ R&R Light / Black Jelly Jar

### General

- ☐ See "General Scope Items" on Contract
- ☐ Unfasten ceiling and vanity lights (hang by wires) prior to painting
- ☐ Remove all electrical cover plates prior to painting
- ☐ Remove the latches/handles/plates on doors prior to painting
- ☐ All door must function properly - adjust / trim as needed
- ☐ Install door stops on all doors
- ☐ Paint all floor registers - brown

- ☐ Paint all wall registers - white
- ☐ Remove all cable, phone jacks, alarm components in every room
- ☐ Vacuum debris from all floor vents
- ☐ GC to perform full construction clean after punch out is completed
- ☐ Clean and seal all guttering and ensure they are properly secured
- ☐ Clear yard growth from all fence lines
- ☐ Remove any grass from cracks in driveway. Seal all driveway cracks.
- ☐ Wash siding

## Living Room

- ☐ Patch and Paint: walls, ceiling, trim, doors- both sides, closets
- ☐ Check all outlets and switches for proper function. Replace covers, devices and switches so they are matching per room
- ☐ Remove existing window treatment hardware, seal holes and hang new blinds
- ☐ Refinish hardwood flooring-VB

## Kitchen

- ☐ Remove all trash and debris
- ☐ Patch and Paint: walls, ceiling, trim, doors- both sides, closets
- ☐ Check all outlets and switches for proper function. Replace covers, devices and switches so they are matching per room - Kitchen to have at least one GFCI
- ☐ Provide stoppers for sink
- ☐ Check all plumbing / drains and report issues to PM
- ☐ Remove existing window treatment hardware, seal holes and hang new blinds
- ☐ Remove existing light fixtures and replace with 13" round fixtures-2
- ☐ Add LVT flooring-VB
- ☐ Add a door to the basement stairs
- ☐ Add a passage handle to door after painting
- ☐ Add a Hood-VB
- ☐ Unpack and install hood
- ☐ Add a hood plug-VB
- ☐ Install new cabinets over range for hood support
- ☐ Paint all cabinets-White
- ☐ Install cabinet/drawer pulls in proper location - opposite side of door hinge. On bottom corner of upper cabinets, on top corner of lower cabinets, in center of drawers. Ask first if unsure of location
- ☐ Remove wall decorations, patch holes

## Hall

- ☐ Remove the latches/handles/plates on doors prior to painting
- ☐ Patch and Paint: walls, ceiling, trim, doors- both sides, closets

- ☐ Add CO detector mounted on wall 55" above the floor
- ☐ Add Smoke Detector - Photo electric type mounted on ceiling
- ☐ R&R passage handle on closet door - install new knob after painting
- ☐ Check all outlets and switches for proper function. Replace covers, devices and switches so they are matching per room
- ☐ Remove existing light fixture and replace with 13" round fixture
- ☐ Remove all trash and debris
- ☐ Refinish hardwood flooring-VB

### **Bathroom-Main Hall**

- ☐ Remove the latches/handles/plates on doors prior to painting
- ☐ Patch and Paint: walls, ceiling, trim, doors- both sides, closets
- ☐ Check all outlets and switches for proper function. Replace covers, devices and switches so they are matching per room. Bathroom to have at least one GFCI
- ☐ Check all plumbing / drains and report issues to PM
- ☐ R&R privacy handle on entry door - install new handle after painting door
- ☐ Apply fresh caulk to tub area
- ☐ Remove existing window treatment hardware, seal holes and hang new blinds
- ☐ Remove all trash and debris
- ☐ Add LVT flooring-VB
- ☐ Add a shower rod and liner
- ☐ Add a towel bar and TP roller
- ☐ Remove and replace medicine cabinet
- ☐ Remove and replace shower head
- ☐ Add stopper to sink

### **Bedroom 1-Front Middle**

- ☐ Remove all trash and debris
- ☐ Remove the latches/handles/plates on doors prior to painting
- ☐ Patch and Paint: walls, ceiling, trim, doors- both sides, closets
- ☐ R&R privacy handle on entry door - install new handle after painting door
- ☐ Check all outlets and switches for proper function. Replace covers, devices and switches so they are matching per room
- ☐ Add Smoke Detector - Ion type - Install at ceiling near the door – open door at 45 degree angle and install detector on ceiling directly above end of door.
- ☐ Remove existing window treatment hardware, seal holes and hang new blinds
- ☐ Remove existing light fixture and replace with 13" round fixture
- ☐ Refinish hardwood flooring-VB

### **Bedroom 2-Right Front**

- ☐ Remove all trash and debris
- ☐ Remove the latches/handles/plates on doors prior to painting
- ☐ Patch and Paint: walls, ceiling, trim, doors- both sides, closets
- ☐ R&R privacy handle on entry door - install new handle after painting door
- ☐ Add Smoke Detector - Ion type - Install at ceiling near the door – open door at 45 degree angle and install detector on ceiling directly above end of door.
- ☐ Check all outlets and switches for proper function. Replace covers, devices and switches so they are matching per room
- ☐ Remove existing window treatment hardware, seal holes and hang new blinds
- ☐ Remove existing light fixture and replace with 13" round fixture
- ☐ Refinish hardwood flooring-VB

### **Bedroom 3-Right Rear**

- ☐ Remove the latches/handles/plates on doors prior to painting
- ☐ Patch and Paint: walls, ceiling, trim, doors- both sides, closets
- ☐ R&R privacy handle on entry door - install new handle after painting door
- ☐ Add Smoke Detector - Ion type - Install at ceiling near the door – open door at 45 degree angle and install detector on ceiling directly above end of door.
- ☐ Check all outlets and switches for proper function. Replace covers, devices and switches so they are matching per room
- ☐ Remove existing window treatment hardware, seal holes and hang new blinds
- ☐ Remove existing light fixture and replace with 13" round fixture
- ☐ Remove all trash and debris
- ☐ Refinish hardwood flooring-VB

### **Basement**

- ☐ Remove all trash and debris
- ☐ Remove walls doors and ceilings, leave walls at stairs
- ☐ Add smoke detector - Photo electric type mounted on ceiling at bottom of stairs
- ☐ R&R Water Heater with expansion tank/downtube/on pavers - VB
- ☐ Check all devices-R&R as needed-1 color-for washer/junction boxes covered/keyless light fixtures on switch or pull chain
- ☐ Service furnace-VB (leave 3 spare filters)
- ☐ Paint exterior walls-sealer white
- ☐ Paint floors & stair treads/risers with porch & floor gray
- ☐ Check all plumbing / drains and report issues to PM
- ☐ Remove basement windows, replace with glass block - VB
- ☐ Add ridged dryer vent. Extend to floor, secure.
- ☐ Close flue and remove insert, if applicable. Seal fireplace opening with plywood, paint black.

