# New Home Checklist

**Inspected by:**

**Date:** ___

**Time:** ___

## 1.0 Windows

1.1 Glass free from dirt and debris i.e. (concrete).
1.2 Check glass for defects or damage such as scratches and bubbles in finish
1.3 Tracks are clean
1.4 Window latches securely
1.5 Screen present and in good condition
1.6 Check frame for damage; i.e. scratches, buckling, and dents etc.
1.7 Check for safety glass seal in the following areas: 1) Glass less than 18" off the floor; 2) Shower and tub surrounds; 3) Glass in doors; 4) Sliding glass doors or French doors; 5) any glass that is within 24" of a door.

**Findings (windows)**

[ ] pass [ ] Fail  If fail, item location, item number and notes:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

## 2.0 Doors

2.1 From the outside of the room check that no gap is present between the door and closure strip.
2.2 From the inside of the room, check the gap between the door slab and the jamb, it should be approximately 1/8 - 3/16". And roughly even from top to bottom.
2.3 Door opens and closes smoothly without binding or dragging.
2.4 Door closes and latches.
2.5 With the door in closed position try and rattle the door. If it rattles it must be adjusted.
2.6 Check for dings, dents, scratches and paint flaws in the door slab and jamb.

*Extra for exterior doors

2.7 Weather stripping is present on top and both sides.
2.8 No paint on weather stripping or hinges.
2.9 No gap between the bottom of door and threshold.
2.10 Master key works in all exterior handsets and deadbolt locks.

*Extra for bi-fold and bi-pass doors

2.11 Door slides smoothly on track
2.12 No gap between bi-fold doors (center)
2.13 Doors hang same distance from track
2.14 No gaps at the ends of doors.