

Best practice is to create a floor plan drawing of the whole job, or at least a drawing of each room. Use one form per room.

ROOM

Room name:

Dimensions Length: Width: Height:

Contents manipulation:

TYPES OF FLOOR COVERING	SELECT	+	++	+++
Carpet	☐	☐	☐	☐
Glued down	☐	☐	☐	☐
Pad	☐	☐	☐	☐
Solid real wood	☐	☐	☐	☐
Laminate wood look / Pergo	☐	☐	☐	☐
Prefinished real wood	☐	☐	☐	☐
Vinyl sheet goods	☐	☐	☐	☐
Vinyl tile	☐	☐	☐	☐
Ceramic or porcelain tile	☐	☐	☐	☐
None - bare concrete	☐	☐	☐	☐
Block and pad furniture	☐	☐	☐	☐
Other:	☐	☐	☐	☐

SERVICES PERFORMED TO FLOORS	DONE	HOW MANY	UNIT	REINSTALLED OR REPLACED
Extract water	☐		SF	
Heavy water	☐		SF	
Cleaned floor	☐		SF	
Sanitized floor	☐		SF	
HEPA vacuumed floor	☐		SF	
Lifted carpet for drying	☐		SF	
Tore out floor covering	☐		SF	
Tore out tack strip	☐		SF	
Tore out underlayment - lauan 1/4"	☐		SF	
Tore out subflooring - floorboards	☐		SF	
Clean & sanitize open floor joists	☐		SF	
Coated joists with sealer	☐		SF	

SERVICES PERFORMED TO WALLS & CEILING	ALL	HOW MANY	UNIT	REPLACE
Cleaned: walls / ceiling	☐		SF	
Sanitized: walls / ceiling	☐		SF	
HEPA vacuumed: walls / ceiling	☐		SF	
Wet drywall removed (flood cut) by the LF, up to 2 ft high	☐		LF	☐
Wet drywall removed (flood cut) by the LF, up to 4 ft high	☐		LF	☐
Wet drywall removed (flood cut) by the LF, 4 inches high	☐		LF	☐
Or wet drywall removed by the SF, not flood cut: walls	☐		SF	☐
Or wet drywall removed by the SF, not flood cut: ceiling	☐		SF	☐
Removed wet insulation	☐		SF	☐
Cleaned and sanitized open wall studs	☐		SF	
Coated wall studs with sealer	☐		SF	
Paint ceiling	☐		SF	
Paint walls	☐		SF	

Space for notes and drawing

DOORS & TRIM	DETACH	HOW MANY?	WOOD TYPE	+	++	+++	RESET	REPLACE	PAINT	FINISH
Interior door	☐			☐	☐	☐	☐	☐	☐	☐
Exterior door	☐			☐	☐	☐	☐	☐	☐	☐
Bi-fold door	☐			☐	☐	☐	☐	☐	☐	☐
Baseboards (LF)	☐			☐	☐	☐	☐	☐	☐	☐
Casing (LF)	☐			☐	☐	☐	☐	☐	☐	☐
Quarter round (LF)	☐			☐	☐	☐	☐	☐	☐	☐

Baseboard, casing: how many inches wide?

Quality legend: + = Average, ++ = Better, +++ = Best.

CABINETS	HOW MANY (LF)	+	++	+++	CLEANED	DETACHED	RESET	REPLACED
Base cabinets		☐	☐	☐	☐	☐	☐	☐
Upper cabinets		☐	☐	☐	☐	☐	☐	☐
Full height cabinets		☐	☐	☐	☐	☐	☐	☐
Vanity		☐	☐	☐	☐	☐	☐	☐
Countertop		☐	☐	☐	☐	☐	☐	☐
Backsplash		☐	☐	☐	☐	☐	☐	☐
Other		☐	☐	☐	☐	☐	☐	☐

Describe:

BACKSPLASH / COUNTERTOP MATERIAL

Backsplash ☐ Formica ☐ Tile ☐ Marble ☐ Granite
Countertop ☐ Formica ☐ Tile ☐ Marble ☐ Granite

MISCELLANEOUS	TYPE / QTY	CLEANED	REMOVED	RESET	REPLACED
Refrigerator		☐	☐	☐	☐
Stove Gas / electric		☐	☐	☐	☐
Dishwasher		☐	☐	☐	☐
Dryer		☐	☐	☐	☐
Sink Single / double		☐	☐	☐	☐
Toilets Qty		☐	☐	☐	☐
Ceiling fans Qty		☐	☐	☐	☐
Registers Qty		☐	☐	☐	☐
Lights Qty		☐	☐	☐	☐

QUALITY LEGEND

+ Average ++ Better +++ Best

Notes